2011 CATALOG

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All announcements herein are subject to revision. Every effort has been made to ensure the accuracy of the information presented in the SCIT Catalog. However, all courses, course descriptions, curricula degree requirements, policies, dates and fees described herein are subject to change or deletion without notice.

ABOUT SCIT

MISSION STATEMENT

SCIT's mission is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty, and geared to serve those seeking the foundation required to obtain a career in their chosen fields. The program emphasizes hands on training based on the needs of industry and provides a wider perspective of general knowledge, thus developing the insight, diversity, and understanding needed to better function in society, provide leadership, and become a better, more confident citizen in the community. SCIT helps to develop the potential and talent, which will provide for personal and professional growth, while meeting personal objectives and goals. The college provides a learning atmosphere that develops attitudes, disciplines, and skills consistent with the needs of the local community and society in general. Lifelong learning is encouraged and supported by faculty through individual encouragement, attention, effective teaching techniques, and regularly scheduled evaluations. SCIT offers a curriculum that is current with trends as well as technological advancements. We also encourage and support ethnic and cultural diversity in the faculty, staff, and student body of the school thus enriching the overall learning environment.

HISTORY OF THE COLLEGE

SCIT was founded in 1987. At its opening in Anaheim, CA, SCIT offered diploma programs in the area of electronics and computers and three years later business programs were introduced. In 1989 the school moved to a larger location in Anaheim, with three times the original space, and in 1993, relocated to 1900 W Crescent Ave., Anaheim, CA. In 1995, SCIT began offering associate degrees and received its accreditation. In 1996 a bachelor degree was added and courses were made available in the evening as well as days. In 2002 an Associate of Arts Degree in Business Administration, an Associate of Science Degree in Computer Science, and a Bachelor Degree in Computer Science were added to the program offerings. In 2005 two new Bachelor Degrees were added one being the Bachelors of Science in Accounting and the other The Bachelors of Science in Business Management. In 2007 SCIT moved to a new facility at 222 S. Harbor Blvd, Suite 200 in Anaheim, CA. In 2008 the college added the Bachelor of Science in Electrical Engineering degree program to its offering. We also made additions to our diploma programs by adding a General Electrician Diploma, Medical Insurance Billing & Coding Diploma and English as a Second Language Program. With the addition of the new robotic labs, industrial labs, networking labs, and biomedical labs, SCIT became the modern state of the art facility it is today.

LEGAL STATUS

Southern California Institute of Technology is a wholly owned subsidiary of Southern California Education Corporation, Anaheim, California. SCIT President and CEO: Parviz Shams. SCIT does not, nor had, any petitions for bankruptcy throughout its operational years.

ACCREDITATION

Southern California Institute of Technology is accredited by the Accrediting Commission of Career School and Colleges (ACCSC).

AGENCIES & APPROVALS

- SCIT is approved by the U.S. Department of Homeland Security to issue I-20 Visas to admit foreign students
- SCIT is approved by the U.S. Department of Education for Title IV funding
- SCIT is approved by the U.S. Department of Defense as an SOC College
- SCIT is approved for the training of veterans according to Title 38, United States Code
- SCIT is approved by the California Department of Industrial Relations, Division of Apprenticeship Standards to offer the Whole General Electrician Curriculum
- SCIT is approved to provide training for the Workforce Investment Act (WIA)
- SCIT is an official accredited training institute for the National Association of Radio and Telecommunications Engineers (iNARTE)

Southern California Institute of Technology is a private institution approved to operate in the State of California by the Bureau for Private Postsecondary Education. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7585 or by fax (916) 263-1897. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

CAMPUS & FACILITIES

SCIT maintains an educational facility consisting of 35,000 square feet of classroom and laboratory space. The institution, the facilities it occupies, and the equipment utilized, fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire, building, and health safety. Instruction is in residence at the current facility with both day and night classes. The campus includes 20 classrooms and 10 educational laboratories. SCIT's campus maintains close to 500 computers for student use. Other school features include a student lounge, career resource center and a library. SCIT's laboratory facilities include:

- **Electrical Lab**
  The Electrical Lab includes various wiring stations used to teach installation of various electrical devices such as wires, conduits, outlets, switches, panels, breakers and more based on the National Electrical Code.
- **Electrical Motors Lab**
  The Electrical Motors Lab includes a variety of industrial electric motors and control units used to teach motor installation techniques, control relays, start/stop methods, electrical interlocks and more.
- **Robotics Engineering Lab**
  The Robotics Engineering Lab includes various industrial grade robotic arms and control systems used to teach robotic system integration, control and design techniques.
- **Industrial & Automation Lab**
  The Industrial & Automation Lab includes various electric sensors and factory automation systems used

to teach automation system control and troubleshooting techniques.

- **Programmable Logic Controller Lab**
  The Programmable Logic Controller Lab includes multiple PLC stations equipped with Allen Bradley Micrologic PLC units, computers and various sensors used to teach PLC ladder logic and I/O programming techniques used for automation.
- **Computer Networking Lab**
  The Computer Networking Lab includes a variety of routers, switches, desktops and virtualized servers used to teach router programming, switch programming and client-server installation, configuration and administration techniques.
- **Biomedical Lab**
  The Biomedical Lab includes a variety of electronics based medical devices such as patient monitoring systems, infusion pumps, cardiac defibrillators, neonatal equipment and other common medical devices used to teach the operation and troubleshooting of such devices.
- **Electronics Lab**
  The Electronics Lab includes multiple stations that include breadboards, oscilloscopes and various simulating electronic projects used to teach the design and implementation of digital and analog based electronic circuits.
- **Solar Lab**
  The Solar Lab includes multiple commercial grade solar panels and power storage devices used to teach the installation and connection of solar panels to electrical power supplies and grids.
- **Pneumatics Lab**
  The Pneumatics Lab includes multiple stations equipped with a variety of pneumatics based, mechanical industrial devices used to teach precision control techniques.

LIBRARY

It is the mission of SCIT's library to support the curricular and professional needs of the students, faculty, and administration by continuously developing, acquiring and maintaining information resources and services. The college continues to expand its core materials in order to make the library experience more beneficial for the students. A professional librarian is available to help students and faculty with research projects and other information needs. The SCIT library has over 3500 books, 500 reference books and multiple magazines and periodicals available for students and faculty to check out. Our collection includes reference material in the areas related to the subject matter taught at the school including business and engineering titles. The library is open from 8 a.m. to 5 p.m. Monday through Friday (excluding holidays). Students can borrow books for a period of one week at a time. The late fee for book returns is $0.20 per day for books not returned prior to the due date. If the book is not returned after 30 days, the student will be charged for the book. If students require resources beyond our library, we have mutual agreements with other nearby colleges to use their facilities (check with the librarian). SCIT maintains an inter-library agreement with Cypress College, and students are allowed to use the resources there with their student ID. SCIT has also formed partnerships with prominent educational institutions to share access to online academic resources. SCIT students have access to online libraries from: Stanford University Online Library, Cal State Fullerton Online Library, and UCLA Online Library. For information on how to access these libraries, please see the school librarian.

ADDRESS & CONTACT INFORMATION

222 South Harbor Blvd., Suite 200

Anaheim, CA 92805

Phone: (714) 300-0300

Website: www.scitech.edu

General email: info@scitech.edu

ADMISSIONS

ADMISSIONS PROCESS

To apply for admission, contact the Admissions Office. An appointment will be made to meet with an admissions representative at your convenience. It is important that at the time of the appointment the applicant come prepared with all of the necessary paperwork to expedite his/her enrollment (High School Diploma, GED, Official transcripts from other schools attended, etc.). At the time of your visit to the school your admissions representative will explain the entire program (approx. 1 Hr.), and you will be given a tour of the campus. To provide you with a better understanding of the program the opportunity to sit in classes and observe will be made available. If you make the decision to enroll at SCIT you will be required to take a standardized and timed entrance exam, and will be made aware of the results immediately following the exam. At the completion of the interview process you will be referred to the Financial Aid Office. Upon recognition of your financial obligation or financial aid status, the Admissions Department will prepare your enrollment agreement that will be signed by both you and a school official. You will receive copies of all pertinent forms, a copy of the school catalog, a student performance facts sheet, all necessary orientation forms, and given a start date to attend orientation and commence classes. At orientation, Students Affairs and the Education Department will give you instructions. Admission to SCIT will be made without regard to race, color, national origin, sex, age, or physical handicap.

ADMISSIONS REQUIREMENTS – UNDERGRADUATE STUDIES

- Complete Application for Admissions
- Interview, and tour of the facilities
- Pass a standardized entrance exam.
- High School Diploma, General Equivalency Certificate or Demonstrate Ability to Benefit (H.S. Diploma or G.E.D. are required for Degree programs)
- Each applicant must be at least 17 years of age by the first day of class.

ADMISSIONS OF FOREIGN STUDENTS

SCIT is authorized by the U.S. Department of Homeland Security (“DHS”) to accept nonimmigrant students. Students who are not U.S. citizens or permanent residents must contact the Foreign Admissions Advisor at the school. Before an I-20 can be issued, the nonimmigrant applicant must provide a copy of high school transcript, college transcript, or equivalent, which documents the applicant’s academic achievements. If this documentation is written in a language other than English, it must be translated into English and evaluated for equivalency to a U.S. high school diploma by a school official or appropriate outside agency. A statement of financial support, explaining that tuition will be paid in advance of each term, and if applicable, a letter from a sponsor explaining that all necessary living expenses for the international applicant will be provided (Form I-134 may be used). International applicants will not be eligible for U.S. Federal Financial Assistance and applicants cannot work legally in the United States without permission from the DHS. A $300 non-refundable processing fee is charged to all foreign applicants if admission is granted, the applicant accepts admission to the institution and an I-20 is issued to the student.

ENGLISH LANGUAGE PROFICIENCY

All classes are conducted in English. English language proficiency is in part determined by the outcome of the standardized entrance exam which tests the students reading comprehension and sentence skills. Applicants from countries where English is not the primary language, and applicants whose native language is not English, must demonstrate English-language proficiency by providing SCIT with one of the following:

- TOEFL paper test score of at least 400 or TOEFL iBT (Internet Based Test) of at least 65,
- Michigan English Language Assessment Battery (MELAB or Michigan Test) score of at least 70,
- A certificate indicating an intermediate ESL course was successfully completed at an accredited institute,
- Completion of an accredited college program in the United States,
- Completion of a high school diploma or GED in the United States, or
- Completion of a high school diploma or college program in a nation where English is the language for education.

The Dean of Education will determine the applicant's English-proficiency status. If the applicant does not have one of the above, that applicant will be given a standardized English proficiency test by an independent third party, and depending on the outcome of the test, may have to attend ESL courses. Upon conclusion of the program they are attending, the ESL test score will be measured against established exit goals of one of the above nationally recognized tests.

ADMISSIONS OF THOSE NOT SEEKING A DEGREE OR DIPLOMA

Students wishing to take specific courses but not wanting to pursue a degree or diploma must complete an application for admission. Students must meet the same academic qualifications as those applying for a regular program or cannot be admitted.

TRANSFER CREDIT & ADVANCED STANDING

TRANSFER OF CREDIT TO SCIT

If you have credit from courses completed at any other accredited institution, your official transcripts must be mailed directly to the SCIT admissions office from that institution prior to the start of the program. Allow a minimum of two weeks for credit transfer evaluation. If it is recent, sufficiently thorough and relevant, and can be demonstrated as satisfactorily proficient, appropriate credit may be allowed. Under such conditions, the program length may change and the fees will be adjusted accordingly. Transfer Credits may or may not apply to upper level courses. Students must earn at least 50% of the credits needed to graduate at SCIT. SCIT has formed a consortium agreement with Southern California University whereby credits earned in either institution that coincides with comparable courses are transferable to the other institution.

TRANSFER OF CREDIT TO SCIT FOR VA STUDENTS

According to the Code of Federal Regulation 21.4253(d)(3); This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the proportionately, and notify the VA and student accordingly.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southern California Institute of Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or diploma that you earn at this institution are not accepted at the institution in 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 Southern California Institute of Technology to determine if your credit or degree or diploma will transfer.

EXPERIENTIAL LEARNING CREDIT

Experience related to your field of study, which you wish to obtain experiential learning credit for, must be equivalent to courses offered by SCIT, and will be judged entirely on documentation showing the experiential learning meets the objectives of the course, is equivalent in length, and is completely and adequately documented. Acceptable documentation includes: (1) A written description of the experiences with work product documents, (2) Estimated total hours of life/work experience supported by documentation, (3) Notarized documentation from your field supervisor(s) attesting to the experience, (4) Military DD214 to document your experience. The faculty evaluating the learning experience will prepare a report indicating: (1) the documents in the student file on which the faculty member relied upon to determine the nature of the student's prior learning, (2) The basis for determining that the experience is equivalent to college level learning and demonstrates a balance between theory and practice, (3) The basis for determining to what college level the experience is equivalent and the proper number of units awarded. If testing is required, an equivalent to the course final will be given at a cost of $100 per exam, as required. Prospective applicants who would like to appeal experiential credit received may do so in a written letter stating the reason for the appeal and include additional documents that may aid in the evaluation of the appeal. Experiential credit appeals are reviewed by the dean of education with approval from the director of the school. Experiential learning credit appeals may only be made once by the applicant.

LATE ADMISSION

Classes start on the date indicated in the Academic Calendar. Late starts (starts that begin after the first class meeting) are considered on an individual basis after assessing the student's ability to complete any missed work. However, students will not be allowed to enter a class after the Add/Drop period without the permission of the director of the school.

CANCELED ENROLLMENTS

Any student who does not complete SCIT's enrollment process in a timely manner, or who cancels their enrollment prior to beginning class, may have their application canceled. In such cases, the student will be entitled to refunds in accordance with the Refund Policy.

SERVICEMEMBERS OPPORTUNITY COLLEGE

SCIT is a Service-members Opportunity College. SOC is a consortium of over 1500 colleges and universities that provide college-level educational opportunities for service members and their families. As a SOC member this institution:

- Recognizes the GED high school equivalency certificate/diploma;
- Recognizes learning gained from specialized training and experience in the military services;
- Establishes competency by nationally recognized means, such as standardized tests;
- Maintains a flexible transfer of credits policy for the mobile active duty service member;
- Publicizes alternative admissions procedures available to service members and waives formal admission procedures for those seeking enrollment in coursework for transfer to another institution;
- Conducts a timely evaluation of the educational records and relevant experiences of service members; and
- Completes a student agreement or degree completion plan for all degree-seeking service members.

NON-DISCRIMINATION POLICY

Southern California Institute of Technology does not discriminate based on race, religion, color, age, sex, national origin, disability, or Vietnam Era status, in any of its programs or activities.

FINANCIAL AID

GENERAL INFORMATION

In today's society any education after high school will cost time, money and effort. The SCIT Financial Aid Office is committed to providing students and their families with the financial resources they need to finance their education and ensure access to their academic goals. SCIT is an eligible institution participating in federal financial aid programs. Financial aid is available to those who qualify. The U.S. Department of Education has approved Southern California Institute of Technology for participation in the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Academic Competitiveness Grant (ACG)
- National Science and Mathematics Access to Retain Talent (SMART) Grant
- Subsidized Federal Stafford Loan
- Unsubsidized Federal Stafford Loan
- Federal Parent Loans to Undergraduate Students (PLUS)
- Federal Work Study (FWS)

Southern California Institute of Technology is also approved through the State of California for the following programs:

- Cal Grant A
- Cal Grant B
- Cal Grant C

Please Note: The stated financial aid guidelines and procedures may be a combination of constantly changing federal and state regulations. For information regarding the current changes, please contact the SCIT Financial Aid Office.

FINANCIAL AID ELIGIBILITY

Eligibility for most financial aid programs is based on financial need and several other factors. Your eligibility is determined by the information you provide on the Free Application for Federal Student Aid (FAFSA). Basic eligibility requirements include the following:

- Be a U.S. citizen or eligible non-citizen;
- Be enrolled as a regular student working toward a degree or certificate in an eligible program;
- Maintaining Satisfactory Academic Progress;
- Not owe a refund on a federal grant or be in default on a federal educational loan.

Non-citizens are required to verify eligibility with the Financial Aid Office. Students who are required to register with Selective Service must be registered in order to receive financial aid.

Since it is important that you understand the available financial aid programs and your rights and responsibilities under them, the U.S. Department of Education has prepared a brochure entitled THE GUIDE TO FEDERAL FINANCIAL AID PROGRAMS, which explains these federal programs. You may obtain a copy of this booklet from the Financial Aid Office.

APPLICATION PROCEDURE

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). This application must be completed every academic year and may be completed online at www.fafsa.ed.gov. FAFSA worksheets are available from the Financial Aid Office to assist students prior to completing the application on the web. In addition to completing the FAFSA, students may be required to submit other supporting documents. The supporting documents vary according to a student's particular situation. For more information, contact the Financial Aid Office. The FAFSA and other documents are reviewed by the Financial Aid Administrator to determine the student's eligibility. The Financial Aid Administrator will review available funds and discuss financial options with the students to finance their education.

FINANCIAL AID AVAILABLE

FEDERAL GRANTS

Federal Pell Grant (FPELL)

Pell Grants are awarded on the basis of financial need and do not have to be repaid. They are provided by the federal government and are awarded to students who demonstrate the greatest financial need and have completed their financial aid application.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Education Opportunity Grants are awarded on the basis of financial need and do not have to be repaid. They are provided by the federal government and are awarded to students who demonstrate the greatest financial need and have completed their financial aid application. It is usually available only to those students who also qualify for the Federal Pell Grant.

Academic Competitiveness Grant (ACG)

This is a new federal grant provided to students who meet certain eligibility criteria which usually include minimum cumulative grade point averages.

National Science and Mathematics Access to Retain Talent (SMART) Grant

The SMART grant is provided to students who meet certain eligibility criteria which usually include undergraduate study pursuing a degree in math, science, technology or certain foreign languages.

CALIFORNIA GRANT PROGRAMS (CAL GRANT)

Cal Grants are grants provided by the State of California for qualified educational institutions. Due to the need for educational institutions to recertify eligibility to receive Cal Grants, please check with the SCIT Financial Aid office for the current awards available. Applicants must apply for the Cal Grant by published deadlines.

Cal Grant A

Cal Grant A awards can be used for tuition and fees. Applicants must be working toward a two-year or four-year degree.

Cal Grant B

Cal Grant B awards provide low-income students with a living allowance and assistance with tuition and fees. The minimum course length is one academic year.

Cal Grant C

Cal Grant C awards help pay for tuition and training costs at occupational or career colleges. To qualify, you must enroll in a vocational program that is at least four months long. Funding is available for up to two years, depending on the length of your program.

LOANS

Subsidized Federal Stafford Loan

This program is a low interest rate, long-term loan program for undergraduate students who demonstrate financial need. The federal government will pay interest on this loan while the student is enrolled in college at least half-time.

Unsubsidized Federal Stafford Loan

This program is a low interest rate, long-term loan program for undergraduate students. This loan is not based on financial need. The student is responsible to pay the interest on this loan while in school.

Federal Parent Loan for Undergraduate Students (PLUS)

Through the Parent Loan for Undergraduate Students (PLUS) program, parents of undergraduate students may borrow up to the annual cost of attendance minus any financial aid. The Federal PLUS loan program is designed to assist parents of dependent undergraduate students who are unable to meet their expected parental contribution or have additional financial need that is not met with other financial aid resources. This loan is limited to parents who have a positive credit check.

Private Loans

Private loans are available from a variety of banks and lenders. The terms and rates for alternative loans are usually determined by the lender. The eligibility for these loans is determined by the borrowers (and co-borrowers) credit history.

FEDERAL COLLEGE WORK-STUDY PROGRAM

SCIT participates in the Federal College Work-Study Program with award amounts based on demonstrated need. Work-study is money that students may earn by working a part time job. The program allows students to gain work experience and pay for a part of their educational expenses as they earn their award. Funds for this program come from the federal government, as well as, the school.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is necessary to maintain eligibility for Title IV and state funded programs. See the Academics section for SCIT's Satisfactory Academic Progress criteria.

NOTICE TO APPLICANTS OF FINANCIAL AID

An offer of financial aid is contingent upon receipt of funds from all funding sources. The Financial Aid Office reserves the right to revise offers of financial aid at any time during the academic year based on availability of funds and/or procedures mandated by the state or federal authorities.

Pursuant to the Privacy Act of 1947, applicants for student financial aid are hereby notified that the disclosure of their Social Security number is required by SCIT to verify the identity of each applicant. If the student receives federal student financial aid funds, the student is responsible for repaying the loan amount plus any interest, less the amount of any refund and is entitled to a refund of the moneys not paid from federal student financial aid program funds in accordance with the SCIT Refund Policy.

VERIFICATION OF ENROLLMENT

The Financial Aid Office must verify each student's enrollment in his or her scheduled course of study in order to release the students' eligible Financial Aid funds. Student acknowledges and verifies his or her enrollment to the Financial Aid Office and the School through any one of the following means, whichever comes earliest:

- Notifying the Financial Aid Office or the Student Services Office of student's enrollment for students where the school is not required to take attendance. Acceptable forms of notification include a written acknowledgement notice or verification of enrollment by contacting the Financial Aid Office or Student Services Office in person, by phone, or by other electronic means such as email. If the immediately preceding means of verification is used, the date of Students verification of enrollment will be the date of recorded notification to the Financial Aid or Student Services Office.
- Attending any one day of a students scheduled course in the Attendance Census Period or during any period in which an instructor opts to track attendance. An attendance record of P-Present, T-Tardy, or E-Early Leave indicates that Student attended the course. If the immediately preceding means of verification is used, the date of Students verification of enrollment will be the date of the first recorded attendance indicating that Student attended the course.
- Receiving a course grade of "A-F" or "W" if the school is not required to take attendance for the student. If the immediately preceding means of verification is used, the date of Students verification of enrollment will be the grade date of the course.

