

# AMERICAN COLLEGE OF FORENSIC STUDIES

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## SCHOOL CATALOG

JANUARY 1, 2011 TO DECEMBER 31, 2011



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## Approval Disclosure Statements

American College of Forensic Studies is a private postsecondary institution and was first granted approval to operate from the California Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909(a) (2). The Bureau's approval means that the institution and its operations comply with the standards established under the law for higher learning and instruction by private educational institutions and does not imply by endorsement or recommendation by the State of California, Bureau for Private Postsecondary Education (BPPE).

Approved by the Bureau are the following Non-Degree Programs:

- ❖ Computer Operations, 900 Clock Hours, 24 Semester Credit Units
- ❖ Polygraph Examiner, 430 Clock Hours, 11 Semester Credit Units
- ❖ Private Investigator, 240 Clock Hours, 6 Semester Credit Units
- ❖ Private Police/Security Officer, 180 Clock Hours, 4 Semester Credit Units
- ❖ Video and Media Communications, 600 Clock Hours, 16 Credit Units

Classroom instructions will be conducted on the main campus. The main campus is located at 2975 Wilshire Boulevard, Suite 430, Los Angeles, California 90010.

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

### Mission

American College of Forensic Studies is a private institution offering quality programs that integrate professional occupational skills and career-focused education, empowering students to develop and achieve their personal and career potentials for the improvement of life and the community.

To accomplish its mission, American College of Forensic Studies has established the following objectives:

- Provide programs leading to diplomas and certificates which have been developed and assessed by faculty, staff, and members of the business and education communities.
- Provide intensive and comprehensive instruction that strengthens student academic achievement, career development, and communication skills.
- Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of diversity.
- Plan and provide facilities and resources that respond to the needs of students, faculty, and staff.
- Assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life.
- Provide the community with individuals who can meet the ever-changing needs of business, government, and industry now and in the future.

### Educational Philosophy

American College of Forensic Studies recognizes the worth and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. The College employs instructional methods based on adult learning theory and is committed to the development of each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation such as group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development.

American College of Forensic Studies believes that education should promote the development of positive self-esteem and, for that purpose, provides services that support student efforts to succeed academically, vocationally, and personally. These services include individual advising, academic tutoring, and assistance in locating needed social services.

In order to fulfill its mission, American College of Forensic Studies strives to provide excellence in education by hiring well-prepared, experienced faculty and staff; by maintaining an updated facility that fosters educational growth in a pleasant and safe environment with appropriate classroom equipment, library facilities with internet access and computer labs; and by providing tutoring and advising services to help students successfully complete their programs of study.

American College of Forensic Studies helps students reach their educational goals by teaching the communication and critical thinking skills necessary to work successfully with clients and other professionals, by offering courses that prepare them for a competitive job market, and by encouraging them to become involved in professional organizations that will promote their learning and professional skills.

American College of Forensic Studies provides assistance to eligible graduates in obtaining employment. Students will attend classes, workshops, and advising sessions that teach and guide them through the process of securing and maintaining employment.

## **Students**

Students who enroll in the College programs are expected to be highly self-motivated individuals who have selected this unique program for the following reasons:

- To acquire practical, ethical occupational skills in business, law enforcement, computer, and accounting from professionals who practice in these fields.
- To engage in problem-centered approaches to learning.
- To establish a close, working association with faculty members who are committed to a variety of approaches to the study of significant issues.
- To integrate their studies and personal development with their professional work.
- To participate in a campus-based learning center environment.
- To develop skills and English language proficiency combined with general education and interdisciplinary "foundational knowledge" that will contribute to professional growth.

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

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

American College of Forensic Studies does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.).

American College of Forensic Studies students are required to read, speak, write, and understand English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. ACFS offers English as a Second Language for proficiency if students are English Speaking/Communication deficient.

This institution is approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP) and is authorized to issue I-20 visas, therefore this institution accepts applications from students from abroad who are on or will be on an F-1 or M-1 visa. This institution does offer visa services and will vouch for a student status as necessary.

American College of Forensic Studies does not recognize acquired life experiences and prior experiential learning as a consideration for enrollment or granting credit towards any of its diploma or certificate programs.

American College of Forensic Studies has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing.

American College of Forensic Studies does not offer state or federal financial aid programs at this time.

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

American College of Forensic Studies does not offer distance education programs.

American College of Forensic Studies does not have an articulation agreement or transfer agreement with any other college or College at the present time.

