



# InterCoast Colleges School Catalog

2011 / 2012

Website: [www.intercoast.edu](http://www.intercoast.edu)

# INTERCOAST COLLEGES

A Message from the President:

On behalf of the Administration and Faculty of InterCoast, we wish to thank you for taking the time to visit our school(s). The Education and skills training you will receive here at InterCoast is directed toward the development of technical skills and knowledge, along with the development of professional attitudes and behaviors related to study and work habits, interpersonal communication skills, self-discipline, and confidence.

In order to aid our students in achieving these objectives, InterCoast has established a professional work-like environment consisting of:

A faculty of mature and competent industry professionals who possess superior job-related knowledge, skills, and enthusiasm in teaching, with sensitivity and concern for you and your progress.

A classroom/work-like atmosphere that brings out the best effort in each student through the use of modern equipment and current resource materials.

A curriculum devoted to job-related subjects and tasks, which will enable you to focus in on the major areas of interest and employment skills development, thereby preparing you, in the shortest possible time, with the knowledge and skills that will enable you to gain respect, success, and the means of rewarding self-support.

A Career Services Department accomplished in assisting students with "Externships" as well as individualized career services assistance. The career services department often functions as a liaison between the employer and the student/graduate. This is a service provided to eligible graduates.

The Administration and Faculty of InterCoast know that your time here will be both an exciting and a challenging experience. We care about you and your need for success. By our combined efforts, your determination and hard work, and the expertise of our Faculty and Staff, achievement of your career goals is within your reach.

Geeta A. Brown

Students choose ***InterCoast Colleges*** for their Postsecondary Education  
because:

- Students want a specialized environment for training.
- Students want an education tailored to their specific goals.
- Students want an education that prepares them for the future.
- Students want and need employment assistance as a graduate.

# INTERCOAST SCHOOL CATALOG

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# APPROVAL DISCLOSURE STATEMENT

InterCoast Colleges, a private institution, was granted institutional approval to operate by the BPPE, Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311 (repealed 11/12/09) – currently Chapter 8.5 of Part 59 of Division 10 of Title 3. The Bureau’s approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private Postsecondary educational institutions and does not imply endorsement or recommendation.

Program	Clock Hours	Academic Credits**	Financial Aid Units
<b>ADMINISTRATIVE MEDICAL ASSISTANT</b>	750	41	25
<b>ALCOHOL AND DRUG COUNSELING STUDIES</b>	905	41	30
<b>BUSINESS TECHNOLOGY &amp; ADMINISTRATION</b>	720	39	24
<b>COMPUTERIZED ACCOUNTING</b>	720	34	24
<b>ELECTRICAL TRAINING PROGRAM</b>	900	49	30
<b>HVAC TECHNICIAN</b>	720	39	24
<b>MASSAGE THERAPY</b>	780	37	21
<b>MENTAL HEALTH REHABILITATION TECHNICIAN</b>	720	42	24
<b>MEDICAL ASSISTANT</b>	900	42	28
<b>MULTIMEDIA SPECIALIST</b>	900	37	30
<b>PARALEGAL SPECIALIST</b>	900	50	30
<b>PHARMACY TECHNICIAN</b>	800	Clock Hour	21
<b>VOCATIONAL NURSING (College of Medical Arts)</b>	1590	Clock Hour	42

\*\*Additional Information located on each Program's page details the breakdown of Academic Credits.

The institution does not provide English-as-a-Second Language instruction.

Instruction is in residence with facility occupancy levels accommodating approximately 200-400 students at any one time, depending on campus location. Courses are also available on ground and online. Graduates of InterCoast who successfully complete the course of study are awarded an appropriate diploma or certificate.

Prospective enrollees for on-campus programs are required to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Persons seeking to resolve problems or complaints should first contact the instructor or Student Services Coordinator. Requests for further action may be made to the Campus Director. Unresolved problems at the campus level may contact the President by email at [president@intercoast.edu](mailto:president@intercoast.edu) or by calling (818) 672-2100.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798, Telephone (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)

As a prospective student, you are encouraged to review this catalog prior to signing and 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.

# PHILOSOPHY & OBJECTIVES

## PHILOSOPHY

The central mission of InterCoast is to provide Associates Degree and Diploma level educational career program designed to prepare students to succeed in the medical, legal, business, and technical industries by enabling them to meet the highest expectations of employers for entry level professions.

## OBJECTIVES

Education and training at InterCoast are directed toward preparing students to:

- Develop technical skills, knowledge, and an understanding of their application.
- Develop professional attitudes and behaviors related to study and work habits, interpersonal communication skills, self-discipline and confidence.
- In order to aid the students in achieving these objectives, InterCoast has established a professional work-like environment consisting of:
- A faculty of mature and competent industry professionals who possess superior job-related knowledge, skills, and enthusiasm in teaching and sensitivity and concern for students and their progress.
- An atmosphere that brings out the best effort in each student. It is well recognized that qualified students learn in proportion to the effort they can be stimulated to exert. The faculty, therefore, makes learning demands on the time, mental resources and the character of its students.
- A curriculum devoted to job-related subjects and tasks enabling the students to focus on their major areas of interest. Because students are directed along these paths, they make the most rapid progress and are equipped, in the shortest possible time, with the knowledge and skills that will gain them respect and the means of rewarding self-support.
- Curriculum Structure and Program Objectives are included in this catalog under Academic Information.

## HISTORY OF INTERCOAST

InterCoast was originally founded as a travel school in South Orange County. The first class started in May 1985. InterCoast received its initial accreditation in 1987. Currently, InterCoast has many locations throughout California, Maine, and its newest location in New Hampshire, offering over 12 different careers to its students. The Company is committed to optimum entry level training to meet the needs of the medical, legal, technical and business communities, and continues to upgrade all aspects of the training programs as needed.

# GENERAL INFORMATION

## APPROVALS

InterCoast Colleges and the College of Medical Arts are approved by the BPPE, Bureau for Private Postsecondary Education, State of California, pursuant to California Education Code, section 94311. This approval means that the institution and its operation comply with standards established under law for occupational instruction by private postsecondary educational institutions. InterCoast is a recognized member of various support organizations representing career schools, and the medical, legal, technical, and business professions. Most of the InterCoast locations are approved for training through WIA, VA, TRA, EDD, State and Private Vocational Rehabilitation. The College of Medical Arts' Vocational Nursing program is approved by the BVNPT. The school has no pending petition in bankruptcy and has not filed a petition within the last five years.

## ACCREDITATION

InterCoast Colleges / InterCoast Career Institute / College of Medical Arts is nationally accredited by the Accrediting Council for Continuing Education and Training. Accreditation is the process whereby an association or agency, recognized by the U.S. Secretary of Education, grants public recognition to a school, institute, college, or university, which meets certain qualifications and educational standards, as determined through initial and periodic evaluations. The essential purpose of the accreditation process is to provide a professional judgment as to the quality of the educational institution or programs offered.

## FACILITIES

The facilities may include (depending on the site) a computer laboratory, a student resource center, medical laboratory, restrooms, offices, reception area, audiovisual equipment, and other teaching aids. The lecture classrooms are designed to accommodate approximately up to 45 students at any given time. The computer laboratory classes are designed to accommodate up to 24 students. The average student/teacher ratio for lecture classes is 45:1 (Lecture) and for lab classes is an average of 24:1. The institutions provide facilities for the handicapped, and comply with those requirements relating to fire safety, building safety and health required by applicable law. A student break area is located adjacent to, or near the classroom areas for the convenience of all students. Vending machines are available at most locations for student use. There are snack shops near many of the campuses.

## LIBRARY (RESOURCE CENTER)

Resource materials consisting of reference books and other texts are located on campus and are available to students to help provide information which may aid them in their course of study, or which can further enhance their understanding and technological knowledge of their chosen field of study. Most resources can be accessed on the internet. Students are encouraged to go to the local library to further assist in research projects or homework.

## HOUSING

InterCoast does not maintain housing accommodations for students. The admissions department may be able to direct students to available housing in the general vicinity of the campus in order for students to make their own arrangements for housing.

## SCHOOL OF VOCATIONAL NURSING

The Fairfield Campus' College of Medical Arts, School of Vocational Nursing is fully accredited by the California Board of Vocational Nursing and Psychiatric Technicians and maintains a separate admission's procedure, student handbook and program policies. Students and prospective students should contact the Fairfield Admissions Representative for information about the program.

# ADMISSIONS POLICIES

## CRITERIA FOR ADMISSION

To enhance the success of its graduates and to insure that only qualified applicants are accepted, the following factors are carefully considered prior to acceptance:

### 1. Results of Aptitude Testing:

The test is designed to measure one's scholastic level. It is used as the required entrance exam and given to those candidates who express a desire to enroll in any of the programs being offered. Candidates for admission must meet or exceed the recommended minimum score levels for admissions consideration. The institution complies with the procedures outlined by the test publisher. Re-tests are allowed as prescribed by law. Students will be given the Wonderlic entrance exam. The minimum passing scores for the Wonderlic are as follows (except ability-to-benefit candidates):

Ability-to-Benefit students (those without a valid high school diploma, GED, or equivalent) must achieve the minimum passing score on the Wonderlic SLE as established by the United States Department of Education.

Program	Wonderlic SLE
Administrative Medical Assistant	Score of 15
Alcohol and Drug Counseling Studies	Score of 15
Business Technology & Administration	Score of 15
Computerized Accounting	Score of 15
Electrical Training Program	Score of 15
HVAC Technician	Score of 15
Massage Therapy	Score of 15
Medical Assistant	Score of 15
Mental Health Rehabilitation Technician	Score of 15
Multimedia Specialist	Score of 15
Paralegal Specialist	Score of 18
*Pharmacy Technician	Score of 15
*Vocational Nursing	Score of 20

\*High School Diploma or GED is required for enrollment in this program.

### 2. Prior Educational Background:

Students must be at least 18 years of age, or possess a valid High School Diploma or GED equivalent for admissions. Candidates who do not possess a high school diploma or GED equivalent shall also be considered for admission, provided that they take and pass an independently administered "ability-to-benefit" examination. Individuals admitted as ability-to-benefit students will receive GED testing locations and will be encouraged to obtain this certificate before graduating from InterCoast. Students who attend the Alcohol and Drug Counseling program must show proof of a high school diploma, GED, or equivalent if they choose to pursue CAADAC certification upon graduation. High School Diploma must be validated as received from an accredited high school.

### 3. Placement Potential:

During the admissions interview, each applicant is evaluated to determine his/her potential for graduate employment in his/ her chosen field. Factors considered are job history, background, attitude, professional appearance, communication skills, and all negative legal history. Students who do not disclose full negative legal history or who falsify admissions application will be denied admission.

### 4. Interest and Motivation:

Of prime importance is the student's desire to succeed. Evidence of a willingness to make sacrifices is necessary to successfully complete their career program. A proper attitude is essential if the student is to gain the maximum from the learning experience in order to prepare for a new career.

### 5. Availability of Time:

Of equal importance to the student's success is the availability of time to attend classes, and at least 1.5 hours/day to complete classroom projects and homework. Each student is expected to spend approximately one and a half additional hours for each session attended. The more time spent on preparation, the better the opportunity for achieving success.

### 6. Interactive Distance Learning:

Availability of Time: Of equal importance to the student's success is the availability of time to participate in online classes, and any additional time to complete classroom projects or homework as assigned. Each student is expected to spend approximately 28.5 hours per week. The more time spent on preparation, the better the opportunity for achieving success.

During the online course, students should expect to receive feedback and grades on their submitted work within 48 hours of submission.

**INTERCOAST DOES NOT DISCRIMINATE ON THE BASIS OF SEX, AGE, PHYSICAL HANDICAP, RACE, NATURAL ORIGIN, SEXUAL ORIENTATION, POLITICAL AFFILIATION, CREED OR RELIGION IN ITS ADMISSION TO OR TREATMENT IN ITS PROGRAMS AND ACTIVITIES, INCLUDING ADVERTISING, TRAINING, PLACEMENT ASSISTANCE, AND EMPLOYMENT.** This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. Special accommodation requests must be made in writing and documented by a physician. The Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

#### **HOW TO APPLY FOR ADMISSION**

All applicants are required to have a personal interview with an admissions representative, successfully complete the entrance examination, and a complete facility tour before acceptance into the training program. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of training, programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire. Applicants require the approval of the Director.

#### **ADMISSIONS DEPARTMENT SCHEDULE AND CONTACT**

The Admissions Offices are open from 9:00 a.m. until 8:00 p.m., Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Fridays; and from 9:00 a.m. until 1:00 p.m. on Saturday by advance appointment only. The campus admission representatives can be contacted by calling the admissions department at 1-877-CAREERS. Personal interviews for admission may be

arranged by appointment during any of the normal admission hours.

#### **PROGRAM SCHEDULES**

InterCoast conducts classes throughout the year, typically every two to five weeks, depending on the program. These classes consist of structured modules, courses, or sections of instruction. Subject matter is based on strong educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new materials and techniques as they are developed. InterCoast's system of scheduling modules allows participants of most programs to commence training at the beginning of each module, term, or course of training on a space available basis. The teaching, learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Instructional techniques are employed so students receive the attention required to reach their objective. This combination of method, technique, and scheduling assure that diligent participants are able to attain their goal in an efficient and effective manner.

#### **HOLIDAY SCHEDULE**

InterCoast will not offer instruction on the following days/holidays:

- \*Martin Luther King
- \*President's Day
- \*Memorial Day
- \*Independence Day
- \*Labor Day
- \*Thanksgiving Day/Day After
- \*Christmas Day

Holidays of all religious beliefs are respected and allowed. Students are not charged for breaks longer than five school days. InterCoast may close up to three days per year for Faculty and Staff In-Service Training. InterCoast reserves the right to modify this schedule with reasonable advance notice.

**CREDIT FOR PREVIOUS TRAINING**

Credit for previous applicable educational training is accomplished by waiving courses, which are prerequisites to the satisfactory completion of the program. If course(s) for which the waiver is requested was taken at a postsecondary institution other than InterCoast, a postsecondary school or college transcript and course syllabi, course outline, or catalog or equivalent are required, the student must have earned a "C" grade or better, and the course must have been taken at an accredited school. InterCoast will determine the credit assigned for prior course work completed and reserves the right to reject all or a portion of any request. Furthermore, the course content must be compatible to the course that will be taken at InterCoast, and the student must have completed that coursework within five years from his/her enrollment date at InterCoast.