TUITION & FEES

All tuition and fees are payable in advance. Payment methods and terms of payment are in compliance with federal truth-in-lending and State Retail Installment requirements. The student enrolled on the quarter system, is only obligated for the portion of the mandatory Program Costs applicable to each Program Quarter in which Student is enrolled. Students must pay the School the applicable Quarterly Program Cost (i.e. quarterly tuition, cost of any books, tools, and supplies Student purchases from the School) on or before the first day of each Program Quarter, unless the School hereafter agrees in writing to different payment arrangements.

The tuition and fees for each program enrollment are listed below. If the tuition and fees change during the publication period of this catalog, a Catalog Addendum will list the revised and effective tuition and fees.

Tuition Charge Per Unit: $250

Non-refundable Registration Fee: $100

Program	Text & Equip.	Lab Fee	Tuition Charge	Total (inc. Reg Fee)
Accounting Specialist	$775	$300	$11,625.00	$12,800.00
Administrative Assistant	$580	$375	$11,312.50	$12,367.50
Biomedical Technology	$930	$550	$14,125.00	$15,705.00
Computerized Business Technology	$1335	$450	$17,875.00	$19,760.00
Electronics/ Computer Technology	$1010	$625	$14,375.00	$16,110.00
Electronics Engineering/ Computer Technology	$1000	$500	$16,625.00	$18,225.00
ESL	$400	$0	$12,500.00	$13,000.00
General Electrician	$1953.50	$450	$14,375.00	$16,878.50
Information Technology	$1495	$900	$15,125.00	$17,620.00
Medical Insurance Billing & Coding	$1540	$850	$12,750.00	$15,240.00
AA Business Administration	$1645	$450	$24,312.50	$26,507.50
AS Computer Science	$2500	$1150	$29,000.00	$32,750.00
AS Electronics & Computer Science	$2230	$1000	$30,875.00	$34,205.00
BS Accounting	$3365	$1050	$45,562.50	$50,077.50
BS Business Management	$3435	$975	$46,062.50	$50,572.50
BS Biomedical Engineering	$4030	$775	$45,000.00	$49,905.00
BS Computer Science	$3375	$1575	$45,000.00	$50,050.00
BS Electrical Engineering	$4663.50	$950	$46,250.00	$51,963.50
BS Electronic Engineering	$3390	$1075	$47,750.00	$52,315.00

The estimated quarterly charge for attendance is $3000, which is based on the minimum enrollment of twelve (12) units per quarter to be considered a full-time student. The above figure serves only as an estimate. The actual quarterly charge for attendance may vary for each student.

CANCELATION & WITHDRAWAL REFUND POLICY

Students have the right to cancel their enrollment on or before the first day of the first class session, or the seventh day after enrollment, whichever is later. If Student exercises the right contained in the immediate preceding sentence, the School shall refund one hundred percent (100%) of the amount paid for institutional charges and registration fees less any costs for books and/or supplies received by Student. Student has the right to cancel his/her enrollment from the School at any time during their enrollment by following the Procedures for Cancellation/Termination by the Student. If Student cancels his/her enrollment from the School after the first day of the first class session, or the seventh day after enrollment, whichever is later, the Student will be entitled to refunds in accordance with the Refund Policy.

PROCEDURES FOR CANCELLATION BY THE STUDENT

Any cancellation or refund request by Student should be made in writing and mailed to: Director of Student Services, Southern California Institute of Technology, 222 S. Harbor Blvd., Suite 200, Anaheim, CA 92805. A written notice of cancellation must include the Students name, address and last four digits of their Social Security Number. The wording on a written cancellation notice is not critical as long as the student clearly indicates a desire not to be bound by this agreement. A written cancellation notice will be effectuated within 10 business days after the School receives the notice. If a Students cancellation is effectuated, Student will be entitled to refund in accordance with the Refund Policy.

REFUND POLICY

If Student cancels his or her enrollment on or before the first day of the first class session, or the seventh day after enrollment, whichever is later, the School shall refund one hundred percent (100%) of the amount paid for institutional charges and registration fees less any costs for books and/or supplies received by Student. If Student withdraws or is terminated from the School anytime after the period described in the immediate preceding sentence, Student shall be entitled to a refund of moneys not paid from federal student financial aid funds and less any nonrefundable fees. If Student withdraws, or is terminated from the school:

a) After the first week of instruction, but within 60% of any Quarter Student attends at the School, Student will be obligated to the School for a Pro Rata Portion (defined below) of the tuition, and all books and supplies purchased by the Student from the School (collectively “Supplies”); or

b) After completing 60% or more of any Quarter the Student attends at the School, Student will be obligated to the School for all Supplies and Tuition for that particular Quarter.

The Student will:

a) Remain obligated to the School for the Registration Fee and any other nonrefundable fees

b) Remain obligated to the School for all tuition and Supplies owed to the School for any previous course(s) attended by Student; and

c) Remain obligated to the School for all other amounts owed to the School under this Agreement (including any addenda hereto) and/or any other Student-School agreement.

If the School determines, in its sole and absolute discretion that Student’s withdrawal or termination from the Program during any Quarter was a proximate result of Student suffering an incapacitating illness, accident, death of a close family member or similar circumstance, the School will determine, in its sole and absolute discretion, whether to reduce Student’s obligation to the School for the tuition or fees for such Quarter as specified above. If, at the time Student withdraws or is terminated from the School, the School has received any monies for tuition, or Supplies from or on behalf of Student in excess of Student’s obligation therefore as provided in this Refund section, the School will refund such excess to the appropriate party (ies) as specified below. Pro Rata Portion means the percentage derived by dividing the total number of weeks of instruction in a Quarter into the number of weeks of instruction expired

in that particular Quarter as of the Student's withdrawal or termination date. Student's withdrawal or termination date will be Student's last date of recorded attendance at the School for students "required to take attendance." For students where "attendance is not required," the withdrawal date will be determined pursuant to the withdrawal date determination guidelines for schools where attendance is not required provided by the Department of Education.

If Student withdraws or is terminated from the School, Student and/or his or her parent(s) may be ineligible under federal law to use some or all of any federal student financial aid for which Student and/or parent(s) applied. School will refund any government or federal financial aid funds in accordance with current federal laws and regulations. If Student and/or his or her parent(s) are ineligible under federal law to use some or all of any federal student financial aid:

a) Remitted to the School to satisfy Student's obligation for tuition and Supplies, (1) federal law requires the School to return to the appropriate party (ies) such unusable aid, (2) the School with advise Student of the amount of such unusable aid returned by the School, and (3) Student will be liable for, and immediately pay the School in full, an amount equal to such unusable aid; or

b) Received by Student and/or his or her parent(s) and not remitted to the School, (1) federal law requires Student and/or his or her parent(s) to repay to the appropriate party (ies) such unusable aid and (2) the School will advise Student and/or his or her parent(s) of the amount of such unusable aid.

Any refund and return or repayment of unusable federal student financial aid required under this Refund section will be paid first to eliminate any outstanding balances for any federal student financial aid received by or with respect to Student in the following order and priority (unless otherwise required under applicable law) and within the time period prescribed by law: (1) Federal SLS Loans; (2) unsubsidized Federal Stafford Loans; (3) subsidized Federal Stafford Loans; (4) Federal PLUS Loans; (5) unsubsidized Federal Direct Stafford Loans; (6) subsidized Federal Direct Stafford Loans; (7) Federal Direct PLUS Loans; (8) Federal Perkins Loans; (9) Federal Pell Grants; (10) Federal SEOG Program aid; (11) other programs authorized by Title IV of the Higher Education Act of 1965, as amended (except for the Federal Work Study Program); and (12) other federal, state, private or institutional student financial assistance. The School will pay Student any refund remaining after all outstanding balances specified in the immediate preceding sentence are eliminated within 30 days of Student's withdrawal or termination date.

REFUND EXAMPLE

- Total Quarter Cost = $2100
- Registration Fee = $100
- Documented Equipment Cost = $300
- Tuition Cost = $1700.

The student paid the full $2100. The student withdraws after completing 50% of the program.

Total - Equipment - Registration = Tuition costs.

($2100 - 300 - 100 = $1700)

Tuition costs - Percent Completed (if less than 60%) = Refund

($1700 - (.5X $1700) = $850 Refund)

PRO-RATA REFUND					
Percent of Course Completed	10%	30%	50%	60%	70%
Percent of Tuition Refunded	90%	70%	50%	40%	0%

TEXTBOOK, SUPPLIES & EQUIPMENTS

Student can purchase all books, equipment and supplies (collectively "Supplies") required for their program at the beginning of their enrollment. If Student chooses this option, then the following rules apply:

- Student has to purchase all Supplies required for their program specified at the beginning of their enrollment. Student cannot pick and choose which Supplies they do not want to purchase.
- Students who receive Transfer Credit will have the Supplies costs for the course(s) they are receiving transfer credit removed from the total Supplies cost. The Supplies costs for the transfer credit course(s) are determined at the time of enrollment and are final.
- Student cannot return Supplies and they cannot receive refunds after receiving the Supplies.
- Student has the right to refuse acceptance of Supplies. In such cases, the student will be refunded the cost of the Supplies specified at the time of refusal.
- Students will not be charged for any additional Supplies added to their curriculum. In conjunction, students will not be refunded for any Supplies removed from the curriculum.
- The payment for the Supplies will be disbursed evenly in quarters throughout the time of the students' enrollment and integrated into their financial aid funding package. Payment for the quarter's Supplies is due at the time the students' enrollment is verified.
- Students will only receive Supplies for the course after the first day of the course and after they pay the quarterly books/supplies payments.

Student can purchase Supplies directly from the school or from other sources. If student purchases Supplies from the school they will be charged for the cost of the Supplies at the time of purchase. Purchased Supplies are not returnable and are non-refundable.

COURSE WITHDRAW CHARGES

If Student withdraws from a course and receives a "W" grade, Student will be assessed additional charges based on the amount of the withdrawn courses Quarter Credit Unit(s). The total amounts charged for a withdrawn course is equal to fifty dollars per Quarter Credit Unit(s) withdrawn ("$50 per Unit"). School reserves the right to reduce the charged amount for any extenuating circumstances at the Schools absolute and sole discretion.

COURSE ADDITION, FAIL AND REPEAT CHARGES

If Student fails a course and is required to repeat that course to complete his/her program of study or if Student chooses to repeat a course for any reason or if Student chooses to enroll in a course that is not included or required for completion of his/her program of study, the Student will be assessed additional charges for the cost of the added or repeated course(s). The amount that will be charged will be equal to the total units of the course being added or repeated times the Tuition Cost Per Unit stated in the students enrollment agreement. School reserves the right to reduce the charged amount for any extenuating circumstances at the Schools absolute and sole discretion.

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the California State Legislature to protect any California resident who attends a private postsecondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of school closing, failing to live up to its enrollment agreement or refusing to pay a court judgment. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

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

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

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

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

Except when SCIT provides a refund pursuant to section 94919(d) or section 94920(b) of the California Private Postsecondary Education Act of 2009, the STRF fee is non-refundable.

FAILURE TO FULFILL FINANCIAL OBLIGATION

Students will not receive a transcript, diploma, or degree with outstanding financial obligations to SCIT. Students may be dismissed due to failure to pay tuition or other charges in a timely manner. Students dismissed for failure to fulfill financial obligations may not receive placement or other student services. The student himself or herself would be held responsible for tuition or other charges in accordance with SCIT's cancellation and refund policy

LATE FEES

Billing statements are distributed two (2) weeks ahead of when they are due. Students have a ten (10) day grace period after the day the payment is due. If no payment has been received by the end of the grace period, the student will be charged an additional $25 late fee and may be suspended until the students account is brought up-to-date.

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ACADEMICS

CLASS HOURS

Regular school office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Classes are usually scheduled between 8:00 a.m. and 11:00 p.m. Monday through Friday and between 9 a.m. and 4 p.m. on Saturday (for certain courses only depending on the schedule), one to five nights a week. In certain circumstances, classes may be scheduled outside of these times.

COURSE SEQUENCE, CANCELLATION & CHANGES

The actual sequence in which courses are taken may vary based on schedule needs. SCIT reserves the right to revise, add, delete and/or cancel classes if the proper facilities, equipment or staff are not available or if the number enrolled is insufficient as determined by SCIT. Students will be notified of any cancellations. Curriculum changes may impact both current and returning students. If a change occurs, the education department will establish an alternative plan of study that must be completed in lieu of the original requirements. In special circumstances, students may be scheduled for elective courses, which need to be approved by the dean of education and director of the school. Students are scheduled with prerequisite sequences taken into consideration and usually take lower division courses prior to upper division courses. SCIT reserves the right to modify a students schedule based on scheduling needs.

SCHEDULE CHANGE REQUESTS

Students may request to have their schedules changed or modified by completing a Schedule Change Request form from the Student Services Office. Schedule change requests may include session changes, change of classes, or any request that is class scheduling related. Students will be notified of the result of the schedule change request within one week. Students must be aware that schedule change requests may be denied due to scheduling conflicts as determined by the college administration.

CLASS SIZES

Class sizes will be appropriate to the course of instruction and shall contribute to the achievement of the course objectives. Classroom and Laboratories generally range between 15 to a maximum of 50.

CREDIT UNIT DEFINITION

At Southern California Institute of Technology, programs are measured in Quarter Credit Units. One (1) Quarter Credit Unit = 10 Lecture Clock Hours or 20 Laboratory Clock Hours (60 minutes is one clock hour).

UPPER & LOWER DIVISION COURSE DESIGNATION

Courses designated at the 100 or 200 level are considered lower division courses. Courses designated at the 300 or 400 lever are considered upper division courses. Upper division courses are usually advanced and/or specialized courses that are beyond the introductory level. These courses often build on the foundation provided from lower division courses.

ACADEMIC FREEDOM

SCIT permits and encourages "academic freedom", or the right to discuss and hold non-standard or traditional viewpoints, allowing the school, teachers, and student's latitude. Academic freedoms are viewed as additions, and may supplement the curriculum, but must not replace it. Faculty has the freedom to take viewpoints that may conflict with the school, its administration and the world in general. A faculty member can articulate or even advocate controversial positions or concepts without any fear of reprisal from anyone associated with the school. The faculty is not allowed to participate in any conduct that would violate the laws of the land or that violate any individual's right to his or her own personal freedoms. Standards of decency and respect must be maintained and observed at all times. Faculty should take the viewpoint that their freedom ends where someone else's freedom begins.

COMPARABLE PROGRAM INFORMATION

Comparable program information related to tuition, fees, and program length is available from:

The Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, Virginia, 22201

Website: www.accsc.org

GRADING SYSTEM

Students will be evaluated and assessed using quizzes, exams, lab exercises, projects, written reports, oral reports, and/or presentations. Specific evaluation and assessment criteria are outlined in the syllabi for each course. SCIT uses a traditional A – F (4.0 – 0.0) grading system.

GRADING SYSTEM CHART

Letter Grade	Grade Point	Percent Equivalent	Indicates
A	4.0	90-100%	Excellent
B	3.0	80-89%	Good
C	2.0	70-79%	Average
D	1.0	60-69%	Poor
F	0.0	0-59%	Fail
I	0.0		Incomplete

In addition to the grading system, SCIT uses the following designations:

PROFICIENCY (CR)

A grade designation of CR indicates that a student has demonstrated competence in the content of a course through a proficiency exam. The grade designation of CR:

- Does not contribute to the student's grade point average;
- Does not count toward determining full or part-time status;
- May not be used to replace a failing grade; and
- Counts as quarter credit units toward a student's degree or diploma completion requirements.

TRANSFER CREDIT (TC)

A grade designation of TC indicates that a student has demonstrated competence in the content of a course by successfully completing an equivalent course at an

accredited college or university at least an average grade (C or better on an A-F scale). The grade designation TC:

- Does not contribute to the student's grade point average;
- Does not count toward determining full or part-time status; and
- Counts as quarter credit units toward a student's degree or diploma completion requirements

WITHDRAW (W)

A grade designation of W indicates that a student has withdrawn from a course after the end of the Add/Drop period and prior to completing 80% of the scheduled clock hours for the course. If a student withdraws after the Add/Drop period, they will be charged for the portion of the class attended. Students who withdraw after 80% of the scheduled clock hours receive an F. A grade designation of W:

- Does not contribute to a student's grade point average;
- Does not count as quarter credits units toward a students degree or diploma completion requirement;
- Counts toward the total number of credits attempted when determining full or part-time status; and
- Counts toward total number of credits attempted for determining the students Satisfactory Academic Progress.

INCOMPLETE (I)

A grade designation of I indicates that a student was enrolled for a course but did not complete the objectives and requirements of the course. An I grade designation additionally indicates that the student was not in attendance for the course as opposed to an F grade which indicates that the student was in attendance but failed to complete the course objectives. A grade designation of I:

- Contributes to a student's grade point average;
- Does not count as quarter credits units toward a students degree or diploma completion requirement;
- Counts toward the total number of credits attempted when determining full or part-time status; and
- Counts toward total number of credits attempted for determining the students Satisfactory Academic Progress.

GRADE POINT AVERAGE

The grade point average is determined by dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. Grade point average (GPA) calculations will be based on the following:

GRADE POINT AVERAGE CALCULATION

Course Credit x Grade Points = Total Points

Total Points ÷ Credits = GPA

Example:

Course	Credits		Grade (Points)		Total Points
Course 1	4	x	A (4.0)	=	16.0
Course 2	3	x	B (3.0)	=	9.0
Course 3	2	x	C (2.0)	=	4.0
Totals	9				29.0

Grade Point Average for this example:

29.0 Points ÷ 9 Credits = 3.22 GPA

STUDENT PROGRESS & EVALUATION

Student's progress is evaluated at 40%, 80% and 100% completion of each quarter 10 weeks or 5-week module through daily assignments, assessments of hands-on work, quizzes and examinations. Progress is measured by the use of the grade point system.

REPETITION OF COURSES

Students may repeat a failed course as many times satisfying that they meet the schools satisfactory academic progress requirements, however, students may repeat a completed (passed) course only once. If a student repeats a course, the higher of the grades achieved in the repeated course is calculated into the students grade point average. However, the students academic record will show both the original and repeated course grades. The academic transcript will indicate the repeated course as credits attempted but only the course with the highest grade earned will be calculated into the credits completed and the GPA. Repeated courses are calculated as attempted units when calculating quantitative standards for Satisfactory Academic Progress. However, only the highest grade is used when calculating qualitative standards for satisfactory academic progress. Students should be aware that repeating a course may result in additional charges, may affect the students projected graduation date, and/or may affect the students future course schedule.

CORRECTION OF GRADES

All grades are considered final when recorded into the students transcript. All requests for a grade change must be submitted in writing to the director of the school.

ADD/DROP PERIOD

The Add/Drop period for each class is from the start dates specified in the academic calendar to (1) the day of the second scheduled class session for classes meeting for two or more sessions in the first week, or (2) the day of the first scheduled class session for classes meeting for one session in the first week. Students wishing to drop from a course within the Add/Drop period must complete and submit all necessary drop forms to the Student Affairs office by the last day of the Add/Drop period. Students may drop from a course within this period without the course appearing as a

withdraw (W) on the students transcript. The course will also not be considered attempted for the purposes of Satisfactory Academic Progress if dropped within the Add/Drop period. Students will be charged according to the enrollment status as of the end of the Add/Drop period.

ATTENDANCE CENSUS PERIOD

SCIT expects students to attend all scheduled days of their classes. The School takes attendance for all students for each class during an Attendance Census Period. The Attendance Census Period for a course is during the Add/Drop Period. Students who are not in attendance during the attendance census period may by contacted by the School to attend a counseling session in regards to attendance. Faculty members who opt to track attendance may bring to the attention of the School patterns of absenteeism for a student at which point the school may hold counseling sessions with the student in regards to attendance.

INTERRUPTIONS

SCHEDULED BREAKS

Scheduled breaks are institutional based breaks that students may be placed on in the event there is no class available for that student due to scheduling, enrollment conflicts, and/or other reasons as deemed necessary by the college administration. If a student is placed on a scheduled break, he/she will be notified as to the time they are scheduled to return from their scheduled break and resume classes. Students who do not return by the scheduled return date may be terminated from the program. In this event the student may request to be reinstated, and if approved would then follow the procedures for a new enrollment. If a student does not return from a scheduled break, the grade period for certain federal financial aid loans will begin with the last day of attendance.

LEAVE OF ABSENCE (LOA)

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for a certain period of time without withdrawing or affecting satisfactory academic progress. An LOA may be granted under the following circumstances:

- The student must present a sound reason as to why he or she is requesting an LOA which include but are not limited to: medical emergencies, military duty, pregnancy, death of an immediate family member, employment responsibilities, or personal hardships.
- The reason provided for requesting an LOA must carry a reasonable expectation that the student will return from LOA.
- Students must be in good academic standing.
- Requests for LOA must be in writing and include reason for the request. Students must complete an LOA request form from the Student Services Office, sign & date it, and attached any additional supporting documentation if necessary. Students may also submit LOA requests online at www.scitech.edu.
- A leave of absence together with any additional leaves must not exceed a total of 180 days in a 12-month period.
- The student will not incur any additional tuition charges during an approved LOA.

