

# AGI TECHNOLOGY INSTITUTE

*"Knowledge Creates Confidence ~ Confidence Creates Success"*

## School Catalog Technology Institute



**JANUARY 2012 THROUGH DECEMBER 2012**

10722 Arrow Rte., Ste. 712 Rancho Cucamonga, CA 91730 (909) 466-5617 Fax (909) 466-5622 BPPVE# 3303721 VA Facility Code: 25145405 Corporate Campus	1600 E. Florida Ave., Ste. 305 Hemet, CA 92544 BPPVE # 3304001  SATELLITE CAMPUS	129978 Hesperia Rd. # 103 Victorville, Ca 91282 BPPVE # 36052511  SATELLITE CAMPUS
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[www.agitechnology.com](http://www.agitechnology.com)



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## Programs Offered 2011-2012

### Legal Office / Real Estate

<b>Legal Secretary</b>	<b>320 Hours</b>	<b>\$5999</b>
<b>Loan Processor</b>	<b>192 Hours</b>	<b>\$5950</b>
<b>Property Management</b>	<b>256 Hours</b>	<b>\$5999</b>

### Office Procedure

<b>Computer Office Automation</b>	<b>192 Hours</b>	<b>\$4950</b>
<b>Computer Office Automation (Online)</b>	<b>192 Hours</b>	<b>\$3950</b>

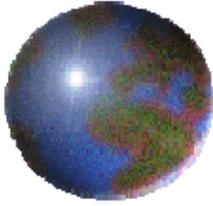
### Health Care

<b>Medical Front Office</b>	<b>256 Hours</b>	<b>\$2800</b>
<b>Medical Office Billing/Coding</b>	<b>280 Hours</b>	<b>\$6045</b>
<b>Medical Back Office</b>	<b>400 Hours</b>	<b>\$6999</b>
<b>Medical Assistant</b>	<b>936 Hours</b>	<b>\$9050</b>
<b>Physical Therapy Aid</b>	<b>480 Hours</b>	<b>\$4950</b>
<b>Certified Nurse Assistant /Home Health Aid</b>	<b>190 Hours</b>	<b>\$2500</b>

### Information Technology

**\$9050**

<b>A+ Certification/ P.C. Repair</b>	<b>192 Hours</b>	<b>\$2800</b>
<b>P.C. Repair/A+ Certification (Online)</b>	<b>192 Hours</b>	<b>\$3950</b>
<b>Microsoft Certified IT Professional (Server Administrator)</b>	<b>340 Hours</b>	<b>\$ 2800</b>
<b>Microsoft Certified IT Professional (Enterprises) Online)</b>	<b>420 Hours</b>	<b>\$ 5999</b>
<b>Microsoft Certified IT Professional</b>	<b>720 Hours</b>	<b>\$8999</b>
<b>Cisco - CCDA</b>	<b>160 Hours</b>	<b>\$1500</b>
<b>Cisco - CCDA (Online)</b>	<b>160 Hours</b>	<b>\$1500</b>
<b>Cisco- CCNA</b>	<b>160 Hours</b>	<b>\$1500</b>
<b>Cisco - CCNA (Online)</b>	<b>160 Hours</b>	<b>\$1500</b>
<b>Cisco - CCNP</b>	<b>160 Hours</b>	<b>\$1500</b>
<b>Cisco - CCNP (Online)</b>	<b>160 Hours</b>	<b>\$1500</b>
<b>Project Management</b>	<b>320 Hours</b>	<b>\$ 4995</b>
<b>Photovoltaic Solar System</b>	<b>240 Hours</b>	<b>\$ 4995</b>



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*"Knowledge Creates Confidence ~ Confidence Creates Success"*

**AGI** instructors bring corporate-like training to the classroom! This gives students the same Quality training big corporations get!



- Small Class Size
- 10 Students per Instructor
- Individual Workstations
- Hands-on Learning
- Tool-kits for Technical Training
- All Textbooks
- Computer Lab
- Job Placement Assistance
- Tutoring Available

**AGI Technology** offers its training courses in San Bernardino and Riverside counties. Our Main Campus is located in Rancho Cucamonga. We have satellite campuses located in Hemet and Victorville.



Hands-on learning to prepare the individual for a

Career in:

- Administrative Assistant
- Medical Billers/Coders
- Medical Front Office
- PC Repair Technician
- Network Administration
- Data Processing

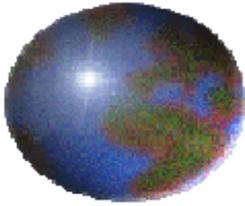
For more information on starting a new and exciting career please call our **Main campus at (909) 466-5617!**



10722 Arrow Rte., Ste. 712  
Rancho Cucamonga, CA 91730  
(909) 466-5617 ~ Fax (909) 466-5622  
BPPVE # 3303721  
VA Facility Code: 25145405  
Main Campus

1600 E. Florida Ave., Ste. 305  
Hemet, CA 92544  
BPPVE # 3304001  
Satellite

Satellite Campus  
BPPVE # 3605251  
Satellite



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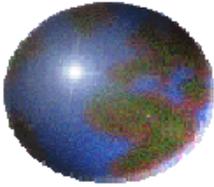
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# **AGI TECHNOLOGY INSTITUTE**

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## **ADMINISTRATIVE POLICIES**

### **MISSION STATEMENT and GOALS**

"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."

#### ***PURPOSE OF THE SCHOOL:***

AGI Technology is a private postsecondary school whose mission is to provide a complete learning experience for our students. AGI Technology unites people and technology so the individual:

- Can be trained to be productive in the current work-force
- Achieve the goals that have been set
- Become an asset to their new employers

#### ***GOALS:***

AGI Technology, in working with employers, attempts to stay abreast of the current needs of these employers. We stress hands-on computer training coupled with an instructor led classroom setting. AGI Technology believes that "Knowledge Creates Confidence, and Confidence Creates Success". AGI Technology helps the prospective job applicant with resume preparation, interviewing skills, and assists in the job search process.

#### ***DESCRIPTION OF STUDENT POPULATION:***

The typical student profile:

AGE: 18-60 years of age

Sex: 60% Female, 40% Male

Income: Varies as to the former occupations of the worker being retrained.

Former Occupations: Some of the occupations students have previously worked at are truck driver, construction worker, assembly worker, food service worker, stock clerks, etc.

Education: 50% will have a High School Diploma or GED; 5% will have some college.

#### ***AGI Technology updates this catalog annually.***

Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog

**ADMISSION REQUIREMENTS:**

The courses offered by AGI Technology are open to both men and women. Applicants must be 18 years of age or older. Applicants must possess a high school diploma or GED, or have the ability to benefit from the training offered. At the present time, the aptitude tests that are required by the Rehabilitation Counselors are used to help determine this ability. Applicants are also counseled by school staff to determine their eligibility.

The Bureau for Private Postsecondary Education, requires that all prospective students take and pass the Ability to Benefit (ATBT) test prior to admission and enrollment. In order to comply with this standard. AGI Technology administers the Wonderlic SLE test to all program applicants. The minimum passing test scores are indicated by Wonderlic for each program.

**ENGLISH AS A SECOND LANGUAGE:** AGI Technology does not offer English as a Second Language course.

**APPROVAL AND DISCLOSURE STATEMENT:**

AGI Technology, 10722 Arrow Route, Suite # 712, Rancho Cucamonga, CA 91730 for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311(d) (Approval # 3303721). VA Facility Code: 25145405.

AGI Technology, 1600 E. Florida Ave. Suite # 305, Hemet, CA 92544 is approved by the California Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311(d) (Approval # 3304001).

AGI Technology, satellite campus, Victorville, CA 92392 is approved by the California Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311(d) (Approval # 3605251).

**This Institution is a private institution and that it is approved to operate by the Bureau.**

**HOURS OF OPERATION:**

Class Hours are as follows and are dependent on course taken:

Monday thru Thursday	
Morning Session	8:00 AM to 1:00 PM
Afternoon Session	1:00 PM to 6:00 PM
Evening Session	5:30 PM to 10:30 PM
Friday-Additional Lab	9:00 AM to 1:00 PM

**INSTRUCTIONAL EQUIPMENT:**

AGI Technology has all of the necessary equipment for lecture and laboratory practice. Classrooms contain IBM compatible computers at a ratio of 1:1, audio and video equipment, white boards, and reference materials and programs. Each program description has the appropriate equipment used in the course.

This catalog contains information on courses, instructors, and policies. We offer hands on instruction. AGI Technology, the facilities it occupies and the equipment it uses, fully complies with all local, state, and federal requirements as to fire, safety, building safety and health. AGI Technology is ADA compliant.

## **LIBRARY:**

### **LIBRARY/RESOURCE CENTER**

Our Library/Resource Center contains 5 fully functional computers with full internet access. Computers as well as full text books are available for students to utilize anytime the school campus is open. Students are encouraged to utilize the library/resource center to enhance their learning experience as well as to promote their job growth.

### ***CLASS SIZE:***

AGI Technology maintains a classroom instructor to student ratio of 10 students per 1 instructor. AGI Technology believes that a small class size allows the student to learn more quickly and competently, thus leading to a faster return to gainful employment.

### ***OPEN ENROLLMENT:***

AGI Technology maintains an open enrollment policy. Classes start on Monday following approval from their counselor or employment specialist. If a holiday falls on a Monday then the course will start on Tuesday. This is made possible by having small class sizes and/or the methods of instruction.

### ***JOB PLACEMENT ASSISTANCE:***

AGI Technology is required by the State of California and various other agencies to track your employment. AGI Technology maintains a Placement Assistance Department whose function is to assist the graduated student in finding employment upon successful completion of their enrollment.