There is no charge to the student for evaluation of previous credit or proficiency testing. Except in a formal teach-out agreement, the institution will accept up to 50% of the program's credits for transfer. Requests for transfer must be made in writing by the enrollee and submitted to the Campus Director or Director of Education prior to enrollment. The school maintains a written record of all credit for previous training granted to the student. The institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. Notification will be given to all agencies including the VA. Tuition will be prorated accordingly. Transfer Credits are counted as both attempted and completed hours in the measurement of Satisfactory Academic Progress. Financial aid awards may be adjusted if credits are transferred or accepted. If the student does not agree with the Campus Director's decision, the student can appeal the decision to the "School's Appeal Committee". See appeals section for more information.

**TRANSFER OF CREDIT**

The transferability of credits you earn at InterCoast Colleges is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in your program is also at the complete discretion of the institution to which you seek to transfer. If the credits 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 InterCoast Colleges to determine if your credits will transfer. Units students earn in our programs in most cases will not be transferable to any other college or university. For example, if students entered InterCoast Colleges as freshmen, they will still be freshmen if they enter another college or university at some time in the future even though they earned units here at our College. In addition, if students earn a degree, diploma, or certificate in our programs, in most cases it will not serve as a basis for obtaining a higher level degree at another college or university. In addition, there may be a fee charged by the receiving institution. This fee is the responsibility of the student.

**TUITION**

Specific tuition and fees charged for each program may be found on the Program pages of the Catalog. Tuition is due on the first class session unless other arrangements have been made with the School and documented in the student's file. Private tuition payments may be made through the school's Business's Office in the form of personal check, cashier's check, money order, credit or debit card, private financing company, or through various alternative loan programs. Delinquent tuition payments over 60 days may cause an interruption of a student's training program in which case the student may not return to his or her studies without bringing all tuition and fee payments current. Delinquent tuition beyond 90 days may be turned over for collection efforts. In addition to private tuition payments, most of the institutions participate in various tuition assistance programs, including but not limited to Veteran's Educational Benefits (VA), WIA, NAFTA, PAN, TRA, Vocational and State Rehabilitation, tribal programs, alternative loan programs, and employer sponsored programs.

Financial Aid is also available through the Title IV Programs under the U.S. Department of Education for those who qualify. (Please see Financial Aid section in this catalog for more information.) 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, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds according to the refund policy.

**VOCATIONAL REHABILITATION APPLICANTS OR WIA APPLICANTS**

Prospective students wishing to attend InterCoast under Veteran's Educational Benefits (VA), Vocational Rehabilitation Benefits (either through a state agency or a private rehabilitation agency), WIA or other programs such as NATFA or TRA, should apply for these benefits through the appropriate agency. The Admissions Office will assist in the application process. When approval is received for a student from a given agency, it should be submitted to the school's Business's Office, who then bills the appropriate agency for the amount approved. It is the student's responsibility to obtain appropriate approvals and submit proper documentation to the school. Failure to obtain proper approvals from these agencies could result in the student being 100% financially responsible for the tuition and fees.

**SPONSORED STUDENTS**

Information concerning employer sponsorship should be obtained directly from the student's employer. Questions concerning tuition payment arrangements for sponsored students should be referred to the Business Office or Campus Director.

## **VETERANS**

Some of InterCoast's locations and programs are approved for Veterans benefits, including Chapter 33, Post 9/11 benefits, and effective October 1, 2011. Please verify with your campus for eligible locations and programs.

Eligibility for benefits is determined by the VA. Detailed information concerning eligibility requirements and education benefits for veterans, eligible spouses or dependents, how to apply, programs covered and payment rate information is available on the Department of Veterans Affairs website [www.GIBILL.va.gov](http://www.GIBILL.va.gov), by calling 888-GIBILL-1 (888-442-4551) or contacting the nearest Veterans Regional Office.

Veterans eligible for VA benefits must be certified by InterCoast's designated certifying official located at the approved location in order to receive VA educational benefits. Submission of required documentation and evaluation of prior credits is mandatory to initiate the process for VA enrollment certification. Documents required are:

Copy of your DD-214 or Statement of Service

Certificate of Eligibility

Transcripts for any prior college/university attended regardless of subject\*

\* Students are responsible for requesting academic transcripts from all schools attended before, during or after military service—whether or not benefits were received.

## **FINANCIAL AID**

InterCoast is an eligible institution under the Pell Grant, SEOG, Direct Loans, Subsidized Stafford Loans, Unsubsidized Stafford Loans, Additional Unsubsidized Stafford Loans, and Parent Loans for Undergraduate Students (PLUS) Programs. The institution also participates in the College Work Study Program. Students may also qualify for various alternative loan programs. For more information regarding eligibility for any of the programs, contact the InterCoast Financial Aid Official. Students will be asked to complete the Free Application for Federal Student Aid (FAFSA) and applications for all available loan programs, including alternative loans will be discussed. The student will be notified of his/her financial award. Students who default on Title IV loans received while attending the institution may not be eligible for re-enrollment, refresher courses, or career services.

## **STATE OF CALIFORNIA STUDENT 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:

You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

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:

You are not a California resident, or are not enrolled in a residency program, or

Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency 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:

The school closed before the course of instruction was completed.

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.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

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.

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

## **CANCELLATION POLICY**

Cancellation will occur when the student gives written notice of cancellation to the school at the address specified in the agreement anytime within the first 7 days of classes. Such cancellation may be initiated by the student or the school. The institution will refund any consideration paid by the student. But, if the school has given any texts, uniforms, or equipment, the student must return any such item in reusable condition within 30 days of the date a cancellation notice is signed. If the items are not returned within this 30 day period, the school may keep an amount out of what was paid that equals the cost(s) of the items given to the student. The school is required to refund any amount over that as provided above. Any refunds then due will be made within 45 days following the period student is required to return the equipment. The student may retain the equipment without further obligation to pay for it. The institution has the unilateral right to cancel a student who is determined to have not met admissions eligibility or who has not been truthful in his or her application for admission.

## **WITHDRAWAL POLICY**

If a student withdraws from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund, less the allowable registration fee, within 45 days following the student's withdrawal. The student is obligated to pay only for the educational services rendered and for any equipment issued (including textbooks and uniforms). If the student withdraws prior to completion of the course he/she is enrolled in but prior to the completion of at least 60% of the program, a pro-rata refund will be made of the unused portion of the tuition. The amount charged to the student shall not exceed the pro rata portion of the total charges for tuition.

The calculation is based on the length of the completed portion of the course relative to its total length. If the student withdraws after a minimum of 60% of the program completion, there will be no refund due to or on behalf of the student. Withdrawal will be considered to have occurred not more than 14 days from the last date of actual attendance. Dismissal will be considered to have occurred on the date that action is taken by the school. Refund calculations are based upon sessions held as of the last date of attendance. This refund policy will be modified to conform to applicable state or federal statutes.

## **TRIAL PERIOD**

Any new student enrolling at InterCoast Colleges/Career Institute will receive a trial period of 30 calendar days beginning from the first day of the contracted start date. Any new student may cancel during the 30 day trial period without any financial obligations outside of the registration fee. In addition, during the 30 day trial period the student will not be considered a regular enrolled student and will not be eligible for any financial aid. If the trial date expires and the new student does not cancel his/her trial period enrollment, it will be considered as an agreement to continue in his/her contracted program and the acknowledgment of becoming a regular student. Once considered a regular student he/she is responsible for all program charges commencing the first day of the contracted date and if otherwise eligible, will become eligible for financial aid.

The student has the right to opt out of the trial period. If the student chooses to opt out of the trial period, the student will immediately become a regular student and if otherwise eligible, will be eligible for financial aid. The student will be responsible for all charges beginning the 8th day of the scheduled class. Charges will commence from the first day of the contracted date.

## **RETURN OF TITLE IV POLICY**

Return of Title IV Funds requirements apply to a grant and/or loan recipient who withdraws from school before completing the period of enrollment. In this case, the institution is required to determine the percentage of aid earned by a Title IV recipient by calculating the percentage of the period that the student completed, and determining the amount of earned aid by applying the earned percentage to the total Title IV aid that was or could have been disbursed to the student. If the refund to the Title IV program is greater than the school's refund amount under the pro-rata calculation, the institution will make such refund(s) to the Title IV program and bill the student for any unpaid tuition. The institution will perform a "Return to Title IV Calculation" after 14 calendar days of absences which is determined to be the student's withdrawal date.

# ACADEMIC INFORMATION

## METHOD OF INSTRUCTION

Classes are structured so that the student receives homework, practice problems, reviews, and regular examinations as a part of each course segment. InterCoast utilizes modern equipment and industry related software programs, complete with full tutorials for many of the software programs. This equipment is located on the premises. "Hands-on" training on the equipment provides students with the skills required to further enhance their understanding and application of industry skills and techniques.

## CURRICULUM STRUCTURE

Each program is designed to be challenging and accelerated. Students, therefore, must be qualified and prepared to take advantage of this training opportunity by dedication to a specific task, perseverance, self-discipline and hard work. The current program offerings consist of between 720 and 1590 hours of training, depending upon the specific program. In some programs, this is equivalent to or over one year of college training. Therefore, students must be prepared to make a full commitment to the training program. Each student is expected to spend whatever time is necessary after the class session studying, preparing for the next day's class, and/or working on homework assignments. Graded homework assignments will be equal to approximately 6 hours per week.

## HOMEWORK

The purpose of homework, like school, is to reinforce the classroom learning. Homework is important for students of all ages, as it helps them build on what they have already learned in the classroom and prepares them for the next stage in their learning. Homework is also valuable for teachers, as it helps them assess the progress of their students. Research shows a clear link between the time spent by students on out-of-class study and student achievement. Homework activities may vary according to the needs of the various subject areas being studied. While some homework will consist of completing work begun in class and preparing for future lessons, students will also be given work to consolidate what they have learned and to help them progress to the next stage of their learning.

In addition to reading and studying for tests, students should expect to spend approximately 6 hours per week on graded homework assignments. Students are encouraged to seek assistance from their instructor in planning and completing any task that has been set.

## COURSE CRITIQUES

Periodically, students are asked to critique various aspects of their education including the instructor's efforts in the classroom. The instructor being evaluated may receive a summary of any comments, but does not have access to the individual student critiques.

# SATISFACTORY ACADEMIC & ATTENDANCE POLICY

## SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress Policy requires students to maintain a 2.0 GPA and complete at a pace of at least 67% of all Financial Aid equivalent units attempted. Academic performance is based on three standards: grade point average (GPA), pace, and maximum time.

**Grade Point Average:** The minimum GPA requirement is 2.0

**Pace:** A student must earn at least 67% of their attempted hours. This calculation is performed by dividing the number of financial aid equivalent credit hours earned by the number of financial aid equivalent credit hours attempted.

Required Completion Rate Sample Chart:

Financial Aid Equivalent Units Attempted	Financial Aid Equivalent Units Minimum Earned
3	2
9	6
12	8
15	10
18	12
24	16

**Maximum Time:** Students are expected to complete their program within a Maximum Time Frame of 150% of the required number of hours to graduate. A student may not receive financial aid for more than 150% of the attempted hours. Note: VA benefits paid are limited to 100% of the original program length.

### MAXIMUM TIME FRAME FOR COURSE COMPLETION

All enrolled students must satisfactorily complete their programs of study within a maximum time frame, defined as 150% of the students' scheduled program length, as noted on the enrollment agreement, readmission forms, and/or transfer forms. All attempted credits and scheduled attendance up to the student's last date of attendance are computed in the maximum time frame.

A student is considered a *graduate* upon completion of the program "on time". This is defined as within 30 days of the graduation date originally scheduled at the time of enrollment. All others will be considered "completers."

If at any time it is determined that the student cannot complete their course of study within the 150% time frame, they will be immediately terminated from the program even if currently meeting the SAP standards.

If a student is a Transfer Student, the accepted transfer course work will be counted in the Maximum Time Frame. Transfer credits are counted as both attempted and completed credits for the purpose of calculating Satisfactory Academic Progress.

A student can repeat a module once, but the credits will be applied toward the maximum time frame.

### SEMESTER CREDIT HOUR MEASUREMENT

A Financial Aid Semester Credit Hour (Unit) equals 1 (one) or any combination of 30 (thirty) hours in Theory, Lecture, Demonstration, Supervised Practice, Laboratory, and/or Externship. A clock hour equals 60 minutes of training, of which 10 minutes are allowed for a student break.

For Academic Credit, 1 unit equals the equivalent of either 15 hours of Lecture, 30 hours of Laboratory or Supervised Practice, or 45 hours of Externship.

Clock Hour Measurement: Courses which require specific hours for licensure are measured by clock hours by the institution for financial aid semester credit.

### Incomplete

A grade issued for a course in which a student has not completed the necessary course work. Incompletes count in the evaluation of pace and maximum time, but not in the GPA calculation.

### Withdrawal

When a student withdraws from a program, this terminates his/her enrollment. A withdrawal results in a grade of "W" on the student's transcript. All withdrawn hours count as attempts in evaluating pace and maximum time, but not GPA.

### Transfer

Hours completed at another school and accepted for credit at InterCoast are considered Transfer credits. All transferred hours count in the SAP evaluation.

## Module Repeat

All repeat attempts count in the SAP evaluation of pace and maximum time. Only the most recent attempt counts in the GPA evaluation. When a student selects this option, all attempted hours count in the SAP evaluation.

Satisfactory Academic Progress (SAP) will be measured at midpoint (12 Financial Aid Credits) and the end of an academic year (24 Financial Aid Credits) for all students. Any student who receives an F grade any time during enrollment will be assessed for potential at-risk SAP failure.

## ACADEMIC PROBATION POLICY

A student earning a cumulative grade point average below a 2.0 will be placed on academic probation for 60 days. If the grade point average is not brought up to a 2.0 or better at the end of the 60 day period, the student will be terminated from his/her training program. Probation status can be removed early if the student achieves the 2.0 grade point average prior to the expiration of the 60 day probationary period. VA benefits for VA students will be terminated upon determination of failure to achieve satisfactory academic progress. Students who are accepted back into his/her training program after termination due to academic or attendance probation may be required to be placed on probation again as a condition of acceptance. Students who wish to challenge a decision relative to academic probation may appeal to the School's Appeal Committee. Please see section under "Student Appeal Procedures Policy" for further information.

### Financial Aid Participants ONLY:

#### Financial Aid Warning:

Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during a Warning payment period. However, the student's progress will be assessed after the payment period is over. If the student does not meet the SAP standards then the student will be ineligible from receiving any additional financial aid.

#### Financial Aid Appeal/Probation:

If a student is denied their financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can request an appeal by completing an appeal form and submitting the form to Student Services. The student must have extenuating circumstances that prevented him/her meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of

knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the student strictly follows an *academic plan* that ensures the student will be meeting ALL standards again by a specific point in time. A student will be notified via email or letter on the approval/denial within 72 hours after the submission of a completed appeal form. If a student's appeal is approved the student will be given an academic plan and is placed on financial aid probation. Financial aid is reinstated during the probation payment period.