LOA requests may take up to two weeks for review and may require the student to attend a counseling session prior to being granted or denied. Students may extend an approved LOA return date by completing another LOA Form satisfying that the student meets the above mentioned conditions. Students may not extend an approved LOA return date one (1) week prior to the return date unless approved by the Director of the School. In certain cases, students may be required to extend their LOA return date due to class availability and would need to complete another LOA Form. Students may not withdraw within the Add/Drop Period of the first course after the end of their LOA. In certain emergency cases, an LOA may be granted by the school if the student meets the above conditions but is unable to complete an LOA form prior to the LOA begin date due to special circumstances. In such cases, a completed LOA form will need to be completed by the student at a later time.

Students who do not return by the scheduled return date may be terminated from the program. In this event the student may request to be reinstated, and if approved would then follow the procedures for a new enrollment. If a student is terminated due to not returning from an LOA, the student should be aware that the grace period for any federal loan repayments will begin on the grade date of the last attempted course prior to the LOA if the student is considered “not required to take attendance” or on the students last recorded date of attendance if the student is considered “required to take attendance.”

DROP FROM THE PROGRAM

Any student wishing to drop from the program or cancel their enrollment should follow the “Procedures for Cancellation by Student” stated in the Financial Aid section of this catalog and also stated the enrollment agreement. If student officially withdraws from the school while enrolled in one or more courses, he/she will receive a grade for each course equivalent to the grade he/she would have received if the student withdrew from the course on the school withdrawal date.

MAKE-UP POLICY

Students who have lost time, lab work and/or missed an exam due to justifiable circumstances, may request a make up. However it is at the discretion of the Dean of Education with the approval from the director of the school to grant or deny the request.

TRANSCRIPTS, DEGREES & DIPLOMAS

Students requesting official transcripts must complete a Student Services Request Form (available from the registrar), and allow two weeks for the transcript to be prepared. Transcripts cost $10 each. If a transcript is needed sooner than two weeks the cost is $25. All fees are payable to Accounting and a copy of the receipt must be submitted to the Registrar at the time the Student Services Request Form is completed. Students who would like to have their transcripts mailed to their address may request to do so with an addition $10 fee to the regular charge.

Diplomas and Degrees will be available for pick up at the office of the registrar approximately two weeks after graduation and completion of the Exit Form. There is no cost for the original degree or diploma. Additional copies of degrees of diplomas may be obtained one week following completion of your request form at a cost of $20. If it were needed sooner, the cost would be $30. In this case, a receipt of payment made must be submitted to the registrar at the time the Student Services Request Form is completed. Students who would like to have their diploma or degree mailed to their address may request to do so with an

additional $25 fee to the regular charge. Diplomas and degrees are sent via certified mail only.

SATISFACTORY ACADEMIC PROGRESS

To be in good standing with the College and to be eligible to receive financial Title IV financial aid, student must maintain satisfactory academic progress. Satisfactory Academic Progress consists of:

1. Qualitative Standards - Cumulative grade point average (CGPA) requirements; and
2. Quantitative Standards - Completion rate requirements (Pace).

Students who do not meet the Satisfactory Academic Progress requirements may be dismissed from the college.

QUALITATIVE STANDARDS – CUMULATIVE GPA REQUIREMENTS

Students must maintain a minimum cumulative GPA of 2.0 to graduate. To demonstrate satisfactory academic progress, students must maintain a minimum CGPA of 1.8 after completion of credits that amount to 25% of the programs total defined credits. Students must maintain a CGPA of 2.0 for credits completed thereafter. Students must have a CGPA of 2.0 by the end of his/her second academic year regardless of the total units the student accrued.

QUANTITATIVE STANDARDS – COMPLETION RATE REQUIREMENTS (PACE)

To ensure completion of the program within the maximum allowable timeframe, students must achieve and maintain a cumulative completion rate ("Pace") of 60%. Pace is equal to the cumulative number of credits completed divided by the cumulative number of credits attempted.

$$Pace = \frac{Cumulative\ \ Number\ \ of\ \ Credits\ \ Completed}{Cumulative\ \ Number\ \ of\ \ Credits\ \ Attempted}$$

Maximum Program Length

The credit hours attempted must not exceed one and a half (150%) times the credit hours required to complete the program. For example, a student enrolled in a 100-credit hour program cannot attempt more than 150 credit hours. Any student who exceeds the 150% maximum time requirement will not be allowed to graduate from their program of study.

Maximum Attempts

Students may only attempt a course twice up to completion of credits that amount to 50% of the programs total defined credits and may only attempt a course three times for the remaining time providing they satisfy the satisfactory academic progress requirements. Students can appeal to the Director of Education to attempt a course more than the aforementioned amount as long as the subsequent attempt(s) of the course provides that the student would be able to meet all other satisfactory academic progress requirements.

SATISFACTORY PROGRESS EVALUATION CRITERIA

Grade	Credits Attempted	Credits Completed	Calculated in GPA
A-D	Yes	Yes	Yes
F	Yes	No	Yes
Incomplete (I)	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated Course	Yes	No	No
Transfer Credit (TC)	No	No	No
Proficiency (CR)	No	No	No

EVALUATION POINTS

SCIT students will be evaluated at the end of each Quarter for the duration of their program to check whether or not they are meeting satisfactory academic progress requirements.

TRANSFER & PROFICIENCY CREDIT IMPACT ON QUANTITATIVE STANDARDS

For students who receive transfer credit from other colleges or universities or who receive Proficiency Credit (CR), the standard credit hours of a program used to calculate the maximum program length is adjusted by subtracting the total number of transfer and/or proficiency credits from the total number of program credits. The maximum allowable timeframe is then recalculated by multiplying the adjusted program credit hours by 1.5. All received Proficiency Credits (CR) and accepted transfer credits from other colleges or universities will be considered as both attempted and completed units when evaluating a students Pace.

ADDITIONAL AWARDS

Students may earn more than one degree or diploma but they may only be enrolled in one program at a time. The credits from common course completed from the prior degree(s) or diploma(s) may be applied to subsequent degrees or diplomas. All credits previously completed or attempted are considered when evaluating both the qualitative and quantitative standards of satisfactory academic progress. The maximum timeframe for the subsequent degree or diploma will be calculated based on the remaining program credit hours required to complete the subsequent degree multiplied by 1.5.

DUAL MAJOR

Students may dual major in two degree programs if approved by the Dean of Education. All credits previously completed or attempted are considered when evaluating both the qualitative and quantitative standards of satisfactory academic progress. The maximum timeframe for students who dual major will be calculated based on multiplying the additional credit hours required to complete the second degree, multiplying that number by 1.5 and then adding that total to the maximum credit attempts allowed for the degree the student was enrolled in prior to the dual major.

PROGRAM CHANGES

Students may change their program of study. All credits completed or attempted prior to the program change, including credits attempted that are not part of the new program, are considered when evaluating both the qualitative and quantitative standards of satisfactory academic progress. The maximum timeframe for students who change from one program of study to another is then recalculated by multiplying the new programs defined credit hours by 1.5.

FINANCIAL AID WARNING

If a student fails to meet satisfactory academic progress at any evaluation point throughout his/her program, the student will be placed on a Financial Aid Warning Status for a maximum of one (1) Quarter, effective on the date of evaluation. The student is eligible to receive Financial Aid for the quarter in which the student is on a Financial Aid Warning Status. If the student fails to meet all satisfactory academic progress requirements at the end of the students Financial Aid Warning Status period, the student may be dropped from the school unless he/she appeals to the Dean of Education to be placed on Financial Aid Probation.

FINANCIAL AID PROBATION (ACADEMIC PROBATION)

If a student fails to meet satisfactory academic progress at the end of his/her Financial Aid Warning Status period, he/she may appeal to the Dean of Education to be placed on a Financial Aid Probation status ("Academic Probation"). If a student does not appeal to the Dean of Education to be placed on Academic Probation, he/she may be dropped from the school. Students may only appeal to be placed on Academic Probation for the following reasons:

- Injury or Illness; or
- Death of a relative; or
- Other special circumstances.

Academic Probations can have a maximum length of one (1) Quarter and must include an academic plan developed for the student by the Dean of Education in order for the student to be able to meet satisfactory academic progress by the end of the Academic Probation. If the student fails to meet the academic plan outlined by the Dean of Education, the student will be dropped from the school. If a student is granted to be placed on Academic Probation, the student is eligible to receive Financial Aid for the quarter in which the student is on Academic Probation.

Academic Probation for VA Students

In accordance with the requirements of the Code of Federal Regulations21.4253 (d)(4), the VA educational benefits received by qualifying student will be terminated if the student's CGPA is not at least 2.0 at the end of the student's first academic year (an academic year is three quarters in length) and at the end of each subsequent quarter of the program. A veteran or eligible person may request re-certification for benefits upon reestablishing a 2.0 GPA.

GRADUATION REQUIREMENTS

In order to graduate from a program:

- The student must pass all classes in the program and complete all course requirements, thus obtaining the total credits required for graduation, by the last day of the graduating term and achieve a minimum GPA of 2.0.
- The student must satisfy all financial obligations to the college.
- The student must meet all satisfactory academic progress requirements and the credit hours attempted must not exceed 1.5 times the credit hours required to complete the program.
- The student must complete an exit interview conducted by the Student Services Office.

GRADUATION CEREMONY

Only graduates from a degree program may participate in the graduation ceremony. Graduates who wish to participate in the graduation ceremony must see the graduation coordinator for reservations and pay $100 for the cost of the cap and gown within three weeks of the commencement exercises. The $100 fee also includes tickets for a predefined number of guests. There may be a fee for additional guest tickets. Please see the Student Services Office for the predefined number of guests for each ceremony. Graduation ceremonies occur twice a year and you may pick up your cap and gown at the graduation. Students must have a cap and gown to participate in graduation ceremonies.

ACADEMIC HONORS & AWARDS

Graduates with a GPA of at least 3.7

STUDENT RECORDS

SCIT maintains records, including attendance, admission information, academic progress and counseling indefinitely and are made immediately available during normal business hours for inspection as required. Progress and Grading system documents are available and graduates receive Transcripts, and Diplomas or Degrees. Important scheduling information (operating hours, holidays, vacations, class schedules, and revisions) is announced to students in advance. Students may view the content of their academic files by submitting a written request to the registrar.

PRIVACY ACT

SCIT complies with the Privacy act of 1974 to protect the privacy of the students, educational records, and students' right to inspect and review their academic records.

ACADEMIC CALENDAR

SCIT will provide specific orientation and graduation dates when available. SCIT may change or modify the Academic Calendar at any time. Withdrawal deadlines and Add/Drop periods are dependent on the end dates and meeting sessions of each course and may be obtained from the course syllabi.

2011 CLASS START DATES

January 3
February 7
March 14
April 18
May 23
June 27
August 1
September 6
October 10
November 14
December 19

2011 SCHOOL HOLIDAYS

January 17	Martin Luther King Day
February 21	President's Day
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
November 11	Veterans Day
November 24-25	Thanksgiving
December 23, 2011 - January 2,, 2012	Winter Holiday

FACULTY

BUSINESS & ACCOUNTING

Arrington, Ashley
Assistant Professor
Educational Background: MBA Management & Marketing Emphasis, Loyola Marymount University '10 | BA Business Administration, Cal State Poly '07
Professional Background: Auditor, Texas Comptroller of Public Accounts | Accountant I, LA County Department of Public Works

Hong, Steven
Senior Instructor
Educational Background: BS Business w/ Accounting Emphasis, UCSB '90
Professional Background: Accounting Instructor, B.N.S Technical Institute | Tax Professional, Steven Hong Enrollment Agent | Operations & Administration, B Squared Software Inc.

Hsu, Michael
Assistant Professor
Educational Background: MBA, Walsh College of Business & Accountancy '12 | MS Accountancy, Walsh College of Business & Accountancy '07 | BA Business Economics w/ Accounting Emphasis, UCSB 05'
Professional Background: Founder/CEO, DeepSky | Audit Associate, Hein & Associates | Accountant, Security Corporation

Jibikilay, Bernard M.
Associate Professor
Educational Background: MBA, CSU Dominguez Hills '00 | BS Accounting, CSU Dominguez Hills '96
Professional Background: Senior Tax Auditor, Texas State Comptroller of Public Accounts

Jordan, Sheila
Assistant Professor
Educational Background: MS Management, Colorado Christian University | BS Organizational Management, Bassist College
Professional Background: Faculty, University of Phoenix | Director, Purcell International Group

Kuong, Q.T
Instructor
Educational Background: BA Accounting, University of Oklahoma '88
Professional Background: Director of Financial Reporting & Analysis, Pacific Dental Services | CFO, Premiere Automotive Electronics | Controller, Consolidated Capital of North America Inc.

Lin, Philip
Instructor
Educational Background: BA Business Economics w/ Accounting Emphasis, UCSB '05
Professional Background: Tax Senior Associate, Miller, Kaplan, Arase & Co. | Tax Senior Associate, PriceWaterHouseCoopers

Nguyen, Kalvin
Senior Instructor
Educational Background: BS Computer Science, CSU Fullerton '01 | BA Mathematics, CSU Fullerton '01
Professional Background: Assistant Webmaster, ThuyNga Music Productions

Palovik, Eugene
Senior Instructor
Educational Background: BA Business Administration, CSU Fullerton '76
Professional Background: Manager, SCSA | Owner, Palovik Accounting

Pantow, Jerry A.
Assistant Professor
Educational Background: MBA, CSU Fullerton '07 | BA Business Administration, CSU Fullerton '01
Professional Background: Accounting Manager, US Dry Cleaning Corp. | Senior Accountant, Orange Country Performing Arts Center | Staff Accountant, Alteer Corp.

Williams, Chris
Assistant Professor
Educational Background: MS Computer Information Systems, Boston University | Master of Public Administration, CSU Fullerton | BA Criminal Justice, CSU Fullerton
Professional Background: Business Systems Analyst,

Disney Parks & Resorts | Technical Services Specialist, Boeing | IT Consultant, CSU Dominguez Hills

COMPUTER SCIENCE AND INFORMATION SYSTEMS

Bayat, Ben H.
Instructor
Educational Background: BS Electrical Engineering, Wright State University '87
Professional Background: Instructor, Computer Learning Center | Instructor & Head of Curriculum Committee, United Education Institute | Network Engineer, Unisource Solutions Inc.

Chen, Joseph
Associate Professor
Educational Background: MS Information Assurance, Capitol College '09 | Bachelors in Industrial Management and Business Administration, National Taiwan University of Science and Technology | AA Electronics Engineering, St. Johns University
Professional Background: Senior Systems/Network Security Engineer, British Telecom | Senior Network Engineer, Multa Communications Corp. | Information Technology Consultant, Premio Computer

Pantigoso, Juan
Assistant Professor
Educational Background: MS Computer Science, Colorado Technical University '02 | BS Computer Science, San Marcos University
Professional Background: IT Consultant, JJ and S Computer Services

Singhasri, Pete
Assistant Professor
Educational Background: MA Networking & Data Communications | BA Sociology and Criminology
Professional Background: Corporate Network Security & Compliance Consultant, Alliance8 | IT Escalations Engineer, inhouseIT

ELECTRICAL ENGINEERING

Abou-Galala, Feras Ph.D.
Associate Professor
Educational Background: Ph.D. Electrical Engineering, Ohio State University | MS Electrical Engineering, Ohio State University | BS Electrical Engineering, University of Quatar
Professional Background: Lecturer, UC Riverside

Fratus, Matt
Instructor
Educational Background: BS Electrical Engineering, UCSB '05
Professional Background: Electrical Engineer, Morrow-Meadows Corp. | Electrical Engineer, Paramount Farms Inc.

Grajewski, Robert
Senior Instructor
Educational Background: BS Organizational Management, Biola University | Diploma, Associated Builders and Contractors Electrical Apprenticeship School '82 | Licensed Journeyman Electrician, State of Colorado
Professional Background: Head Electrical Trades Instructor, Pacific Coast College | Division & Construction Manager, Sundown Lighting and Electrical | Service & Project Manager, Thomas Electric Design & Construction Services

Hunnel, Gary
Senior Instructor
Educational Background: BS Electronics Engineering, SCIT '03 | AS Electronics & Computer Science, SCIT '03
Professional Background: Instructor, SCIT | Electronic Technician, Transcend Inc.

Ibera, Jonathan
Assistant Professor
Educational Background: MS Electrical Engineering, Cal Poly '08 | BS Electronics and Communications Engineering, Mapua Institute of Technology '03
Professional Background: RF Electrical Engineer, Technovative Applications | Graduate Researcher, Cal Poly

Kisia, Yumbya
Instructor
Educational Background: BS Electrical Engineering, SCIT
Professional Background: Electrician, Dynalectric | Electrical Maintenance, Housing Authority City of Los Angeles

Rokni, Sam
Assistant Professor
Educational Background: MS Electrical Engineering, CSU Fullerton '07 | BS Electrical Engineering, CSU Fullerton '05
Professional Background: Hardware & SoC Technology Consultant & Analyst, Savant Affiliate | Lecturer, CSU Fullerton

Rust, Kevin
Senior Instructor
Educational Background: Diploma, Tampa Bay Vocational Technical '82
Professional Background: Electrician, Kohl's | Electrician, Wal-Mart | Electrician, Costco | Electrician, Home Depot

Sharpe, Douglas
Senior Instructor
Educational Background: BS Electrical Engineering, Iowa State University '91
Professional Background: Electrical Engineer, POWER Engineers | Senior Engineer, Substation Engineering Department City of Riverside | Engineering Manager, Black & Veatch Corporation

Smart, Keith
Senior Instructor
Educational Background: Diploma, CSU Northridge '92
Professional Background: Owner, Smart Electric | Electrician, Rancho Pacific Electric | Electrician, California Associated Power

ELECTRONICS & BIOMEDICAL ENGINEERING

Armenta, Andrew
Senior Instructor
Educational Background: AAS Electronics Engineering Technology '86
Professional Background: Account Coordinator, West Anaheim Medical Center | Biomedical Engineering Regional

Manager, JANNX Medical Systems, Senior Engineer, Vanguard Health Systems

Choi, Patrick
Assistant Professor
Educational Background: MS Applied Mathematics, Claremont Graduate University | MS Computer Science, CSU Long Beach | MS Mechanical Engineering, CSU Los Angeles
Professional Background: Software Engineer, Northrop Grumman

Joyner, Ivan
Senior Instructor
Educational Background: BS Business Administration, University of Phoenix
Professional Background: Manager of Biomed, Kindred Hospital | Senior Technical Service Rep, Draiger Medical | Electronics Technician, County of San Bernardino

Raman, Saravana
Dean of Education
Educational Background: Ph.D. Candidate Biomedical Engineering & Applied Mathematics, CSU Long Beach & Claremont Graduate University | MS Electrical Engineering, SCU Long Beach '06
Professional Background: Adjunct Faculty, CSU Long Beach

Wedel, Mathew John Ph.D.
Professor
Educational Background: Ph.D. Integrative Biology, UC Berkeley '07 | MS Zoology, University of Oklahoma '01 | BS Zoology, University of Oklahoma '97
Professional Background: Assistant Professor, Western University of Health Sciences | Instructor, University of Merced | NSF Graduate Teaching Fellow, UC Berkeley

HUMANITIES

Betts, David
Associate Professor
Educational Background: MA Psychology, Pepperdine University '97 | BA English, UCLA '81
Professional Background: General Manager, Embassy Suites | General Manager, Hampton Inn & Suites | General Manager, Ayres Hotel

Bray, Richard
Associate Professor
Educational Background: MA English, Cal State Poly '99 | BA History, UC Berkeley '88
Professional Background: Instructor, Cal State Poly | Instructor, Citrus Community College

Flournoy, Otis
Professor
Educational Background: MA Psychology, University of Northern Colorado '80 | BA Sociology, University of Northern Colorado '71
Professional Background: Instructor, Larson Training Centers | Instructor, Metropolitan State College

McKeever, Miles
Assistant Professor
Educational Background: MA Ancient Near Eastern Literature & Greek Language, Colgate Rochester/Bexley/Croxer '85 | BA Ancient Philosophy & History of Science, UC Riverside '77
Professional Background: Networking Instructor, Westwood College | Lecturer, National University | Manager, Micro Center Computer Education

MATHEMATICS

Donaldson, Neil M Ph.D.
Assistant Professor
Educational Background: Ph.D. Mathematics, University of Bath '06 | B.Sc. Mathematics, University of Edinburgh '02
Professional Background: Lecturer, UC Irvine

Hernandez, Daniel A
Assistant Professor
Educational Background: MS Mathematics, CSU Long Beach '98 | BA Mathematics, UCLA '81
Professional Background: Lecturer, CSU Long Beach | Teacher, LAUSD

Ngo, John D.
Assistant Professor
Educational Background: MS Applied Mathematics, Cal State Poly '09 | BS Applied Mathematics, UCLA
Professional Background: Instructor, Cal State Poly | Mathematics Facilitator, Cal Sate Poly | Co-Director, Superior Learning Center

Nguyen, Tan Kim Ph.D.
Assistant Professor
Educational Background: Associate Ph.D. Mathematics/Physics, Vietnam National University '96 | BA English, Vietnam National University '96 | BS Mathematics, Vietnam National University '87
Professional Background: Adjunct Faculty, Santa Ana College | Lecturer, Vietnam National University

Zhukov, Vadim Ph.D.
Professor
Educational Background: Ph.D. Physics, The Postgraduate School of Scientific Research Institute of Physics '90 | MS Physics, The Odessa State University '79
Professional Background: Network Architect, Select Family Inc. | Sr. Network Engineer, Technisource Inc.