As the name implies this department assists graduates in their job search. The graduate has the prime responsibility to conduct the job search. AGI Technology does not nor will not guarantee a job or starting wage. With this stated the following are the policies and procedures for the relationship between this department and the graduate:

The student understands that the placement department is only there to assist the student in job search. It is the graduate's responsibility to conduct the job search and the department will assist in any way that they can.

The student understands that they will comply with all reasonable requests by the placement department in order to conduct a successful job search.

The student understands that if they fail to cooperate with the placement department, their privilege of using the department services will not benefit them..

The student understands that they will submit a resume to the placement department for use in job search. This resume must be submitted at least one month prior to their graduation date.

The student understands that when an appointment is set with the placement department their attendance for that meeting is important and should be kept. The student understands that when an appointment is made for the student with a possible employer that appointment must be kept.

The student understands that they must keep the department informed of all placement and job search activities. student understands that they must keep the department informed of all employment. This includes the job position; the name, address, and phone number of the employer, the name of the contact person; and the salary received.

The student understands that they must sign the information release form included in the orientation packet so that employment information can be verified from the employer.

### ***HOLIDAY OBSERVANCE:***

AGI Technology honors and does not hold classes on the following holidays: President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day, and New Years Day. Other holidays, vacations, or service days will be announced at least one week in advance of the day the school will be closed.

### ***STUDENT DRESS AND APPEARANCE:***

Students are preparing for careers in the modern workforce. Now is the time to develop the habit of wearing the appropriate attire that is required on the job. Prospective employers visit our school and students participate in internship programs at the school and on job sites, therefore, it is important that students be properly dressed in order to make the best possible impression. By accepting admission to AGI Technology, students agree to conduct themselves within the limits of acceptability to prospective employers. Students are expected to be neat, clean, and dressed consistently with the type of apparel that would be required in the modern business office. **Students must wear appropriate or suitable dress when attending class. Shirts and shoes are required. No Tank Tops are permitted.**

### ***STUDENT CONDUCT:***

In order that there be no misunderstanding, AGI Technology reserves the right to place on probation, suspension, or termination any student who violates AGI Technology polices including but not limited to the following:

There shall be no

- Falsification and/or untrue statements made on applications and/or documents
- Insubordination to instructors or staff personnel
- Negative behavior and/or attitude including the use of profane or derogatory language.
- Unauthorized use of equipment. If you need to use the phone, ask.
- Willful destruction of property.
- Acts of theft. This applies to both school property and personal property of others.
- Carrying of a concealed or visible weapon of any type.
- Possession of, use of, and/or being under the influence of any non-prescribed drugs or alcohol.

Students who have any questions regarding these policies should address them to the director in writing. AGI Technology reserves the right to deny readmission to any student terminated for misconduct.

***DRUG AND ALCOHOL POLICY:***

AGI Technology is committed to maintaining a drug-free workplace and a drug-free school. The unlawful manufacture, distribution, dispensing, possession, or use of drugs, alcohol, or any other controlled substances is strictly prohibited. As a condition of enrollment our students are required to abide by this policy. AGI Technology cooperates with all local, state, and federal agencies.

***DISMISSAL POLICY:***

A student may be terminated for any incident of intoxication or drug abuse. Possession of drugs or alcohol abuse inside school premises or on the school grounds, behavior that creates a safety hazard to another student, Administration, or faculty member found of any misconduct will be grounds for termination.

***PARKING:***

All students will park in the spaces that are assigned to student parking at the three campuses of AGI Technology.

***GRADUATION REQUIREMENTS***

To be eligible for graduation , a student must complete all of the course requirements with a 70% cumulative GPA and a maintained 80% attendance. The tuition for the course must be paid in full at the time of scheduled graduation or AGI Technology will hold the certificate of graduation and the intended computer until such time as the tuition is paid in full.

***GRADING AND PROGRESS SYSTEM:***

AGI Technology evaluates its students by using oral, written, and practical tests and projects each month. The oral and written tests account for approximately 25% of the grade, practical application tests account for approximately 75% of the grade. A test score of less then 70% will require a retake of the test.

AGI Technologies grading system is as follows:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62

\*Below 60 = Fail

***ACADEMIC PROGRESS:***

Satisfactory academic progress is defined as meeting the minimum standards as set forth by meeting the pre-determined objectives as set by AGI Technology. These pre-determined objectives are outlined in this catalog.

Satisfactory progress is determined as follows:

Students will be graded as they complete the units of the course taken. Grades are determined as a compilation of evaluations (written and practical) . To achieve satisfactory academic progress, the student must maintain a 70% GPA at all times.

#### Incomplete Subjects and Remediation:

Students will be given an opportunity, at the discretion of the Director of AGI Technology and subject to space availability, to repeat, remediate or make-up missed work within 30 days of grade assignment and be credited the higher of any grade(s) earned, or a final, failing grade of "F" will be rendered. Failure to make satisfactory progress may result in probation or termination.

#### ***ACADEMIC CHALLENGE AND APPEAL PROCESS:***

1. A challenge to the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.
2. The Director, in consultation with the instructor will review all challenge requests. A determination will be made to either retain the records intact or change them. The student may meet with the Director to review conclusions.
3. Should the student request further review, a disinterested third party with competence in the program will be asked to review the student's records and the findings of the Director and make recommendations to the Director for final action

#### ***ATTENDANCE AND ABSENCE POLICY:***

Full-time attendance without absence is critical to the successful completion of all coursework that is offered by AGI Technology. To maintain satisfactory attendance, students may not be absent for more than 20% of the course hour time. Attendance will be monitored on a continual basis and calculated weekly. Students not attending at least 80% of their class hours will be placed on attendance probation as stated below.

All absences must be approved in advance. All students will submit their absence requests in writing. If the absence is not anticipated, it will be the responsibility of the student to report the absence by telephone to AGI Technology. All absences will be reported to your counselor, employment specialist, and/or any other governing body that has a financial or regulatory interest in the student's progress in training. If the student misses two (2) consecutive days without prior approval, the student will meet with the Director who will advise the student of the impact of the absences on his or her academic progress and the possibility of being placed on attendance probation. Students who have missed 10 (Ten) consecutive days without prior approval of the school and/or counselor will be terminated from the program.

#### ***TARDINESS/LEAVING EARLY:***

Students who are tardy or leave early on a consistent basis as determined by the course instructor and Director will be required to attend a meeting with the Director. Consistent, non-excused tardiness or leaving early will be converted to absences ((three (3) tardy or leaving early equal one (1) absence)) and may result in attendance probation, suspension, and/or termination of enrollment. Any unused portion of the tuition and fees will be refunded as outlined in the Tuition Refund Policy as stated in this catalog.

***ATTENDANCE PROBATION:***

Any student failing to attend 80% of the scheduled class hours or has two (2) consecutive unexcused absences will attend a meeting with the Director of AGI Technology. If it is determined that these absences have seriously jeopardized the successful completion of the course work, the student will be placed on attendance probation and notified orally and in writing that any further absences will result in attendance suspension as outlined below. The length of attendance probation will be for a minimum of 30 scheduled class sessions. During this probationary period, any additional absences may result in suspension or dismissal.

***ATTENDANCE SUSPENSION:***

A student will be placed on attendance probation when the Director determines that because of cumulative absences, the student cannot successfully complete the coursework. The student will: be notified in writing of the terms of reinstatement to include completion of assignments, monitoring of missed classes or other work to be determined by the Director . In this event, any unused portion of tuition and fees will be refunded as outlined in the Refund of Tuition program in this contract.

***LEAVE OF ABSENCE:***

Occasionally circumstances arise that require students to interrupt their training. Students may be granted one leave of absence. To be granted a leave of absence you must submit in writing a request to the Director. This request must outline the circumstances and duration of the requested leave of absence. A leave may not exceed 30 calendar days. Only 1 (one) leave of absence may be granted in a 12-month period. Exceptions to this will be at the discretion of the Director based on individual circumstances.

***STUDENT RECORDS / RIGHT TO PRIVACY:***

The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized are allowed access without written permission from the student.. All records will be maintained for 5 years. **Transcripts will be available for students permanently.** Students may request a review of these records by writing to the Director. All reviews will be scheduled during regular school business hours under appropriate supervision.

This Institute has not entered into an articulation or transfer agreement with any other College or University.

AGI Technology does not offer financial aid programs or participate in federal financial aid programs.

AGI Technology does participate in California I-Train programs and State of California Rehabilitation programs if the student qualifies.

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

The transferability of credits you earn at AGI Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in AGI Technology is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate or diploma that you earn at AGI Technology are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 AGI Technology to determine if your credits or certificate or diploma will transfer.

### ***COMPLAINT PROCEDURE:***

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. If a student feels that additional action must be taken or that their concerns are not being given the merit they feel is needed then a written grievance, addressed to the Director, can be submitted.

The written grievance must be submitted to the Director within 48 hours of any incident. The Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. After the student follows the above steps, the Director will call a grievance committee hearing within 24 hours of receipt of report. The grievance committee will consist of the Director, the instructor and/or any other appropriate staff members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear the evidence and then meet in a closed session to review the evidence and render a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must then, within 24 hours of the hearing, send copies of all documents and a cover letter to the Director explaining why the decision is unacceptable. All complaints will be resolved within 30 days of the from the receipt of the incident report. The Directors decision will be Final.