#### Limit on Reinstatement Appeals

Financial Aid Students who have become disqualified due to lack of satisfactory progress will be considered one time only for an appeal. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are clearly documented, *very* extenuating circumstances presented.

## GRADING POLICY

Grade	%	Grade Point	Interpretation
A	90.0 to 100%	4.0	Excellent
B	80.0 to 89.9%	3.0	Very Good
C	75.0 to 79.9%	2.0	Average
D	60.0 to 74.9%	1.0	Poor
F	00.0 to 59.9%	0.0	Failure
CR	75.0% or better	n/a	Credit
NC	Less than 75.0%	n/a	No Credit

The student must make-up assignments and tests in order to achieve a grade and credit for the module(s) before the completion date of the module, otherwise, the instructor will calculate the student's final module grade based upon work submitted and grades earned for completed tests and assignments.

**Credit/No Credit:**

The credit/no credit grades are issued only for Externship or some Clinical coursework, and for courses for which credit for previous training was granted. Students may not petition for a Credit/No credit grade in any other courses/modules. Students earning a 75% or better will receive credit in a credit/no credit course.

**Module Incomplete:**

An incomplete grade is given under extenuating circumstances only, and will not count in the calculation of the overall grade point average. Students who are unable to complete module coursework due to extenuating circumstances may petition for an incomplete grade. All petitions will be reviewed by the Campus Director and/or Corporate Director of Education, and, if the student is granted an "incomplete", the student is allowed an extension for the completion of assignments projects and/or test for a given module. All incomplete work must be submitted within 5 weeks following the end of the module. If the incomplete work is only partially submitted or not submitted at all, the grade will be calculated with the completed points already earned.

**Module Failure:**

A grade of F (Failure) is counted as hours attempted but not achieved and has a 0.00 value toward the grade point average (GPA). A student earning an F must repeat the module and/or work satisfactorily prior to graduation, or sooner if the cumulative GPA is less than 2.0. A student can receive financial aid to repeat a previously attempted and completed module (each individual module number) once in their program.

**Module Withdrawal:**

A grade of W (Withdrawal) will not be considered as credits successfully completed and will not count in the calculation of the overall grade point average. A student must complete the module in its entirety upon readmission to the program.

**Module Repetition:**

Repetitions of course work are counted as hours attempted. Students who received an "F" grade are eligible for module repetition. Eligibility for other module repetitions is made by the Director and/or Corporate Director of Education. Student will incur additional charges for repeating modules. The lowest grade will be dropped and the higher grade will be used to calculate the GPA. A student can repeat a module once, but the credits will be applied toward the maximum time frame. A student may not repeat more than four modules in their program. All repeat attempts count in the SAP evaluation of pace and maximum time. Only the most recent attempt counts in the GPA evaluation. When a student selects this option, all attempted hours count in the SAP evaluation.

**REINSTATEMENT AFTER TERMINATION OR WITHDRAWAL**

A student terminated or withdrawn from the program must submit a request for reinstatement to the Campus Director. The student will be informed of the Director's decision within 30 days following the receipt of the request. A student who is denied reinstatement may appeal the decision as described below under "Student Appeal Procedures Policy".

**STUDENT APPEAL PROCEDURES**

A student who wishes to appeal decisions pertaining to satisfactory academic progress, probation, suspension, termination, graduation requirements, attendance requirements or any decision relating to matters pertaining to disciplinary action must write a letter to the School Appeals Committee which must be received within 14 calendar days of receiving the school's decision. The School Appeals Committee consists of the Corporate Director of Education and/or Campus Director and any three of the following: Student Services Coordinator, Director of Education, Tuition Coordinator, Placement Coordinator, or Instructor. The committee is established by the Corporate Director of Education or designee. A Student must provide written documentation to support his/her position and any mitigating circumstances. The student will be informed of the decision within 30 days following the receipt of the appeal. The committee's decision is final. Students who wish to appeal financial aid decisions should refer to the Financial Aid appeal process on page 16 of the Catalog.

**RE ENROLLMENT/RESTART POLICY**

A prior student who wishes to reenroll or restart must request approval from the Campus Director. Credit may be given for classes already completed, provided that they were taken within three years from the date the student is requesting his/her return. Exceptions may be made by the Campus Director. A student who has been authorized to restart may be required to sign a new Enrollment Agreement at the current tuition rate and meet with the Financial Aid Office to complete additional forms. Any prior earned tuition by the school but not yet paid, must be paid in full before the re-enrolling student is allowed to re-enroll, unless other authorizations have been made by the Campus Director. Students will incur additional charges for repeating modules. All re-enrollments/restarts are processed in accordance with all regulations, including financial aid, if applicable.

## ATTENDANCE POLICY

(For non-distance learning students - Distance Learning students receive, and are subject to, the Student Guide with further guidelines and policies) Students are expected to attend classes regularly and follow the schedules as outlined in the enrollment agreements. Through consistent, uninterrupted attendance can a student gain the knowledge and expertise necessary to be successful. Students are required to sign in each day for credit to be given. Failure to do so may result in no credit being given for that day's attendance.

To achieve attendance reliability standards and meet attendance requirements for graduation, students must be present for a minimum of 80% (90% for Vocational Nursing) of the total program length. Attendance is recorded daily and satisfactory attendance progress is monitored at the end of each period. Students that fail to maintain a minimum of 80% (90% for Vocational Nursing) attendance at the time of the monitoring benchmark will be placed on attendance probation for (two) modules to provide an opportunity to achieve satisfactory attendance progress. Student progress toward achieving 80% (90% for Vocational Nursing) is monitored monthly during the probationary period.

Students who achieve the cumulative 80% (90% for Vocational Nursing) attendance in less than the probationary period may be removed early from attendance probation and returned to good attendance standing. If satisfactory attendance progress is not achieved at the conclusion of the probationary period, the student will be terminated. A decision can be made by the Campus Director at the end of the attendance probationary period to extend the probationary period if it can be documented that the student with improved attendance, has the possibility to achieve the 80% (90% for Vocational Nursing) attendance requirement. Attendance probation extensions must be approved by the Director. If at any time during the probation extension that it is determined the student will not achieve the 80% (90% for Vocational Nursing) attendance requirement (ie: student's absences are so excessive), or, if the institution believes that the student's attendance and academic progress does not indicate that graduation will occur, the student may be terminated from the program.

Under no circumstances is a student permitted to continue training if it is determined that the documented attendance probation stipulations have been violated. Veterans students will be terminated from the program and benefits discontinued if attendance requirements are not met.

InterCoast does not permit students to make up unexcused absences that accrue on their attendance record. Students must make up absences that occur during the externship component of the training program to ensure that all required extern hours are completed prior to graduation.

## TARDINESS / EARLY DEPARTURE POLICY

Students are expected to be on time for each session of instruction, and are expected to attend for the entire session of class. A student is considered tardy for class if he/she arrives later than 15 minutes after the scheduled start of class. Excessive tardies and/or early departures can lead to probation or dismissal from school. The specific number of tardies/early departures allowed depends on the program. Students who miss more than 50% of the daily scheduled class hours are considered absent from school and marked absent on the official attendance record.

## ABSENTEEISM POLICY

If for any reason, a student must be absent from class, the student must contact the Student Services Coordinator immediately. Reoccurring absences may result in disciplinary action, just as it may on a job. It may also lead to program interruption and/or dismissal. A student must achieve, at a minimum, 80% (90% for Vocational Nursing) attendance reliability standards. Failure to do so will result in the student being placed on attendance probation, as outlined under the section titled "Attendance Policy" in this catalog.

***Child care and transportation are not excused absences.***

For an absence to be considered excusable, students must provide written notification for reason of absence to the Student Services Coordinator at the school. Failure to provide written notification will categorize the absence as unexcused. Only the following reasons will be considered as "excused":

Personal illness/injury (verified by a physician's statement or hospital report when possible.)

Illness of immediate family member (verified by a physician's statement or hospital report when possible.)

Death in the family (verified by obituary or other official document when possible.)

Court appearance (verified by a legal court document when possible.)

Medical/Business appointment (unable to be scheduled at any other time of the day.)

Military obligation (verified by official notification when possible.)

Excused absences will permit the student to submit projects or assignments and/or take examinations at another time designated by the instructor or Campus Director. Projects, assignments, homework, and tests must be submitted and/or completed prior to the end of the module to receive credit. Unexcused absences will not permit the submission of projects, assignments and/or the student may not be allowed to make up examinations. Students absent more than 2 consecutive weeks will be dropped. Termination can occur earlier if the school determines the student has exceeded the allowable number of absences, is not benefiting from the program or as required by law.

## MAKE-UP TIME POLICY

All Excused absences for *Students in Clock Hour Programs only* (Vocational Nursing and Pharmacy Technician) require written documentation or letter from student immediately upon return and can be made up, as allowed per policy. Make up time opportunities will be posted and the student must sign up for and complete make up time during the available schedule before the last day of the module.

Make up time cannot exceed 36 hours per payment period (a 15 week period). A payment period is defined as 360 hours.

## MAKE-UP WORK POLICY

Students who miss time in any class for *any* reason are required to make up the *work* missed for the obvious educational/training reasons. If the work is not submitted, the student will receive a no credit for any assignments not completed and therefore a possible reduction in the overall module grade. The timeline may be extended by the Director extenuating circumstances. Depending upon the class missed and reason, students may receive tutoring upon request and by appointment. Tutoring is offered at no charge to the student, provided it is offered during normal work schedules of the instructors.

## LEAVE OF ABSENCE POLICY

When a student needs an interruption in his/her training program due to specified and approved reasons and with appropriate documentation, the student may request a leave of absence from the training program. The request must be in writing, (exceptions noted below), and must be requested in advance of the date the leave of absence is scheduled to begin (except as noted). The leave of absence cannot exceed 180 calendar days or one half the program length, whichever is less. The student must submit a written, signed and dated request in advance of the leave and must provide documentation from a doctor or a military official.

The leave of absence is considered approved for Title IV purposes if the student followed the school's leave of absence policy and the leave of absence does not involve additional charges to the student. Additionally, the student returns where he/she left off upon his or her return to school, to complete coursework begun prior to the leave. Finally, the institution, when issuing the leave, must determine that there is a reasonable expectation that the student will return to school at the end of the leave of absence period. All Title IV loan recipients who request a leave must be notified by the financial aid department prior to the leave that if he or she fails to return from the leave, it will impact the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

The institution's leave of absence policy allows the student to take multiple leaves, provided that the total number of days for the leave does not exceed the maximum time frame. Leave of absences can be consecutive. In other words, a student can take a month off, and then apply for another leave that begins when the original leave ends. If the student's Leave of Absence is NOT approved, the student will be counted absent, and if absences are excessive, may be withdrawn from the program. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition for the time taken during the Leave of Absence. Where possible, students are encouraged to begin their leave of absence after module completion, so that, when they return from an approved leave of absence, they may resume training at the point in which they ended prior to beginning the leave. Multiple leaves are allowed, provided the student does not exceed the total allowable leave time. During a Leave of Absence, a student is ineligible for disbursement of direct student loans.

If a student takes an unapproved leave of absence or fails to return from an approved leave of absence, the student is considered to have withdrawn from school as of the date the student began the (unapproved) leave of absence or as of the date the student was expected to return from the (approved) leave of absence. The date of determination is the day the student failed to return from the leave. The last date of attendance (LDA) is noted as the student's actual last day in class.

## **EXTERNSHIP TRAINING**

Upon successful completion of all classroom requirements, students are expected to immediately begin the externship component of their program, and are required to follow the schedule outlined on the Enrollment Agreement. Externship hours must be completed before the student's maximum program completion time. Sites are assigned by the Clinical Coordinator or the Career Services Coordinator. Should the student be terminated or leave voluntarily from a site, the school will assign one additional site at which the student must complete the remaining hours of externship. The student may be required to repeat some or all externship hours as deemed appropriate by the Campus Director. If the student fails to complete externship or is terminated at the second site, the Campus Director may terminate the student.

Students are responsible for parking and transportation to and from the externship sites. Students must obtain externship site approval and complete all necessary externship documents prior to the start of any externship training. Externships are scheduled for up to 30 hours per week, regardless of the session the students attended. Exceptions are made by the Campus Director. Any student (of any program) who interrupts externship training for more than 14 scheduled days will be terminated. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time. In addition, the student may be required to repeat externship hours. Students must submit to the school various required externship documents in order to be eligible for graduation. Failure to do so will result in termination from the program.

## **SUSPENSION AND DISMISSAL POLICY**

InterCoast reserves the right to suspend or dismiss any student whose attendance, conduct, (See Student Conduct Policy) or academic standing does not meet the school's standards, or who fails to abide by the school's rules and regulations. Students are marked with an "unexcused" absent during any suspension period. Reinstatement after suspension is explained under "Reinstatement Policy".

## **GRADUATION REQUIREMENTS**

To be eligible for graduation consideration, a student must have achieved a minimum 2.0 academic grade point average or better in all coursework (See Grading Policy). A student must also have completed a minimum of 80% (90% for Vocational Nursing) of the total program hours on or before the original projected graduation date and submit all required externship documents to the institution as well as complete an exit with the school. If a module(s) is repeated the attendance and grade(s) from the original module(s) will not count toward the attendance and academic requirements for graduation.

## **STUDENT AWARDS**

Graduate awards for outstanding achievement are presented to deserving graduates based on performance and faculty recommendations. Graduates find that the award is an asset when seeking employment in their chosen field. The following awards are issued to deserving students at the time of formal graduation:

### **Perfect Attendance Award:**

Given to students who have not missed any school days

### **Director's Honor Award:**

Given to graduates with 3.85 GPA and a minimum of 95% attendance

### **Achievement Award:**

Given to graduates who have shown the most improvement in school

# STUDENT SERVICES/CONDUCT

## STUDENT ADVISING POLICY

The staff at InterCoast is dedicated to aiding students in successfully completing their career program and their fulfillment of their career objectives. To enhance the academic program, the following advising services are available by appointment:

- \*Academic-Instructor/Education Director
- \*Career Guidance- Career Services Coordinator
- \*Financial Aid-Tuition Coordinator
- \*Substance Abuse-ADC Instructor or Program Director

## STUDENT CONDUCT AND BEHAVIOR POLICY

Students are always expected to observe the standards of professional conduct, courtesy, and appearance. An important part of the training at InterCoast includes the development of professional attitudes and behaviors to assist student to meet the highest expectations of employment. Prospective employers seek employees who will be positive additions to their companies. Therefore, InterCoast attempts to maintain a “work-like” environment in which students can grow and develop according to these professional expectations. Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining oneself and dressing professionally are just a few of the ingredients that go into the makeup of a “professional”.