STUDENT AFFAIRS

GENERAL INFORMATION

SCIT's Student Affairs Office offers a full range of services to support students as they pursue their academic and professional goals. We are committed to assisting students by providing useful information to help them make informed decisions throughout their collegiate years. It is often much easier to address issues and concerns with the help of the Student Affairs staff which is why we encourage students to ask for help and information when needed.

TRANSPORTATION, HOUSING & CHILDCARE

Student Services furnishes information on public transportation, general costs in the area of childcare, and points of interest. SCIT does not have its own housing facilities, as we do not offer a residential program. However when given prior notice at least two weeks in advance of the prospective students start date, SCIT will offer assistance to the student in finding suitable housing in the local area. SCIT further makes no guarantee of said housing based on availability. An approximation for the cost of housing near the campus is around $1000 per month. This estimation is based on the average of 1000, one bedroom apartments within 15 miles of the campus as of April 2010. This estimation is in no way a guaranteed cost for housing and is subject to change at any time.

PARKING

SCIT has ample parking for students. Students may apply for a parking card or have their parking tickets validated. Parking cards of are limited availability. Please see the Student Affairs Office for terms and conditions for the use of parking cards and parking card fees. Parking is at your own risk. SCIT takes no responsibility for any loss of property from and of the parking areas in and around the campus.

TUITION REIMBURSEMENT & ENROLLMENT VERIFICATION

Students requesting a letter for tuition reimbursement or enrollment verification must complete a Student Services Request Form (available from the registrar), and allow one week for the letter to be ready. There is no fee unless it must be provided within 3 days, in which case there is a $20 preparation fee. In this case, a receipt of payment made must be submitted to the registrar at the time the Student Services Request Form is completed.

STUDENT ADVISING & COUNSELING

ACADEMIC ADVISING

Student Services and/or a faculty member assigned by the Director of Education provide student advisement in regards to academic matters. Students are first instructed to speak with their assigned academic advisor in regards to academic advisement. If the academic advisement is beyond that of the advisors knowledge or expertise, then students may be referred to the Director of Education, appropriate Department Chair, or the Student Services Office depending on the students situation where a counseling session is usually arranged for students. In general, SCIT staff and faculty have open door policies if students would like to discuss academic related issues.

NON-ACADEMIC ADVISING

Non-academic advisement is done by the Director of Student Services on a quarterly basis or as frequently as necessary. Advisement may cover areas such as; attendance, housing, transportation, childcare, student conflict, conduct, and/or other topics that are not financial or academic in nature. Financial advisement of any nature is referred to the Director of Financial Aid.

COUNSELING

The school counselor handles counseling in regards to life skills and coping skills. The Student Services Office maintains an open door and privacy policy for all students requesting advisement pertaining to their personal lives. Should the student require experience beyond the counselors capabilities, the student may be referred to professional agencies in the local area.

ATB STUDENT ADVISING

The Director of Student Services maintains a current listing of all ATB students enrolled. The Director of Student Services monthly monitors ATB student progress by consultation with the student's instructor and the student themselves under the direct supervision of the dean of education. These students are continually encouraged to attend GED courses and/or take the GED testing. Tutoring for ATB students may be mandatory.

TUTORING

Tutoring is arranged on an as-needed basis by the Student Services Office for students who feel they need help with their academics and who show satisfactory attendance as determined by the Student Services Office. Students may be advised to seek tutoring if their instructor identifies them as needing help with the course material. Tutoring is usually conducted by an instructor or by a qualified person. Students who request tutoring and do not show satisfactory attendance as determined by the Student Services Office may be charged for tutoring.

PLACEMENT SERVICES

The SCIT Placement Office assists students in (1) creating, modifying and/or rewriting resumes, (2) career related workshops and/or counseling, and (3) providing job leads. Graduates who do not have any outstanding financial obligations to the School are eligible to receive placement services at any point within a nine (9) month time period that begins on the graduates' date of graduation ("Eligibility Timeframe"). Eligible graduates may contact the SCIT Placement Office in order to receive placement services. In order for a graduate to receive placement services throughout his/her Eligibility Timeframe, the graduate must actively participate in the placement process, meaning the graduate must (1) respond to, communicate and attend scheduled meetings with his/her assigned placement representative to a degree that satisfies the Placement Representative, (2) complete any placement related assignments in a diligent and proactive fashion, and (3) attend a reasonable amount of workshops provided by SCIT as deemed appropriate by the graduates Placement Representative. Any student or graduate who violates the student code of conduct may be denied placement services as solely decided by the SCIT Placement Office. The school does not make any promise or representation whatsoever to any student or graduate that he/she will obtain employment, whether part-time, training related, or otherwise.

STUDENT CODE OF CONDUCT

Students must demonstrate courtesy and consideration toward the staff, instructors, and other students. The college reserves the right to suspend or dismiss any student whose conduct is inappropriate or demeaning to fellow students, or the school and its reputation.

At the discretion of the school administration, a student may be temporarily or permanently suspended from school for any serious or repeated incident, including but not limited to

- A drugged or intoxicated state of behavior;
- Possession of drugs, alcohol or weapons upon school premises;
- Physical or verbal behavior creating a safety hazard;
- Disobedience or disrespectful behavior toward an administrator, faculty member, or another student;
- Any verbal, physical or other conduct based on a persons sex, race, color, religion, national origin, age, disability, veteran or marital status that has the purpose or effect of threatening or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education;
- Academic dishonesty, such as cheating, plagiarism, knowingly furnishing false information or any activity deemed as academic dishonesty by the dean of education;
- Obstruction or disruption of teaching, administration, disciplinary procedures, or any school related activity;
- Theft of, or damage to, property of the college;
- Violation of the Computer Use Policy;
- Disorderly conduct or led, indecent, or obscene conduct or expression;
- Failure to comply with the verbal or written directions of any college official acting in the performance and scope of his/her duty.

DISCIPLINARY ACTION

In the event that a student violates the student code of conduct, the Student Services Office, at their discretion, will suspend that student, record the incident in writing, and file the record in the students file. The student is expected to attend a meeting with the Director of Student Services, Readmission Committee and the Director of the School on a day determined by the director of the school. The student will be allowed to plead his/her case to the committee at which time the committee will discuss further action to be taken.

COMPUTER USE POLICY

SCIT students are authorized to use the school's computers for course related work and other educational purposes only. Use of SCIT's resources for other than educational purposes is not permitted. SCIT reserves the right to inspect all information stored on SCIT computers, including programs and data. All students' work, exercises, and information are to be stored on an external device such as a floppy diskette or a flash drive, not the computer hard drive. The school is not responsible for lost work saved on the hard drive. The systems provided are for public usage and not restricted to one user.

Instances of system misuse and/or inappropriate usage are in violation of the Student Code of Conduct and may result in removal of privileges to SCIT's computers, suspension or expulsion from the school. Misuse and/or inappropriate usage of SCIT's computer systems include, but are not limited to:

- Unauthorized copying, installing or distribution of software without approval from SCIT;
- Use of wireless adaptors to connect to internet during class;
- Playing games, chatting on the internet, or participating in activities that are not course related;
- Deliberately trying to damage system software or hardware;
- Any attempt to create or import a program that may jeopardize system security or compromises data integrity;
- Viewing any images (i.e., photographs, drawings, paintings, or other derivatives thereof), audio, videos, movies or data that are discriminatory, abusive, profane, harassing, adult oriented, inappropriate or sexually offensive. When a complaint regarding discriminatory, abusive, profane, harassing, adult oriented, inappropriate or sexually offensive material is received by Southern California Institute of Technology, the matter will be turned over to the appropriate dean, office, committee or law enforcement agency.

SCIT reserves the right to limit or deny access to anyone using SCIT computers and/or facilities when privileges are abused.

DRESS CODE

The dress code is "Casual, but modest". No offensive statements on clothing are permitted.

SAFETY, FOOD & DRINK POLICY

Students are required to observe all standard safety precautions. Students are not permitted to move any equipment or furniture on the campus. Students are not permitted to have food or drink in any of the buildings, except for water in spill proof containers. No personal property or other property may be brought to the school for repair, troubleshooting or any other reason. SCIT assumes no responsibility for lost property.

CELL PHONE USAGE POLICY

Students may not use cell phones in the classroom or in areas marked as for no cell phones usage on the school premises. Unauthorized use of cell phones is in violation of the student code of conduct.

DRUG FREE SCHOOL ACT

SCIT forbids the use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on college property or at college sponsored events off campus. Anyone in violation of state, federal or other local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and disciplinary action.

CAMPUS CRIME & SECURITY ACT

SCIT is in compliance with the campus crime and security act of 1990 and publish an annual report on September 1 of each year. Should students become witness to or victims of a crime on campus, they should immediately report the incident to the local law enforcement agency.

LOST & FOUND

Any Student items that are lost or stolen on college property are the responsibility of the student. The college does not take any responsibility for lost or stolen items. Any lost items found should be taken to the Student Services Office where it will be placed in “Lost & Found.” Items in the “Lost & Found” are held for a maximum of two (2) weeks at which point they may be donated or destroyed.

UNAUTHORIZED GUESTS

Students are not allowed to bring any unauthorized guests onto the premises without approval from the Student Services Office. Unauthorized guests include, but are not limited to: children, family members, friends, and/or co-workers.

STUDENT COMPLAINT & GRIEVANCE PROCEDURE

Any student wishing to resolve a problem or wishing to register a complaint should first contact his/her instructor. If the problem is not resolved, the student should contact the Student Services Office. If the problem is still unresolved, the student may submit a written complaint to the President of SCIT. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling students’ complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges (ACCSC). All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint, as well as the final resolution. Please direct all inquiries to: The Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia, 22201, telephone: (703) 247-4212. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Student Services Office.

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

DIPLOMA PROGRAMS

ACCOUNTING SPECIALIST

AWARD..... DIPLOMA
PROGRAM LENGTH..... 30 WEEKS
QUARTER CREDIT UNITS ..... 46.5 UNITS
CLOCK HOURS..... 600 HOURS

PROGRAM DESCRIPTION

Accounting Specialist is a training program that prepares the student for an entry-level accounting positions such as accounts receivable, accounts payable, or payroll. They learn computerized accounting, manual accounting, and bookkeeping. Part of their training develops professional skills in business software such as Microsoft Word and Excel. Business English is included. Graduates receive a diploma.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and computer laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
AC100	Accounting I	2.00
AC120	Accounting II	2.00
AC130	Accounting III	2.00
AC131	Accounting III LAB	0.50
BA150	Organizational Behavior	5.50
BA151	Organizational Behavior LAB	1.00
CO201B	Computer Business Application I	4.50
CO201C	Computer Business Application I LAB	2.50
CO202B	Computer Business Application II	4.50
CO202C	Computer Business Application II LAB	2.50
CO209A	Computerized Accounting I	3.00
CO209B	Computerized Accounting II	4.50
CO209C	Computerized Accounting LAB	2.50
ENG100A	English Grammar	3.00
ENG100B	English Grammar LAB	2.00
IS201	Interpersonal Skills LAB	2.50
OP120	Office Procedure	2.00
Total		**46.5**

ADMINISTRATIVE ASSISTANT

AWARD..... DIPLOMA
PROGRAM LENGTH..... 30 WEEKS
QUARTER CREDIT UNITS ..... 45 UNITS
CLOCK HOURS..... 600 HOURS

PROGRAM DESCRIPTION

Administrative Assistant is a training program that prepares students for entry level positions in a modern business office, such as front office manager, human resources, basic accounting (computerized and manual), customer service, and executive secretary. Students become proficient in business software enabling them to create documents or spreadsheets, and manage databases. They learn English grammar, business correspondence, and business equipment and develop phone and customer relation skills. They become familiar with employee benefits and human relations. They become familiar with Outlook, PowerPoint and other business software. Graduates receive a diploma.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and computer laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
BA150	Organizational Behavior	5.50
BA151	Organizational Behavior	1.00
CO195A	Business Software Application	3.50
CO195B	Business Software Applications LAB	1.50
CO201B	Computer Business Applications I	4.50
CO201C	Computer Business Applications I LAB	2.50
CO202B	Computer Business Applications II	4.50
CO202C	Computer Business Applications II LAB	2.50
CO203B	Computer Business Applications III	4.50
CO203C	Computer Business Applications III LAB	2.75
ENG100A	English Grammar	3.00
ENG100B	English Grammar LAB	2.00
IS201	Interpersonal Skills LAB	2.50
OP120A	Office Procedures	2.00
PR130	Public Relations	3.00
Total		**45.25**

BIOMEDICAL TECHNOLOGY

AWARD..... DIPLOMA
PROGRAM LENGTH..... 30 WEEKS
QUARTER CREDIT UNITS ..... 56.5 UNITS
CLOCK HOURS..... 675 HOURS

PROGRAM DESCRIPTION

Biomedical Technology prepares graduates for employment as entry level biomedical device technicians. They learn to troubleshoot and repair to the component level. Students learn the functions, test techniques and troubleshooting of analog and digital electronic components as found in the biomedical field. In analog electronics, they understand the behavior of components in AC and DC environments enabling them to build and troubleshoot circuits using various types of test equipment. In digital electronics, they learn logic gates, memory, binary counters, shift registers, multiplexers, and other circuits. In the biomedical courses, students study human anatomy and physiology, as well as, learn how to analyze and repair various biomedical equipments based on analog and digital circuitry troubleshooting techniques. Graduates receive a diploma.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
BI101	Intro To Human Anatomy & Physiology	5.00
BI110A	Biomedical Instrumentation	5.00
BI110B	Biomedical Instrumentation LAB	1.50
BI120	Biomedical Equipment Repair & Analysis	2.50
EL101	DC Theory	2.00
EL102	DC LAB	1.00
EL120	AC Theory	3.00
EL121	AC LAB	0.50
EL140	Semiconductor Theory I	4.00
EL141	Semiconductor I LAB	1.50
EL160	Digital Concepts	3.00
EL161	Logic Circuit LAB	0.50
EL212	Analog Devices And Applications	4.00
EL213	Semiconductor II LAB	0.50
EL214	Electronic Circuit Troubleshooting	4.00
EL215	Electronic Circuit Troubleshooting LAB	4.50
EL220	Advanced Digital Applications	3.00
EL221	Advanced Digital I LAB	1.00
GE100	Organizational Communications	2.00
MT101	College Mathematics I	4.00
MT120	College Mathematics II	4.00
Total		**56.5**

COMPUTERIZED BUSINESS TECHNOLOGY

AWARD..... DIPLOMA
PROGRAM LENGTH..... 30 WEEKS
QUARTER CREDIT UNITS ..... 71.5 UNITS
CLOCK HOURS..... 925 HOURS

PROGRAM DESCRIPTION

Computerized Business Technology prepares graduates for employment as entry-level front office managers and account executives. Skills learned include, front office management, human resources, detailed accounting (computerized and manual). Graduates are proficient in business software enabling them to create documents, spreadsheets, and databases. They learn English grammar, business correspondence and develop customer relation skills. Graduates receive a diploma.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and computer laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
AC100	Accounting I	2.00
AC120	Accounting II	2.00
AC130	Accounting III	2.00
AC131	Accounting III Lab	0.50
BA150	Organizational Behavior	5.50
BA151	Organizational Behavior LAB	1.00
BA201	Principles of Management	4.00
BA202A	Principles of Marketing	4.00
BA202B	Marketing Lab	3.00
BA203	Human Resources Management	1.50
CO195A	Business Software Applications	3.50
CO195B	Business Software Applications. LAB	1.50
CO201B	Computer Business Applications I	4.50
CO201C	Computer Business Applications I LAB	2.50
CO202B	Computer Business Applications II	4.50
CO202C	Computer Business Applications II LAB	2.50
CO203B	Computer Business Applications III	4.50
CO203C	Computer Business Applications III LAB	2.75
CO209A	Computerized Accounting I	3.00
CO209B	Computerized Accounting II	4.50
CO209C	Computerized Accounting LAB	2.50
ENG100A	English Grammar	3.00
ENG100B	English Grammar LAB	2.00
IS203	Customer Service LAB	2.75
OP120A	Office Procedures	2.00
Total		**71.5**

ELECTRONICS/COMPUTER TECHNOLOGY

AWARD..... DIPLOMA
PROGRAM LENGTH..... 30 WEEKS
QUARTER CREDIT UNITS ..... 57.5 UNITS
CLOCK HOURS..... 720 HOURS

PROGRAM DESCRIPTION

Electronics / Computer Technology prepares graduates for employment as entry level electronic and computer technicians. They learn to troubleshoot to the component level. Students learn the functions, test techniques and troubleshooting of electronic components (analog and digital). Students study the behavior of circuitry components such as resistors, capacitors, etc. enabling them to build and troubleshoot circuits using various types of test equipment. Students also study digital circuitry components such as logic gates, memory, counters, shift registers, multiplexers, and latches. Additional topics include computer architecture and hardware theory based on AC and DC components. Graduates receive a diploma.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
C170●	Computer Theory I	10.00
C171●	Computer Theory I LAB	1.50
EL100A●	Circuit Construction LAB	3.50
EL101	DC Theory	2.00
EL102	DC LAB	1.00
EL120	AC Theory	3.00
EL121	AC LAB	0.50
EL140	Semiconductor Theory I	4.00
EL141	Semiconductor Lab I	1.50
EL160	Digital Concepts	3.00
EL161	Logic Circuit LAB	0.50
EL212	Analog Devices And Applications	4.00
EL213	Semiconductor II LAB	0.50
EL214	Electronic Circuit Troubleshooting	4.00
EL215	Electronic Circuit Troubleshooting LAB	4.50
EL220	Advanced Digital Applications	3.00
EL221	Advanced Digital I LAB	1.00
GE100	Organizational Communications	2.00
MT101	College Mathematics I	4.00
MT120	College Mathematics II	4.00
Total		**57.5**

BI110A●	Biomedical Instrumentation	5.00
BI110B●	Biomedical Instrumentation LAB	1.50
BI120●	Biomedical Equipment Repair & Analysis	2.50
C150●	Computer Operation System LAB	2.50
EL170●	Logic Control	5.00
EL172●	PLC LAB	1.00

ELECTRONICS ENGINEERING/COMPUTER TECHNOLOGY

AWARD..... DIPLOMA
PROGRAM LENGTH..... 30 WEEKS
QUARTER CREDIT UNITS ..... 66.5 UNITS
CLOCK HOURS..... 905 HOURS

PROGRAM DESCRIPTION

Electronic Engineering/Computer Technology prepares graduates for employment in the fields of electronics and computers as entry level electronic or computer technicians. They develop the ability to troubleshoot and repair to the component level. Students learn the functions, test techniques and troubleshooting of electronic components, both analog and digital. In analog electronics, they understand the behavior of components in AC and DC environments enabling them to build and troubleshoot circuits using various types of test equipment. In the area of digital electronics, they learn logic gates, memory, binary counters, shift registers, multiplexers, and other circuits. Students also gain detailed knowledge of current operating systems, computer architecture, and hardware. Graduates receive a diploma.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
C170	Computer Theory I	10.00
C171	Computer Theory I LAB	1.50
C172	Disk Oper Sys And Windows LAB	2.25
EL100A	Circuit Construction Lab	3.50
EL101	DC Theory	2.00
EL102	DC LAB	1.00
EL120	AC Theory	3.00
EL121	AC LAB	0.50
EL140	Semiconductor Theory I	4.00
EL141	Semiconductor I LAB	1.50
EL160	Digital Concepts	3.00
EL161	Logic Circuit LAB	0.50
EL212	Analog Devices And Applications	4.00
EL213	Semiconductor II LAB	0.50
EL214	Electronic Circuit Troubleshooting	4.00
EL215	Electronic Circuit Troubleshooting LAB	4.50
EL220	Advanced Digital Applications	3.00
EL221	Advanced Digital I LAB	1.00
EL222	Advanced Digital II LAB	3.50
EL223	Semiconductor Troubleshooting LAB	3.50
GE100	Organizational Communication	2.00
MT101	College Mathematics I	4.00
MT120	College Mathematics II	4.00
Total		**66.75**

ENGLISH AS A SECOND LANGUAGE

AWARD..... DIPLOMA
PROGRAM LENGTH..... 40 WEEKS
QUARTER CREDIT UNITS ..... 50 UNITS
CLOCK HOURS..... 720 HOURS

PROGRAM DESCRIPTION

This program is a study of English as a Second Language. This course has four levels, each covering similar, but progressively more difficult material. It includes making interferences, selective listening, choosing, evaluating, skimming, personalizing, discriminating, role-playing, practicing, brainstorming, using context, predicting, using a dictionary, concept mapping, guessing, top-down reading, self-evaluation, lateral thinking, grouping, reflecting, matching, selective reading, classifying, transferring, summarizing, review, and grammar summaries. It provides the student with an understanding of the English Language and the ability to understand and express himself or herself in English for the purpose of employment or continuing occupational education of the student. Students must pass a standardized test such as TOFEL paper test with minimum score of 400 or TOEFL computer based test with minimum score of 147.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
ESL101A	English as a Second Language I	7.00
ESL101B	English as a Second Language I LAB	5.50
ESL102A	English as a Second Language II	7.00
ESL102B	English as a Second Language II LAB	5.50
ESL103A	English as a Second Language III	7.00
ESL103B	English as a Second Language III LAB	5.50
ESL104A	English as a Second Language IV	7.00
ESL104B	English as a Second Language IV LAB	5.50
Total		**50**

GENERAL ELECTRICIAN

AWARD..... DIPLOMA
PROGRAM LENGTH..... 30 WEEKS
QUARTER CREDIT UNITS ..... 57.5 UNITS
CLOCK HOURS..... 740 HOURS

PROGRAM DESCRIPTION

The General Electrician program prepares graduates for entry level employment in the electrician field for residential, commercial and industrial sectors. Students learn electrical codes, wire management, electrical blue prints for residential, commercial and industrial environments, power distribution, electric motor installation, and programmable logic controllers. In the lab they perform electrical installation to get the familiar with conduit bending, panel installation, switches etc. Graduates receive a diploma.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

ELECTRICIAN LICENSURE INFORMATION

All persons who work as electricians making connections of greater than 100 volt amps and who work for C-10 Contractors in the State of California must be licensed as a “certified electrician” by the California Department of Industrial Relations (“DIR”). The DIR specifies various levels of electrician certification; each corresponding to the type of electrical work that is allowed to be performed for the respective certification level. The SCIT General Electrician Diploma program is approved by the DIR to offer the “Whole General Electrician Curriculum,” which corresponds to the highest level of electrician certification specified by the DIR. For those deciding to embark on a career as an electrician and have no experience or related instruction, one method to becoming a “certified general electrician” requires the person to (1) accumulate 8000 hours of on-the-job-experience, (2) complete 720 hours of related and supplemental instruction, and (3) pass an exam administered by DIR to become a certified electrician. One method of obtaining “on-the-job-experience” is to register with the State of California as an “electrician trainee” which a person may do by enrolling and maintaining satisfactory academic progress in a state recognized school such as SCIT. By registering as an “electrician trainee,” a person may work directly supervised by a certified electrician. Individuals who are registered as “electrician trainees” are responsible for maintaining their trainee registration status with the DIR, which may require registration fees and periodic renewal applications as determined by the DIR. For more information, please visit the DIR website for electrician certification at www.dir.ca.gov/das/electricaltrade.htm.