Unresolved complaints may be directed to:

Bureau For Private Postsecondary Education

2535 Capitol Oaks Drive # 400 5000, Sacramento CA 95833

(916) 431-6959 Fax (916) 263-1897 Toll-Free (888) 370-7589

### ***TUITION PAYMENT POLICY:***

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes. **NOTE:** A \$75.00 non-refundable Registration Fee( after the seventh day of enrollment) and a STRF fee (after the seventh day of enrollment) is included in cost of all programs.

If a student obtains a loan to pay for the educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

***THIRD PARTY PAYERS:***

If a third party payer is funding the course taken by the student, the student will follow all additional guidelines stipulated by the third party payer. The student is also reminded that the graduation requirements policy of the school will apply even when a third party payer is responsible for the payment of the tuition. Any refunds due will be paid directly to the third party payer.

***STUDENT PROTECTION:***

**Cancellation, Withdrawal and Refund Rights**

You have the right to **cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other** goods and services. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram to: **School Director AGI Technology 10722 Arrow Rte., Ste.712 Rancho Cucamonga, Ca 91730**

"The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for equipment, it is yours to keep without further obligation.

have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee ( after the seventh day of enrollment), ) STRF fee (after the seventh day of the enrollment) not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30 days following your withdrawal.

You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid.

If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days,

School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2nd term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

### **HYPOTHETICAL REFUND EXAMPLE:**

Assume you, upon enrollment in a 400-hour course, pay \$2,000 for tuition, \$ 75.00 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

$\$2100 (\$2,000 \text{ Tuition} + \$ 75.00 \text{ Registration Fee}) \text{ Amount Paid} - \$75.00 \text{ Registration Fee Retained by the School, } X (.75) \text{ or } 300 \text{ Hours of Instruction Paid for \& Not Received (Divided by) - } 400 \text{ Hours of Instruction for which you have paid} = \$1,518.75 \text{ Actual Refund Amount.}$

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be  $(\$1518.75 + \$150) = \$1668.75$ .

For programs over 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

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

- (a) You notify School of your withdrawal or the actual date of withdrawal;
- (b) School terminates your enrollment;
- (c) You fail to attend classes for a three-week period (21 school days);
- (d) You fail to return from a leave of absence.

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

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

**The date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan.**

## **76215. STUDENT TUITION RECOVERY FUND DISCLOSURES**

**(a) "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 resident program, and prepaid 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 programs 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."**

## **MANAGEMENT STAFF**

### ***GOPAL D. CHATURVEDI – DIRECTOR***

Gopal D. Chaturvedi has earned a B.S.E.E. and a MBA from the University of Phoenix. He founded AGI Technology Institute in 2001. He has 18 years of experience in managing a computer company and has been working in the computer industry for the last 22 years. Mr. Chaturvedi has experience in mainframe, mini, and microcomputers. Before starting AGI, he ran a computer repair service business from 1985 to 1998.

## ***SCHOOL STAFF***

### ***GOPAL D. CHATURVEDI – DIRECTOR***

### ***Campus Administrator***

### **Marina Ishim (CMB CMC)**

Assistant Administrator  
HIPPA Certified

### **Maria Cruz**

Administrative Assistant  
Certified Office Specialist

### **Karolyn Flannigan**

Marketing & Recruiting Specialist

### **Keith Sheffield (COA/A+ & MCP)**

A+ Instructor and COE Instructor  
Microsoft Certified Specialist  
A+ Certified Professional

### **Mark Kurt (BS & MS.MCSE Novell)**

MCSA and MCSE Instructor  
MS Mechanical Engineer  
BS Mechanical Engineer  
Microsoft Certified Systems  
Engineer/Administrator  
Novell Certified Network  
Engineer

### **Sarah McKinney (CMB & CMC)**

Medical Billing/Coding Instructor  
Certified Medical Biller/Coder

### **Lawrence Davidson (A+/MCP)**

A+ Instructor A+ Certified  
Professional

**Legal Secretary: 320 Hours/21.0 Semester Credit Hours \$5999**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
<b>Introduction to Computers</b>	The student will learn to operate and move through the Windows Operating System.	COA-100	32
<b>Keyboarding</b>	Student will learn to type & 10-key.	COA-101	32
<b>Ms Word</b>	Assignments and production work include creation of, and formatting of, word processing documents as used in the business environment.	COA-102	32
<b>MS Excel</b>	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA-103	32
<b>Basic Terminology</b>	Students will learn to form word parts, pronounce legal terms, understand legal terminology in written form as well as oral communication.	LSY-100	24
<b>Intro to the Legal Sec. Profession</b>	Law office environment procedures and professionalism.	LSY-101	16
<b>Legal Office Procedures</b>	Contracts, landlord/tenant, litigation, wills and estates, family, personal injury, titles and changes, criminal and immigration.	LSY-102	64
<b>Basic Legal Writing</b>	Grammar and basic legal writing and formatting of legal documents.	LSY-103	32
<b>Legal Research</b>	Learn legal research both in a law library and on-line.	LSY-105	32
<b>Survey of the Court System</b>	Examining the court system in California.	LSY-104	24

**Description and purpose of course**

**Overall objective:** Graduates will be proficient in legal theory and software specific to the legal industry. Emphasizes basic law office procedures, a variety of legal documents, word processing, data base, and spreadsheet software in the legal industry.

**Emphasis:** The Legal Secretary program trains students for employment in the legal field. Students will be equipped with specific entry-level occupational skills necessary to meet employment goals of the field. The curriculum has a special area of intense instruction that deals with business skills, attitudes, and ideals necessary to understand and adjust to in the legal field.

**Careers:** Graduates will be employable either in an attorney's office, courts, law enforcement agencies, government offices, or insurance offices.

**Equipment, Materials, and Textbooks provided:**

Ballentine's Legal Dictionary – Legal Assistants edition.  
Judicial Council Forms, free on-line.  
Legal Secretary's Complete Handbook  
Uniform System of Citation  
Clear and Effective Legal Writing  
Process of Legal Research  
All necessary supplies, including notebook, pencils, access to computers, printers, paper and ink.

**School Reference Books**

Law Office Procedures Manual, The Rutter Group, Encino, CA 91436  
Rules of Professional Conduct, State Bar Act, State of California  
California Rules of the Court, State of California

**Course Certificates Awarded**

Certificate of Graduation

**Loan Processor: 192 HOURS/13.0 Semester Credit Hours \$5,950**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
<b>Introduction to Computers</b>	The student will learn to operate and move through the Windows Operating System.	COA-100	20
<b>Keyboarding</b>	Student will learn to type.	COA-101	16
<b>Ms Word</b>	Assignments and production work include creation of, and formatting of, word processing documents as used in the business environment.	COA-102	32
<b>MS Excel</b>	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA-103	32
<b>MS Access</b>	Learn database basics such as creating and editing, working with tables and queries.	COA-104	32
<b>QuickBooks</b>	Create a company, lists and reports, invoices, payables, receivables, payroll	QBS-100	16
<b>Loan Processor</b>	Loan applications, Interview process, Pre-qualifications, Debt ratios, Document Processing, Estimates, Truth-In-Lending, Appraisals, Credit Reports, Red Flags, Credit Scoring, Pricing loans, Rate sheets, Amortization books, Credit Analysis, Tax Returns, Financial Statements, Title Escrow, Property profiles, Preliminary, Title Reports, Closing Statements, Marketing, Origination, Customer Types, Loan Types	LPR-100	44

**Description and purpose of course**

**Overall objective:** Students will be exposed to and learn all phases and techniques used in working with Microsoft Office. In addition they will be exposed to process mortgage loans. The student will also receive training in various computer programs, including Microsoft applications.

**Emphasis:** Special emphasis is placed on maintaining a good relationship with lenders and clients. Special emphasis is placed on using computerized programs such as **MS Office, QuickBooks**, and other related software.

**Careers:** Graduates will be employable as a loan processor, commercial loan collector, loan and credit clerk, mortgage-closing clerk, disbursement clerk and mortgage processor.

**Equipment, Materials, and Textbooks provided:**

Access to a classroom computer for all learning.

All necessary supplies, access to printers, paper, ink and filing supplies.

Learning Microsoft Office 2003, Weixel, Fulton, Pearson Prentice Hall DDC, NY

QuickBooks Pro 2002, An Introduction, Horne, Prentice-Hall, New Jersey

Fundamentals of Loan Processing, Lewis, Capstone Institute, Georgia

**Course Certificates Awarded**

Certificate of Graduation

**Property Management: 256 Hours/17.0 Semester Credit Hours \$5,999**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
Introduction to Computers	The student will learn to operate and move through the windows operating system	COA – 100	32
Keyboarding	Student will learn to type	COA – 101	32
MS Word	Assignments and production work include creation of and formatting of word processing documents as used in the business environment.	COA – 102	32
MS Excel	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA – 103	32
MS PowerPoint	Learn PowerPoint basics to create, edit and format a slide show presentation.	COA – 104	32
QuickBooks	Create a company, lists and reports, invoice, payables, inventory, payroll.	QBS - 100	32
Property Management	Learn the principles of property management, Explore professional management, preparing rental property for occupancy, How to set, rental rates explore the legalities of security deposits, How to draw up lease agreement, How to advertise, Set up the process of selecting tenants, How to set up Maintenance management, Eviction and Legal problems, Property Management Insurance, Taxes and accounting systems.	Prop – 100	64

**COMPUTER OFFICE AUTOMATION (In-class) 192 HOURS/ 13.0 Cr Hours****\$2,800.00****COMPUTER OFFICE AUTOMATION (Online)****192 HOURS****\$4,950**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
Introduction to Computers	The student will learn to operate and move through The windows operating system.	COA-100	20
Keyboarding	Student will learn to type. (weekly)	COA-101	12
MS Word	Assignments and production work include creation of and formatting of word processing documents as used in the business environment.	COA-102	40
MS Excel	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA 103	60
MS Access	Learn database basics such as creating and editing, working with tables and queries,	COA-104	20
MS PowerPoint	Learn PowerPoint basics to create, edit and format a Slide shows presentation.	COA-105	20
MS Outlook	Learn the basic of Outlook and how it benefits the Work environment	COA-106	20

***Description and purpose of course***

**Overall Objective:** Participants will be exposed to and learn all phases and techniques used in working with Microsoft Office, including Word, Excel, Access, PowerPoint and Outlook. In addition the student will be exposed to learning various office techniques and career development.