InterCoast College’s students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interests when it comes time to seek employment. Improper conduct and/or unprofessional behavior are grounds for immediate dismissal. Students are asked to work in harmony with the institution to aid them to be as fully prepared as possible to succeed in the competitive job market.

Students are expected to treat others with respect. Students are to keep facilities neat and clean. A student may be dismissed for possession or use of drugs or alcohol, possession of weapons on school premises, and for behavior that creates a safety hazard to other persons at school, or for disrespectful behavior to others, or for use of profanity and/or derogatory language.

In addition, the following behaviors may also result in dismissal from InterCoast: Defacing, stealing, or mutilation of school property (Computers, furniture, restroom facilities, etc.), the inappropriate downloading of material from the internet, use of chat rooms or instant messengers on any school computer, inappropriate use of emails, falsification or misrepresentation of material information in any records, financial aid documents, or attendance sheets, whether inadvertent or deliberate, and activities that create a safety hazard to other persons at InterCoast.

Observance of rules and regulations and maintenance of a professional manner are required at all times. Unruly conduct or any conduct that interferes with the progress of others and operation of the school is cause for dismissal whether that behavior is explicitly outlined in the school catalog or not. As of January 1, 2009, all JCAHO accredited facilities (which include many of InterCoast’s externship sites) were required to take action to create a code of conduct and establish a process for educating staff as well as identifying and managing unacceptable behaviors with a “zero tolerance” policy.

Accredited organizations need to establish an education process to help health care professionals understand that although historically there has been a culture of tolerance of intimidating and disruptive behavior that this can no longer be. According to JCAHO, these “intimidating and disruptive behaviors can foster medical errors, contribute to poor patient satisfaction and to preventable adverse outcomes, increase the cost of care, and cause qualified clinicians, administrators and managers to seek new positions in more professional environments.” In order to promote a professional practice and work environment, all InterCoast students must follow and maintain professional behaviors in compliance with the Student Conduct Code. Neither exclusively nor inclusively binding; the intent of this policy is to provide students with a framework that can assist them in making their own decisions regarding their own behaviors and those of their peers.

### **Definition of Disruptive Behavior:**

Disruptive behavior is a style of interaction with students, faculty, staff or others that interferes with student learning...that tends to cause distress among other students and faculty and affects overall morale within the learning environment, undermining the teaching-learning process and possibly leading to student and/or faculty dissatisfaction or even students altering their program of study.

Disruptive Behavior, regardless of who initiates it, may be:

- Verbal
- Non-Verbal
- May include the use of rude language and/or sarcasm (written or verbal)
- Threatening mannerisms
- Raised voices
- Or even physical threats and abuse

### **What are examples of disruptive behavior?**

Raised voices or yelling or shouting in a hostile manner.

Throwing things.

Bullying or demeaning behavior.

Abusive treatment of others.

Sexual comments/ innuendo, seductive, aggressive or assaulting behavior.

Racial, ethnic or socioeconomic slurs.

Disruption or disrespectful language.

Insulting and verbal attacks which are personal and go beyond the bounds of fair professional content.

Uncooperative or defiant approach to problems.

Refusal to complete tasks or carry out clinical or externship duties.

Repeated violation of policies or rules.

Physical attacks, pinching, patting the gluteus of another, slapping or unwanted touching.

### **DRESS CODE POLICY**

Dressing the part of a successful professional raises an individual's self-esteem and confidence of anyone. InterCoast promotes professional dress at school in order to enable students to become comfortable with the type of apparel expected by a majority of employers. Employers occasionally visit the campus, sometimes unannounced; therefore all students are asked to always look their best.

The following is a list for women and men of inappropriate attire while a student at InterCoast.

Women: Backless attire, bare midriff, halters, sleeveless or low-cut tops, baggy jeans/denims or slacks, tattered jeans/denims, T-shirts, headgear of any type other than religious, shorts, athletic attire, ragged or frayed clothing, flip-flops or heels higher than 3 inches. Dresses or skirts over 3 inches above the knee are unacceptable.

Men: T-shirts, shorts, athletic attire, baggy jeans/denims or pants, tattered jeans/denims, shoes without socks, flip-flops, sandals, headgear of any type other than religious, ragged or frayed clothing.

Allied Health students must be in uniform all times. Hairstyle must be above the collar. For the purpose of infection control, fingernail length must be kept short and clean, no acrylic nails, and no jewelry except an engagement or wedding ring. Only stud earrings are allowed.

Alcohol and Drug Counseling, HVAC Technician, and Electrical Training students must wear their designated polo shirts at all times. School ID badges must be worn at all times at school and at externship.

Inappropriate comments.

Leaving the clinical unit without reporting off to clinical staff, externship coordinator, site supervisor, and/or instructor.

Non-Constructive criticism, addressed to its recipient in such a way as to intimidate, undermine confidence, belittle or to imply stupidity or incompetence.

Persistent hostility toward another.

Abusive behavior is a pattern of malcontent and frequent outbursts of anger.

Inappropriate response to faculty comment or request.

Blames or shames others.

Threatening to "*get someone*" in any way.

Belittling or berating statements.

Tirades in the classroom, clinical area, externship, or clinical site.

Unnecessary sarcasm or cynicism.

Threats of violence, retribution or litigation.

Behavior that disparages or undermines confidence in the faculty or school and/or its leaders.

Public derogatory comments about another student, faculty or staff.

Behavior that is perceived as disruptive, offensive, and/or threatening interferes with the learning of other students and impedes the delivery of our program of learning. This behavior may include speech or action that is not part of the learning process but is perceived to create an atmosphere of hostility, intimidation, ridicule or anxiety among other students, instructors or staff.

### **Documentation:**

The instructor will document both the observation or report of disruptive behavior and the discussion with student, and bring the issue to the Campus Director. The Campus Director will decide the necessary response on a case-by-case basis and may impose disciplinary actions which may include formal warning, probation, suspension and/or termination.

### **ANTI-DISCRIMINATION POLICY**

InterCoast – students, faculty, staff, and administrators – has as its goal to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. Discrimination on the basis of gender, religion, disability, race, color or descent, or national or ethnic origin, sexual preference, or age is unacceptable behavior and InterCoast is committed to an environment free of discrimination. Full details of the policy, offenses, complaint procedure, and remedies are published in the school policy that all students and staff receive upon enrollment/hire.

### **ANTI-HARASSMENT POLICY**

InterCoast Colleges and InterCoast Career Institute is committed to providing a workplace free of sexual harassment (including harassment based on gender, pregnancy, childbirth or related medical conditions), as well as harassment based on such factors as race, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status or veteran status. Full details of the policy, definition, non-retaliation policy, prevention, investigation and remediation procedures, and reporting procedures are published in the school policy that all students and staff receive upon enrollment/hire.

### **TELEPHONE CALLS / CELL PHONES AND BEEPERS**

Students are not expected to receive personal telephone calls at school and will not be called to the phone, EXCEPT IN THE CASE OF AN EMERGENCY. Friends and family members should be advised of this policy. Additionally, it is required that cell phones are turned off or muted during class sessions, as the ringing may interfere with class activities. Additionally, cell phone usage is prohibited in the classroom. During class time emergency calls may be taken outside of the classroom.

### **EATING / DRINKING / SMOKING POLICY**

In order to maintain a clean, healthy, and professional learning environment, eating, drinking and smoking is restricted to defined areas. Eating or drinking within the classrooms is not allowed. Plastic water bottles are allowed in classes, but not near the computers.

### **PARKING POLICY**

InterCoast has designated parking areas available for student parking. Free parking is available at all campus sites. Students may not park in areas designated as “reserved” or marked as “Handicapped”. InterCoast is not responsible for parking violations, tow away fees, property theft, or property damage to vehicles. It is suggested that vehicles are kept locked at all times. Student parking decals, if required, must be placed in student vehicles before parking at the school premises.

### **STUDENT RECORDS POLICY**

The Family Rights & Privacy Act of 1974 prohibits an institution from releasing school records or any other information about a student to any third party without the student’s written consent. InterCoast protects the privacy of all students. Students are guaranteed right to access to their own files. Student files are maintained for five years, whether or not the student graduates.

### **GUESTS POLICY**

Students are welcome to bring guests to tour the school during the school’s normal hours of operation with approval from the Campus Director.

### **HONOR SYSTEM POLICY**

True learning occurs only with the spirit and practice of integrity and honesty. If it is determined, upon investigation, that a student received unauthorized assistance in accomplishing assignments, quizzes and/or examinations, that student will be disciplined, up to and including dismissal. If applicable, any students who provided the unauthorized assistance may also be disciplined.

### **COPYRIGHT POLICY**

InterCoast prohibits the illegal copying of copyrighted texts, publication, documents, and computer software. Instructors may only copy portions of texts for single use as handouts to illustrate lesson plans, as permitted by federal copyright law. Students or staff may not illegally copy texts or software for distribution, use, or sale. If this policy is violated, the person responsible will be subject to disciplinary action, up to and including criminal prosecution and termination.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).

### **DRUG AND ALCOHOL ABUSE PREVENTION POLICY**

In accordance with the Drug Free Schools and Communities Act, InterCoast prohibits the unlawful possession, use, or distribution of illicit drugs and alcoholic beverages by students on its property or as part of any of its activities. Any student who is involved with the unlawful possession, use, or distribution of illicit drugs or alcohol is subject to expulsion from school and referral for prosecution for violations of applicable local, state, and/or federal laws. Students are encouraged to seek help, if needed, by contacting the Education Director or designee for a list of professional treatment centers in the local area. Conversations are held in strict confidence.

### **PERSONAL PROPERTY**

Students are asked to monitor all of their own personal property such as backpacks, books, wallets, purses, and other personal items, as the school is not responsible for lost or stolen property.

### COMPUTER LABORATORY USE

InterCoast maintains a computer laboratory and is available to all students during non scheduled class usage hours. Students are expected to demonstrate proper use of the computer equipment at all times. Any inappropriate uses of computer equipment including, but not limited to the inappropriate downloading of programs or materials from the internet, use of social networking sites, chat rooms or instant messengers on any school computer, and/or other mistreatment and unauthorized use of equipment may result in dismissal from the program. No smoking, eating, or drinking is permitted at any time in the computer laboratory.

### STUDENT GRIEVANCE PROCEDURES

Students who encounter difficulties, problems, or have complaints should first bring the matter either orally or in writing to the student's instructor or any administrator. Requests for further action may be made to the Campus Director. The recipient of the complaint shall transmit it as soon as possible to the Campus Director, the person authorized to resolve complaints, and who will attempt to resolve the complaint within 30 days from the date in which it was received.

Students who are unable to resolve their complaint with the School are encouraged to contact the School President by email [president@intercoast.edu](mailto:president@intercoast.edu) or by phone at (818) 727-1212. Students who are still unable to resolve their complaint with the school may file a formal complaint with:

State Agency:  
Bureau for Private Postsecondary Education (BPPE)  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
(916) 574-7720

Accrediting Agency:  
Accrediting Council for Continuing Education and Training (ACCET)  
1722 N St., NW  
Washington, D.C. 20036  
(202) 955-1113

### GRADUATE EMPLOYMENT ASSISTANCE SERVICES

InterCoast employs a Career Services Coordinator to assist graduates in contacting companies in order to secure employment. It should be noted that **InterCoast does not guarantee employment** upon completion of any program. The Career Services Coordinator acts as a liaison between students and the employment community. All graduates will be considered to need placement assistance unless an appropriate signed student waiver of placement assistance is in their file. Graduates waiving placement assistance may later resume placement assistance by notifying the Career Services Department that they again wish to be placed in an active job seeking status.

Successful job search is dependent upon a self-confident and well prepared applicant with a well planned strategy, and the Career Services Coordinator will assist in this effort. The Career Services Coordinator will work with each graduate until he/ she is placed, assuming cooperation on the part of the graduate. The Career Services Coordinator assists graduates to find employment opportunities in their career fields, matching their training, capabilities, and experience.

In order to be eligible and to effectively utilize career services, graduates must agree to the submission of a completed and acceptable resume to the Career Services Coordinator. Additionally, graduates must keep the Career Services Coordinator advised on any change in name, address, telephone number, temporary absence from the area, and employment status. If an appointment with an employer or with the Career Services Coordinator cannot be kept, a call must be made to the Career Services Coordinator. The student is asked to make weekly contact with the Career Services Coordinator during the job search period so as to communicate all job search activity. The Career Services Coordinator must be notified of the results of all interviews and job acceptance. Finally, graduates who default on student loan(s) received at InterCoast, or who owe a past due tuition balance, or refuse to follow the career services policies are ineligible for assistance.



1-877-CAREERS  
INTERCOAST

# INTERCOAST COLLEGES

# PROGRAMS

# ADMINISTRATIVE MEDICAL ASSISTANT

## Program Description

This program is designed for those students who desire knowledge and skills for employment in area of administrative medical front office. Students will also develop an understanding of Microsoft Word.

## Program Objectives

The program is designed to provide students with extensive and comprehensive training in body structure and the functions of the various body systems. Students will be certified in CPR, as well as administer first aid care of accidents and injuries. Students will develop administrative skills such as patient scheduling, obtaining and maintaining patient data, office bookkeeping, insurance billing and coding, and automated office information management, including typing, Microsoft Word, and computerized patient billing using Medisoft.

## Occupational Objectives

Graduates will be qualified for entry-level positions in doctor's offices, clinics, hospitals, or any other health care facility such as: Medical Front Office Assistant, Insurance Billing, Medical Office Receptionist, Medical Office Bookkeeping Clerk, etc.

## Educational Requirements

Course Title/Number	Lecture Hours		Laboratory Hours		Externship/ Internship Hours		Total Hours		Financial Aid	Hours of Work Outside of Class/ Homework
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	Units	
	PD100 Professional Development	45	3	45	1	0	0	90	4	
AH100 Health Care Fundamentals	90	6	0	0	0	0	90	6	3	22.5
AH101 Anatomy & Physiology	90	6	0	0	0	0	90	6	3	22.5
AH102 Pharmacology	90	6	0	0	0	0	90	6	3	22.5
AMA206 ICD-9 Coding	60	4	30	1	0	0	90	5	3	22.5
AMA207 CPT & HCPCS Coding	60	4	30	1	0	0	90	5	3	22.5
AMA208 Advanced Billing & Coding	45	3	45	1	0	0	90	4	3	22.5
AMA209 Reimbursement & Compliance	15	1	15	0	0	0	30	1	1	7.5
MA115 Administrative Medical Assisting	45	3	45	1	0	0	90	4	3	22.5
<b>TOTALS</b>	<b>540</b>	<b>36</b>	<b>210</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>750</b>	<b>41</b>	<b>25</b>	<b>187.5</b>

750 HOURS      CIP CODE: 51.0713

O\*NET: 29-2071.00

MAXIMUM STUDENT/TEACHER RATIO

LECTURE-45:1 LAB-24:1      SOC CODE: 43-6013

34 Weeks to Complete – Mornings

42 Weeks to Complete Afternoon/Evenings

32 Weeks to Complete Online

This program prepares graduates for the following occupation:

Administrative Medical Assistant: <http://www.onetonline.org/link/summary/29-2071.00>

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2010 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Units
2009/2010	0	n/a	n/a	\$15,252.50	Included in Tuition	n/a	25

# ALCOHOL AND DRUG COUNSELING STUDIES

## Program Description

This program provides the necessary knowledge, skill and attitude development needed to be effective in the treatment of alcohol and other drug dependency and abuse. The program is designed to provide students that do not have prior experience in the field of Alcohol and Drug Counseling with a competency based educational program that meets certification standards in California.