## **ADMISSIONS POLICIES**

### **General Admission Policy**

ACFS offers non-degree programs. Each program offered at ACFS has its own admission standards and it is the responsibility of the applicant to meet those standards. Potential applicants should contact ACFS by visiting the institution's main website or by phone. If inquiry is made by phone, the Admissions Representative will provide brief information about the programs. The Admissions Representative will also discuss the applicant's qualifications and assist him or her in determining the best way to meet his or her educational and/or career goals. This catalog detailing ACFS's method of teaching, programs, policies, admission standards, applicant's qualifications, and financial planning information will be provided upon request. The institution's main Website, [www.aaforensic.com](http://www.aaforensic.com) also provides the same information as published in this catalog. Potential applicants may also contact an Admissions Representative directly via the ACFS's website. The website provides an online admission application link for students to complete. All students are to complete the admission application via internet and submit it via internet.

### **The Application Process**

The Application for Admission is available on the ACFS web site. Official transcripts from previously attended high schools, technical colleges, colleges and universities must also be submitted at the time of application. To be official, a transcript must be sent directly from the Registrar at previously attended institutions to the Office of the Registrar at ACFS. Only official transcripts will be evaluated. The application fee must be received before the application will be evaluated.

The application for admissions process is as follows:

To apply for ACFS's non-degree programs, complete the Application for Admission and send or bring it together with accompanying documents and the Registration Fee of US \$75.00 for non-degree programs.

**Main Campus:**  
**2975 Wilshire Boulevard, Suite 001**  
**Los Angeles, California 90010**  
**Tel: (213) 736-5835**  
**Fax: (213) 736-5865**

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

"The transferability of credits you earn at **American College of Forensic Studies** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn at **American College of Forensic Studies** is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **American College of Forensic Studies** to determine if your (credits or degree, diploma or certificate) will transfer."

#### **International Transcripts**

It is the applicant's responsibility to have their foreign transcripts evaluated for course equivalency by an agency approved by ACFS. The approved evaluation agency must use official transcripts. The original evaluation, in English, must be sent by the evaluation agency directly to the Office of Admissions at ACFS.

#### **Admission Requirements for the Non-Degree Programs**

American College of Forensic Studies encourages prospective students to visit our campus and discuss educational/occupational goals with our Campus Director and/or Admission Representative prior to signing the enrollment agreement. Prospective students must have a high school diploma or equivalent. Applicants who do not have a high school diploma and are beyond the age of compulsory school attendance in California (18 years old) and who can demonstrate the Ability to Benefit (ATB) from the training will be admitted by passing an independently administered test. Additionally, the student will have a personal interview with the Admissions personnel to determine his or her potential to succeed in that program. Students admitted as ATB students are advised to enroll in GED classes offered at adult schools or community colleges. Satisfactory academic progress of ATB students will be monitored monthly.

All applicants for admission to the College must first be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the occupation to which the program of instruction is presented. ESL applicants must take a placement test to determine their level of competence.

The College uses the Wonderlic Scholastic Level Exam and adopts the minimum passing scores provided by the test publisher for the non-degree programs.

## **Admission Requirements for Applicants with Foreign Degrees**

Applicants who have degrees from foreign institutions of higher education need to have these credentials evaluated by a transcript evaluation service of foreign academic credentials that is a member of the National Association of Credential Evaluation Services (NACES). This evaluation is intended to ensure that the foreign degrees are equivalent to the degrees offered by institutions of higher education in the United States. It is recommended that applicants obtain a course-by-course evaluation. For more information contact the Office of Admissions. Students whose primary language is not English must have a sufficient command of the English language to benefit from instruction at this College. Coursework is offered in English through English language textbooks and through consultation and critique by English-speaking Professors. Therefore, students must be able to communicate effectively in English to complete courses. Applicants for whom English is a second language must provide evidence of English proficiency. This requirement can be met by passing the Test of English as a Foreign Language (TOEFL) with a paper-based score of at least 550 or a computer score of at least 213. English proficiency courses are provided by the College for serious limited English student applicants.

## **Non-Discrimination Policy**

ACFS is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, sexual orientation, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements.

## **Graduation Date**

The graduation date is the date the Registrar and/or Chief Academic Officer determine that all graduation requirements have been satisfied.

## **Completing the Required Courses**

Students are advised and individually guided through courses by direct contact with their professors. With assistance from their Academic Advisor, students proceed from course to course in a steady, organized manner. This enables educational objectives to be achieved in the shortest possible time frame.

Upon enrolling in a course, the student receives a course syllabus and information about how to contact his/her Academic Advisor and the Instructor assigned for that course. ACFS works with an online supplier to provide textbooks for students. Students are encouraged to use the services; however, textbooks may be purchased from local college bookstores, from publishers, or from other suppliers.