Course No.	Course Title	Units
C150	Computer Operation System LAB	2.50
EL101	DC Theory	2.00
EL102	DC LAB	1.00
EL120	AC Theory	3.00
EL121	AC LAB	0.50
EL164	National Electrical Code A	6.00
EL165	Electrical Code A LAB	3.50
EL166	National Electrical Code B	7.00
EL167	Electrical Code B LAB	2.00
EL170	Logic Control	5.00
EL172	PLC LAB	1.00
EL200	Adv. Blueprints And Code Concepts	5.00
EL201	Adv. Blueprints And Code Concepts LAB	4.00
EL202	Power Distributions	4.00
EL203A	Motor Control	5.00
EL203B	Motor Control LAB	2.00
MT101	College Mathematics I	4.00
Total		**57.5**

INFORMATION TECHNOLOGY

AWARD..... DIPLOMA
PROGRAM LENGTH..... 30 WEEKS
QUARTER CREDIT UNITS ..... 60.5 UNITS
CLOCK HOURS..... 720 HOURS

PROGRAM DESCRIPTION

Information Technology is a training program that prepares graduates with the necessary competencies for employment as entry level Computer Networking Technicians. Graduates become familiar with the fundamentals of Networking through classroom lectures and hands-on lab work. They develop network troubleshooting and analytical skills by working with routers, switches, workstations and servers based on the Windows Server platform. Graduates receive a diploma.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
C170	Computer Theory I	10.00
C171	Computer Theory I LAB	1.50
N110A	Computer Networks I	7.50
N110B	Computer Networks I LAB	2.50
N120A	Computer Networks II	8.00
N120B	Computer Networks II LAB	2.50
N130A	Computer Networks III	11.00
N130B	Computer Networks III LAB	1.00
N140A	Computer Networks IV	4.00
N140B	Computer Networks IV LAB	2.50
N150A	Computer Networks V	8.50
N150B	Computer Networks V LAB	1.50
Total		**60.5**

MEDICAL INSURANCE BILLING & CODING

AWARD..... DIPLOMA
PROGRAM LENGTH..... 30 WEEKS
QUARTER CREDIT UNITS ..... 51 UNITS
CLOCK HOURS..... 675 HOURS

PROGRAM DESCRIPTION

Medical Insurance Billing and Coding is a training program that prepares students for entry-level jobs in medical offices to perform medical billing, coding and other general front office functions. Students become proficient in medical office management and study applicable topics such as HIPPA, medical ethics, and current health insurance systems. Students learn such topics as medical diagnostic coding based on the ICD-9, medical procedural coding based on the CPT-4, computerized medical billing, electronic health records, and medical terminologies. Graduates receive a diploma.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and computer laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
CO201B	Computer Business Applications I	4.5
CO201C	Computer Business Applications I LAB	2.5
MB100	HIPPA & Medical Ethics	4.0
MB101	Medical Office Management	4.0
MB102	Medical Office Management LAB	1.0
MB111	Medical Terminology I	1.0
MB112	Medical Terminology II	1.0
MB113	Medical Terminology III	1.0
MB114	Medical Terminology IV	1.0
MB115	Medical Terminology V	1.0
MB120	Introduction To Health Insurance	3.0
MB121	Health Insurance LAB	1.0
MB122	Health Insurance Payers	4.0
MB123	Health Insurance Collections	3.0
MB130	Medical Diagnostic Coding	2.0
MB131	Medical Diagnostic Coding LAB	3.0
MB140	CPT-4 Coding	2.0
MB141	CPT-4 Coding LAB	4.0
MB145	Medical Documentation	1.0
MB150	Electronic Medical Billing	3.0
MB151	Electronic Health Records	2.0
OP120A	Office Procedures	2.0
Total		**51**

DEGREE PROGRAMS

ASSOCIATE OF ARTS BUSINESS ADMINISTRATION

AWARD..... AA DEGREE
PROGRAM LENGTH..... 70 WEEKS
QUARTER CREDIT UNITS ..... 97 UNITS
CLOCK HOURS..... 1200 HOURS

PROGRAM DESCRIPTION

An Associate of Arts Degree in Business Administration provides the graduate with a structured background in office management as well as developing all the administrative and computerized office skills necessary to allow them to function in the entry level areas of accounting, human resources, and customer service. Students study the applications and uses of business software to common administrative practices in modern businesses. Students also take general education courses, including business mathematics, to help them develop the critical thinking necessary to fill responsible leadership positions. Graduates receive an Associate of Arts Degree in Business Administration.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and computer laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
AC100	Accounting I	2.00
AC120	Accounting II	2.00
AC130	Accounting III	2.00
AC131	Accounting III LAB	0.50
BA150	Organizational Behavior	5.50
BA151	Organizational Behavior LAB	1.00
BA201	Principles Of Management	4.00
BA202A	Principles Of Marketing	4.00
BA202B	Marketing LAB	3.00
BA203	Human Resources Management	1.50
BA204	Business Management	3.00
CO195A	Business Software Applications	3.50
CO195B	Business Software Applications LAB	1.50
CO201B	Computer Business Applications I	4.50
CO201C	Computer Business Applications I LAB	2.50
CO202B	Computer Business Applications II	4.50
CO202C	Computer Business Applications II LAB	2.50
CO203B●	Computer Business Applications III	4.50
CO203C●	Computer Business Applications III LAB	2.75
CO209A	Computerized Accounting I	3.00
CO209B	Computerized Accounting II	4.50
CO209C	Computerized Accounting LAB	2.50
ENG100A	English Grammar	3.00
ENG100B	English Grammar LAB	2.00
GE100●	Organizational Communications	2.00
GE101	English Composition	3.00
GE220	Speech	2.50
HST260	American Civilization	3.00
MTH101	Math I	4.50
MTH102	Math I LAB	4.50
OP120A	Office Procedures	2.00
PR130	Public Relations	3.00
PSY150	Psychology	3.00
Total		**97.25**

CO203D●	Computer Business Applications IV	4.50
CO203E●	Computer Business Applications IV LAB	2.50
GE110●	Written Communications	3.50

ASSOCIATE OF SCIENCE COMPUTER SCIENCE

AWARD..... AS DEGREE
PROGRAM LENGTH..... 90 WEEKS
QUARTER CREDIT UNITS ..... 116 UNITS
CLOCK HOURS..... 1315 HOURS

PROGRAM DESCRIPTION

Graduates of the Associate of Science Computer Science program are prepared for entry-level positions as associate engineers and engineering assistants in the areas of computers networking and information technology functions. They learn to work with physical IT systems such as routers and switches, as well as, software based systems such as Microsoft Windows Servers and databases. Students take general education courses to help them develop the critical thinking necessary to fill responsible leadership positions. Graduates receive an Associate of Science Degree in Computer Science.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
C170	Computer Theory I	10.00
C171	Computer Theory I LAB	1.50
C202	Data Communication I	4.00
C203	Data Communication II	4.00
C204	Data Communication II LAB	4.00
C205	Principles Of Web Technology	6.00
C206	Web Technology	6.00
GE101	English Composition	3.00
GE220	Speech	2.50
HST260	American Civilization	3.00
MT190	College Algebra I	5.00
MT202	College Algebra II	5.00
MT301	Calculus I	5.00
MT410	Calculus II	5.00
N110A	Computer Networks I	7.50
N110B	Computer Networks I LAB	2.50
N120A	Computer Networks II	8.00
N120B	Computer Networks II LAB	2.50
N130A	Computer Networks III	11.00
N130B	Computer Networks III LAB	1.00
N140A	Computer Networks IV	4.00
N140B	Computer Networks IV LAB	2.50
N150A	Computer Networks V	8.50
N150B	Computer Networks V LAB	1.50
PSY150	Psychology	3.00
Total		**116**

ASSOCIATE OF SCIENCE ELECTRONICS & COMPUTER SCIENCE

AWARD..... AS DEGREE
PROGRAM LENGTH..... 90 WEEKS
QUARTER CREDIT UNITS ..... 123.5 UNITS
CLOCK HOURS..... 1450 HOURS

PROGRAM DESCRIPTION

Graduates of the Associate of Science Electronic & Computer Science program are prepared for entry-level positions as associate engineers and engineering assistants in the areas of digital and analog electronics, computer hardware & software, and programming. They learn how to utilize computers and electronics to create a control system for automation. They are able to participate in design modification of electronic circuitry and have the ability to develop computer programs. Students take general education courses to help them develop the critical thinking necessary to fill responsible leadership positions. Graduates receive an Associate of Science Degree in Electronics and Computer Science.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
C170●	Computer Theory I	10.00
C171●	Computer Theory I LAB	1.50
C300	Computer Systems I	7.50
C301	Computer Systems I LAB	2.50
C320	Computer Systems II	8.50
C321	Computer Systems II LAB	2.00
EL100A●	Circuit Construction LAB	3.50
EL101	DC Theory	2.00
EL102	DC LAB	1.00
EL120	AC Theory	3.00
EL121	AC LAB	0.50
EL140	Semiconductor Theory I	4.00
EL141	Semiconductor I LAB	1.50
EL160	Digital Concepts	3.00
EL161	Logic Circuit LAB	0.50
EL212	Analog Devices And Applications	4.00
EL213	Semiconductor II LAB	0.50
EL214	Electronic Circuit Troubleshooting	4.00
EL215	Electronic Circuit Troubleshooting LAB	4.50
EL220	Advanced Digital Applications	3.00
EL221	Advanced Digital I LAB	1.00
GE100	Organizational Communications	2.00
GE101	English Composition	3.00
GE110	Written Communications	3.50
GE220	Speech	2.50
HST260	American Civilization	3.00
IE310	Industrial Fundamentals	4.00
IE321	Industrial Sensors	2.00
IE325	Industrial Transducers & Switches	2.00
IE330	Industrial Controllers	4.00
IE331	Industrial Electronics LAB	0.50
MT101	College Mathematics I	4.00
MT120	College Mathematics II	4.00
MT190	College Algebra I	5.00
MT202	College Algebra II	5.00
PSY150	PSYCHOLOGY	3.00
RE300	Robotics Engineering	4.00
RE305	Robotic Computer Interfacing	2.00
RE306	Robotic LAB	2.00
Total		**123.5**

BI110A●	Biomedical Instrumentation	5.00
BI110B●	Biomedical Instrumentation LAB	1.50
BI120●	Biomedical Equipment Repair & Analysis	2.50
C150●	Computer Operation System LAB	2.50
EL170●	Logic Control	5.00
EL172●	PLC LAB	1.00

BACHELOR OF SCIENCE ACCOUNTING

AWARD..... BS DEGREE
PROGRAM LENGTH..... 150 WEEKS
QUARTER CREDIT UNITS ..... 182 UNITS
CLOCK HOURS..... 2350 HOURS

PROGRAM DESCRIPTION

Students study various topics relating to the accounting such as accounting principles based on GAAP, managerial accounting, federal tax accounting, auditing, and cost accounting. Students also gain knowledge in office management and business administration. Students take general education courses to help them develop the critical thinking abilities necessary to fill responsible leadership positions. Seniors complete a business application based capstone senior project where they analyze, research and present a financial solution to a real-world accounting challenge by gathering and applying accounting principles learned throughout the curriculum. Graduates receive Bachelor of Science Degree in Accounting.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and computer laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
AC100	Accounting I	2.00
AC120	Accounting II	2.00
AC130	Accounting III	2.00
AC131	Accounting III LAB	0.50
AC210	Intermediate Accounting	5.00
AC211	Intermediate Accounting LAB	5.00
AC260	Managerial Accounting	5.00
AC261	Managerial Accounting LAB	5.00
AC310	Federal Tax Accounting	5.00
AC311	Federal Tax Accounting LAB	5.00
AC420	Auditing	5.00
AC421	Auditing LAB	5.00
AC450	Cost Accounting	5.00
AC451	Cost Accounting LAB	5.00
BA150	Organizational Behavior	5.50
BA151	Organizational Behavior LAB	1.00
BA201	Principles Of Management	4.00
BA202A	Principles Of Marketing	4.00
BA202B	Marketing LAB	3.00
BA203	Human Resources Management	1.50
BA204	Business Management	3.00
CO195A	Business Software Applications	3.50
CO195B	Business Software Applications LAB	1.50
CO201B	Computer Business Applications I	4.50
CO201C	Computer Business Applications I LAB	2.50
CO202B	Computer Business Applications II	4.50
CO202C	Computer Business Applications II LAB	2.50
CO203B●	Computer Business Applications III	4.50
CO203C●	Computer Business Applications III LAB	2.75
CO209A	Computerized Accounting I	3.00
CO209B	Computerized Accounting II	4.50
CO209C	Computerized Accounting LAB	2.50
ECON305	Micro-Economics	5.00
ECON315	Principles Of Economics	5.00
ENG100A	English Grammar	3.00
ENG100B	English Grammar LAB	2.00
ETH410	Principle Of Ethics	5.00
GE100●	Organizational Communications	2.00
GE101	English Composition	3.00
GE220	Speech	2.50
HST260	American Civilization	3.00
LCT420	Logic And Critical Thinking	5.00
MTH101	Math I	4.50
MTH102	Math I LAB	4.50
MTH280	Business Statistics	5.00
MTH281	Business Statistics LAB	5.00
OP120A	Office Procedures	2.00
PR130	Public Relations	3.00
PSY150	Psychology	3.00
SP470	Senior Practicum	5.00
Total		**182.25**

CO203D●	Computer Business Applications IV	4.50
CO203E●	Computer Business Applications IV LAB	2.50

GE110●	Written Communications	3.50

BACHELOR OF SCIENCE BUSINESS MANAGEMENT

AWARD..... BS DEGREE
PROGRAM LENGTH..... 150 WEEKS
QUARTER CREDIT UNITS ..... 184 UNITS
CLOCK HOURS..... 2310 HOURS

PROGRAM DESCRIPTION

The Bachelor Degree in Business Management is designed to prepare graduates for entry-level careers in areas of Business Management, business planning, financial accounting, and human resources. The program also gives students background in office management and business administration. Students take general education courses to help them develop the critical thinking abilities necessary to fill responsible leadership positions. Seniors complete a business application based capstone senior project. Students must analyze, research and present a business solution to a real-world challenge by gathering and applying managerial principles learned throughout the curriculum. Graduates receive a Bachelor of Science Degree in Business Management.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and computer laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
AC100	Accounting I	2.00
AC120	Accounting II	2.00
AC130	Accounting III	2.00
AC131	Accounting III LAB	0.50
AC260	Managerial Accounting	5.00
AC261	Managerial Accounting LAB	5.00
BA150	Organizational Behavior	5.50
BA151	Organizational Behavior LAB	1.00
BA201	Principles Of Management	4.00
BA202A	Principles Of Marketing	4.00
BA202B	Marketing LAB	3.00
BA203	Human Resources Management	1.50
BA204	Business Management	3.00
BA410	Organizational Law And Procedures	5.00
BA420	Business Law	5.00
C202●	Database I	4.00
C203●	Database II	2.00
C204●	Database II LAB	4.00
CO195A	Business Software Applications	3.50
CO195B	Business Software Applications LAB	1.50
CO201B	Computer Business Applications I	4.50
CO201C	Computer Business Applications I LAB	2.50
CO202B	Computer Business Applications II	4.50
CO202C	Computer Business Applications II LAB	2.50
CO203B●	Computer Business Applications III	4.50
CO203C●	Computer Business Applications III LAB	2.75
CO209A	Computerized Accounting I	3.00
CO209B	Computerized Accounting II	4.50
CO209C	Computerized Accounting LAB	2.50
ECON305	Micro-Economics	5.00
ECON315	Principles Of Economics	5.00
ENG100A	English Grammar	3.00
ENG100B	English Grammar LAB	2.00
ETH410	Principle Of Ethics	5.00
FIN400	Finance	7.00
FIN401	Finance LAB	5.00
GE100●	Organizational Communications	2.00
GE101	English Composition	3.00
GE220	Speech	2.50
HST260	American Civilization	3.00
LCT420	Logic And Critical Thinking	5.00
MIS460	Management Information Systems	5.00
MIS461	Management Information Systems LAB	5.00
MTH101	Math I	4.50
MTH102	Math I LAB	4.50
MTH280	Business Statistics	5.00
MTH281	Business Statistics LAB	5.00
OP120A	Office Procedures	2.00
PR130	Public Relations	3.00
PSY150	Psychology	3.00
SP470	Senior Practicum	5.00
Total		**184.25**

AC210●	Intermediate Accounting	5.00

AC211●	Intermediate Accounting LAB	5.00
CO203D●	Computer Business Applications IV	4.50
CO203E●	Computer Business Applications IV LAB	2.50
GE110●	Written Communications	3.50

BACHELOR OF SCIENCE COMPUTER SCIENCE

AWARD..... BS DEGREE
PROGRAM LENGTH..... 180 WEEKS
QUARTER CREDIT UNITS ..... 180 UNITS
CLOCK HOURS..... 2100 HOURS

PROGRAM DESCRIPTION

Graduates of the Bachelor of Science Computer Science program are prepared for entry-level positions as computer engineers and computer specialists with a background in information technology. They learn how to utilize computers and computer systems in networks. They participate in design and modification of computer systems. Students study IT security concepts, data communication, databases, web technology and computer programming. Students take general education courses to help them develop the critical thinking abilities necessary to fill responsible leadership positions. Graduates receive a Bachelor of Science Degree in Computer Science.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
C170	Computer Theory I	10.00
C171	Computer Theory I LAB	1.50
C202	Data Communication I	4.00
C203	Data Communication II	4.00
C204	Data Communication II LAB	4.00
C205	Principles Of Web Technology	6.00
C206	Web Technology	6.00
C210	Computer Database Systems I	7.50
C211	Computer Database Systems I LAB	2.50
C320	Computer Systems II	8.50
C321	Computer Systems II LAB	2.00
C430	Network Security	7.50
C431	Network Security LAB	4.00
C440	Advanced Computer Security	6.00
C441	Advanced Computer Security LAB	6.00
C450	Computer Architecture	4.50
GE101	English Composition	3.00
GE110	Written Communications	3.50
GE220	Speech	2.50
HST260	American Civilization	3.00
MT190	College Algebra I	5.00
MT202	College Algebra II	5.00
MT301	Calculus I	5.00
MT410	Calculus II	5.00
MT460	Probability And Statistics	4.00
MT470	Complex Variables	4.00
N110A	Computer Networks I	7.50
N110B	Computer Networks I LAB	2.50
N120A	Computer Networks II	8.00
N120B	Computer Networks II LAB	2.50
N130A	Computer Networks III	11.00
N130B	Computer Networks III LAB	1.00
N140A	Computer Networks IV	4.00
N140B	Computer Networks IV LAB	2.50
N150A	Computer Networks V	8.50
N150B	Computer Networks V LAB	1.50
PH300●	Physics	4.00
PSY150	Psychology	3.00
Total		**180**