**Emphasis:** Special emphasis is placed on mastering the skills needed to successfully work in many exciting clerical occupations.

**Careers:** Graduates will be employable either in private or public entities utilizing the skills attained in their course work. They will be employable as receptionists, office clerks, administrative assistants, information clerks, customer service clerks, data entry clerks, and many other rewarding positions.

**Equipment, Materials, and Textbooks provided:**

Access to a classroom computer for all learning

All necessary supplies, access to printers, paper, ink and filing supplies.

Learning Microsoft Office 2003, Weixel, Fulton, Wempen, Stevenson, Pearson Prentice Hall DDC, New York

QuickBooks Pro, An Introduction, Horne, Prentice Hall, New Jersey

**Course Certificates Awarded**

Certificate of Graduation

Participant may take MOS certification exam at their own cost.

**COA with the addition of the QuickBooks Module will add 40 hrs, (two additional weeks) and have a course cost of \$4950.00**

**Voice Activation can be added to all the above programs by adding 40 hrs. (two weeks) and increase course cost by \$1,049.00.**

**Microsoft Certified IT Professional (MCITP-Server Admin) (In class) 420Hours/28.0 Cr. Hrs  
\$5,500**

**Microsoft Certified IT Professional (MCITP-Server Admin) (Online) 420 Hours/28.0Cr. Hr  
\$5,550**

Course Title	Description	Class Number	Clock Hours
Windows Server 2008 Active Directory	Configuring DNS for Active Directory; Configuring AD DS infrastructure; Directory Roles and Services; Creating and maintaining Active Directory objects; Maintaining the Active Directory environment; Configuring Certificate Services	MCP-40	100
Windows Server 2008 Network Infrastructure	Configuring Addressing and Services, Name Resolution; Configuring Network Access; Configuring File and Print Services; Monitoring and Managing a Network Infrastructure;	MCP-42	100
Windows Server 2008 Server Administrator	Planning for Server Deployment and Server Management; Monitoring and Maintaining Servers; Planning Application and Data Provisioning; Planning for Continuity and High Availability	MCP-46	100
Exchange Server 2010, Configuring	Installing Exchange 2010; Configure Recipients and Public Folders, Client access, Message Transport; Monitoring and Reporting; High Availability	MCP-62	100
Test Preparation	Preparation for certification testing	MCP-100	20

***Description and purpose of course***

Overall Objective: **Participants will be exposed to and learn all phases and techniques used to design and implement the infrastructure for business solutions based on the Microsoft Windows Server 2008 platform.**

Emphasis: Special emphasis is placed on the student successfully passing all certification examinations to prove to the industry that the individual is knowledgeable in installing, maintaining, upgrading and troubleshooting computer networks using Microsoft products.

Careers: Graduates will be employable as Network Administrators, computer and Information Managers, Computer Security Specialists, Data Recovery Specialists and Microsoft Exchange administrators plus many other exciting opportunities. Graduates can expect to obtain employment in either the public or private sector.

***Equipment, Materials, and Textbooks provided:***

All necessary supplies, access to printers, paper, and ink.

MCTS Cert Guide: Windows Server 2008 Active Directory, Configuring

MCTS Self-Paced Training Kit: Configuring Windows Server 2008 Network Infrastructure

MCITP Self-Paced Training Kit: Windows Server 2008 Server Administrator

Exchange Server 2010 Administrator

**Course Certificates Awarded**

Certificate of Graduation

**Microsoft Testing is based on the course taken:** Exams 70-640; 70-642; 70-646; 70

**A+ Certification/ PC Repair (In Class) 192 Hours \$2,800.00**  
**A+ Certification/ PC Repair (Online) (each) \$3,950**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
<b>Core Hardware</b>	The Student will learn about motherboards, memory floppy and hard drives, trouble shooting fundamentals, supporting I/O devices, multimedia technology, power supplies, communications, networking fundamentals, and printers	PC-100	80
<b>Operating Systems</b>	Introduction to operating systems, memory management, file and folder management, supporting Windows 9x, Windows NT workstation, Windows 2000 Professional, Windows XP, Windows networking, networking, internet, printing, virus protection, support and troubleshooting	PC-102	80
<b>CompTia Test Preparation</b>	Intense study preparation for the CompTia A+ Certified Professional Tests	PC-103	32

### **Description and purpose of course**

**Overall objective:** Participants will be exposed to and learn all phases and techniques used to become proficient in repairing, diagnosing, and troubleshooting the personal computer.

**Emphasis:** Special emphasis is placed on hands-on learning that includes instruction on troubleshooting, upgrading, diagnosing problems, customer satisfaction, and test preparation.

**Careers:** Graduates will be employable either in computer stores, private and public companies, repair shops computer assembly and installation companies.

#### **Equipment, Materials, and Textbooks provided:**

All necessary supplies, access to printers, paper, and ink  
 Computer Tool Kit-Basic  
 A+ Certification, CompTia

#### **Course Certificates Awarded**

Certificate of Graduation

#### **Comptia Testing (2 exams-not included in program cost)**

CompTia Core A+ Essentials 220-601 + 1 elective

**Microsoft Certified IT Professional (In class) 320 Hours / 21.0 Cr Hrs \$2,800.00**

**Microsoft Certified Systems Administrator (MCSA) (Online) 20 Hrs/21.0 Cr Hrs \$4,950**

Course Title	Description	Class Number	Clock Hours
<b>Microsoft Windows XP Professional</b>	Installing, Configuring and Administering Microsoft Windows XP Professional	MCSA-100	80
<b>Managing a Microsoft Windows Server 2003 Environment</b>	Installing Windows Server 2003 Professional software; Implementing administration resources; implement and Troubleshoot hardware devices and drivers; Monitor and Optimize system performance and reliability; Implement, Manage and troubleshoot network protocols and Services; Implement, monitor, and troubleshoot security	MCSA-101	80
<b>Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure</b>	Installing, configuring, managing, monitoring, and troubleshooting DNS and DHCP in a Windows 2003 network infrastructure; Remote Access; Network Protocols; WINS; IP Routing; Certificate Services and NAT.	MCSA-102	80
<b>Microsoft Certified Desktop Support Technician (MCDST)</b>	Supporting Users running the Microsoft Windows XP Operating System; Supporting users running Applications on a Windows XP Operating System	MCSA-103	60
<b>Test Preparation</b>	Preparation for certification testing	MCSA-104	10

### **Description and purpose of course**

**Overall objective:** Participants will be exposed to and learn all phases and techniques used to design and implement the infrastructure for business solutions based on the Microsoft Windows Server 2003 platform.

**Emphasis:** Special emphasis is placed on the student successfully passing all certification examinations to prove to the industry that the individual is knowledgeable in installing, maintaining, upgrading and troubleshooting computer networks using Microsoft products.

**Careers:** Graduates will be employable as Network Administrators, Computer and Information Managers, Computer Security Specialists, and Data Recovery Specialists, plus many other exciting opportunities. Graduates can expect to obtain employment in either the public or private sector.

### **Equipment, Materials, and Textbooks provided:**

All necessary supplies, access to printers, paper, and ink

MCSA/MCSE Self-Paced Training Kit: MS Windows XP Professional

MCSA/MCSE Self-Paced Training Kit: Managing & Maintaining a MS Windows Server 2003 Environment

MCSA/MCSE Self-Paced Training Kit: Implementing, Managing & Maintaining a MS Windows Server 2003 Network Infrastructure

MCDST Self-Paced Training Kit: Supporting Users and Troubleshooting a Microsoft Windows XP Operating System

### **Course Certificates Awarded**

Certificate of Graduation

**Microsoft Testing is based on course taken:**

**Exams** 70-270; 70-290; 70-291; and 70-271

**Microsoft Certified Systems Engineer(MCSE):****720 Hours \$8999**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
<b>Microsoft Windows Server 2003 Environment</b>	Installing Windows Server 2003 Professional software; Implementing administration resources; Implement and troubleshoot hardware devices and drivers; Monitor and optimize system performance and reliability; Implement, manage, and troubleshoot network protocols and services; Implement, monitor, and troubleshoot security.	MCSE - 100	64
<b>Microsoft Windows Server 2003 Network Infrastructure</b>	Installing Microsoft Server software; Configuring access to resources; Configuring and troubleshooting hardware devices and drivers; Managing, monitoring, and optimizing system performance, reliability, and availability; Configuring and troubleshooting Windows 2003 network connections; Implementing, monitoring, and troubleshooting security.	MCSE - 101	80
<b>Microsoft Windows 2003 Network Infrastructure Administration</b>	Installing, configuring, managing, monitoring, and troubleshooting DNS and DHCP in a Windows 2003 network infrastructure; Remote Access; Network Protocols; WINS; IP Routing; Certificate Services and NAT.	MCSE - 102	80
<b>Microsoft Windows 2003 Active Directory Services</b>	Installing and configuring Active Directory; Installing, configuring, managing, monitoring, and troubleshooting DNS for Active Directory; Managing, monitoring, and optimizing the components of Active Directory; Configuring, managing, monitoring and troubleshooting security in a directory services infrastructure.	MCSE - 103	80
<b>Managing a Microsoft Windows 2003 Network Environment</b>	Create, configure, manage, secure, and troubleshoot file, print, and web resources; Configure, administer, and troubleshoot the network infrastructure; Configure, manage, secure, and troubleshoot Active Directory, OU's, & group policies; Configure, secure, and troubleshoot remote access	MCSE - 104	80
<b>Designing Microsoft Windows 2003 Network Security</b>	Analyze business, technical, and security requirements; Design a Windows 2003 security solution for access between networks and communication channels.	MCSE - 105	80
<b>Designing Microsoft Windows 2003 Network Infrastructure</b>	Analyze business and technical requirements; Design a Windows 2003 network infrastructure. (LAN/WAN) Design a management implementation strategy for Windows 2003 networking.	MCSE - 106	80
<b>Concentrated test preparation</b>	Preparation for certification testing	MCSE - 107	16

## ***(MCSE continued)***

### ***Description and purpose of courses***

**Overall objective:** Participants will be exposed to and learn all phases and techniques used to design and implement the infrastructure for business solutions based on the Microsoft Windows Server 2003 platform.