The faculty and staff of ACFS are available to assist students in achieving their educational objectives. ACFS is especially sensitive to the special needs of adult students returning to college after a long absence from the classroom.

## **Graduation Requirements for the Non-Degree Programs**

Students will receive a Diploma at graduation. To graduate, a student must have:

- Maintained cumulative attendance of 80% or better throughout the program;
- Maintained a cumulative grade point average of 2.0 or 70% (C) or better; and,
- Have paid the tuition in full.

Diplomas and final transcripts are issued within four to six weeks of the completion date.

## ACADEMIC POLICIES

### Grading and Evaluation Procedures

At ACFS all the students' grades and evaluations are based on demonstrated performance during each course and the level of academic knowledge gained during the course. The grading will consist of letter grades of A through F with grade points as indicated in this catalog. Additional elements of essays, problems, projects and case studies will receive letter grades from the Faculty based on the grading rubric established by ACFS. Each course is based on a total of 100 maximum points.

Grade	Points Equivalent	Indicator
A	3.9 - 4.00	Superior
A-	3.7-3.89	Excellent
B+	3.3-3.69	Above Average
B	3.0-3.29	Very Good
B-	2.7-2.9	Good
C+	2.3-2.6	Average
C	2.0-2.2	Satisfactory
C-	1.7-1.9	Below Expectations
D+	1.3-1.6	Poor
D	1.0-1.2	Unsatisfactory
F	0	Failed
I		Incomplete
W		Withdrawal
P		Pass

### Grade Point Average

The grade points stated above will be used to calculate the GPA. Non-degree students must earn a 2.0 GPA to graduate. Failure to do so may result in academic probation. Grades and symbols used to record academic progress are listed in the grading system table above. GPA is based on a maximum of 4.0.

### Clock-Hour/Semester Credit Unit System

A clock-hour is defined as a period of sixty- (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work. For the Non-Degree programs, American College of Forensic Studies adopts the conversion of clock hours to Semester credit units. Thirty-seven and a half (37.5) clock hours is equivalent to one (1) semester credit unit. Hence, 900 clock hours is converted to twenty-four (24) semester credit units.

### Students Graduating with Honors

For the non-degree programs, honor distinctions are granted as Class Valedictorian and Class Salutatorian. The academic year will be from July 1 to June 30 of the next year.

## **Grade Point Average (GPA) Calculation**

GPA calculations will be based upon the following model:

$$\text{Semester Credit Units} \times \text{Grade} = \text{Total Quality Points}$$

Example:

<b>Class/Subject</b>	<b>Clock Hours</b>	<b>Semester Credit Units</b>	<b>Final Grade</b>	<b>Quality Points</b>
Word Processing	60	1.60 x	A (4) =	6.40
Principles & Practices of Accounting	90	2.40 x	B (3) =	7.20
Electronic Spreadsheet	75	2.00 x	C (2) =	4.00
Data Base Management	45	1.20 x	A (4) =	4.80
Total	270	7.20		22.40

$$\text{Cumulative Grade Point Average (GPA)} = 22.40 \text{ Points} \div 7.20 \text{ Semester Credit Units}$$

In this example, the student has completed and earned final grades in four classes/subjects. The number of Semester Credit Units for the classes/subjects is multiplied by the equivalent number of quality points for each final grade earned. The total number of quality points is then divided by the total number of Credit Units attempted to determine the current GPA.

## **Standards for Student Achievement**

A student must meet the minimum standards for academic achievement and successful course completion while enrolled at ACFS. The student's progress will be evaluated at the end of each Semester/term to determine satisfactory academic progress. The ACFS does not allow students to remain enrolled who are not meeting the standards of satisfactory progress. The criteria for the standards for student achievement are as follows: quantitative, qualitative, and maximum time frame.

### **Quantitative Standard—Semester Credit Hour Completion Ratio**

Students must achieve a minimum passing rate of 67% of all clock hours attempted. Grades of "F" (Fail), "I" (Incomplete), and "W" (Withdrawn) are calculated in the completion ratio and will result in a lower passing ratio. Transfer credits, if applicable, are also calculated in the completion ratio.

### **Minimum Academic Achievement (Qualitative)**

Students in the non-degree programs must have a minimum cumulative GPA of 2.0 or better at midpoint and at the end of each term/Semester.