PH301●	Physics I	2.00
PH302●	Physics II	2.00

BACHELOR OF SCIENCE ELECTRICAL ENGINEERING

AWARD..... BS DEGREE
PROGRAM LENGTH..... 150 WEEKS
QUARTER CREDIT UNITS ..... 185 UNITS
CLOCK HOURS..... 2100 HOURS

PROGRAM DESCRIPTION

Students study how electrical power is generated and distributed through power grid systems, as well as, the installation of electrical components to deliver that power to the residential, commercial and industrial sectors. They learn and perform lab work in electrical codes, wire management, electrical blueprints, programmable logic control and industrial motors for the purposes of power delivery. Students gain a solid foundation in mathematics and physics to understand the theoretical aspects of electrical power and the application of those subjects in the field of power generation and electrical transformers. Students study robotics and industrial applications which include various sensor types, controllers, interfacing circuits, and I/O allocation pertinent to the manufacturing and private market industries. Students take general education courses to help them develop the critical thinking abilities necessary to fill responsible leadership positions. Graduates gain the knowledge and skills to prepare them for entry-level employment in the electrical engineering field. Graduates receive a Bachelor of Science Degree in Electrical Engineering.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
C150	Computer Operation System LAB	2.50
C300	Computer Systems I	7.50
C301	Computer Systems I LAB	2.50
EL101	DC Theory	2.00
EL102	DC LAB	1.00
EL120	AC Theory	3.00
EL121	AC LAB	0.50
EL140	Semiconductor Theory I	4.00
EL141	Semiconductor I LAB	1.50
EL160	Digital Concepts	3.00
EL161	Logic Circuit LAB	0.50
EL164●	National Electrical Code A	6.00
EL165●	Electrical Code A LAB	3.50
EL166●	National Electrical Code B	7.00
EL167●	Electrical Code B LAB	2.00
EL170	Logic Control	5.00
EL172	PLC LAB	1.00
EL200●	Advanced Blueprints And Code Concepts	5.00
EL201●	Advanced Blueprints And Code Concepts LAB	4.00
EL202	Power Distributions	4.00
EL203A	Motor Control	5.00
EL203B	Motor Control LAB	2.00
EL212	Analog Devices And Applications	4.00
EL213	Semiconductor II LAB	0.50
EL220	Advanced Digital Applications	3.00
EL221	Advanced Digital I LAB	1.00
EL230	Industrial Transformers	4.00
EL405	Engineering Economy	4.00
EL410	Circuit Analysis I	5.50
EL460	Circuit Analysis II	5.00
EL480	Electrical Power System	4.00
EL485	Electrical Power Distribution	4.00
GE100	Organizational Communications	2.00
GE101	English Composition	3.00
GE110	Written Communications	3.50
GE220	Speech	2.50
HST260	American Civilization	3.00
IE310	Industrial Fundamentals	4.00
IE321	Industrial Sensors	2.00
IE325	Industrial Transducers & Switches	2.00
IE330	Industrial Controllers	4.00
IE331	Industrial Electronics LAB	0.50
MT101	College Mathematics I	4.00
MT120	College Mathematics Ii	4.00
MT190	College Algebra I	5.00
MT202	College Algebra II	5.00
MT301	Calculus I	5.00
MT410	Calculus II	5.00
MT460	Probability And Statistics	4.00
MT470	Complex Variables	4.00
PH300●	Physics	4.00
PSY150	Psychology	3.00
RE300	Robotics Engineering	4.00
RE305	Robotic Computer Interfacing	2.00

RE306	Robotic LAB	2.00
Total		**185**

BI110A●	Biomedical Instrumentation	5.00
C492●	Computer Programming Using Matlab	8.00
C493●	Computer Programming Using Matlab LAB	3.50
EL320●	Process Control	5.00
EL321●	Process Control LAB	1.00
EL495●	Electronic Communications	5.00
PH301●	Physics I	2.00
PH302●	Physics II	2.00

BACHELOR OF SCIENCE ELECTRONIC ENGINEERING

AWARD..... BS DEGREE
PROGRAM LENGTH..... 150 WEEKS
QUARTER CREDIT UNITS ..... 191 UNITS
CLOCK HOURS..... 2195 HOURS

PROGRAM DESCRIPTION

Students are trained via mathematics to design analog and digital electronic circuits. They perform failure analysis, modify hardware, make program updates, and write computer programs for industrial applications. Students create layouts, establish equipment specifications, and make prototype modifications. They learn to appreciate divergent viewpoints and develop intellectual and analytical - critical ability in an environment where academic freedom is exercised and encouraged. Graduates are skilled in many diverse areas of electronics engineering, research and development, manufacturing, and product engineering and are prepared for employment as entry-level electronic engineers. Graduates receive a Bachelor of Science Degree in Electronic Engineering.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
EL100A●	Circuit Construction LAB	3.50
C170●	Computer Theory I	10.00
C171●	Computer Theory I LAB	1.50
C300	Computer Systems I	7.50
C301	Computer Systems I LAB	2.50
C320	Computer Systems II	8.50
C321	Computer Systems II LAB	2.00
C492	Computer Programming Using Matlab	8.00
C493	Computer Programming Using Matlab LAB	3.50
EL101	DC Theory	2.00
EL102	DC LAB	1.00
EL120	AC Theory	3.00
EL121	AC LAB	0.50
EL140	Semiconductor Theory I	4.00
EL141	Semiconductor I LAB	1.50
EL160	Digital Concepts	3.00
EL161	Logic Circuit LAB	0.50
EL212	Analog Devices And Applications	4.00
EL213	Semiconductor II LAB	0.50
EL214	Electronic Circuit Troubleshooting	4.00
EL215	Electronic Circuit Troubleshooting LAB	4.50
EL220	Advanced Digital Applications	3.00
EL221	Advanced Digital I LAB	1.00
EL320	Process Control	5.00
EL321	Process Control LAB	1.00
EL410	Circuit Analysis I	5.50
EL450	Digital Design I	7.50
EL460	Circuit Analysis II	5.00
EL470	Digital Design II	2.50
EL471	Digital Design II LAB	2.50
EL495	Electronic Communications	5.00
GE100	Organizational Communications	2.00
GE101	English Composition	3.00
GE110	Written Communications	3.50
GE220	Speech	2.50
HST260	American Civilization	3.00
IE310	Industrial Fundamentals	4.00
IE321	Industrial Sensors	2.00
IE325	Industrial Transducers & Switches	2.00
IE330	Industrial Controllers	4.00
IE331	Industrial Electronics LAB	0.50
MT101	College Mathematics I	4.00
MT120	College Mathematics II	4.00
MT190	College Algebra I	5.00
MT202	College Algebra II	5.00
MT301	Calculus I	5.00
MT410	Calculus II	5.00
MT460	Probability And Statistics	4.00
MT470	Complex Variables	4.00
PH300●	Physics	4.00
PSY150	Psychology	3.00
RE300	Robotics Engineering	4.00
RE305	Robotic Computer Interfacing	2.00
RE306	Robotic LAB	2.00
Total		**191**

BI110A●	Biomedical Instrumentation	5.00
BI110B●	Biomedical Instrumentation LAB	1.50
BI120●	Biomedical Equipment Repair & Analysis	2.50
C150●	Computer Operation System LAB	2.50
EL170●	Logic Control	5.00
EL172●	PLC LAB	1.00
PH301●	Physics I	2.00
PH302●	Physics II	2.00

BACHELOR OF SCIENCE BIOMEDICAL ENGINEERING

AWARD..... BS DEGREE
PROGRAM LENGTH..... 150 WEEKS
QUARTER CREDIT UNITS ..... 180 UNITS
CLOCK HOURS..... 1990 HOURS

PROGRAM DESCRIPTION

Students study the design and structure of electronics based biomedical instruments and medical devices to prepare for entry-level biomedical positions in one or more of the following areas: biomedical electronics, medical instrumentation, biomedical technicians or other medical equipment related fields. Students train to identify, formulate and solve engineering problems with medical relevance, including the design of devices and systems used to improve human health. The program aims to develop students' abilities to integrate and apply topics from multiple disciplines, including advanced mathematics and electronics systems design, to practically address problems pertaining to biomedical electronic systems. Students are also exposed to various government regulations pertaining to medical devices as they are prevalent in the industry. They learn to appreciate divergent viewpoints and develop intellectual and analytical/critical thinking abilities in an environment where academic freedom is exercised and encouraged. Graduates receive a Bachelor of Science Degree in Biomedical Engineering.

LABORATORIES & EQUIPMENT

Courses are taught in lecture classrooms and laboratories on campus. Students also have access to learning resources such as the library, as well as, access to the internet during non-classroom hours.

Course No.	Course Title	Units
BI101	Intro To Human Anatomy & Physiology	5.00
BI110A	Biomedical Instrumentation	5.00
BI110B	Biomedical Instrumentation LAB	1.50
BI120	Biomedical Equipment Repair & Analysis	2.50
BME320	Basics of Biomedical Imaging	4.00
BME395	Biomechanics	4.00
BME421	Development & Reg. of Medical Products	4.00
BME435	Biomaterials	4.00
BME470	Medical Instrumentation Design	4.00
BME494	Programming Fundamentals in Biomedical Engineering	4.00
BME495	Programming Fundamentals in Biomedical Engineering LAB	2.00
C494	Applied Numerical Computing	4.00
C495	Applied Numerical Computing LAB	4.00
CHEM105	General Chemistry	4.00
CHEM205	Organic Chemistry	4.00
EL101	DC Theory	2.00
EL102	DC LAB	1.00
EL120	AC Theory	3.00
EL121	AC LAB	0.50
EL140	Semiconductor Theory I	4.00
EL141	Semiconductor I LAB	1.50
EL160	Digital Concepts	3.00
EL161	Logic Circuit LAB	0.50
EL212	Analog Devices And Applications	4.00
EL213	Semiconductor II LAB	0.50
EL214	Electronic Circuit Troubleshooting	4.00
EL215	Electronic Circuit Troubleshooting LAB	4.50
EL220	Advanced Digital Applications	3.00
EL221	Advanced Digital I LAB	1.00
EL410	Circuit Analysis I	5.50
EL460	Circuit Analysis II	5.00
EL465	Digital Signal Processing	4.00
GE100	Organizational Communications	2.00
GE101	English Composition	3.00
GE110	Written Communications	3.50
GE220	Speech	2.50
HST260	American Civilization	3.00
MT101	College Mathematics I	4.00
MT120	College Mathematics II	4.00
MT190	College Algebra I	5.00
MT202	College Algebra II	5.00
MT301	Calculus I	5.00
MT310	Linear Algebra	4.00
MT410	Calculus II	5.00
MT460	Probability And Statistics	4.00
MT470	Complex Variables	4.00
MT480	Ordinary and Partial Differential Equations	4.00
PH300	Physics	4.00
PH400	Electricity & Magnetism	4.00
PSY150	Psychology	3.00
RE300	Robotics Engineering	4.00
RE305	Robotic Computer Interfacing	2.00
RE306	Robotic LAB	2.00
Total		**180**

COURSE DESCRIPTIONS

AC ACCOUNTING

AC100 ACCOUNTING I
2 UNITS

This course is an introduction to accounting and the accounting cycle. Students learn analyzing business transactions, T accounts, general journal and the general ledger, adjustments and worksheets, closing entries and the post closing trial balance, accounting for sales and accounts receivable, purchases and accounts payable.

AC120 ACCOUNTING II
2 UNITS
PREREQUISITE: AC100

In this course students learn cash receipts, cash payments, and banking procedures, payroll, payroll taxes, deposits and reports, accruals deferrals, the worksheet, financial statements and closing procedures.

AC130 ACCOUNTING III
2 UNITS
PREREQUISITE: AC100

The course includes: accounting principles, reporting standards, accounts receivable & un-collectable accounts, notes payable and notes receivable, merchandise inventory, property, plant, and equipment, accounting for partnerships, corporate earnings and capital transactions, long-term bonds, statement analysis: comparative statements, statement analysis: measuring profitability, financial strength, and liquidity, statement of cash flows, internal control and the voucher system, departmentalized profit and cost centers, manufacturing, job order cost accounting, process cost accounting.

AC131 ACCOUNTING III LAB
0.5 UNITS
PREREQUISITE: AC130

Students work with the concepts of manual accounting as taught in Accounting III.

AC210 INTERMEDIATE ACCOUNTING
5 UNITS
PREREQUISITE: AC130

This course will expand on topics covered in Accounting III in general accounting, which include Financial-Accounting functions and theory, and measurements of assets.

AC211 INTERMEDIATE ACCOUNTING LAB
5 UNITS
PREREQUISITE: AC210

Students will be working on different accounting projects as taught in the Intermediate Accounting.

AC260 MANAGERIAL ACCOUNTING
5 UNITS
PREREQUISITE: AC130

This course will expose students to real-life business operation in the topics of standard cost system, budgeting and corporate taxes. Comparison between retail and manufacturing organizations are made. Manual and automatic accounting systems are compared.

AC261 MANAGERIAL ACCOUNTING LAB
5 UNITS
PREREQUISITE: AC260

Students analyze and solve managerial accounting problems utilizing spreadsheet program.

AC310 FEDERAL TAX ACCOUNTING
5 UNITS
PREREQUISITE: AC130

In this course students will learn federal income tax concept, which will include history and background of taxes, gross income, exclusions, allowable deductions and the basic of gain and loss I\on the disposition of property.

AC311 FEDERAL TAX ACCOUNTING LAB
5 UNITS
PREREQUISITE: AC130

Using tax programs students will prepare manually and computer generated income tax forms.

AC420 AUDITING
5 UNITS
PREREQUISITE: AC210

This course introduces audit reports, analytical-skills development, and corporate internal auditor's functions.

AC421 AUDITING LAB
5 UNITS
PREREQUISITE: AC420

Students will gain hands-on experience by using audit software.

AC450 COST ACCOUNTING
5 UNITS
PREREQUISITE: AC310

This course will cover product-cost determination and cost control as applied to job order, process and cost systems. Manufacturing costs and using accounting data to improve decision-making.

AC451 COST ACCOUNTING LAB
5 UNITS
PREREQUISITE: AC450

This lab will allow students to perform accounting functions on a practice set of accounting records and financial statements for a firm.

BA BUSINESS ADMINISTRATION

BA150 ORGANIZATIONAL BEHAVIOR
5.5 UNITS

This course introduces students to the study and application of how people, as individuals and groups, act within organizations. Topics include: work related attitudes, career dynamics, group processes and work teams, business communication, power politics and leadership.

BA151 ORGANIZATIONAL BEHAVIOR LAB
1.0 UNITS
PREREQUISITE: BA150

This lab reinforces organizational behavior concepts as it relates to BA150.

BA 201 PRINCIPLES OF MANAGEMENT
4 UNITS

Labor relations, wages and salary, and employment are studied from a management perspective. Students approach problems from viewpoint of front-line supervisors and examine problems encountered in a typical business environment, through reenactment of problems and situations. The course emphasizes the cooperation needed in the workplace and management's role in resolving problems.

BA202A PRINCIPLES OF MARKETING
4 UNITS

This introductory course acquaints students with business practices and activities involving the transfer of goods from manufacturer to consumer. It examines the marketing of services as well as products. Students learn about retailing, wholesaling, new product decisions, marketing research, and pricing.

BA202B MARKETING LAB
3 UNITS

This lab provides students with practice, implementing the principles learned in BA202A in simulated business situations and includes role-playing and creative strategies.

BA203 HUMAN RESOURCES MANAGEMENT
1.5 UNITS

This course provides theories and practices relating to personnel administration, labor-management relations, employee selection, training, performance appraisal, discharge, hours of work and methods of payment, handling of personnel problems, benefit programs, affirmative action, and equal employment.

BA204 BUSINESS MANAGEMENT
4 UNITS

This course provides management theories and practices applied to the solution of current business problems. Traditional management skills as well as

statistical decision-theory, operations research and decision making in conflict introduce the student to the latest techniques necessary for business leadership.

BA410 ORGANIZATIONAL LAW AND PROCEDURES
5 UNITS

In this course students will learn the rules of the law, the sources of the law, the ethical basis of law in business management, the court system, the litigation process, disputes, resolutions and contract law.

BA420 BUSINESS LAW
5 UNITS
PREREQUISITE: BA410

The students in this course will be introduced to the criminal law and business, corporate and business organization, organizational form, regulatory process, current labor law, security regulation and international law.

BI BIOMEDICAL INSTRUMENTATION

BI101 INTRODUCTION TO HUMAN ANATOMY & PHYSIOLOGY
5 UNITS

Human Anatomy and Physiology explores the systems comprising the human body by emphasizing physiological mechanisms and a thorough understanding of human anatomy. An emphasis is placed on the interrelatedness of such systems as the skeletal, muscular, nervous and circulatory.

BI110A BIOMEDICAL INSTRUMENTATION
5 UNITS
PREREQUISITE: BI101

This course covers Instrumentation systems, Calibration, Biostatistics, Terminology, Introduction to signal conditioning, Amplifiers, Comparators, Introduction to bio-potentials, Nervous system organization, Signals, EMG, ECG, Surface potentials, Normal Sinus Rhythm, Electrodes, and related topics.

BI110B BIOMEDICAL INSTRUMENTATION LAB
1.5 UNITS
PREREQUISITE: BI110A

This lab allows students to apply their knowledge in a lab setting as it applies to BI110A.

BI120 BIOMEDICAL EQUIPMENT REPAIR ANALYSIS
2.5 UNITS
PREREQUISITE: BI110A

This course covers the application of the performance analyzer, tester and simulator for troubleshooting and calibration of medical equipment.

BME BIOMEDICAL ENGINEERING

BME320 BASICS OF BIOMEDICAL IMAGING
4 UNITS

This course will introduce the physical and mathematical principles that are the foundation of biomedical imaging. The application of these principles will be demonstrated through Optical Imaging, X-ray Computed Tomography and Magnetic Resonance Imaging.

BME395 BIOMECHANICS
4 UNITS

This course is an introduction to the analysis of the musculoskeletal systems using principles of engineering mechanics. Basic principles of mechanics, stress, strain and deformation in beams are presented and used to characterize the material properties of tissues such as skin, tendon, ligament, bone and cartilage. Principles of biomechanics are also applied to the design of medical devices and bioengineered tissues. Topics include forces, moments of forces, free body diagrams, principal stresses, transverse shear stresses and beam loading.

BME421 DEVELOPMENT AND REGULATIONS OF MEDICAL PRODUCTS
4 UNITS

This course will provide an understanding of the basics of the Food and Drug Administration (FDA) regulation and compliance for medical devices including how the various activities within a medical device company are affected by the FDA regulations. Additional coverage will include the applicable laws and regulations enforced by the FDA; international standards and regulations; the regulations controlling medical device design and development; the medical device approval process; laboratory and clinical studies; the introduction to the Quality System Regulations (QSRs); and the FDA inspection process.

BME435 BIOMATERIALS
4 UNITS

A course discusses various aspects pertaining to the selection, processing, testing (in vitro and in vivo) and performance of biomedical materials. The biocompatibility and surgical applicability of metallic, polymeric and ceramic implants and prosthetic devices are discussed. The physico-chemical interactions between the implant material and the physiological environment will be described. The use of biomaterials in maxillofacial, orthopedic, dental, ophthalmic and neuromuscular applications is presented.

BME470 MEDICAL INSTRUMENTATION DESIGN
4 UNITS

This course covers fundamentals of medical instrumentation systems, sensors, and biomedical signal processing. Example instruments for cardiovascular and respiratory assessment. Clinical laboratory measurements, therapeutic and prosthetic devices, and electrical safety requirements.

BME494 PROGRAMMING FUNDAMENTALS IN BIOMEDICAL ENGINEERING
4 UNITS
PREREQUISITE: C494

This course will introduce the theory of computer programming specifically designed for the applications in biomedical engineering. Students will learn the basic computer architecture and the interaction between the computer hardware, operating system and application software. MATLAB will be the primary language used to teach the above mentioned programming principles.

BME495 PROGRAMMING FUNDAMENTALS IN BIOMEDICAL ENGINEERING LAB
2 UNITS
PREREQUISITE: BME494

This lab will be covering the basics of biomedical instrumentation in both hardware and software components.

C COMPUTER

C150 COMPUTER OPERATION SYSTEM LAB
2.5 UNITS

This course is a fundamental course on computer operating system covering the essential commands and directory structure used in computers.

C170 COMPUTER THEORY I
10 UNITS

In this course students study PC hardware components and current operating system administration of workstation computer systems. Hardware portions emphasize data storage, manipulation and recovery techniques. Students learn core and advanced operating system configuration and administration techniques. Topics include disk configurations, hardware devices, user profiles, group policies and networking hardware.

C171 COMPUTER THEORY I LAB
1.5 UNITS
PREREQUISITE: C170

This lab allows the student to receive practical hands-on experience with computer hardware and operating system administration. Computer systems are torn down and configured to give the student an understanding of computer hardware. Students configure various aspects of an operating system to give them an understanding of desktop administration in a networked environment.

C200 COMPUTER THEORY II
4 UNITS
PREREQUISITE: C170

Prepare for the Core and the DOS & Windows Specialty Exams. Learn: Installation, Configuration & System Upgrading, Troubleshooting and Diagnostics, Safety and Preventive Maintenance, Memory, Processors, Motherboard, and Printers, Portable Systems, Basic Networking, and Customer Satisfaction. Students learn DOS and Windows including: Function, Structure, Operation, and File Management, Memory Management, Installation, Configuration, and Upgrading, Diagnostics and Troubleshooting, Networks.

C201 COMPUTER II LAB
4.5 UNITS
PREREQUISITE: C200

This lab allows the student to receive practical hands-on experience with computer operating systems. Computer operating systems are loaded and upgraded, and modified to give the student an understanding of computer operating systems.

C202 DATA COMMUNICATION I
4 UNITS

This course involves the study of wireless transmission of voice, video and data signals using radio transmission and reception.

C203 DATA COMMUNICATION II
2 UNITS

This course involves the study of communication, cabling practices, using both wired and fiber optic channels, including standards, connection topologies, installation, testing and troubleshooting.

C204 DATA COMMUNICATION II LAB
4 UNITS
PREREQUISITE: C210

This course gives the students an opportunity to apply their knowledge of cabling in a lab setting.

C205 PRINCIPLES OF WEB TECHNOLOGY
6 UNITS

Students will learn about creating web sites, topics and techniques in the development of web based applications, website maintenance and management.

C206 WEB TECHNOLOGY
6 UNITS

Students will learn about databases, applications and over the web issues on web application,. Architecture will be discussed regarding network infrastructure.

C210 COMPUTER DATABASE SYSTEMS I
7.5 UNITS

This course includes Principles of Data Base SQL, managing the physical data base structure and managing data base object.