**Emphasis:** Special emphasis is placed on the student successfully passing all certification examinations to prove to the industry that the individual is knowledgeable in installing, maintaining, upgrading and troubleshooting computer networks using Microsoft products.

**Careers:** Graduates will be employable as Network Administrators, Computer and Information Managers, Computer Security Specialists, and Data Recovery Specialists, plus many other exciting opportunities. Graduates can expect to obtain employment in either the public or private sector.

#### **Equipment, Materials, and Textbooks provided:**

All necessary supplies, access to printers, paper, and ink

MCSA/MCSE Self-Paced Training Kit: Configuring, & Administering MS Windows XP Professional

MCSA/MCSE Self-Paced Training Kit: Managing & Maintaining a MS Windows Server 2003 Environment

MCSA/MCSE Self-Paced Training Kit: Implementing, Managing & Maintaining a MS Windows Server 2003  
Network Infrastructure

#### **Course Certificates Awarded**

#### **Certificate of Graduation**

**Microsoft Testing is based on course taken: MCSE seven (exams)**

**Cisco Certified Design Associate (CCDA) (In class)**

**160 HOURS \$1,500**

**Cisco Certified Design Associate (CCDA) (Online)**

**160 HOURS \$1,500**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
Module 1	Applying a Methodology to Network Design	CCD-100	16
Module 2	Structuring and Modularizing the Network	CCD-101	16
Module 3	Designing Basic Campus-Switched Network	CCD-102	16
Module 4	Designing an Enterprise WAN	CCD-103	18
Module 5	Designing IP Addressing for the Network	CCD-104	18
Module 6	Selecting Routing Protocols for a Network	CCD-105	18
Module 7	Evaluating Security Solutions for the Network	CCD-106	18
Module 8	Designing Networks for Voice Transport	CCD-107	17
Module 9	Applying Basic Network Management Design Concepts	CCD-108	18
Module 10	Test Preparation	CCD-109	5

### ***Description and purpose of course***

**Overall Objective:** Foundation-level Cisco certification. Certifies skills in designing routed and switched LAN, WAN and dial-access network.

**Emphasis:** Such as security, converged networks, and quality of service (QoS), virtual private networks (VPN) and broadband technology.

**Careers:** The CCDA certification (Cisco Certified Design Associate) indicates a foundation or apprentice knowledge of network design for the Cisco Internet work Infrastructure. CCDA certified professionals can design routed and switched network infrastructures involving LAN, WAN, and dial access services for businesses and organizations,

### **Equipment, Materials, and Textbooks provided:**

Access to a classroom computer for all learning

All necessary supplies, access to printers, paper, ink and filing supplies.

Current Textbook according to CISCO CCDA certification requirements.

**Course Certificates Awarded** Certificate of Graduation

**Cisco Certified Network Associate (CCNA) (In class)**

**160 HOURS \$1,500.00**

**Cisco Certified Network Associate (CCNA) (Online)**

**160 HOURS \$1,500.00**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
Module 1	Introduction to Computer Networking Concepts; The TCP/IP and OSI Networking Models Fundamentals of LANs, WANs, IP Addressing and Routing and TCP/IP Transport, Applications & Security	CCN-100	20
Module 2	Ethernet LAN Switching Concepts; Operating Cisco LAN Switches; Ethernet Switch Configuration and Troubleshooting	CCN-101	20
Module 3	Wireless WANS	CCN-102	16
Module 4	IP addressing and subnetting; operating Cisco routers; Routing protocol concepts and configuration; and Troubleshooting IP routing	CCN-103	20
Module 5	WAN concepts and configurations; Virtual LANs; spanning Tree Protocol and troubleshooting LAN switching	CCN-104	16
Module 6	IP routing static and connected routes; VLSM and route Summarizations; IP access control lists and troubleshooting IP routing	CCN-105	16
Module 7	Routing Protocol Theory; OSPF; EIGRP and troubleshooting routing protocols	CCN-105	16
Module 8	Point to Point WAN; Frame Relay concepts, configuration and troubleshooting and Virtual Private Networks	CCN-106	16
Module 9	Network Address Translation; IP Version 6	CCN-107	16
Module 10	Tests Preparation		4

### **Description and purpose of course**

**Overall Objective:** Apprentice-level certification for installing, configuring, and operation LAN < WAN and dial-access services for small networks.

**Emphasis:** Such as security, converged networks, and quality of service (QoS), virtual private networks (VPN) and broadband technology.

**Careers:** The CCNA certification (Cisco Certified Network Associate) indicates a foundation in and apprentice knowledge of networking. CCNA certified professionals can install, configure, and operate LAN, WAN, and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, Ethernet, Access Lists.

### **Equipment, Materials, and Textbooks provided:**

Access to a classroom computer for all learning

All necessary supplies, access to printers, paper, ink and filing supplies.

Cisco CCNA ICND2 Textbook and CD

### **Course Certificates Awarded – Certificate of Graduation**

**Cisco Certified Network Professional (CCNP)(In Class) 160 HOURS \$1,500.00**  
**Cisco Certified Network Professional (CCNP)(Online) 160 HOURS \$1,500.00**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
Module 1	Building Scalable Cisco Internet works	CNP-100	40
Module 2	Building Cisco Multi-layer Switched Networks	CNP-101	40
Module 3	Building Cisco Remote Access Networks	CNP-102	40
Module 4	Cisco Inter network Troubleshooting	CNP-103	40

**Description and purpose of course**

**Overall Objective:** Mid-level Cisco Professional Certification. CCNPs can install, configure and troubleshoot LAN, WAN and dial-access services for enterprise organizations with networks from 100 to more than 500 nodes.

**Emphasis:** Such as security, converged networks, and quality of service (QoS), virtual private networks (VPN) and broadband technology.

**Careers:** The CCNP certification (Cisco Certified Network Professional) indicates advanced or journeyman knowledge of networks. With a CCNP, a network professional can install, configure, and troubleshoot local and wide area networks for enterprise organizations with networks from 100 to more than 500 nodes. The content emphasizes topics such as security, converged networks, quality of service (QoS), virtual private networks (VPN) and broadband technologies

**Equipment, Materials, and Textbooks provided:**

Access to a classroom computer for all learning  
 All necessary supplies, access to printers, paper, ink and filing supplies.  
 Current Cisco textbook and CD

**Course Certificates Awarded**      Certificate of Graduation

## PROJECT MANAGEMENT

**320 Hours    \$4995.00**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
Modern Project Management	The student will receive an overview of strategic planning and the need for effective planning. In addition students will create portfolios, and understand the management process.	PM-1	30
Defining The Project	The student will work on establishing project properties and integrate projects throughout organizations.	PM-2	30
Estimating Project Time and Cost	The student will address estimating guidelines for cost, time and resources. The student will learn about Top-Down vs. Bottom-Up.	PM-3	30
Develop a Project Plan	The student will work towards developing the Project Network by constructing a project network computation process.	PM-4	30
Leadership and Managing Project Terms	The student will work on Managing project stakeholders. In addition the student will learn about social network building, ethics, and building Project Management trust.	PM-5	30
Scheduling Resources and Costs	The student will receive an overview of the resources used in scheduling problems. In addition the student will be able to understand the resource allocation method. Computer demonstration of resources will be used.	PM-6	30
Progress and Performance Measurements	The student will work on the structure of Project monitoring information systems. Also the monitoring of time performance will be addressed.	PM-7	30
Project Audit and Closure	The student will learn the audit process, learn to initiate and create staffing data, as well as learn the purpose of data collection.	PM-8	30
International Projects	The student will focus on the legal, political, security, geography, economic, culture, and cross-culture considerations in project management.	PM-9	20
Team Project Exercise	The student will understand the importance of Over-sight to the project manager and will focus on organization project management.	PM-10	20
Preparation for Project Management Examination	The student will receive preparation for the Project Management Examination	PM-11	40

**Description and Purpose of Course:**

**Overall Objective:** This course will provide students with a clear understanding of the Management Institute functions. A clear view of the topical areas associated with the initiation, planning, execution, monitoring, and control and close out of a project are handled.

**Emphasis:** This course will have an emphasis on the Certification Pre Course for the Project Management Professional Certification.