## Program Objectives

This program will provide the needed education and training for those seeking a new and fulfilling career as a Drug and Alcohol Counselor. This course exceeds the didactic and supervised fieldwork practicum requirement standards of the California Association of Alcoholism and Drug Counselors (CAADAC) for certification. After satisfactorily completing all courses, students will be able apply for the CCBADC written examination and upon passing the exam will receive the status as a CADCA (Certified Alcohol and Drug Counseling Associate).

## Occupational Objectives

The program's goal is to provide the alcohol and drug treatment field with knowledgeable and skilled counselors. The objective is to meet the requirement and demand for certified counselors, secure employment, and provide the student will advancement opportunities.

## Educational Requirements

Course Title/Number	Lecture Hours		Laboratory Hours		Externship/ Internship Hours		Total Hours		Financial Aid	Hours of Work Outside of Class/ Homework
	ACADEMIC CREDITS									
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	Units	
PD100 Professional Development	45	3	45	1	0	0	90	4	3	22.5
AD111 AOD Counseling Intro & Overview / Law & Ethics	60	4	30	1	0	0	90	5	3	22.5
AD112 Physiology and Pharmacology of AOD / Personal Growth for Counselors	80	5	10	0	0	0	90	5	3	22.5
AD113 Case Management	60	4	30	1	0	0	90	5	3	22.5
AD114 Practice & Theory of Counseling	60	4	30	1	0	0	90	5	3	22.5
AD115 Treatment & Relapse Prevention	60	4	30	1	0	0	90	5	3	22.5
AD116 Professional Growth for Counselors	40	2	20	0	0	0	60	2	2	15
AD117 Clinical & Supervision I	20	1	100	3	0	0	120	4	4	37.5
AD118 Clinical & Supervision II	25	1	160	5	0	0	185	6	6	37.5
<b>TOTALS</b>	<b>435</b>	<b>28</b>	<b>470</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>905</b>	<b>41</b>	<b>30</b>	<b>225</b>

**905 HOURS**  
**MAXIMUM STUDENT/TEACHER RATIO**

**CIP CODE: 51.1501**  
**LECTURE-45:1 LAB-24:1**

**O\*NET: 21-1011**  
**SOC CODE: 21-1011**

40 Weeks to Complete – Mornings

47 Weeks to Complete Afternoon/Evenings/Weekends

38 Weeks to Complete Online

This program prepares graduates to be an Alcohol & Drug Counselor: <http://www.onetonline.org/link/summary/21-1093.00>

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2011 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Credits
2010/2011	727	68%	78%	\$18,675	Included in Tuition	\$9,358	30

# BUSINESS TECHNOLOGY & ADMINISTRATION

## Program Description

This program provides the necessary knowledge and skills to compete in today's business environment. The program is designed to provide extensive "hands-on" training with today's most popular software programs included in Microsoft Office programs. Basic office administration skills are also incorporated into the program including business communication, general office, customer service, human resources, business law and accounting.

## Program Objectives

This program is designed to teach students the necessary skills in mastering Microsoft Office programs such as Word, Excel, Access, PowerPoint, and Outlook. Business specialty skills such as typing, business communications, general office, customer service, and human resources are of primary focus.

## Occupational Objectives

Graduates will be qualified for entry-level positions in a wide variety of business, technical, industrial, professional, and government positions that require these computer skills. Graduates will be qualified to seek employment in occupational titles or job descriptions that include: Administrative Assistant, Office Manager, Administrative Manager, Administrative Specialist, Administrator, Director of Operations, Administrative Coordinator, Administrative Director, Administrative Officer.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/ Internship Hours		Total		Financial Aid	Hours of Work Outside of Class/ Homework
	Hours		Hours		Hours		Hours			
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	Units	
PD100 Professional Development	45	3	45	1	0	0	90	4	3	22.5
BUS100 Microsoft Office	30	2	60	2	0	0	90	4	3	22.5
BUS101 Business Law	90	6	0	0	0	0	90	6	3	22.5
BUS102 Business Communications	75	5	15	0	0	0	90	5	3	22.5
BTA111 Administrative Office Procedures	60	4	30	1	0	0	90	5	3	22.5
BTA112 Business Technology in the Workplace	60	4	30	1	0	0	90	5	3	22.5
BTA113 Human Resources Principles	60	4	30	1	0	0	90	5	3	22.5
BTA114 Human Resources Recordkeeping	60	4	30	1	0	0	90	5	3	22.5
<b>TOTALS</b>	<b>480</b>	<b>32</b>	<b>240</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>720</b>	<b>39</b>	<b>24</b>	<b>180</b>

**720 HOURS**

**MAXIMUM STUDENT/TEACHER RATIO**

32 Weeks to Complete – Mornings

This program prepares graduates for the following occupation:

Administrative Assistant: <http://www.onetonline.org/link/summary/43-6011.00>

**CIP CODE: 52.0401**

**LECTURE-45:1 LAB-24:1**

40 Weeks to Complete Afternoon/Evenings/Weekends

**O\*NET: 43-6011.00**

**SOC CODE: 43-4160**

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2011 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Credits
2009/2010	0	n/a	n/a	\$15,252.50	Included in Tuition	n/a	24

# COMPUTERIZED ACCOUNTING

## Program Description

This program provides the necessary knowledge and skills to compete in today's accounting industry. The program is designed to provide "hands-on" training with today's most popular office software Microsoft Office, along with the accounting computer program, QuickBooks, are used to teach computerized accounting. Students will have the skills and knowledge to meet the hiring standards of an entry-level bookkeeping professional.

## Program Objectives

The program is designed to provide students with training in Microsoft Office with Word, Excel, and Access, PowerPoint, and is specially designed to teach bookkeeping; therefore, preparing students for a more specialized career in accounts receivable/payables, payroll, or other areas of accounting. Students also learn the fundamentals of preparing State and Federal income tax returns.

## Occupational Objectives

There is a continuous demand for Bookkeepers, Jr. Accountants, Accounting Clerks, Payroll Clerks, and other entry level accounting professionals in today's accounting job market. Business, Government and private individuals need accurate financial information to make important decisions and conduct their business affairs efficiently. Professional bookkeepers/accountants using computers and the related software programs provide the figures, facts, interpretation and advice that are needed in most businesses.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/ Internship Hours		Total Hours		Financial Aid Units	Hours of Work Outside of Class/ Homework
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit		
PD100 Professional Development	45	3	45	1	0	0	90	4	3	22.5
BUS100 Microsoft Office	30	2	60	2	0	0	90	4	3	22.5
BUS101 Business Law	90	6	0	0	0	0	90	6	3	22.5
BUS102B Business Communications	75	5	15	0	0	0	90	5	3	22.5
CA111 Business Math & Advanced Excel	45	3	45	1	0	0	90	4	3	22.5
CA112 Introduction to Accounting	60	4	30	1	0	0	90	5	3	22.5
CA113 QuickBooks	15	1	75	2	0	0	90	3	3	22.5
CA114 Tax Preparation	15	1	75	2	0	0	90	3	3	22.5
<b>TOTALS</b>	<b>375</b>	<b>25</b>	<b>345</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>720</b>	<b>34</b>	<b>24</b>	<b>180</b>

**720 HOURS**

**MAXIMUM STUDENT/TEACHER RATIO**

32 Weeks to Complete – Mornings

**CIP CODE: 52.0302**

**LECTURE-45:1 LAB-24:1**

40 Weeks to Complete Afternoon/Evenings/Weekends

**O\*NET: 43-3031.00**

**SOC CODE: 43-3031**

This program prepares graduates for the following occupation:

Bookkeeper: <http://www.onetonline.org/link/summary/43-3031.00>

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2011 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Credits
2010/2011	6	83%	80%	\$15,252.50	Included in Tuition	\$9,409	24

# ELECTRICAL TRAINING PROGRAM (ETP)

## Program Description

The Electrical Training Program is designed to provide related training in the electrical trade that will give students the proper course work in safety, Electrical Code, equipment, and knowledge of the trade. Instruction includes fundamentals of electricity and power distribution; basic trade mathematics; national electrical code requirements; commercial, industrial, and residential wiring requirements, and other control theory and fundamentals.

## Program Objectives

This program will provide an overview of electrical occupations, including the training and the employment options available electrical industry. The training will allow students the opportunity to train in a variety of settings in electrical trades and to develop leadership skills necessary for managerial positions in the construction trades.

## Occupational Objectives

The goal of this program is to prepare students for employment in any of the related areas of the electrical trade. This program will provide an overview of electrical occupations, including training and employment options available in the following areas: Safety and OSHA Standards, Electrical wiring, Residential wiring, Commercial and industrial wiring.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/		Total Academic		Financial Aid Units	Hours of Work Outside of Class / Homework
	Hours		Hours		Internship Hours		Hours			
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit		
PD100 Professional Development	45	3	45	1	0	0	90	4	3	22.5
ATP111 Intro to Trades and Power	60	4	30	1	0	0	90	5	3	22.5
ATP112 Basic Electricity	60	4	30	1	0	0	90	5	3	22.5
ATP113 AC Current & Motors	60	4	30	1	0	0	90	5	3	22.5
ETP101 Conduit Bending, Conductors, Circuit Breakers & Fuses	60	4	30	1	0	0	90	5	3	22.5
ETP102 Electronics Theory, Control Systems, Conductor Calculations	60	4	30	1	0	0	90	5	3	22.5
ETP103 Hazardous Locations & Systems	60	4	30	1	0	0	90	5	3	22.5
ETP104 Transformers & Distribution	60	4	30	1	0	0	90	5	3	22.5
ETP105 Photovoltaics/Voice-Data-Video	60	4	30	1	0	0	90	5	3	22.5
ETP106 Digital Logic/Motor Control	60	4	30	1	0	0	90	5	3	22.5
<b>TOTALS</b>	<b>555</b>	<b>37</b>	<b>345</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>49</b>	<b>30</b>	<b>225</b>

**900 HOURS**  
**MAXIMUM STUDENT/TEACHER RATIO**

**CIP CODE: 46.0302**  
**LECTURE-45:1 LAB-24:1**

**O\*NET: 47-2111.00**  
**SOC CODE: 47-2110**

40 Weeks to Complete – Mornings

50 Weeks to Complete Afternoon/Evenings/Weekends

This program prepares graduates for the following occupation:

Electrical Trainee: <http://www.onetonline.org/link/summary/47-2111.00>

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2011 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Credits
2010/2011	562	70%	78%	\$20,239	Included in Tuition	\$10,116	30

# HVAC TECHNICIAN

## Program Description

The HVAC Technician Program is designed to prepare individuals to specialize in installing and maintaining heating and air-conditioning units in residential homes, retail stores, and other buildings.

## Program Objectives

This program will prepare students to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. The program includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.

## Occupational Objectives

The goal of this program is to prepare students for employment in any of the related areas of the trade such as Service Technician, Heating, Ventilation, Air Conditioning Service Technician (HVAC Service Technician), Heating, Ventilation, Air Conditioning Technician (HVAC Technician), Heating, Ventilation, Air Conditioning Installer (HVAC Installer), HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist), HVAC Technician (Heating, Ventilation, and Air Conditioning Technician), Air Conditioning Technician (AC Tech), Heating, Ventilation, Air Conditioning Mechanic (HVAC Mechanic), HVAC Installer (Heating, Ventilation, and Air Conditioning Installer).

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/		Total Academic		Financial Aid Units	Hours of Work Outside of Class / Homework
	Hours		Hours		Internship Hours		Hours			
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit		
PD100 Professional Development	45	3	45	1	0	0	90	4	3	22.5
ATP111 Intro to Trades and Power	60	4	30	1	0	0	90	5	3	22.5
ATP112 Basic Electricity	60	4	30	1	0	0	90	5	3	22.5
ATP113 AC Current & Motors	60	4	30	1	0	0	90	5	3	22.5
HVAC 101 Intro to HVAC and Refrigeration	60	4	30	1	0	0	90	5	3	22.5
HVAC 102 Piping Fundamentals and Installation	60	4	30	1	0	0	90	5	3	22.5
HVAC 103 Air Conditioning and Heat Pump Systems	60	4	30	1	0	0	90	5	3	22.5
HVAC 104 Gas and Electric Heating Systems	60	4	30	1	0	0	90	5	3	22.5
<b>TOTALS</b>	<b>465</b>	<b>31</b>	<b>255</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>720</b>	<b>39</b>	<b>24</b>	<b>180</b>

**720 HOURS**

**MAXIMUM STUDENT/TEACHER RATIO**

32 Weeks to Complete – Mornings

40 Weeks to Complete Afternoon/Evenings/ Weekends

**CIP CODE: 47.0201**

**LECTURE-45:1 LAB-24:1**

**O\*NET: 49-9021.01**

**SOC CODE: 49.9021**

This program prepares graduates for the following occupation:

Heating, Air Conditioning, and Refrigeration Mechanics and Installers: <http://bls.gov/soc/2010/soc499021.htm>

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2011 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Credits
2010/2011	0	0%	n/a	\$16,369	Included in Tuition	New program	24

# MASSAGE THERAPY

## Program Description

This program is designed for those students who desire knowledge and skills in massage. The program includes clinic supervised student massages. The program is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB).

## Program Objectives

The program is designed to provide students with extensive and comprehensive training in body structure and the function of the various body systems, as it relates to Massage Therapy. Students will learn basic principles and theories, and applications of different Massage Modalities. Students will learn and develop administrative skills such as client scheduling, obtaining and maintaining client data, and bookkeeping, necessary to work in a medical or private setting. Students will be certified in CPR and will learn basic vital signs and first aid.