C211 COMPUTER DATABASE SYSTEMS I LAB
2.5 UNITS
PREREQUISITE: C210

This course gives the student an opportunity to apply his/her knowledge of SQL in a lab setting.

C300 COMPUTER SYSTEMS I
7.5 UNITS
PREREQUISITE: C150 or C170

This Computer Aided Drafting course includes: A full set of solid modeling of 3D tools, and its co-existence with the products of 2D drafting tools. As fundamentally a Vector Graphics drawing, student learn to use primitive entities such as lines, polylines, circles, arcs and text as a foundation for more complex objects.

C301 COMPUTER SYSTEMS I LAB
2.5 UNITS

This course gives the students the opportunity to work with the software and practice the contents learned in C220 in a real application and environment

C320 COMPUTER SYSTEMS II
8 UNITS
PREREQUISITE: C150 or C170

C programming and introduction to C++. Course topics include: classes, dynamic memory allocation, user-defined conversions, virtual functions, polymorphism, and introduction to templates.

C321 COMPUTER SYSTEMS II LAB
2.5 UNITS
PREREQUISITE: C320

C programming and introduction to C++ Lab. Students work in the lab utilizing the concepts they learn in class lectures and write programs appropriate to the course material of C320 Computer Systems II.

C430 NETWORK SECURITY
8 UNITS
PREREQUISITE: C210

This course topics include how to identify security needs within the network, in operation systems, databases, and applications over the web and how to implement different securities.

C431 NETWORK SECURITY LAB
3.5 UNITS
PREREQUISITE: C210

This course gives the students an opportunity to apply their knowledge of Computer Security Professional II in a lab setting.

C432 COMPUTER SYSTEM IV
9.5 UNITS
PREREQUISITE: C210

Introduces the students to the text formatting language standard HTML (Hypertext Markup Language), a subset of the broader language SGML, the format used for development of Web Pages. on the World Wide Web Students learn the use of markup or “tags” that determine text formatting and those that cue the computer to respond to user actions (i.e. mouse, keyboard). Use of Java Script is also discussed.

C433 COMPUTER SYSTEM IV LAB
2.5 UNITS
PREREQUISITE: C432

Using the concepts learned in C430 the students utilize HTML editors to create web pages and web documents.

C440 ADVANCED COMPUTER SECURITY
6 UNITS
PREREQUISITE: C430

This course includes security policies that can help protect and maintain a network and security auditing, areas of study involve security risks, security solutions and tools available.

C441 ADVANCED COMPUTER SECURITY LAB
6 UNITS
PREREQUISITE: C440

This course gives the students an opportunity to apply their knowledge of Advanced Computer Security in a lab setting.

C450 COMPUTER ARCHITECTURE
4.5 UNITS
PREREQUISITE: C170 or C171

This course teaches the elements that make up a modern microcomputer, microprocessor, or computer system. It includes standard peripherals, buss structure, direct memory access and control logic. It includes the system of interrupt handling and priority within the system.

C490 COMPUTER SYSTEM III*
8 UNITS
PREREQUISITE: C320

Students work with the C++ compiler package, and learn all the important programming concepts in C++. Students are taught how to debug program code and write programs that are free of syntax and logical programming errors. Subjects include: exception handling, inheritance, namespaces, exceptions, function templates, and class templates.

C491 COMPUTER SYSTEM III LAB*
3.5 UNITS
PREREQUISITE: C490

This lab course has the students use the Microsoft Visual C++ compiler package, and programming concepts in C++ and

Windows languages to write programs. Debug program code and write programs.

C492 COMPUTER PROGRAMMING USING MATLAB
8 UNITS

Students work with the Matlab and learn all the important programming concepts using matlab. Students are taught how to work with the components of a computer, numbers, machine code, software hierarchy, MATLAB Windows, variables and assignment statement, basic plotting, built in functions, generating waveforms, sound replay (load and save), arguments and return values, M-files, formatted console input-output, string handling, conditional statements (if, else, elseif) and repletion statements (while and for).

C493 COMPUTER PROGRAMMING USING MATLAB
3.5 UNITS
PREREQUISITE: C490

This lab course has the students use the MATLAB Windows package and programming concepts in computer programming.

C494 APPLIED NUMERICAL COMPUTING
4 UNITS
PREREQUISITE: MT310

Introduction to numerical computing and analysis using MATLAB. Students learn to use numerical methods to solve systems of linear equations and nonlinear equations such as matrix manipulations and algorithm implementations. Students learn to visually display computed values through use of basic plotting techniques, built-in functions, waveform generation and user interfaces.

C495 APPLIED NUMERICAL COMPUTING LAB
4 UNITS
PREREQUISITE: C494

This lab course allows students to apply concepts learned in C494. Students learn programming techniques available in MATLAB to compute and visually depict systems of equations.

CHEM CHEMISTRY

CHEM105 General Chemistry
4 UNITS

This course includes the introduction to physical and chemical properties of the elements, chemical reactions, gas laws, chemical nomenclature, structure of atoms, chemical bonding, and solutions.

CHEM205 Organic Chemistry
4 UNITS
PREREQUISITE: CHEM105

This course includes the introduction to the basic principles, theories, and applications of the chemistry of carbon compounds. Representative reactions, preparation, and properties of carbon compounds will be covered.

CO COMPUTERIZED OFFICE

CO195A BUSINESS SOFTWARE APPLICATIONS
2.5 UNITS

Understanding new software applications that are constantly becoming available on the market. Gaining knowledge of the latest available software applications as it relates to management of projects and tasks.

CO195B BUSINESS SOFTWARE APPLICATIONS LAB
2.5 UNITS
PREREQUISITE: CO195A

This course involves the installation and use of new software applications that become available on the market. Using the latest available software applications.

CO201B COMPUTER BUSINESS APPLICATIONS I
4.5 UNITS

Students are introduced to word processing and learn how to create a letter or document, and how to save, retrieve, and modify documents.

CO201C COMPUTER BUSINESS APPLICATIONS I LAB
2.5 UNITS
PREREQUISITE: CO201B

This course allows you to practice working with documents and develops your confidence in using a Word Processor.

CO202B COMPUTER BUSINESS APPLICATIONS II
4.5 UNITS
PREREQUISITE: CO201B

This course teaches advanced levels of Spreadsheet Processing. It introduces Advanced @ Function formulas that can save time. You learn to manipulate information in a spreadsheet by sorting it.

CO202C COMPUTER BUSINESS APPLICATIONS II LAB
2.5 UNITS
PREREQUISITE: CO202B

Students develop graphs from information collected in a spreadsheet. In this course the student practices the sorting of spreadsheet information and the use of advanced @ Function formulas.

CO203B COMPUTER BUSINESS APPLICATIONS III
4.5 UNITS
PREREQUISITE: CO201B

Students learn and understand the theory behind creating a database. They learn to incorporate tables, queries and forms as used in a typical office environment.

CO203C COMPUTER BUSINESS APPLICATIONS III LAB
2.75 UNITS
PREREQUISITE: CO203B

Hands on application as it applies to CO203B.

CO203D BUSINESS APPLICATION IV
4.5 UNITS

This course introduces students to business applications as it relates to medical coding standards for billing of health care providers. Topics include: entering patient case information, entering transactions, claim management and patient recall.

CO203E BUSINESS APPLICATION IV LAB
2.5 UNITS

This lab allows students to work with standard medical billing business applications to reinforce concepts relating to CO203D.

CO209A COMPUTERIZED ACCOUNTING I
3 UNITS
PREREQUISITE: CO201B

This course gives the student an understanding of how to maneuver around the latest software made for accounting. Students will be taught the basics of item inventory and cost analysis.

CO209B COMPUTERIZED ACCOUNTING II
4.5 UNITS
PREREQUISITE: CO209A

This course reviews Computerized Accounting I and discusses Banking and Payroll Procedures. It teaches the advanced portion of accounting, focusing on Cost Accounting. It introduces distribution analysis, control of material and labor; as well as overhead cost, operational budgeting and differential cost analysis.

CO209C COMPUTERIZED ACCOUNTING LAB
2.5 UNITS
PREREQUISITE: CO209B

This lab course applies the theory as the students perform accounting functions and generate accounting reports.

CO209D ACCOUNTING LAB
2.5 UNITS

This lab course applies the theory as the students perform accounting functions and generate accounting reports.

ECON ECONOMICS

ECON 305 MICR0-ECONOMICS
5 UNITS

In this course students will be introduced to principles of economics in regards to Market efficiency and the behavior of consumers also the students will be covering topics of supply and demand, utility theory, cost of production, types of competition and labor markets and how governments contribute to the influence on these markets.

ECON 315 PRINCIPLES OF ECONOMICS
5 UNITS

The students will be introduced to the Science of Scarcity and Discipline's basic assumptions, methods and models. Gross National Product (GNP), government policies, foreign trade and the theory of firm are also evaluated.

EL ELECTRICAL

EL90 CIRCUIT LAYOUT CONCEPT
2.5 UNITS
PREREQUISITE: EL101

This course teaches how to do electronic pc board layout.

EL100 CIRCUIT CONSTRUCTION
3 UNITS

This course familiarizes the students with schematic diagrams, soldering techniques and theory. It teaches the students understanding of the right tools for the analog and digital circuits, soldering failure analysis and use how to use test equipments to test the board, circuit construction quality.

EL100A CIRCUIT CONSTRUCTION LAB
3.5 UNITS

In this lab the student will learn component specifications, procedures, use of tools, component identification, soldering and assembly techniques, fixed power supplies, analog electronics, digital electronics, variable power supplies, and schematics.

EL101 DC THEORY
2 UNITS

This course familiarizes the student with electricity and the electronic laws and formulas that apply to DC Electronics. They learn fundamentals such as: series circuits, parallel circuits, capacitors, resistors, inductors, time constants, and ohm's law.

EL102 DC LAB
1 UNITS
PREREQUISITE: EL101

Students learn to construct simple DC circuits, observe safety precautions, make component value determination, test circuits with a meter and start working with schematics.

EL120 AC THEORY
3 UNITS
PREREQUISITE: EL101

This course covers AC currents, inductive reactance, capacitive reactance, and circuit impedance. Also covered are wave shaping devices, power conversion circuits, AC measurements and calculations, circuit resonance, high pass, low pass, band pass, band reject filters, transformers, and AC applications.

EL121 AC LAB
0.5 UNITS
PREREQUISITE: EL120

Students learn to construct simple AC circuits, test circuits with a meter and oscilloscope and continue working with schematics. This course deals with AC sine waves, their methods of measurement, and how reactive components react to AC.

EL140 SEMICONDUCTOR THEORY I
4 UNITS
PREREQUISITE: EL120

This is a course covering diodes, zeners, the various classes of amplifiers, transistor switching applications, and amplifier configurations, biasing techniques for linear circuit operation, and transistor troubleshooting procedures.

EL141 SEMICONDUCTOR I LAB
1.5 UNITS
PREREQUISITE: EL140

This is a lab course using diodes, zeners, and transistors to construct half wave, full wave, and bridge rectifier circuits, small signal & power amplifiers, and voltage regulators. DC biasing is part of this course.

EL160 DIGITAL CONCEPTS
3 UNITS
PREREQUISITE: EL120

This course introduces the student to Digital Electronics. The student becomes familiar with octal, hexadecimal, and binary numbering systems, the standard logic gates and symbols used for basic industrial controls, ladder logic, combined gate circuits and truth tables.

EL161 LOGIC CIRCUIT LAB
0.5 UNITS
PREREQUISITE: EL160

This course teaches digital construction techniques through the construction of many projects including an alarm system, digital dice, basketball game, traffic light control system, microwave timer, digital clock, and other "hands on" projects.

EL164 NATIONAL ELECTRICAL CODE A
6 UNITS

This course introduces the students to various types of raceways, fittings, boxes, enclosures and conduit bodies used in residential, commercial and industrial installation based on NEC Codes. Students will be instructed on the importance of job-site safety and OSHA and proper use of hand tools and symbols pertaining to raceway installation.

EL165 ELECTRICAL CODE A LAB
3.5 UNITS
PREREQUISITE: EL164

This course is designed to give students residential/ commercial lab project and troubleshooting techniques. Students will use electrical tools to install raceways, boxes, will perform conduit bending following NEC Codes. Students are required to follow all safety rules in the lab.

EL166 NATIONAL ELECTRICAL CODE B
7 UNITS

PREREQUISITE: EL164

This course introduces the student's base on NEC Code pertaining to feeder and branch circuit installation in residential, commercial and industrial application including grounding and bonding, blueprint and symbols pertain to wiring installation, smoke detectors, type of switches and receptacle devices. Conductor splitting and terminations, electrical panel will also be introduced.

EL167 ELECTRICAL CODE B LAB
2 UNITS
PREREQUISITE: EL166

This course introduces the students to lab projects related to wiring of electrical circuits. Safety is enforced. Related to EL-166

EL170 LOGIC CONTROL
5 UNITS
PREREQUISITE: C150

This course will introduce programmer logic control concept, ladder diagram, latch, counters, number systems PLC-programming, interfacing circuit, relays.

EL172 PLC LAB
1 UNIT
PREREQUISITE: EL170

In this lab course students learn how to use the knowledge learned in EL-170 and applies it in programming an actual PLC in the lab to control a traffic light. Safety in the lab is enforced.

EL200 ADVANCE BLUEPRINTS AND CODE CONCEPTS
5 UNITS

This course introduces the students to electrical symbol, different electrical blue prints, NEC Codes for wire system management, panels, conduit, grounding, switches, raceways and boxes.

EL201 ADVANCED BLUE PRINTS AND CODE CONCEPTS LAB
4 UNITS
PREREQUISITE: EL200

This is a lab course so students base on blue prints and NEC Code will do panel installation, conduit bending and installation, wiring, cable pulling, grounding. By following safety and proper use of hand tools, Safety is enforced.

EL202 POWER DISTRIBUTIONS
4 UNITS

Transformers, types of transformers, over current protection grounding, transformers calculating primary and secondary current and voltage, generators, distribution gear, over current protection.

EL203A MOTOR CONTROL
5 UNITS

DC, AC, single, 3 phases, motor, calculating the HP, current identifying the type and size of the cable for motor installation, grounding, speed control, forwarding, reversing, motor configuration.

EL203B MOTOR CONTROL LAB
2 UNITS
PREREQUISITE: EL203A

Motor control labs related to the topics on EL-191a. Safety in the lab is enforced.

EL212 ANALOG DEVICES AND APPLICATIONS
4 UNITS
PREREQUISITE: EL140

This course teaches SCRs, TRIACs and Thyristors, JFETS, MOSFETS, Unijunction Transistors, and Break over Devices, Operational Amplifiers (as comparators, inverting and non-inverting amps, summing amps, differential amplifiers and voltage follower configurations), oscillators, 555 timer, misc. devices.

EL213 SEMICONDUCTOR LAB II
0.5 UNITS
PREREQUISITE: EL212

This lab course provides the student the opportunity to work with devices taught in EL212. They construct and test Operational Amplifiers circuits such as comparators, inverting and non-inverting amps, summing amps, differential amplifiers and a 555 timer oscillators.

EL214 ELECTRONIC CIRCUIT TROUBLESHOOTING
4 UNITS
PREREQUISITE: EL212

This course provides the student with the opportunity to utilize the knowledge gained in previous courses to troubleshoot and repair defective circuits in electronic equipment. Industrial safety precautions are learned, and the student learns how to isolate and diagnose problems in electronic systems and devices.

EL215 ELECTRONIC CIRCUIT TROUBLESHOOTING LAB
4.5 UNITS
PREREQUISITE: EL214

Students learn the methods and approaches taken by experience troubleshooter in the field. They learn isolation, to utilize test equipment, and techniques to enhance their troubleshooting ability. They become familiar with short cuts to effective circuit repair, and become adept at troubleshooting.

EL220 ADVANCED DIGITAL APPLICATIONS
3 UNITS
PREREQUISITE: EL160

This course covers RS latches, flip-flops of various types, switch de-bounce, counters, BCD decoders, and 7-segment displays, electrostatic precautions and IC family characteristics. It explains multiplexers, demultiplexers, decoders, shift registers, ring counters, Johnson counter, static and dynamic memory (ROM and RAM).

EL221 ADVANCED DIGITAL I LAB
1 UNIT
PREREQUISITE: EL220

During this course, a light display circuit, and a roulette wheel are built to demonstrate the principles learned in the lecture.

EL222 ADVANCED DIGITAL II LAB
3.5 UNITS
PREREQUISITE: EL220 & EL221

During this course, many more projects are completed, such as a traffic light control utilizing memory, creation of a digital voltmeter utilizing a summing amplifier, and others.

EL223 SEMICONDUCTOR TROUBLESHOOTING LAB
3.5 UNITS
PREREQUISITE: EL213

This lab course expands on the labs concepts discussed in EL212. Students learn to troubleshoot a variety of semiconductor based electronic devices, primarily focusing on operational amplifiers and oscillators.

EL230 INDUSTRIAL TRANSFORMER
4 UNITS

This course covers transfer of electrical energy from one circuit to another, a variety of transformer types used in industry for power distribution from the electrical power generation stations all the way to the consumers.

EL320 PROCESS CONTROL
5 UNITS
PREREQUISITE: MT301 and IE330 or RE210

This course teaches the practical details of how elements of a control system are designed and how they operate from a practical working perspective. Students learn the elements that make up the control loop: controller, control element, process, and measurement.

EL321 PROCESS CONTROL LAB
1 UNIT
PREREQUISITE: EL320

This lab provides the students with the opportunity to utilize the concepts learned in Process Control.

EL405 ENGINEERING ECONOMY
4 UNITS

This course allows students, with the aid of a faculty advisor, to define a real-world electrical engineering problem and apply previous course knowledge to propose a solution that is sound in concept and practical from an engineering perspective. Through research and teamwork, students complete an engineering proposal and present their work to fellow students and instructors.

EL410 CIRCUIT ANALYSIS I
5.5 UNITS
PREREQUISITE: MT301 and IE330 or RE240

This course is taught using an integrated approach where DC is presented as a special case of AC. Thevenin's and Norton's theorems, Series and parallel laws are covered.

EL450 DIGITAL DESIGN I
7.5 UNITS
PREREQUISITE: IE330 or RE210 or EL220

This course presents a comprehensive and concise treatment of the underlying concepts and building blocks that make up today's digital components and systems. It includes analytical tools and design methodologies currently used in design.

EL460 CIRCUIT ANALYSIS II
5 UNITS
PREREQUISITE: EL410

This course is taught using an integrated approach where DC is presented as a special case of AC. Mesh and node analysis, frequency response, RLC circuits, transformers, power & energy and transient analysis of circuits are included.

EL465 DIGITAL SIGNAL PROCESSING
4 UNITS

This course is an introduction to DSP concepts and implementation. It starts by explaining the need for digital signal processing and DSP systems. A complete model of a DSP system is examined from the input transducer, through all the stages including: signal conditioning, anti-aliasing filter, analog-to-digital and digital-to-analog conversion, output smoothing filter, and output transducers.

EL470 DIGITAL DESIGN II
2.5 UNITS
PREREQUISITE: EL450

This course involves the microprocessor aspects of digital design and deals primarily with signal conversion, microprocessors, analysis and synthesis. It includes design methodologies currently used in the design of modern digital devices.

EL471 DIGITAL DESIGN II LAB
2.5 UNITS
PREREQUISITE: EL470

This lab course involves utilizing advanced digital circuitry to design and develop individual assignments.

EL480 ELECTRICAL POWER SYSTEM
4 UNITS

This course covers the process of converting non-electrical energy to electricity for electric utilities. It also covers hydroelectric, geothermal power,

solar power, wind power and nuclear power.

EL485 ELECTRICAL POWER DISTRIBUTION
4 UNITS

This course covers delivery of electricity to end users, including power lines, electrical substations, circuit breakers, voltage drops, and WYE configuration, including 3 phase.

EL495 ELECTRONIC COMMUNICATIONS
5 UNITS
PREREQUISITE: IE330 and MT410

A course on electronic communications, examines radio frequency signals, propagation and modulation techniques. It covers the inherent problems encountered in RF communications and electronic communications in general.

ENG ENGLISH

ENG100A ENGLISH GRAMMAR
3 UNITS

This course includes: sentence structure, clauses, phrases, parts of speech, sentence types, fragmented and fused sentences, use of punctuation, nouns, pronouns, verbs, adverbs, spelling, wordiness, word choice, sentence logic and effectiveness, sentence building blocks

ENG100B ENGLISH GRAMMAR LAB
2 UNITS
PREREQUISITE: ENG100A

This is a lab where students demonstrate that they have gained an understanding of the concepts taught in ENG100A English Grammar. They will create correspondence, letters and reports.

ESL ENGLISH AS A SECOND LANGUAGE

ESL101A ENGLISH AS A SECONDARY LANGUAGE 1
7 UNITS

An introduction to and practice of the basic sounds and structure of English, emphasizing the listening comprehension and oral communication by selective listening, personalizing, making interference as well as the elementary reading and writing skills.

ESL101B ENGLISH AS A SECONDARY LANGUAGE 1 LAB
5.5 UNITS
PREREQUISITE: ESL101A

In this lab students will engage in social dialogues, role-playing, conversations in response to video, and class lecture. Stress on pronunciation also vocabulary.

ESL102A ENGLISH AS A SECONDARY LANGUAGE 2
7 UNITS
PREREQUISITE: ESL101A

A high beginning course emphasizing in listening comprehension, oral communication, reading skills, vocabulary building, and grammar principal. Common usage patterns, and written sentence construction.