**Careers:** After completing this course students will be able to enter the job market as Assistant Project Managers.

**Equipment, Material, and Textbooks Provided:**

Access to our classroom computer for all learning.  
Project Management Body of Knowledge by PMI  
Project Management by Gary Larson

## PHOTOVOLTAIC SOLAR SYSTEM

<b>Solar Photovoltaic Solar Systems</b>		<b>240 Hours</b>	<b>\$4995.00</b>
<b>Course Title</b>	<b>Description</b>	<b>Course Number</b>	<b>Clock Hours</b>
Introduction to Solar Systems	Student will learn the basics of the Photovoltaic Industry	SO-1	16
Solar Radiation and Safety Basics	The student will learn about the relationships between the Sun and the Earth. Solar radiation will be addressed as well as estimating performance of solar radiation. Basic safety and solar system hazards will be addressed.	SO-2	20
System Component, Cells, Modules, Battery Chargers, Inverters, and System Sizing	Student will learn Photovoltaic system components and configuration including stand alone and grid tied systems. In addition Module failure and deterioration will be addressed. Also the charging and loading and sizing method will be taught.	SO-3	40
Electrical Design and Installation	The student will address the functions and construction of Photovoltaic units, transistors, and thyristors. Bridge and push pull Inverter Circuits and Photovoltaic control mechanisms will be addressed.	SO-4	40
Mechanical Design and Integration	The student will study the physical characteristics, structural support, thermal effects, an array of mounting systems, sun tracking systems, and how to build integrated systems.	SO-5	36
Permit and Inspection Commissioning and Maintenance	The student will learn building codes, regulations, approved equipment, AHJ, UL, and OSHA requirements. The student will also understand the installation components. In addition working connection sequence, array mounting designs, and system design will be addressed.	SO-6	36
Economic Analysis	The student will learn about incentives, rebates, contracts, loans, tax incentives, production incentives, and renewable energy certificates. The student will also learn about annual costs of Solar Energy.	SO-7	20
Completion of Project and Hand Over	The student will learn the process of project management and the process of handing over complete projects.	SO-8	12
Exam Preparation and Testing	The student will be prepared to complete the North American Board of Certified Energy Practitioners (NABCEP) Exam.	SO-9	20

**Description and Purpose of Course:**

**Overall Objective:** The student will be exposed to all phases and techniques involved in the installation of Photovoltaic Systems. The student will be able to understand the process of direct conversion of Solar Energy to Electric Power.

**Emphasis:** Students will receive a special emphasis on maintaining and installations of Solar Panel Systems.

**Careers:** Graduates of the Photovoltaic course will be able to enter the growing market of Photovoltaic Systems. The Photovoltaic System industry is rapidly growing and improving and is expected to become a significant part of the United States Energy Supply.

**Equipment, Materials, and Textbooks Provided:**

Access to classroom computers for all learning.

All basic tool kits for basic tools.

Photovoltaic Systems by James P Dunlop

Complete set of Labs to install Photovoltaic Systems.

**Course Certification**

**Awarded:** Certificate for Completion of Photovoltaic Systems Course

**Medical Front Office****256 Hours****\$5,550**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
Introduction to Computers	The students will learn to operate and move through the windows operating system.	COA-100	16
Keyboarding	Student will learn to type.	COA-101	32
MS Word	Assignments and production work include creation of, and formatting of, word processing documents as used in the business environment.	COA-102	32
MS Excel	*Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA-103	32
Medical Terminology	Learn medical terms, insurance terms and anatomy and physiology as used in physicians offices	MFO-100	32
Medical Insurance/Front Office Procedures	The student will study all forms of medical insurance from private to governmental coverage. They will learn how to complete CMS forms. They will also learn proper front desk protocol, HIPAA, appointment setting, collection of co-pays, etc.	MFO-101	72
Introduction to Medical Billing	The student will learn to input both patient and insurance information for the purposes of billing, processing claims, pursuing collections, scheduling, printing statements and produce reports.	MFO-102	40

**Description and purpose of course**

**Overall Objective:** Student will be exposed to and learn all phases and techniques used in working with Microsoft Office Word, and Excel. In addition, they will be exposed to and learn about the different types of medical insurances. The student will acquire knowledge of medical terminology, anatomy and physiology, as well as commonly used insurance terms. They also learn all the techniques used to process all phases of medical billing and insurance claims using a Medical Office Software program. Students will learn coding techniques, scheduling, collection of co-pays, claims completion, and proper front desk protocol.

**Emphasis:** Emphasis is placed on maintaining good patient and insurance company relations. Special emphasis is placed on using computerized programs such as MS Office and Medical Software Management program.

**Careers:** Graduates will be employable in either private or public medical offices, and/or by insurance claims companies.

**Equipment, Materials and Textbooks provided:**

Access to our classroom computer for all learning.

All necessary supplies, access to printers, paper, ink and filing supplies.

Learning Microsoft Office 2003, Weixel, Fulton, Pearson Prentice Hall DDC Publishing, Insurance Handbook for the Medical Office (Text & Workbook), Fordney

A Short Course in Medical Terminology, Chabner

ICD-9-CM, CPT-4 and HCPCS Coding Books

**Course Certifications Awarded;** Certificate of Graduation -32-

**Medical Office Billing & Coding:****280 Hours \$6,045**

Course Title	Description	Class Number	Clock Hours
Keyboarding	Student will learn and/or improve Keyboarding skills	COA-101	32
Basics of Medical Insurance	The student will learn importance of documentation, HIPAA compliance, role as a medical biller/coder, electronic transactions	MOB-100	
Medical Terminology, Anatomy & Physiology	The student will learn most commonly used medical terms and insurance industry terms, as well as become skilled in anatomy and physiology.	MOB-101	32
Medical Billing	The student will study all forms of medical insurance from private to governmental coverage. They will learn how to complete CMS forms, claims processing and collection techniques. The student will be trained on a medical office management software program. They will also learn to use the ICD-9 and CPT-4 coding books as well as the HCPCS coding system in preparation of advanced coding.	MOB-102	136
Medical Advanced Coding	The student will gain expertise in all aspects of coding diagnoses, procedures and services and supplies in preparation to take the CPC exam.	MOB-103	80

**Description and purpose of course**

**Overall Objective:** The student will be exposed to and learn about the different types of medical insurances. They also learn all the techniques used to process all phases of medical billing and insurance claims using medical office management software, and the importance of accurate medical documentation. Students will learn coding techniques and will be eligible to take the CPC certification exam for professional coders.

**Emphasis:** Emphasis is placed on maintaining good patient and insurance company relations. Detailed emphasis is placed on the student acquiring a working knowledge of medical terms, insurance terms and anatomy and physiology. Special emphasis is placed on completion of CMS-1500, collection techniques, importance of documentation and precise coding skills.

**Careers:** Graduates will be employable in either private or public medical offices, hospitals and/or by insurance claims companies.

**Equipment, Materials and Textbooks provided:**

Access to our classroom computer for all learning.  
 All necessary supplies, access to printers, paper, ink and filing supplies.  
 Insurance Handbook for the Medical Office (Text & Workbook), Fordney  
 Step-by-Step Coding (Text & Workbook), Carol J. Buck  
 A Short Course in Medical Terminology, Chabner  
 ICD-9-CM, CPT-4 and HCPCS Coding Books

**Course Certifications Awarded;** Certificates of Graduation

**MEDICAL BACK OFFICE:****400 Hours    \$6,999**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
Medical Terminology	The student will become very knowledgeable in most commonly used medical terms, and abbreviations.	MBO-100	50
Anatomy & Physiology	The student will learn, throughout the length of program, the necessary anatomy and physiology required to perform his/her duties.	MBO-101	50
Medical Insurance	The student will study all types of medical insurance from private to governmental coverage. They will learn to complete CMS forms. They will learn to use the ICD-9, CPT-4 and HCPCS coding books.	MBO-102	40
Medical Back Office	The student will study back office procedures that will include patient history, vitals signs, patient prep. Medical documentation recording, venipuncture, lab prep; Procedures and patient follow-up	MBO-103	260

**Description and purpose of course**

**Overall objective:** Students will be exposed to and learn all necessary medical terms and abbreviations with special emphasis on anatomy and physiology, as well as commonly used insurance terms. Students will learn about the basics of medical insurances. They also learn all the techniques used to aid the physician in the examination and treatment of patients.

**Emphasis:** Emphasis is placed on maintaining good patient and insurance company relations.

**Careers:** Graduates will be employable in either private or public medical offices, and hospitals

**Equipment, Materials, and Textbooks provided:**

- Access to a classroom computer for all learning
- All necessary supplies, access to printers, paper, ink and filing supplies.
- A text book to be chosen at a later date.

**Course Certificates Awarded**

Certificate of Graduation

## PHYSICAL THERAPY AIDE

Program Description:

480 Hrs/32.0 Cr Hrs \$ 4,950

This 16.0 Semester Credit Hour (480 Clock hour) program is designed to prepare the student with the necessary duties required as a Physical Therapy Aide. Students will learn basic medical terminology, as well as being introduced to the Anatomy and Physiology procedures outlined in this course. Students will have the ability to work with the Physical Therapist in a medical facility assisting with the patients recovery.

Program Objectives:

The Physical Therapy Aide program prepares the student for assisting the physical therapist in all aspects of the front and back office procedures. The course includes the ability to perform the procedures which are common to physical therapy under the supervision of physical therapist. The student will be able to assist with exercising, heat packs, ultra sound, and other procedures involved in the care of the rehabilitating patient.