## Occupational Objectives

Graduates will be qualified to work in Spas, Doctor/Chiropractic Offices, Health Resorts, or as Independent Massage Therapists.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/		Total		Financial Aid	Hours of Work Outside of Class/ Homework
	Hours		Hours		Internship Hours		Hours			
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	Units	
PD100 Professional Development	45	3	45	1	0	0	90	4	3	22.5
AH100 Health Care Fundamentals	90	6	0	0	0	0	90	6	3	22.5
AH101 Anatomy & Physiology	90	6	0	0	0	0	90	6	3	22.5
MT211 Massage Fundamentals	60	4	30	1	0	0	90	5	3	22.5
MT212 Swedish Massage	30	2	60	2	0	0	90	4	3	22.5
MT213 Specialized Massage	30	2	60	2	0	0	90	4	3	22.5
MT214 Contemporary Massage & Bodywork	30	2	60	2	0	0	90	4	3	22.5
MT215 Business Mastery/Clinic	15	1	0	0	135	3	150	4	4	0
<b>TOTALS</b>	<b>390</b>	<b>26</b>	<b>255</b>	<b>8</b>	<b>135</b>	<b>3</b>	<b>780</b>	<b>37</b>	<b>25</b>	<b>157.50</b>

**780 HOURS**

**MAXIMUM STUDENT/TEACHER RATIO**

34 Weeks to Complete – Mornings

42 Weeks to Complete Afternoon/Evenings

This program prepares graduates for the following occupation:

**CIP CODE: 51.3501**

**LECTURE-45:1 LAB-24:1**

**O\*NET: 31-9011.00**

**SOC CODE: 31-9010**

Massage Therapist: <http://www.onetonline.org/link/summary/31-9011.00>

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2011 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Credits
2010/2011	26	77%	88%	\$10,405	Included in Tuition	\$7,574	25

# MEDICAL ASSISTANT

## Program Description

This program is designed for those students who desire knowledge and skills in both administrative front office and clinical back office. The program includes 180 hours of training in a medical facility in order to meet the requirements for testing as a Nationally Certified Medical Assistant. Students will also develop proficiency skills in Microsoft Word.

## Program Objectives

The program is designed to provide students with extensive and comprehensive training in body structure and the functions of the various body systems. Students will develop a working knowledge of specimen collection and various laboratory procedures to include infection control, EKG, injections, and sterilization. Students will also learn proper techniques in assisting in minor surgical procedures and preparation of patients for diagnostic tests. Students will also be certified in CPR. Students will develop administrative skills such as patient scheduling, obtaining and maintaining patient data, medical office bookkeeping, insurance billing, Typing, Computerized Billing and Microsoft Word.

## Occupational Objectives

Graduates will be qualified for entry-level positions in the medical field such as: Medical Assistant, front office and/or back office, Insurance Billing, EKG Technician, Medical Office Manager, Medical Office Bookkeeping Clerk, etc. (*Program not approved for California Phlebotomy Certification*)

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/		Total		Financial Aid	Hours of Work Outside of Class/ Homework
	Hours		Hours		Internship Hours		Hours			
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	Units	
PD100 Professional Development	45	3	45	1	0	0	90	4	3	22.5
AH100 Health Care Fundamentals	90	6	0	0	0	0	90	6	3	22.5
AH101 Anatomy & Physiology	90	6	0	0	0	0	90	6	3	22.5
AH102 Pharmacology	90	6	0	0	0	0	90	6	3	22.5
MA113 Phlebotomy and EKG	30	2	60	2	0	0	90	4	3	22.5
MA114 Clinical Exams	30	2	60	2	0	0	90	4	3	22.5
MA115 Administrative Medical Assisting	45	3	45	1	0	0	90	4	3	22.5
MA116 Clinical Laboratory Skills	30	2	60	2	0	0	90	4	3	22.5
MA117 Externship	0	0	0	0	180	4	180	4	4	0
<b>TOTALS</b>	<b>450</b>	<b>30</b>	<b>270</b>	<b>8</b>	<b>180</b>	<b>4</b>	<b>900</b>	<b>42</b>	<b>28</b>	<b>180</b>

**900 HOURS**

**MAXIMUM STUDENT/TEACHER RATIO**

38 Weeks to Complete – Mornings

**CIP CODE: 51.0801**

**LECTURE-45:1 LAB-24:1**

46 Weeks to Complete Afternoon/Evenings/Weekends

**O\*NET: 31.9092**

**SOC CODE: 31-9092**

This program prepares graduates for the following occupation:

Medical Assistant: <http://www.onetonline.org/link/summary/31-9092.00>

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2011 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Credits
2010/2011	136	70%	65%	\$15,252.50	Included in Tuition	\$9,358	28

# MENTAL HEALTH REHABILITATION TECHNICIAN

## Program Description

This program provides the necessary knowledge, skill and attitude development needed to be effective in providing specific mental health rehabilitation services. Those services include community integration, intensive case management, assertive community treatment, skills development, and family psycho-education. The program is designed to provide students that do not have prior experience in the field of Mental Health with a competency based educational program in the most time effective manner available today.

## Program Objectives

This program will provide the needed education and training for those seeking a new and fulfilling career as a mental health rehabilitation support assistant.

## Occupational Objectives

The program's goal is to provide the mental health field with knowledgeable and skilled assistants. The objective is to meet the requirement and demand for co-occurring disorder specialists, secure employment, and provide the student with advancement opportunities.

## Educational Requirements

Course Title/Number <i>Graduates of the ICC ADCS - Alcohol &amp; Drug Counseling Program - Receive Transfer Credit for successfully completing the * Courses/Topics below.</i>	Lecture		Laboratory		Externship/		Total		Financial Aid	Hours of Work Outside of Class/ Homework
	Hours		Hours		Internship Hours		Hours			
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	Units	
*PD100 Professional Development	45	3	45	1	0	0	90	4	3	22.5
*AD111 AOD Counseling Fundamentals	60	4	30	1	0	0	90	5	3	22.5
*AD113 Case Management	60	4	30	1	0	0	90	5	3	22.5
*AD114 Practice & Theory of Counseling	60	4	30	1	0	0	90	5	3	22.5
*AD115 Treatment & Relapse Prevention	60	4	30	1	0	0	90	5	3	22.5
MH101 Intro to Community Mental Health	90	6	0	0	0	0	90	6	3	22.5
*MH103 Mental Health & Aging	30	2	0	0	0	0	30	2	1	7.5
MH104 Vocational Aspects of Disability	30	2	0	0	0	0	30	2	1	7.5
MH105 Sexual Abuse, Trauma & Recovery	30	2	0	0	0	0	30	2	1	7.5
*MH106 Crisis Identification & Resolution	30	2	0	0	0	0	30	2	1	7.5
*MH107 Cultural Competence / Diversity	30	2	0	0	0	0	30	2	1	7.5
MH108 Psychosocial Rehabilitation	30	2	0	0	0	0	30	2	1	7.5
<b>TOTALS</b>	<b>555</b>	<b>37</b>	<b>165</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>720</b>	<b>42</b>	<b>24</b>	<b>180</b>

**720 HOURS**  
**MAXIMUM STUDENT/TEACHER RATIO**

30 Weeks to Complete – Mornings

**CIP CODE: 51.1599**  
**LECTURE-45:1 LAB-24:1**

40 Weeks to Complete Afternoon/Evenings

**O\*NET: 21-1093.00**  
**SOC CODE: 29-2053**

30 Weeks to Complete **Online**

This program prepares graduates for the following occupation:

Mental Health Rehabilitation Technician: <http://www.onetonline.org/link/summary/21-1093.00>

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2011 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Credits
2010/2011	66	98%	75%	\$16,305	Included in Tuition	n/a	24

# MULTIMEDIA SPECIALIST

## Program Description

This program is designed for those students who desire knowledge and skills in graphic design and production in order to become an entry level multimedia artist and animator. Students will also develop proficiency skills in Microsoft Office.

## Program Objectives

This program prepares individuals to apply HTML, XML, Javascript, graphics applications, and other authoring tools to the design, editing, and publishing (launching) of documents, images, graphics, sound, and multimedia products on the World Wide Web. Includes instruction in Internet theory; web page standards and policies; elements of web page design; user interfaces; vector tools; special effects; interactive and multimedia components; search engines; navigation; morphing; e-commerce tools; and emerging web technologies. Students will develop design skills using the Adobe Creative Suite 5 software including Photoshop, Flash, Dreamweaver, InDesign, Acrobat 9, Premiere Pro, After Effects, Illustrator, Fireworks, and Audition.

## Occupational Objectives

Graduates will be qualified for entry-level positions in the digital design field such as: Animator, Creative Director, Art Director, Artist, Graphic Artist, Graphic Designer, Illustrator, and Animation Director.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/		Total		Financial Aid Units	Hours of Work Outside of Class/ Homework
	Hours		Hours		Internship Hours		Hours			
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit		
PD100 Professional Development	45	3	45	1	0	0	90	4	3	22.5
MMS100 Graphic Design-Illustrator	15	1	75	2	0	0	90	3	3	22.5
MMS101 Photographic Design-Photoshop	30	2	60	2	0	0	90	4	3	22.5
MMS102 Print Layout & Production-InDesign/Acrobat	30	2	60	2	0	0	90	4	3	22.5
MMS103 2D Animation-Flash/ActionScript	30	2	60	2	0	0	90	4	3	22.5
MMS111 Digital Video Production	30	2	60	2	0	0	90	4	3	22.5
MMS112 Sound Production & Editing-Audition	30	2	60	2	0	0	90	4	3	22.5
MMS113 Digital Video Editing-Premiere Pro/AfterEffects	30	1	60	2	0	0	90	3	3	22.5
MMS104 Digital Photography	15	1	15	0	0	0	30	1	1	7.5
MMS105 XHTML & CSS	15	1	15	0	0	0	30	1	1	7.5
MMS106 Web Page Theory, Design & Development-Dreamweaver/Fireworks	30	2	60	2	0	0	90	4	3	22.5
MMS107 Portfolio Development	0	0	30	1	0	0	30	1	1	7.5
<b>TOTALS</b>	<b>300</b>	<b>19</b>	<b>600</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>37</b>	<b>30</b>	<b>225</b>

**900 HOURS**

**MAXIMUM STUDENT/TEACHER RATIO**

40 Weeks to Complete – Mornings

50 Weeks to Complete Afternoon/Evenings

**O\*NET: 27-1014**

**SOC CODE: 27-1014**

38 Weeks to Complete Weekends

This program prepares graduates for the following occupation:

Multimedia Artists and Animators: <http://www.bls.gov/soc/2010/soc271014.htm>

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2011 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Credits
2010/2011	0	0%	n/a	\$18,977.50	Included in Tuition	New program	30

# PARALEGAL SPECIALIST

## Program Description

This Clock Hour program concentrates on developing familiarity with the major aspects of the legal profession as a Paralegal. The student will be given study in specialized areas of the law, with those designated areas pertinent to Paralegals.

## Program Objectives

The program is designed to provide students in the Paralegal Specialist Program with a complete understanding of the legal system from the law office through the State and Federal Court Systems and local agencies. Students will also develop an extensive knowledge in interviewing, investigation and trial preparation from the initial client interview through post trial procedures. Students will also be thoroughly trained in legal research through classroom and hands-on training at the Law Library.

## Occupational Objectives

Graduates will be qualified for entry-level positions in the law field as a Paralegal.

## Educational Requirements

Course Title/Number	Lecture		Laboratory		Externship/		Total		Financial Aid	Hours of Work Outside of Class/ Homework
	Hours		Hours		Internship Hours		Hours			
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit		
PD100 Professional Development	45	3	45	1	0	0	90	4	3	22.5
BUS100 Microsoft Office	30	2	60	2	0	0	90	4	3	22.5
BUS101 Business Law	90	6	0	0	0	0	90	6	3	22.5
BUS102 Business Communications	75	5	15	0	0	0	90	5	3	22.5
PS211 Wills & Trusts / Bankruptcy Law	75	5	15	0	0	0	90	5	3	22.5
PS212 Civil Procedures & Litigation / Torts	75	5	15	0	0	0	90	5	3	22.5
PS213 Property Law	75	5	15	0	0	0	90	5	3	22.5
PS214 Legal Research & Writing	60	4	30	1	0	0	90	5	3	22.5
PS215 Immigration Law / Family Law	90	6	0	0	0	0	90	6	3	22.5
PS216 Criminal Law & Procedure	75	5	15	0	0	0	90	5	3	22.5
<b>TOTALS</b>	<b>690</b>	<b>46</b>	<b>210</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>50</b>	<b>30</b>	<b>225</b>

**900 HOURS**

**MAXIMUM STUDENT/TEACHER RATIO**

40 Weeks to Complete – Mornings

**CIP CODE: 22.0302**

**LECTURE-45:1 LAB-24:1**

50 Weeks to Complete Afternoon/Evenings

**O\*NET: 23-2011.00**

**SOC CODE: 23-2011**

38 Weeks to Complete Online

This program prepares graduates for the following occupation:

Paralegal: <http://www.onetonline.org/link/summary/23-2011.00>

Financial Aid Award Year	# of Students Who Began Program	On Time Graduation Rate	ACCET 2011 Calendar Year Placement Rate for Graduates	Tuition and Fees for Normal Completion	Books and Supplies Cost for Normal Completion	Median Loan Debt at Graduation (All Sources)	Financial Aid Credits
2010/2011	9	78%	67%	\$18,395	Included in Tuition	\$9,358	30

**JULY 1, 2011 TO JUNE 30, 2012 HOLIDAYS DURING THE PERIOD (NO SCHOOL DAYS)**

*Independence Day	July 4, 2011
*Labor Day	September 5, 2011
*Thanksgiving Day/Day After	November 24 & 25, 2011
*Christmas Day (observed)	December 26, 2011
*Martin Luther King	January 16, 2012
*President's Day	February 20, 2012
*Memorial Day	May 28, 2012

**CORPORATION: Inter-coast International Training, Inc. Geeta Brown, 100%  
Stockholder/President**

**PRESIDENT:**

Geeta Brown

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**HVAC PROGRAM DIRECTOR:**

Sergio Couder

**MULTIMEDIA PROGRAM DIRECTOR:**

Cristina McGinn

# **START SCHEDULES**

Updated February 1, 2012

## **Morning Classes**

Classes Meet Monday thru Friday from 8:00 am to 12:30 pm

<b><u>New Module Start Date</u></b>	<b><u>End of Module</u></b>
2/7/2012	3/6/2012
3/7/2012	4/3/2012
4/4/2012	5/1/2012
5/2/2012	5/30/2012
5/31/2012	6/27/12
6/28/12	7/27/12
7/30/12	8/24/12
8/27/12	9/21/12
9/24/12	10/19/12
10/22/12	11/16/12
11/19/12	12/18/12
12/19/12	1/16/13

## **Afternoon Classes**

Classes Meet Monday thru Thursday from 1:00 pm to 5:30 pm

<b><u>New Module Start Date</u></b>	<b><u>End of Module</u></b>
1/24/2012	2/28/2012
2/29/2012	4/3/2012
4/4/2012	5/8/2012
5/9/2012	6/13/2012
6/14/2012	7/19/2012
7/23/2012	8/23/2012
8/27/2012	10/1/2012
10/2/2012	11/5/2012
11/6/2012	12/11/2012
12/12/2012	1/23/2013

## **Evening Classes**

Classes Meet Monday thru Thursday from 6:00 pm to 10:30 pm

<b><u>New Module Start Date</u></b>	<b><u>End of Module</u></b>
1/24/2012	2/28/2012
2/29/2012	4/3/2012
4/4/2012	5/8/2012
5/9/2012	6/13/2012
6/14/2012	7/19/2012
7/23/2012	8/23/2012
8/27/2012	10/1/2012
10/2/2012	11/5/2012
11/6/2012	12/11/2012
12/12/2012	1/23/2013

## Weekend Classes

Classes Meet  
Friday from 4:00 pm to 10:00 pm  
Saturday and Sunday from 9:00 a.m. to 6:30 p.m.