ESL102B ENGLISH AS A SECONDARY LANGUAGE 2 LAB
5.5 UNITS
PREREQUISITE: ESL102A

Intense practice in reading, writing and grammar, students will develop the ability to write with a higher of vocabulary and read information material with understanding.

ESL103A ENGLISH AS A SECONDARY LANGUAGE 3
7 UNITS
PREREQUISITE: ESL102A

Course covers, listening, speaking, and pronunciation-spoken grammar, to develop confidence in conversations with vocabulary on every day matters. Develop the ability to write short paragraphs using simple and progressive verb tenses.

ESL103B ENGLISH AS A SECONDARY LANGUAGE 3 LAB
5.5 UNITS
PREREQUISITE: ESL103A

Intense practice in listening, speaking with pronunciations in spoken grammar. Students should be able to understand simple English and engage in rudimentary conversations.

ESL104A ENGLISH AS A SECONDARY LANGUAGE 4
7 UNITS
PREREQUISITE: ESL103A

Advance course to give intense practice in reading, writing and grammar, students will develop the ability to write transitional phrases between simple expository paragraphs and use a variety of complex sentence patterns in subordination.

ESL104B ENGLISH AS A SECONDARY LANGUAGE 4 LAB
5.5 UNITS
PREREQUISITE: ESL104A

In this lab students will be working on TOFEL test practice questions in areas of listening structure. Reading and essay learned how to use the time management skills for the test.

ETH ETHICS

ETH410 PRINCIPLE OF ETHICS
5 UNITS

The course helps the students acquire ethical tools to determine appropriate course of action. Ethical principles are applied to help the student choices and decisions that arise in their professional and personal life.

FIN FINANCE

FIN400 FINANCE
7 UNITS
PREREQUISITE: AC130

Students in this course will get familiar with corporate financial structure and the introductory capital-budgeting techniques, including discount cash flow analysis. Funds and financial resources are analyzed.

FIN401 FINANCE LAB
5 UNITS
PREREQUISITE: FIN400

Students will be working on different labs including financial spreadsheet for data analysis.

GE GENERAL EDUCATION

GE100 ORGANIZATIONAL COMMUNICATIONS
2 UNITS

This course familiarizes the students with the functions and structures of organizational communications. It involves power and conflict, dyadic communications, group communications and public forms of communications.

GE101 ENGLISH COMPOSITION
3 UNITS

This course begins with a review of grammar fundamentals, and then develops a proficiency in reading and writing utilizing the techniques of critical thinking and rhetoric. It explores the more prominent writers and provides an analysis of short stories, poetry, and other writings, using reasoning and argument.

GE110 WRITTEN COMMUNICATIONS
3.5 UNITS
PREREQUISITE: GE101

Students develop effective organization and clarity of expression through the use of process and collaborative writing techniques as they practice the principles of expository writing. Students develop an analytical approach to expressing ideas and use electronic research techniques to develop an in-depth understanding of written forms of expression. Prerequisite: GE101

GE220 SPEECH
2.5 UNITS

Students demonstrate the techniques taught in the class by individual and group presentations. Techniques of effective and efficient oral communication develop interpersonal communications, interviewing skills, questioning and other types of vocal and non-vocal communication techniques.

HST HISTORY

HST260 AMERICAN CIVILIZATION
3 UNITS

This course addresses the development of American culture and society from the colonization era and the Revolutionary War, through the eras of industrialization, enlightenment, and reform to geographic expansion and the effects of race, class and gender on the society.

IE INDUSTRIAL ELECTRONICS

IE310 INDUSTRIAL FUNDAMENTALS
4 UNITS
PREREQUISITE: EL212 and EL220

This course covers industrial control circuits used in a variety of production line and industrial automation applications, including synchronization of individual processes and device interfacing.

IE320 SENSORS, TRANSDUCERS, & SWITCHES
4 UNITS
PREREQUISITE: EL310

This course covers structural sensor, transducers, vibration sensors, pressure sensors, temperature sensors, fluid level sensors and switches, and input devices from which industrial control circuits receive their directions.

IE321 INDUSTRIAL SENSORS
2 UNITS
PREREQUISITE: EL310

This course covers structural sensors, vibration sensors, pressure sensors, temperature sensors, fluid level sensors and various other input devices used in industrial factories.

IE325 INDUSTRIAL TRANSDUCERS & SWITCHES
2 UNITS
PREREQUISITE: EL310

This course covers transducers, switches, and input devices from which industrial control circuits receive their directions.

IE330 INDUSTRIAL CONTROLLERS
4 UNITS
PREREQUISITE: EL210

This course provides the student with information on automated process control. Analysis of industrial process shows the steps involved in a closed loop system, starting with measurement, and continuing through such things as variables, control set points, error feedback, signal processing, and finally, the control.

IE331 INDUSTRIAL ELECTRONICS LAB
0.5 UNITS
PREREQUISITE: EL320

This course enables the student to apply industrial control circuitry to accomplish work. The student will use various methods to insure the proper sequence of operation in the lab. They utilize, processes, and control knowledge to design, construct, and calibrate a process.

IS INTERPERSONAL SKILLS

IS101 INTERPERSONAL SKILLS
2.5 UNITS

This premise of this course is that for students to be successful in business, they must first have a solid understanding of self and how the self interacts with others to facilitate organizational success. The course incorporates information on the personal qualities needed for success in business and throughout will focus personally on family and other personal relationships while also focusing on the workplace.

IS102 PERSONAL RELATIONSHIP
2.5 UNITS

This premise of this course is that for students to be successful in business, they must first have a solid understanding of personal relationships and how they affect the workplace. The course incorporates information on the personal qualities needed for success in business and how the family and other personal relationships can affect that.

IS103 CUSTOMER SERVICE
2.5 UNITS

This premise of this course is that for students to be successful in business, they must first have a solid understanding of what it takes to have good customer service skills in order to be successful.

IS201 INTERPERSONAL SKILLS LAB
2.5 UNITS

This course offers a balance between theory and application. Students benefit by having some conceptual background on the topic of interpersonal skills and enjoy the practical information that can be applied immediately to school, job, or team settings. This course provides both sufficient conceptual material and applied material appropriate for use in real-life personal, academic and professional situations.

IS203 CUSTOMER SERVICE LAB
2.75 UNITS

This course provides students with the opportunity to apply concepts of customer service such as service management, customer retention, conflict management, and use of information systems to aid customer service.

LCT LOGIC & CRITICAL THINKING

LCT420 LOGIC AND CRITICAL THINKING
5 UNITS

This course aims to develop skills in deductive and inductive reasoning, effective analysis and problem solving.

MB MEDICAL BILLING

MB100 HIPAA AND MEDICAL ETHICS
4 UNITS

The Health Insurance Portability and Accountability Act of 1996 will be presented for understanding compliance and privacy in health insurance billing.

MB101 MEDICAL OFFICE MANAGEMENT
4 UNITS

Students will be introduced to the type of information collected from patients and the process of gathering and maintaining information recorded about a patient's office visit including the patient registration process, health history intake, and processing reports.

MB102 MEDICAL OFFICE MANAGEMENT LAB
1 UNIT

This lab allows students to practice performing various medical front office functions as it applies to MB101 including performing the patient registration process, health history intake and processing reports.

MB111 MEDICAL TERMINOLOGY I
1 UNIT

Understanding the world of medical terminology as a special language made up of interchangeable words parts used in different combinations. Course of study will include prefixes, suffixes, and diagnostic studies pertaining to the human skeletal and muscular systems.

MB112 MEDICAL TERMINOLOGY II
1 UNIT

Understanding the world of medical terminology as a special language made up of interchangeable words parts used in different combinations. Course of study will include prefixes, suffixes, and diagnostic studies pertaining to the human cardiovascular, lymphatic, immune and respiratory systems.

MB113 MEDICAL TERMINOLOGY III
1 UNIT

Understanding the world of medical terminology as a special language made up of interchangeable words parts used in different combinations. Course of study will include prefixes, suffixes, and diagnostic studies pertaining to the human digestive, urinary and nervous systems.

MB114 MEDICAL TERMINOLOGY IV
1 UNIT

Understanding the world of medical terminology as a special language made up of interchangeable words parts used in different combinations. Course of study will include prefixes, suffixes, and diagnostic studies pertaining to the human sensory (eyes & ears), integumentary and endocrine systems.

MB115 MEDICAL TERMINOLOGY V
1 UNIT

Understanding the world of medical terminology as a special language made up of interchangeable words parts used in different combinations. Course of study will include prefixes, suffixes, and diagnostic studies pertaining to the human reproductive system. The course will also study terminology related to diagnostic procedures and pharmacology.

MB120 INTRODUCTION TO HEALTH INSURANCE
3 UNITS

Students will be introduced to the three major types of health insurance programs and common health insurance terminology. Knowledge and training in the life-cycle of a physician-based insurance claim from completion to third-party payer processing and payment.

MB121 HEALTH INSURANCE LAB
1 UNIT
PREREQUISITE: MB120

This lab provides students the opportunity to apply their knowledge as it applies to MB120.

MB122 HEALTH INSURANCE PAYERS
4 UNITS
PREREQUISITE: MB120

Students will gain an understanding and competency in working with private insurance, managed care plans, federal and state programs including Medicare, Medicaid (Medi-Cal), TRICARE, and workers' compensation.

MB123 HEALTH INSURANCE COLLECTIONS
3 UNITS

An understanding of receiving payments and insurance problem solving will be attained using health insurance collection strategies. Collection abbreviations and defining accounts receivable will be explained.

MB130 MEDICAL DIAGNOSTIC CODING
2 UNITS

The purpose and importance of diagnostic coding will be explained and demonstrated through step-by-step training and application using official ICD-9 coding guidelines to translate written descriptions of conditions into diagnostic codes. Students will be trained in the ability to abstract medical conditions from the medical record and accurately assign diagnostic codes.

MB131 MEDICAL DIAGNOSTIC CODING LAB
3 UNITS
PREREQUISITE: MB130

This lab allows students to go through a step-by-step training of translating written descriptions of conditions into diagnostic codes based on the ICD-9.

MB140 CPT-4 CODING
2 UNITS
PREREQUISITE: MB130

Students will be introduced to coding for professional services and the purpose of modifiers in procedure coding. An understanding of coding conventions and the application of coding guidelines to translate written descriptions of services and procedures from medical records into procedure codes, including Healthcare Common Procedure Coding System (HCPCS), will be gained.

MB141 CPT-4 CODING LAB
4 UNITS
PREREQUISITE: MB140

This lab allows students to translate written descriptions of services and procedures from medical records into procedure codes, including Healthcare Common Procedure Coding System (HCPCS).

MB145 MEDICAL DOCUMENTATION
1 UNIT

Understanding the reasons medical documentation is required and identifying the principles of documentation for medical, diagnostic and legal purposes.

MB150 ELECTRONIC MEDICAL BILLING
3 UNITS

Students will gain knowledge and an understanding in practice management software including the storage and processing of information on patients, providers, insurance carriers, claim generation and monitoring accounts receivable including patient statements.

MB151 ELECTRONIC HEALTH RECORDS
2 UNITS

Using a training electronic health records program, students will be presented with medical documentation scenarios and patient medical record management using a computerized program, including system administrator duties and functions.

MIS MANAGEMENT INFORMATION SYSTEMS

MIS460 MANAGEMENT INFORMATION SYSTEMS
5 UNITS
PREREQUISITE: AC130

This course analyzes current practices and technologies used to design and manage integrated accounting systems. Control and security requirements of an accounting information system are examined.

MIS461 MANAGEMENT INFORMATION SYSTEMS LAB
5 UNITS
PREREQUISITE: MIS460

Students gain hands-on experience in using integrated accounting system.

MT MATHEMATICS

MT101 COLLEGE MATHEMATICS I
4 UNITS

The course includes a detailed examination of mathematics applications. It covers modeling algebraic functions, exponential functions matrices and systems of equations.

MT120 COLLEGE MATHEMATICS II
4 UNITS
PREREQUISITE: MT101

This course covers the concepts of Boolean algebra, number systems, conversion of number systems from one to another, arithmetic in several bases and logic algebra functions.

MT190 COLLEGE ALGEBRA I
5 UNITS
PREREQUISITE: MT120

This course covers the fundamental concepts of Algebra, linear equations, functions and graphs, parallel and perpendicular lines and circles, composite and inverse, quadratic functions, polynomial functions and graphs, dividing polynomials, zeros of polynomial functions, and modeling using variation.

MT202 COLLEGE ALGEBRA II
5 UNITS
PREREQUISITE: MT190

This course is a continuation of the fundamental concepts of Algebra taught in MT190. It covers algebra of matrices, conic sections and systems of nonlinear equations, arithmetic and geometric sequences, mathematical induction, counting techniques, probability and the binomial theorem.

MT301 CALCULUS I
5 UNITS
PREREQUISITE: MT202

Calculus to include: a review of Formulas and Techniques, Integration by Parts, Trig Integration, Integration of Rational Functions Using Partial Fractions, Integration Tables and computer Algebra Systems, Indeterminate Forms and L'Hopital's Rule, Improper Integrals, Sequences of Real Numbers, Infinite Series, Integral Test and Comparison Tests, Alternating Series, Absolute Convergence and Ration Test, Power Series, Taylor Series, Fourier Series, Plane Curves and Parametric Equations, Calculus and Parametric Equations, Arc Length and Surface Area in Parametric Equations, Polar Coordinates, Calculus and Polar Coordinates, Conic Sections, Conic Sections in Polar Coordinates.

MT310 LINEAR ALGEBRA
4 UNITS
PREREQUISITES: MT202

This course is an introduction to the techniques of linear algebra in Euclidean space. Topics covered include matrices, determinants, and systems of linear equations, vectors in n-dimensional

space, complex numbers, and eigenvalues.

MT410 CALCULUS II
5 UNITS
PREREQUISITE: MT301

In this course the student expands his or her knowledge of the systems of fundamental calculus, including Transcendental Functions, Techniques of Integration, Indeterminate Forms and Improper Integrals, Numerical Methods and Approximations, Indefinite Series, and Conic & Polar Coordinates, Geometry in Plane, Vectors, Geometry in Space, Vectors, The Derivative in n-Space, The Integral in n-Space, Vector Calculus, and Differential Equations.

MT460 PROBABILITY AND STATISTICS
4 UNITS
PREREQUISITE: MT190 and MT202

This course introduces the elements of statistical analysis, using an intuitive approach to the study of probability and probability distributions, measures of central tendency and dispersion, sampling techniques, parametric and non-parametric test of hypothesis, point and interval estimation, linear regression, and correlation. Applications to business, biological science and the social sciences are included.

MT470 COMPLEX VARIABLES
4 UNITS
PREREQUISITE: MT202

Introduction to analytic functions of several complex variables. The d-bar problem, cousin problems, domains of holomorphy, and complex manifolds.

MT480 ORDINARY AND PARTIAL DIFFERENTIAL EQUATIONS
4 UNITS
PREREQUISITES: MT410

This course covers ordinary differential equations including existence and uniqueness theorems and the theory of linear systems. Topics may also include stability theory, the study of singularities, and boundary value problems. The wave equation, the heat equation, Laplace's equation, and other classical equations of mathematical physics and their generalizations.

MTH MATHEMATICS (FOR BUSINESS)

MTH101 MATH I
4.5 UNITS

Fundamental mathematics and use of the calculator in performing common daily applications of math is provided. Students work with fundamental math up through introductory algebra.

MTH102 MATH I LAB
4.5 UNITS

Fundamental mathematics Lab to accompany MTH101, MATH I

MTH 280 BUSINESS STATISTICS
5 UNITS
PREREQUISITE: MTH101 and MTH102

This course will introduce descriptive and inferential statistics, which will include frequency distributions and statistical graphs, variability and probability distribution.

MTH 281 BUSINESS STATISTICS LAB
5 UNITS
PREREQUISITE: MTH 280

Students will utilize statistical programs to graphically illustrate and present statistical problems solutions.

N NETWORKING

N110A COMPUTER NETWORKS I
7.5 UNITS
PREREQUISITE: C170 and C171

This course covers fundamental concepts of networked systems and design. Topics such as TCP/IP protocols, UTP Cabling, the OSI model and various network components are discussed. Students also learn about operating system configurations for local area networks (LAN).

N110B COMPUTER NETWORKS I LAB
2.5 UNITS
PREREQUISITE: N110A

This is a lab that supports the concepts and provides "hands on" experience with network design, as it relates to N110A.

N120A COMPUTER NETWORKS II
8 UNITS
PREREQUISITE: C170 and C171

Part I (Windows Server 2008 Active Directory Configuration)

This course covers the implementing, administering, maintaining and troubleshooting active directory. Additional topics include Group Policy administration such as user and computer configurations, and management strategies.

Part II (Windows Server 2008 Network Infrastructure Configuration)

This course covers implementation and administration of Windows Server 2008 services as it pertains to networks and network protocols. Emphasis is placed on implementations of DHCP, DNS, Network Security and IPSec.

N120B COMPUTER NETWORKS II LAB
2.5 UNITS
PREREQUISITE: N120A

This is a lab that supports the concepts and provides “hands on” experience with servers, as it relates to N120A.

N130A COMPUTER NETWORKS III
11 UNITS
PREREQUISITE: N120A and N120B

Part I (Windows Server 2008 Applications Infrastructure Configuration)

This course covers deployment of Windows Server 2008 Applications Server, File Server, and IIS services. The course also studies terminal services, clustering and virtualizing servers.

Part II (Windows Server 2008 Administrator)

This course covers planning a Windows Server 2008 based network. Topics include server deployment, infrastructure services deployment, active directory deployment, application services deployment and planning for high availability.

N130B COMPUTER NETWORKS III LAB
1 UNIT
PREREQUISITE: N130A

This is a lab that supports the concepts and provides “hands on” experience with servers, as it relates to N130A.

N140A COMPUTER NETWORKS IV
4 UNITS
PREREQUISITE: N110A and N110B

This course covers the basic function and operation of a network router and then goes on to include more advanced features of network routers. Firewall concepts are discussed as well. Topics include implementation of routing tables, static and dynamic routing protocols, and ACL’s.

N140B COMPUTER NETWORKS IV LAB
2.5 UNITS
PREREQUISITE: N140A

This lab allows students to utilize basic functions, as well as, more advanced functions and operations of a network router as it relates to N140A.

N150A COMPUTER NETWORKS
8.5 UNITS
PREREQUISITE: N140A

This course covers the basic functions and operation of network switches and goes on to include more advanced features of network switches. Wireless (Wi-Fi) concepts are discussed as well. Topics include basic configuration of switches, Virtual LAN’s (VLANs), and switch protocols.

N150B COMPUTER NETWORKS V LAB
1.5 UNITS
PREREQUISITE: N150A

This lab allows students to utilize basic functions, as well as, more advanced functions and operations of a network router as it relates to N150A.

OP OFFICE PROCEDURE

OP120A OFFICE PROCEDURES
2 UNITS

This course shows students how to develop attitudes and personality traits essential to successful work in an office environment. They are instructed in office organization, work assignments and

duties of office workers, problems and solutions, receptionist and telephone techniques, communications, and professional growth.

PH PHYSICS

PH300 PHYSICS
4 UNITS
PREREQUISITE: MT202

This course teaches Physics topics including a prelude of stars and atoms, the Newtonian universe, a transition to new physics, and the post Newtonian Universe, and finally exploration within the atom, including fusion and fission. The course concludes with a look toward the future.

PH301 PHYSICS I
2 UNITS
PREREQUISITE: MT202

This course is an introductory course to Newtonian physics and includes topics such as motion in one dimension, vectors and two-dimensional motion, the laws of motion and the various forms of energy and conservation of energy principles.

PH302 PHYSICS II
2 UNITS
PREREQUISITE: PH302

This course teaches Physics topics including momentum and collision studies, rotational motion and gravity, rotational equilibrium and rotational dynamics, and solids and fluids.

PH400 ELECTRICITY & MAGNETISM
4 UNITS
PREREQUISITE: PH300

This course covers conservation laws and electromagnetic waves, Poynting's theorem, tensor formulation, potentials and fields. Plane wave problems (free space, conductors and dielectric materials, boundaries). Dipole and quadruple radiation. Special relativity and transformation between electric and magnetic fields.

PR PUBLIC RELATIONS

PR130 PUBLIC RELATIONS
3 UNITS

Students receive an understanding of the broad aspects of relationships with the people in society. They learn how to conduct themselves when working with people in a business setting or social environment.

PSY PSYCHOLOGY

PSY150 PSYCHOLOGY
3 UNITS

This course provides a broad coverage of the field of psychology, introducing theories, research, and applications that constitute the discipline. It utilizes both lecture and student involvement to demonstrates how psychology impacts our lives at home and at work.

RE ROBOTICS ENGINEERING

RE300 ROBOTICS ENGINEERING
4 UNITS
PREREQUISITE: EL212 and EL220

This course covers Robotics basics, Cartesian coordinates, robotics, control components, speed controllers, servos, synchros, stepper motors, and motor drive control circuits.

RE305 ROBOTIC COMPUTER INTERFACING
2 UNITS
PREREQUISITE: RE300

This module covers the control of robotic arms, manipulators, etc., through the use of interface cards, and the design of custom user interfaces.

RE306 ROBOTIC LAB
2 UNITS
PREREQUISITE: RE300 and RE305

This lab applies robotics basics, Cartesian coordinates, robotics, control components, speed controllers, servos, synchros, stepper motors, and motor drive control circuits.

SP SENIOR PRACTICUM

SP470 SENIOR PRACTICUM
5 UNITS

Through a practical assignment, students gain valuable business accounting experience in a real-world environment by applying newly acquired skills to everyday realities of business. Prerequisite: senior status.