Occupational Objectives:

The Physical Therapy Aide student will be capable of pursuing entry level employment in such areas as medical field as a well qualified physical therapy aide. The student will be trained in both front and back office procedures in the above types of facilities. D.O.T#076-264.010  
OES#66017 CIP#51.0806

Classes are Conducted:

Mornings:	4 hour a day	5 days a week,	24 weeks	16.0 Semester Credit Hours
Evenings:	4 hour a night	4 nights a week,	30 weeks	16.0 Semester Credit Hours

<u>Module Title:</u>	<u>Days/Evenings</u>		<u>Days</u>	<u>Evenings</u>
Module A. Basic Medical Terminology	50.0	48.0	1.67	1.60
Module B. Medical System I	188.0	192.0	6.27	6.40
Module C. Medical System II	102.0	104.0	3.40	3.47
Module D. Medical System III	90.0	88.0	3.00	2.97
Module E. Extern ship	50.0	48.0	1.66	1.60
	*(50.0	48.0	1.11	1.07)
Total	480.0	480.0	16.0	16.0

## **CURRICULUM OUTLINE:**

### Module A. Basic Medical Terminology

This module introduces the student to the basics for building terms. Word terminals, suffixes, prefixes and combining forms are covered to assist the student in building formats to make medical terms.

### Module B. Medical Systems I

This module includes the safety of the skeletal/muscular/Integumentary systems. This will include the basic anatomy, physiology function and location of the organs of each system. Disease symptoms, diagnostic procedures, and treatment will be included.

### Module C. Medical System II

This module includes the study of the hematology/cardiology/respiratory/urological systems. It includes various types of hematological test and the normal results. Anatomy, physiology function and location of the organs within the system will be discussed. Disease process diagnostic procedures, and treatment will be discussed.

### Module D. Medical System III

This mode includes the study of the Endocrinology/Astrology/Lymph/ and Reproductive system. This includes the basic anatomy, physiology function and location of the organs of each system. Diseases, symptoms, diagnostic procedures, and treatment will be discussed.

### Module E. Extern ship

This course unit is designed to provide the student with on-the-job-training under the guidance of the medical program director, a facility supervisor, and the instructional staff. The student is given the opportunity to apply the knowledge gained in the classroom to a real life situation, while receiving support from the school. Student will perform administrative and clinical procedures as required by the facility, during the operational hours of the facility. Each student will be evaluated twice during this experience, to strengthen areas of weakness, build self-confidence, and gain a better understanding of the skills needed to be successful in their chosen career.

**CERTIFIED NURSING ASSISTANT/HOME HEALTH AIDE**  
**190 Hours / 18.0.Hrs**

**Certified Nurse Assistant (CNA)/Home Health Aide (HHA)**

**Classes are conducted:**

4 Hours a day, 5 days a week, 10 weeks, 190 hours

*Module Title*

*Total Clock Hours 190*

**CNA /HHA Program Description:**

This 150 hour course will train you to provide quality care to residents in nursing homes. 40 Hours of Home Health Aide training It is approved by the State of California, Department of Health Services.

Upon successfully completing the course you will qualify to take the State Competency Test to be a CERTIFIED NURSE ASSISTANT (CNA). This course prepares students to seek employment in various health care settings, including, skilled nursing facilities, hospice care, board and care/retirement facilities, rehabilitation hospitals, psychiatric hospitals and day care facilities for the elderly.

**Program Description:**

This 18.0 Semester Credit Hour 190 (clock hour) Allied Health program requires 12 weeks of training (days). The required hours of training include those specified by the Department of Health Service. The program exceeds the minimum requirements to prepare a graduate to take total care of geriatric, or Home health patients and handle a wide scope of medical situations, which may arise in the health industry.

**Program Objectives:**

This program is designed to provide a student with intense instruction for Nurse Assistant and Allied Home Health Aide, as well as preparing the student for the Nurse Assistant Certification testing by the American Red Cross and career development.

**Occupational Objectives:**

Graduates will be qualified for entry -level positions in the Allied Health Industry, with Hospitals, Long-term care, Clinics, Doctors Offices, and to care for patients confined to Nursing facilities or the Patient's home.

Dot # 354.377-014, 355.674-014

**Classes are conducted:**

Days: 4 hours a day, 5 days a week, 24 weeks, 480 hours, 16 Semester Credit Hours  
(During the NATAP training period, 4 hours of (Theory) 3 days a week and 51/2 Hours of (Clinical) two days a week.

<u>Module Title</u>	<u>Total Hours</u>	<u>Semester Credit Units</u>
<b>NURSING ASSISTANT:</b>		
Module A. Introduction to Health Care	40	1.33
Module B. Interp. Skills, Patient Rights, Obsv./Cht.	40	1.33
Module C. Prev./Mgmt. Of Cat. & Unusual Occ., E.P.	20	0.67
Module D. Vital Signs. Weights and Measures	40	1.33
Module E. Body Mechanics	20	0.67
Module F. Care of L.T.P., RH Nursing, Death and Dying	20	0.67
Module G. Patient Care Skills	100	3.33
Module H. Patient Care Procedures	60	2.00
Module I. Medical & Surgical Asepsis, Nutrition	40	1.33
<b>HOME HEALTH AIDE:</b>		
Module J. Intro & Interp. Of Med. & Soc. Needs	20	0.67
Module K. Nutrition	20	0.67
Module L. Personal Care Services, Cleaning and Care Tasks	40	1.33
Module M. Final Exam/State Test Prep. Employment Development	20	0.67
Total:	480	16.00

### **Curriculum Outline:**

#### **Module A: Introductions to Health Care**

During this module, the student learns an overview of the role and responsibility of the Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations and Obra regulations. The requirements for Nurse Assistant certification, professionalism, ethics and confidentiality are reviewed.

#### **Module B: Interp. Skills, Patient Rights, Obsv./Cht.**

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care, and family interaction. The student is instructed in the patients' right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility of reporting, patient care plans, patient care documentation, and legal issues of charting.

Module C: Prev./Mgmt of Cat. & Unusual Occ., E.P.

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient safety.

Module D: Vital Signs, Weights and Measures

Vital signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids.

The student will learn the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

Module E: Body Mechanics

In this module, the student learns body mechanics, proper transfer techniques, ambulation, the proper use of positioning techniques.

Module F: Care of L.T.P., RH Nursing, Death & Dying

During this module, the student learns the different stages of grieving, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring the patient, and post mortem care.

Module G: Patient Care Skills

During this module, the student learns the proper procedure for bathing patients and medicinal baths, showers, nail care, hair care, oral care, passing meal trays, assisting the patient with feeding, dressing the patient, restorative nursing for rehabilitation with the patient by walking and turning and range of motion, which are daily needs.

Module H: Patient Care Procedures

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning or changing the tubes), but cleaning, checking and repositioning them. Students also learn to measure intake and output, bed making, admissions, transfer and discharge, bandages and non-sterile dry dressings, including the application of nonlegend topical ointments to intact skin surfaces.

Module I: Medical & Surgical Asepsis, Nutrition

The student will learn to prevent the spread of Micro-organisms, the universal precautions used for infection control including methods of handling patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potential infectious agents from patient to patient and between patients and health care workers.

Module J: Intro & Interp. Of Med. & Soc. Needs

Basic human needs, and family needs. Working with clients who are ill or who have a disability, mental health and mental disability, and substance abuse.

Module K: Nutrition

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs. Poor, Regular and Special (Therapeutic) Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diets that are Served in 4 Particular Form. Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet, Planning a Menu and Shopping List. Purchasing Food Wisely, Storing Food Properly, Feeding the Client, Food Preparation.

Module L: Personal Care Service, Cleaning & Care Tasks

The student learns and practices Homemaking Tasks. Cleaning the Client's Home, Economical Cleaning Materials and How to Use Them, Specific Tasks, General Rules of Safety in the Home, Fire and Safety Prevention, Poisons, Oxygen Safety, Making Your Own Equipment for comfort for your Patient.

Module M: Final Exam/State Test Prep/Employment Development

Students of the Nursing Assistant/Home Health Aide Program must understand and agree to complete their clinical work at the facilities assigned to by the Program Coordinator. The hours of the clinical training are between 7:00 A.M. and 12:30 P.M. Thursday and Friday.

Student must attend all hours of theory training each week to be eligible to participate at the clinical training site. Students must attend the clinical work site in order to continue eligibility for future clinical training.

Please note that certain modules must be repeated from the very beginning of that module due to absences. This is a state regulation. NATAP and Mosby in particular, the Department of Health Services will not allow absences to successfully complete this program. There are no exceptions allowed.

## Medical Assisting

936 Hours

\$9,050/ 94.4 Cr Hrs.

Course Title	Description	Class Number	Clock Hours
Introduction to Computers	The students will learn to operate and move through the windows operating system.	COA-100	16
Keyboarding	Student will learn to type.	COA-101	32
MS Word	Assignments and production work include creation of, and formatting of, word processing documents as used in the business environment.	COA-102	32
MS Excel	*Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA-103	32
Medical Terminology	Learn medical terms, insurance terms and anatomy and physiology as used in physicians' offices	MFO-100	32
Medical Insurance/Front Office Procedures	The student will study all forms of medical insurance from private to governmental coverage. They will learn how to complete CMS forms. They will also learn proper front desk protocol, HIPAA, appointment setting, collection of co-pays, etc.	MFO-101	72
Introduction to Medical Billing	The student will learn to input both patient and insurance information for the purposes of billing, processing claims, pursuing collections, scheduling, printing statements and produce reports.	MFO-102	40

### Description and purpose of course

**Overall Objective:** Student will be exposed to and learn all phases and techniques used in working with Microsoft Office Word, and Excel. In addition, they will be exposed to and learn about the different types of medical insurances. The student will acquire knowledge of medical terminology, anatomy and physiology, as well as commonly used insurance terms. They also learn all the techniques used to process all phases of medical billing and insurance claims using a Medical Office Software program. Students will learn coding techniques, scheduling, collection of co-pays, claims completion, and proper front desk protocol.