<b><u>New Module Start Date</u></b>	<b><u>End of Module</u></b>
1/27/2012	2/24/2012
3/2/2012	3/30/2012
4/6/2012	5/4/2012
5/11/2012	6/8/2012
6/15/2012	7/13/2012
7/27/2012	8/24/2012
8/31/2012	9/28/2012
10/5/2012	11/2/2012
11/9/2012	12/14/2012
12/21/2012	1/18/2013
1/25/2013	2/22/2013
3/1/2013	3/29/2013

## Online Classes

Students participate daily for the equivalent of 24 hours per week Online

<b><u>New Module Start Date</u></b>	<b><u>End of Module</u></b>
1/11/12	2/3/12
2/8/12	3/2/12
3/7/12	3/30/12
4/4/12	4/27/12
5/2/12	5/25/12
5/30/12	6/22/12
6/27/12	7/20/12
7/25/12	8/17/12
8/22/12	9/14/12
9/19/12	10/12/12
10/17/12	11/9/12
11/14/12	12/7/12
12/12/12	1/4/13

# **INTERCOAST COLLEGES CALIFORNIA CAMPUSES**

## **ORANGE**

### **MAIN CAMPUS**

3745 W. Chapman Avenue Orange, California 92868  
(714) 712-7900

## **BURBANK**

### **BRANCH CAMPUS**

175 East Olive Avenue, 3rd Fl Burbank, California 91502  
(818) 500-8400

## **CARSON**

### **BRANCH CAMPUS**

1 Civic Plaza Drive, Suite 110 Carson, California 90745  
(310) 847-8400

## **RIVERSIDE**

### **BRANCH CAMPUS**

1989 Atlanta Avenue Riverside, California 92507  
(951) 779-1300

## **WEST COVINA**

### **BRANCH CAMPUS**

1400 West Covina Parkway West Covina, California 91790  
(626) 337-6800

## **ROSEVILLE**

### **BRANCH CAMPUS**

1200 Melody Lane, Suite 100 Roseville, California 95678  
(916) 786-6300

## **ELK GROVE**

### **BRANCH CAMPUS**

9355 East Stockton Blvd. Suite 100, Elk Grove, California 95624  
(916) 714-5402

## **FAIRFIELD**

### **College of Medical Arts**

### **BRANCH CAMPUS**

1652 West Texas St. Fairfield, California 94533  
(707) 421-9700

## **INTERCOAST CAREER INSTITUTE**

## **MAINE**

### **BRANCH CAMPUS**

207 Gannett Drive, S. Portland, ME 04106  
(207) 822-9802

### **AUXILIARY CAMPUS**

275 US Route 1, Kittery, ME 03904  
(207) 439-5008

## **NEW HAMPSHIRE**

### **BRANCH CAMPUS**

19 Keewaydin Drive, Salem, NH 03079  
(603) 894-5111

# COURSE DESCRIPTIONS

## **AD 111                    AOD Counseling Fundamentals**

At the completion of this course the student will gain applicable knowledge of historical uses of alcohol and the exploration/etiology of alcoholism. Student will gain an understanding of state and national regulatory processes relevant to ethical conduct and practices within the industry/profession. In addition, discussions will explore the history, current approaches, and controversies involved in the treatment of alcoholism and narcotic addiction/abuse.

## **AD 112                    Physiology and Pharmacology of AOD / Personal Growth for Counselors**

At the completion of this course the student will be able to distinguish the body systems affected by alcohol use, abuse, and dependence as well as identify illnesses and diseases primarily caused by or exacerbated by alcohol. In addition, the student will be able to identify and classify various illicit and prescription drugs. At the completion of this course the student will be able to distinguish the body systems affected by alcohol use, abuse, and dependence as well as identify illnesses and diseases primarily caused by or exacerbated by alcohol. In addition, the student will be able to identify and classify various illicit and prescription drugs. In this course the student will assess their life areas and the potential of burnout within the field of Alcohol/Drug Counseling and recognize what causes them to be subject to conditions that can lead to depletion or impairment in the workplace. Student will identify effective strategies to maintain self-care and wellness, including Clinical Supervision, 12 Step Support Groups, psychotherapy, exercise, healthy diet, relaxation techniques and time management.

## **AD 113                    Case Management**

This course is designed to provide a practical integrative approach to counseling. Students will learn both a theoretical and practical knowledge base for the entry-level AOD counselor. In addition to didactic lecture, each class will explore the basic counseling micro skills via role-playing activities which involve active listening, paraphrasing and reflection of feelings, probing, summarizing, confrontation, reframing, and normalizing. The student will also gain knowledge of the fundamental principles of counseling and the counseling relationship.

## **AD 114                    Practice and Theory of AOD Counseling**

At the completion of this course the student will gain applicable knowledge of Counseling Skills Training, Becoming a Counselor, an Overview of Skills Training, understanding the Counseling Relationship, and Attending to the Client.

## **AD 115                    Treatment & Relapse Prevention**

This course will cover a variety of topics: Group Therapy, Co-Occurring Disorders, Family Systems/ Family Involvement, Recovery Process, Relapse Prevention, and Support Groups (12-Step Approach). In addition, the student will identify the various types of group counseling utilized in different modalities of treatment.

## **AD 116                    Professional Growth for Counselors**

In this course students will have a working knowledge of counselors Scope of Practice, and Career Ladder for their chosen field. Students will evaluate themselves in regard to co-dependency and come up with several ways to combat it when working with patients. Students will study the Code of Ethics as it applies to ethical dilemmas in the professional environment. In this course students will have a working knowledge of the Stages of Change and Motivational Interviewing. Students will learn to become more effective communicators and counselors using motivational interventions and approaches to move clients toward positive change.

## **AD 117 & AD118        Clinical & Supervision**

Student will participate in 260 hours of off-site Clinical Practicum, with supervision, implementing and practicing the 12 Core Functions of Alcohol and Drug Counseling. Student will return to campus once a week for class during their clinical experience for a total of 45 hours of clinical supervision. Student will prepare Verbatim reports each week.

## Course Descriptions

### **AH100 Health Care Fundamentals**

This course instructs the students in the topics of communication, health care systems, and teamwork. Students will become certified in CPR and First Aid. This course instructs the students in Medical Terminology. This course instructs the students in health care systems, legal and ethical responsibilities, and teamwork.

### **AH101 Anatomy and Physiology**

This course provides insight into basic human body structure and functions, including fundamentals needed to understand and evaluate health practices related to each system and the body as a whole as well as common disorders with the skeletal, and muscular systems. This course provides the student with a basic understanding of the structures and functions of the human body, as well as common disorders with the integumentary, nervous, endocrine, cardiovascular, and respiratory systems. This course provides the student with a basic understanding of the structures and functions of the human body, as well as common disorders with the lymphatic, immune, gastrointestinal, urinary, and reproductive systems.

### **AH102 Pharmacology**

This module instructs the student in a review of mathematics and in dosage calculations for administration of medications and prescription interpretations. In addition, the body's drug processing, reaction and interactions will be identified along with the effects of substance abuse. This module instructs the student in basic pharmacology and drug classifications and the types and administration of injections.

### **AMA206 ICD-9 coding**

This course provides the student with a basic understanding of ICD-9 and ICD-10 coding and classification systems in order to assign valid diagnostic and procedural codes.

### **AMA207 CPT & HCPCS Coding**

This course provides the student with an intermediate to advanced understanding of CPT/HCPCS coding in health care.

### **AMA208 Advanced Billing & Coding**

This course provides the student with a basic understanding of the field of medical insurance billing and coding and its impact on the U.S. healthcare system and the economics of healthcare delivery.

### **AMA209 Reimbursement & Compliance**

This course provides the student with a basic understanding of coding Radiology, Pathology, Medicine, and Rehabilitation services as well as compliance and reimbursement.

### **BTA111 Administrative Office Procedures**

This course will introduce the student to the topics and issues in today's workplace. Students will learn to effectively lead teams and communicate with coworkers. Basic office skills such as filing, records management, arranging meetings, and making travel arrangements will be taught. Students will learn human resource management skills related to employment laws, recruitment, selection, orientation, training, retention and appraisal of employees. They will learn to manage the work environment and technology.

### **BTA112 Business Technology in the Workplace**

This course will teach the student the advanced features of Microsoft Word. Students will become acquainted with the proper procedures to create documents suitable for coursework, professional purposes, and personal use. Students will begin to learn, or improve upon, their keyboarding skills and reach a typing speed of at least 45 words per minute. Students will learn effective study skills, test taking strategies, and time management strategies.

### **BTA113 Human Resources Principles**

This course provides students with a complete, comprehensive review of essential personnel management concepts and techniques. Students will learn how to recruit and train new employees, how to avoid committing management malpractice, how to develop an appraisal and coaching program, and how to create a simple training program.

### **BTA114 Human Resources Recordkeeping**

This course will teach the student how to integrate technology to help support their companies' strategic human resource goals. Students will learn how to establish strategic pay plans, pay for performance and incentives, learn about benefits and services. Students will study employee relations, ethics, labor relations, and employee safety and health.

## Course Descriptions

### **BUS100            Microsoft Office**

This course will teach the student the advanced features of Microsoft Access, PowerPoint, and Outlook. Students will become acquainted with the proper procedures to create databases and presentations suitable for coursework, professional purposes, and personal use.

### **BUS101            Business Law**

Students will learn the basic legal concepts of contract law. Students will learn more specialized concepts such as commercial paper, secured transactions, employment law, and bankruptcy as they relate to common business activities. Students will learn more specialized concepts such as business formation and agency law as they relate to common business activities.

### **BUS102            Business Communications**

Students will be taught effective verbal and nonverbal communication skills. They will learn to write effective business communications, including letters, memos and email messages. This course also covers leadership communication skills related to motivating employees and problem solving, teamwork, group dynamics and conflict resolution. This course will help the student develop an increased knowledge of key concepts in customer service. Students will study customer service from a customer satisfaction perspective and learn how to provide excellent customer experiences for their company. Students will be taught effective verbal and nonverbal communication skills. This course also covers leadership communication skills related to motivating employees and problem solving, teamwork, group dynamics and conflict resolution. Students will learn to write effective business communications, including letters, memos and email messages.

### **CA 111            Business Math & Advanced Excel**

This course provides advanced training in Microsoft Office Excel. Topics include creating a worksheet and an embedded chart formulas, functions, formatting, What-If analysis, charting, and working with large worksheets, working with multiple worksheets and workbooks. This course will also teach the student to master the basic math skills necessary to thrive in the business world. Students will review fractions, decimals and percents. They will learn to solve word problems, ratio and proportion. Students will also learn to convert units of measurement.

### **CA 112            Introduction to Accounting**

This course provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships.

### **CA113            QuickBooks**

The course will familiarize the student with using QuickBooks accounting software to automate the full accounting cycle.

### **CA114            Tax Preparation Class**

In order to prepare taxes in the state of California (CA) you must complete a tax course approved by the California Tax Education Council (CTEC). This includes 45 hours of federal material and 15 hours of state material. This CA Comprehensive Income Tax Course includes 60 hours of federal material and 30 hours of state material, which more than covers the requirements. Students from other states will study the state tax laws and forms applicable to their state.

### **ATP111            Intro to Trades and Power**

This course provides a basic overview of construction trade, basic safety measures, career opportunities and professional development which includes career paths, OSHA 10, and CPR / First Aid certification, the National Electrical Code and standards of conduct related to customer service.

### **ATP112            Basic Electricity**

This course provides a general introduction to electrical concepts, basic safety measures, national electrical code, math and Construction Drawings

### **ATP113            AC Current and Motors**

This course provides an introduction to AC theory, motor theory, using electrical test equipment and managing electrical hazard.

### **ETP101            Conduit Bending, Conductors, Circuit Breakers & Fuses**

This course provides an introduction to conduit bending and installation, conductor installations, conductor terminations, fuses and circuit breakers, electrical devices and wiring techniques common to residential electrical services.

## Course Descriptions

### **ETP102            Electronics Theory, Control Systems, Conductor Calculations**

This course introduces the basic descriptions of various types of contactors and relays along with their practical applications, covers installation consideration and NEC requirements, the function and operation of basic electronic devices, conductor selections & calculations, and how to size/ select circuit breakers, fuses for various applications.

### **ETP103            Hazardous Locations & Systems**

This course introduces the basic principles of human vision and the characteristics of light, conduit bending, installation of electrical circuits in health care, NEC requirements for Hazardous Locations and Fire Alarm Systems

### **ETP104            Transformers & Distribution**

This course introduces the basic descriptions of various types of contactors and relays along with their practical applications, covers installation consideration and NEC requirements, explains the function and operation of basic electronic devices, conductor selections and calculations and explains how to size/ select circuit breakers, fuses for various applications.

### **ETP105            Photovoltaics / Voice-Data-Video**

This course discusses basic solar theory and applications, provides a basic overview of HVAC systems and their controls, teaches the basic leadership skills required to supervise personnel. The course explains the NEC requirements for electrical generators and covers various heat tracing systems along with their applications and installation requirements.

### **ETP106            Digital Logic / Motor Control**

This course provides information on selecting, sizing, and installing motor controllers, also covers basic relay logic, covers motor calculation required to size conductor and over current protection. Discusses application and operating principles of solid state controls used in advanced motor control and describes the various electronic circuits and gates used in digital control circuits. The course introduces the application of PLCs in industrial process control.

### **HVAC 101           Intro to HVAC**

This course covers the basic principles of heating, ventilating, and air conditioning, career opportunities in HVAC, and apprenticeship programs. This course will provide instruction on thermodynamics, heat transfer, pressure and temperature relationships, and the fundamentals of refrigeration. The student will learn the major components and accessories of the sealed system including metering devices, evaporators, compressors and condensers. In this course the student will also learn the core section of EPA regulatory under section 608 of the Clean Air Act, as they relate to refrigerants and refrigerant handling. Emphasis is placed on principles of safety practices handling refrigerant.