**Emphasis:** Emphasis is placed on maintaining good patient and insurance company relations. Special emphasis is placed on using computerized programs such as MS Office and Medical Software Management program.

**Careers:** Graduates will be employable in either private or public medical offices, and/or by insurance claims companies.

### Equipment, Materials and Textbooks provided:

Access to our classroom computer for all learning.

All necessary supplies, access to printers, paper, ink and filing supplies.

Learning Microsoft Office 2003, Weixel, Fulton, Pearson Prentice Hall DDC Publishing, NY

Insurance Handbook for the Medical Office (Text & Workbook), Fordney

A Short Course in Medical Terminology, Chabner

ICD-9-CM, CPT-4 and HCPCS Coding Books

**Course Certifications Awarded;** Certificate of Graduation -41-

**280 Hours**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
Keyboarding	Student will learn and/or improve Keyboarding skills	COA-101	32
Basics of Medical Insurance	The student will learn importance of documentation, HIPAA compliance, role as a medical biller/coder, electronic transactions	MOB-100	
Medical Terminology, Anatomy & Physiology	The student will learn most commonly used medical terms and insurance industry terms, as well as become skilled in anatomy and physiology.	MOB-101	32
Medical Billing	The student will study all forms of medical insurance from private to governmental coverage. They will learn how to complete CMS forms, claims processing and collection techniques. The student will be trained on a medical office management software program. They will also learn to use the ICD-9 and CPT-4 coding books as well as the HCPCS coding system in preparation of advanced coding.	MOB-102	136
Medical Advanced Coding	The student will gain expertise in all aspects of coding diagnoses, procedures and services and supplies in preparation to take the CPC exam.	MOB-103	80

**Description and purpose of course**

**Overall Objective:** The student will be exposed to and learn about the different types of medical insurances. They also learn all the techniques used to process all phases of medical billing and insurance claims using medical office management software, and the importance of accurate medical documentation. Students will learn coding techniques and will be eligible to take the CPC certification exam for professional coders.

**Emphasis:** Emphasis is placed on maintaining good patient and insurance company relations. Detailed emphasis is placed on the student acquiring a working knowledge of medical terms, insurance terms and anatomy and physiology. Special emphasis is placed on completion of CMS-1500, collection techniques, importance of documentation and precise coding skills.

**Careers:** Graduates will be employable in either private or public medical offices, hospitals and/or by insurance claims companies.

**Equipment, Materials and Textbooks provided:**

Access to our classroom computer for all learning.  
 All necessary supplies, access to printers, paper, ink and filing supplies.  
 Insurance Handbook for the Medical Office (Text & Workbook), Fordney  
 Step-by-Step Coding (Text & Workbook), Carol J. Buck  
 A Short Course in Medical Terminology, Chabner  
 ICD-9-CM, CPT-4 and HCPCS Coding Books

**Course Certifications Awarded;** Certificates of Graduation

**400 Hours**

<b>Course Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>
Medical Terminology	The student will become very knowledgeable in most commonly used medical terms, and abbreviations.	MBO-100	50
Anatomy & Physiology	The student will learn, throughout the length of program, the necessary anatomy and physiology required to perform his/her duties.	MBO-101	50
Medical Insurance	The student will study all types of medical insurance from private to governmental coverage. They will learn to complete CMS forms. They will learn to use the ICD-9, CPT-4 and HCPCS coding books.	MBO-102	40
Medical Back Office	The student will study back office procedures that will include patient history, vital signs, patient prep. Medical documentation recording, venipuncture, lab prep; Procedures and patient follow-up	MBO-103	260

**Description and purpose of course**

**Overall objective:** Students will be exposed to and learn all necessary medical terms and abbreviations with special emphasis on anatomy and physiology, as well as commonly used insurance terms. Students will learn about the basics of medical insurances. They also learn all the techniques used to aid the physician in the examination and treatment of patients.

**Emphasis:** Emphasis is placed on maintaining good patient and insurance company relations.

**Careers:** Graduates will be employable in either private or public medical offices, and hospitals

**Equipment, Materials, and Textbooks provided:**

- Access to a classroom computer for all learning
- All necessary supplies, access to printers, paper, ink and filing supplies.
- A text book to be chosen at a later date.

**Course Certificates Awarded**

Certificate of Graduation

## SCHEDULE OF TUITION AND FEES

Program	Registration*	STRF**	Tuition	Total
Legal Secretary	75.00	18.00	5,999.00	6,092.00
Loan Processor	75.00	18.00	5,950.00	6,026.00
Property Management	75.00	18.00	5,999.00	6,092.00
Medical Front Office	75.00	18.00	5,550.00	5,643.00
Medical Office Billing & Coding	75.00	18.00	6,045.00	5,138.00
Medical Back Office	75.00	21.00	6,999.00	7,095.00
Physical Therapy Aide	75.00	14.50	4,950.00	5,039.50
Certified Nurse Assistant/Home Health Aide	75.00	6.00	2,419.00	2,500.00
Medical Assistant	75.00	27.00	9,050.00	9,152.00
Project Management	75.00	14.70	4,995.00	5,084.70
Photovoltaic Solar System	75.00	14.70	4,995.00	5,084.70
Computer Office Automation	75.00	14.70	4,950.00	5,084.70
A+ Certification/PC Repair	75.00	12.00	3,950.00	4,035.00
Microsoft Certified IT Professional	75.00	15.00	4,950.00	5,040.00
Microsoft Certified IT Professional	75.00	18.00	5,500.00	5,643.00
Cisco Certified Design Associate (CCDA)	75.00	3.00	1,500.00	1,578.00
Cisco Certified Network Associate (CCNA)	75.00	3.00	1,500.00	1,578.00
Cisco Certified Network Professional (CCNP)	75.00	3.00	1,500.00	1,578.00

**ALL BOOKS AND SUPPLIES AND THE LISTED (BY CLASS) CERTIFICATIONS ARE INCLUDED IN THE TOTAL TUITION PRICE, AS STATED IN THIS CHART OF TUITION AND FEES.**

**\*\* SEE PROGRAM OUTLINE AND CONTENTS IN THIS CATALOG FOR COVERED CERTIFICATIONS, BOOKS AND SUPPLIES. (BOOKS, SUPPLIES AND CERTIFICATIONS MAY CHANGE FOR UPDATED MATERIAL OR TO OMIT IF THESE BOOKS, CERTIFICATIONS OR SUPPLIES ARE NOT CURRENT USED OR ACCEPTED IN THE INDUSTRY.**

\*Registration fee is non-refundable after the seventh day of attendance.

REFUND TABLE

Name of Program	Number of Clock Hours	Tuition Fee	10%	25%	50%	60%
Legal Secretary	320	5,999.00	599.90	1,499.75	2,999.50	3,594.40
Loan Processor	192	5,950.00	595.00	1,487.50	2,975.00	3,570.00
Property Management	256	5,999.00	599.90	1,499.75	2,999.50	3,594.40
Medical Front Office	256	5,550.00	555.00	1,387.50	2,775.00	3,330.00
Medical Billing & Coding	280	6,045.00	604.50	1,511.25	3,022.50	3,627.00
Medical Back Office	400	6,999.00	699.00	1,749.75	3,499.50	4,199.40
Physical Therapy Aide	480	4,950.00	495.00	1,237.50	2,475.00	2,970.00
Certified Nurse Assistant/Home Health Aide	190	2,500.00	250.00	625.00	1,250.00	1,500.00
Medical Assistant	936	9,050.00	905.00	2,262.50	4,525.00	5,430.00
Project Management	320	4,995.00	499.50	1,248.75	2,497.50	2,997.00
Photovoltaic Solar System	240	4,995.00	495.50	1,248.75	2,497.50	2,997.00
Computer Office Automation	192	3,950.00	395.00	987.50	1,975.00	2,370.00
A+ Certification/PC Repair	192	3,950.00	395.00	987.50	1,975.00	2,370.00
Microsoft Certified IT Professional Server Administrator	340	4,950.00	495.00	1,237.50	2,475.00	2,370.00
Microsoft Certified IT Professional (Enterprises)	720	8,999.00	899.90	2,249.75	4,499.50	5,399.40
Cisco Certified Design Associate (CCDA)	160	1,500.00	150.00	375.00	750.00	900.00
Cisco Certified Network Associate (CCNA)	160	1,500.00	150.00	375.00	750.00	900.00
Cisco Certified Network Professional (CCNP)	160	1,500.00	150.00	375.00	750.00	900.00

**"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".**

**"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 Dr. Ste. 400, Sacramento, Ca. 95833 [www.bppe.ca.gov](http://www.bppe.ca.gov), toll -free (916) 370-7589 or by fax (916) 2633-1897**

**"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](http://www.bppe.ca.gov).**

**This institution does not have a pending petition in bankruptcy, or operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States bankruptcy code (11 U.S.C. Sec 1101 Et SEq).**

**"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement**

**"This Institution does not offer dormitory/housing facilities or have access under its control. The availability of housing located reasonably near the institution is the responsibility of the student to seek out and obtain. No facilities are recommended or sponsored by this institute. This institute does not offer an approximate cost or range of cost for any housing. This will be the responsibility of each student on their own."**