### **HVAC102           Piping Fundamentals and Installation**

This course is designed to provide the students with the safety practices and the identification and purpose of the hand and power tools utilized in the field by HVAC technicians. The practices for oxy-acetylene torch safety are emphasized along with different techniques for connecting tubing such as brazing and soldering copper refrigerant lines and the proper procedures for cutting, bending, swaging and flaring in the air conditioning field during installation procedures.

### **HVAC103           Air Conditioning and Heat Pump Systems**

This course covers Air Conditioning and Heat Pumps split systems and roof top package units. It will teach the students the normal refrigeration cycle for air conditioning units and the reverse cycle for heat pump units and their various components. C.O.P., E.E.R., S.E.E.R rating and design point psychometric chart plotting. Charging methods will be covered which include superheat, sub-cooling, weigh-in the charge. It will teach the students the various defrost methods including time, temperature & demand, air switch and other defrost integrated circuit board controls. This course will also include service and repair of air conditioning and heat pump systems using mechanical and electrical troubleshooting techniques and electrical wiring diagrams interpretation.

### **HVAC104           Gas, Electric and Hydronic Heating Systems**

The purpose of this course is to provide students with the basics of gas fired heating. The topics covered in this course are geared toward the residential and commercial package unit forced air heating systems. The student will be exposed to the central heating system mechanical and electrical safety, types of gas and fuel used, function of controls, combustion efficiency tests, gas pressure adjustment and proper ventilation. The class will familiarize the student with different boiler room design and hydronic heating systems, focusing on controls and the safe operation of support equipment. Extensive hands on troubleshooting and electrical wiring diagrams are used to prepare the student for field service.

## Course Descriptions

### **MA 113            Phlebotomy & EKG**

This module instructs the student in hematology and the procedures of venipuncture/skin puncture for the purpose of blood specimen collection. This module also instructs the student in the purpose and technique for recording an electrocardiogram (EKG). Completion of this module does NOT qualify the student to apply for California State Certification in Phlebotomy.

### **MA 114            Clinical Exams**

This module gives the student an introduction to practices, procedures and routines of the medical office, and the medical assistant's role in preparation for examination and treatment of the patient. This course prepares the student for basic clinical office practice including: taking vital signs; assisting with mobility; identification, asepsis and OSHA Standards; bandaging and wound care; assisting with medical office procedures; eye and ear assessment and procedures, pediatric patients, geriatric patients, male and female physical exams, injections and immunizations, and obtaining patient information and documentation.

### **MA 115            Administrative Medical Assisting**

This course instructs the student in the basic principles of medical insurance coverage and billing procedures, medical records management, which includes the use of medical records, accounts receivable, and collection procedures. The student will learn the administrative medical software, Medisoft.

### **MA 116            Clinical Laboratory Skills**

This module provides an introduction to basic clinical procedures used by Medical Assistants in the physician's office. Procedures and skills are taught for assisting with minor office surgeries, identifying and caring for surgical instruments, and maintaining the exam room. The course includes an introduction to basic medical laboratory techniques used by medical assistants and provides instruction in microbiology, standard precautions, specimen collection and processing, diagnostic testing, and respiratory testing.

### **MA 117            Externship**

This 180 hour externship opportunity provides real world vocational experience to participants.

### **MH101            Intro to Community Mental Health**

Upon completion of this course the student will be able to identify basic helping theories and techniques including empathic understanding, reflection, clarification of ideas, joining, use of natural supports, and basic interviewing techniques. The student will also be trained to recognize the stigma experienced by consumers of mental health services and its impact on recovery; and demonstrate the ability to challenge this stigma, define policies including laws concerning Rights of Recipients of Mental Health Services and Americans with Disabilities Act (ADA) requirements. Students will summarize the medical aspects of mental illness, including its etiology, psychotropic medications, negative and positive symptoms of Schizophrenia, Interaction of co-occurring medical issues, and the Five Axes descriptions in the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-IV). Students will describe in general terms trauma and its relationship to major mental illness and demonstrate a commitment to professional competence including ethical practices, confidentiality, interdisciplinary teamwork, and burnout prevention.

### **MH102            Crisis Identification, Trauma, and Recovery for the ADCS Professional**

This course is designed for the ADCS professional to study the principles of crisis intervention and resolution. It is a combination of MH105, MH106, and MH107.

### **MH103            Mental Health & Aging**

In this Module, students will have the opportunity to examine the problems of late adulthood, including the facts and myths associated with aging, mental and behavioral changes, how finances affect health care access, and drug abuse patterns. Students also will be able to learn about elder abuse and those who are typical victims. Finally, this module includes information on depression in older adults and identifies methods that help older adults learn and methods that promote mental health in older adults.

### **MH104            Vocational Aspects of Disability**

This course instructs the student to understand the role of a MHRT in supporting an individual pursuing a vocational goal. Students will become knowledgeable about the current and evolving research regarding evidence-based practices in employment of individuals with psychiatric disabilities, including supported employment and have a working knowledge of engagement and motivation techniques to assist consumers in pursuing employment.

### **MH105            Sexual Abuse, Trauma & Recovery**

This course is designed to study the principles of trauma and sexual abuse within community mental health, but not limited to that population. It will include theories and techniques for recovery. The course will look at mental health diagnosis that occurs as a result of trauma. The after affect of trauma will be discussed, as well as stages of recovery for trauma survivors. The learner will receive an extensive list of resources to assist clientele in trauma recovery. Sensitivity to gender differences and differing sexual orientations will also be discussed.

## Course Descriptions

### **MH106                   Crisis Identification & Resolution**

This course is designed to study the principles of crisis intervention and resolution. The course will cover theories and techniques of intervention and resolution. Students will learn to assess and react to various crises involving suicide, homicide, bereavement / grief, substance abuse, natural disasters, war, and terrorism. Participants will become aware of resources available to assist individuals with psychiatric disabilities in crisis. Medical aspects of crisis intervention will be taught as well as the effective use of clinical supervision. Consumer empowerment strategies will also be covered.

### **MH107                   Cultural Competence / Diversity**

This course provides students with an understanding of the cultural diversity of our changing society. Students will examine and discuss the diverse values and characteristics of ethnic and minority populations and how those values influence society, social and economic processes, race relations, and treatment of mental illness.

### **MH108                   Psychosocial Rehabilitation**

This course is designed to provide a theoretical and practical knowledge base for the entry-level skills required to deliver psychosocial rehabilitation (PSR) services to adults experiencing mental illness. In addition to lecture, each class will introduce discussion topics and/or activities that bring the concepts of recovery into focus and give each student the opportunity to rehearse and experience the application of these skills. In addition to working with service recipients, students will also learn basic skills to support family members. Throughout the course, skills for greater self-awareness and cultural competence will be identified and developed.

### **MH109                   Vocational and Psychosocial Rehabilitation**

This online course combines the courses MH103, MH104, and MH108.

### **MMS100                Graphic Design – Illustrator**

Using Adobe Illustrator, students will learn to create and edit full color illustrations exhibiting line and shape, volumetric form, shading, depth and randomness by using a vector illustration software application. Text creation features, tools that automate drawing tasks, libraries of patterns and custom colors, and built in support for photo editing software will also be explored. Class lectures will be supported with hands on demos and audiovisual presentations. Via assigned projects, students will create portfolio quality art that can be shown on a job interview. Students may have used different applications to create documents for their own reference. However, they may now be required to share files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, students will use Adobe® Acrobat® 9.0 to make information more portable, accessible, and useful to meet the needs of the target audience.

### **MMS101                Photographic Design – Photoshop**

This course covers the introductory features of Photoshop CS5, the premier software for creating and manipulating bitmapped graphics. Topics include the toolbox, basic layer techniques, Bridge, selecting, painting, image sources and copyright, resolution, printing, strokes & fills, color and tonal correction, image repair, some filters, some automation, and more. Photoshop is essentially the same program whether running under Windows or Mac OS.

### **MMS102                Print Layout & Production – InDesign/Acrobat**

This course will teach the student the basics of desktop publishing using Adobe InDesign. how to navigate the InDesign program interface, set up basic documents, use text and graphic frames, import and thread text, work with typography, import images, work with color, export files to PDF, and work with Character and Paragraph style sheets to successfully complete page layouts.

### **MMS103                2D Animation – Flash / ActionScript**

Students will create and manipulate a wide variety of objects ranging from simple graphic designs to complex animation sequences using the Adobe® Flash® CS5 application. Students will use Adobe Fireworks CS5 to create vector graphics, edit bitmap graphics, optimize images, create and assign rollover effects, and create multiple pages for the web.

### **MMS104                Digital Photography**

In this course, students learn to take artistic digital photos. They will analyze photos they have taken prior to the course and discuss if they fulfill criteria to be seen as art. Several theories of artistic expression will be discussed. Rules of composition, light, exposure, colors, etc. will be reflected on.

### **MMS105                XHTML & CSS**

XHTML is the next generation of HTML, a rewrite of HTML which adheres to XML standards. This hands-on course will explore the differences between HTML and XHTML, validating pages to current Web standards and using Cascading Style Sheets (CSS) exclusively to control the look and feel of a site. Students will create and enhance Web pages with links, graphics, tables, frames, and forms. Proper use of XHTML and CSS can provide true separation of content, structure, and presentation in Web pages, making them structurally sound, easier to maintain, and more accessible to everyone.

## Course Descriptions

### **MMS106            Web Page Theory, Design & Development – Dreamweaver / Fireworks**

Students will design, build, and upload a website.

### **MMS107            Portfolio Development**

Portfolio Development is a final cornerstone course in which a student can complete his or her design portfolio. This course focuses on using previous knowledge learned to tighten and polish projects done in classes. This course will educate the student on how to create a living in the visual communication industry. At the end of the course, the student will be critiqued by top professionals from the industry. Students will arrange and refine projects for inclusion in a graphic design print & web portfolio; identify industry requirements for employment; identify current events, skills, attitudes and behaviors pertinent to the industry and relevant to the professional development of the student; and create a presentation portfolio.

### **MMS111            Digital Video Production**

Students will learn the full video production process, from inception of idea to final distribution. The course focuses especially on why each step occurs as it does and provides guidance in choosing the simplest methods of creating the shots desired in the video project. Concentrating on the techniques and concepts behind the latest equipment, this course teaches the students to demonstrate the fundamental principles needed to create good video content on any kind of budget.

### **MMS112            Sound Production & Editing – Audition**

Students require high-quality soundtracks in the projects they create. Students may have worked with audio applications or with audio editing features within other applications such as video editors, but may have outgrown their capabilities. In this course, students will use Adobe® Audition™ to record and edit audio files, mix multiple tracks, master video soundtracks, and output consistent, professional sound. They will work with the features of Adobe Audition to create audio that sounds professional and sophisticated.

### **MMS113            Digital Video Editing – Premiere Pro / AfterEffects**

Students will use raw videos, recorded audio, and some still images and learn to edit and enhance a video or burn a disc to have it as a private collection or for large-scale distribution. In this course, students will use Adobe® Premiere® Pro CS5 to create a video project and Adobe® Encore® to burn a disc. Students will use Adobe® Premiere® Pro to create a video program that combines video, audio, and still images.

### **MT 211            Massage Fundamentals**

Students will undergo a comprehensive study of history, theory and practice of massage therapy that provides a basic foundation for the massage therapist. Emphasis will be placed on indications and contraindications of massage and the practical techniques of massage applications and hygiene.

### **MT 212            Swedish Massage**

In this course, students will learn the basic fundamental strokes such as effleurage, petrissage, friction, tapotement and vibration.

### **MT 213            Specialized Massage**

This module teaches the application of sports massage, pregnancy, infant, and elderly massage, as well as breast massage and foot massage.

### **MT 214            Contemporary Massage & Bodywork**

This course will teach deep tissue massage, trigger point therapy, Asian techniques, hot stone therapy, and the principles of reflexology.

### **MT 215            Business Mastery / Clinic**

In this course, key business, finance, licensing requirements and permits will be explored as the student develops a business plan for making their ideas a reality. Students will also learn the significance of membership in various professional massage organizations and will be provided with an overview on the requirements for sitting for the national certification exam. Time will also be spent in the in depth review of muscle insertions, origins and actions. This course is also designed to assist student with identification of career opportunities within the massage profession. Emphasis is given on locating job prospects, resume writing, interview role playing, and marketing and sales strategies.

In the clinical component of this course, Students will begin performing massages on the public at the end of their course. The Internship allows the students to seek out potential clientele that will follow them after they graduate. In addition, students are also required to massage and be evaluated by their instructors and school administrators.

## Course Descriptions

### **PD100 Professional Development**

This course will give students training and experiences that will allow them to be successful in postsecondary education and beyond. Topics covered include dealing with change, attitude, increasing self-esteem and motivation, goal setting skills, learning styles, multiple intelligences, memory development, listening skills, note-taking skills, study skills, test-taking, communication and speaking skills, critical thinking skills, and career development. Students will learn basic writing skills and career development skills. The purpose of this course is to provide the student with the opportunity to learn and adopt methods that promote success in school and in the employment setting.

### **PS 211 Wills & Trusts / Bankruptcy Law**

This course covers how to legally and ethically develop and administer an estate plan. Specialized legal vocabulary is introduced, relevant substantive and procedural law is explained, and a student produced estate planning and estate administration portfolio of relevant documents that thoroughly covers the wills, trusts, and estates legal specialty area is developed.

### **PS 212 Civil Procedures & Litigation / Torts**

This course presents the definitions of tort laws and describes how tort laws are applied to various situations and fact patterns. This course also explores the process of filing tort cases in court in terms of parties, pleadings, timing, and the appeals process.

### **PS 213 Property Law**

This course is an introduction to Real Estate Law, covering topics such as property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, deeds, mortgages or deeds of trust, settlement concepts, leasing and other property concepts.

### **PS 214 Legal Research & Writing**

This course is designed to provide students with a solid working knowledge of the tools in law libraries, including both state and federal primary and secondary materials. Students will find, analyze, and solve problems in the legal world. In addition, students will adapt the research material into legal memoranda and briefs and communicate the results in a competent and ethical manner.

### **PS 215 Immigration Law / Family Law**

This course provides an overview of a family law practice. It addresses fundamental topics including marriage, divorce, annulment, property division, parenthood, adoption, custody, support, and family violence along with emerging areas, such as legal recognition of non-marital families and assisted reproductive technology. Attention is given to coverage of legal principles, ethical issues, research, interviewing, discovery, drafting, and other essential practice skills.

### **PS 216 Criminal Law & Procedure**

This course provides the student with the basic principles and history of American criminal law, the elements of specific crimes, the procedures of the criminal justice process, and the constitutional rights of the accused.