### **Maximum Time Frame for all Programs**

The College understands that many students are working adults attending school part-time. Thus, most students' academic programs will extend beyond the normal duration for full-time students. However, we encourage students to complete their studies as expeditiously as possible. The maximum time to complete any non-degree program is one-and a half times (150%) the program length. The normal length of each academic program is indicated in the curriculum description for the academic programs in this catalog.

The percentage of credit hours successfully completed must equal a minimum of two-thirds (2/3) of the credit hours attempted in order to be satisfactorily progressing with the ACFS's maximum time frame.

## **Academic Probation**

A student who is making unsatisfactory progress at the end of a grading period will be placed on academic probation for the next grading period. If the student on academic probation achieves satisfactory progress for the subsequent period but has not achieved the required grades for overall satisfactory progress, the student may be continued on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the first probationary grading period, the student's enrollment will be terminated. If a student on probation fails to achieve satisfactory progress for the program at the end of two successive probationary grading periods, the student will be terminated. When a student is placed on academic probation, the student will be required to communicate with the Office of Student Services prior to returning to class. The Office of Student Services will inform the student of the date, action taken, and terms of the probation. This information will be clearly indicated in the appropriate permanent student's record.

## **Academic Dismissal/Suspension**

Any student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods will be suspended from enrollment.

## **Academic Dismissal/Termination**

If the student does not maintain satisfactory progress during or by the end of this final probationary period, then the student's enrollment will be terminated. Application of Standards: Satisfactory academic progress standards apply to all students and include all periods of the student's enrollment.

## **Appeal Process**

Students are allowed to appeal enrollment termination due to extenuating circumstances. The student must request the appeal in writing to the Campus Director or Program Director. The Campus Director or Program Director, in conjunction with two other staff members, will comprise an appeal committee. The committee has discretionary decision authority. Policy exceptions may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change.

## **Incompletes**

Students receiving, at the discretion of the faculty member, a grade of "I" will be evaluated according to the minimum standard for academic progress and will be re-evaluated at the end of the first two weeks of the following course during which time the student may complete missing work. Courses indicating an "I" at the end of the two-week period will become an "F" with a "0" added to the computation of the GPA.

A student who withdraws during the last Semester of his/her program will receive a grade of "incomplete" if the student requests the grade at the time of withdrawal and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

**Withdrawn, Failing, Transfer of Credits:** If a student withdraws prior to the mid-point in a course, the student receives a "W" and the GPA is not affected. If a student withdraws after the mid-point, the student receives a "WF" and receives a "0" for the course at the discretion of the faculty member. This is included in the computation of the GPA. Transfer of credit courses does not affect the GPA. The student who receives a "W" grade will have a 12-month period following the date the student withdraws to complete the course at no additional tuition.

## **Repeating a Course**

Students must repeat courses in which they have received an “F” grade or from which they withdraw. Students will be charged the regular tuition fees for each course they repeat in which they received an “F” grade.

## **Academic Suspension Reinstatement**

A student whose enrollment is suspended for unsatisfactory progress may reapply for admission after a minimum of one grading period. A student who returns after the enrollment was suspended for unsatisfactory progress will be placed on probation for the next grading period. The student will be advised of this action, and the student’s file is documented accordingly.

Students who are placed on Academic and/or Financial Hold may apply to be reinstated as “active students.” To change the status to active, students must submit a completed application for reinstatement along with a fee of \$400. Additional tuition fees will apply to uncompleted coursework.

## **Enrollment Termination**

Enrollment at ACFS may be terminated by the student or by the ACFS. Termination of enrollment by the student must be submitted in “any manner” (telephone, fax, mail, in person, or by e-mail) to the Office of Student Services. ACFS may terminate a student's enrollment for any Academic issue listed earlier in this section of the catalog. In addition, ACFS may terminate a student's enrollment for any of the following reasons:

- Failure to comply with the ACFS's policies.
- Non-payment of tuition fees.
- Falsifying information on the application, any other document during the admissions process, or during the student's coursework is subject to immediate termination.
- Cheating. Any student altering the results of the mid-term examination, or final examination, or plagiarizing any written assignment, will result in termination of enrollment.
- Failure to progress through the assigned course work and research requirements within a reasonable period of time will subject the student to termination.
- Failure to return from a Leave of Absence. The withdraw date will be the last date of recorded attendance.

## **ATTENDANCE POLICIES**

### **Attendance & Tardiness Policy**

The institution places upon all non-degree students the same demands that an employer will place on them as employees. Students are expected to be on time for each class session and remain in class for the entire session. They must meet the minimum cumulative attendance of 80% on each module/class. When students are absent from class, the student should call the school prior to the start of class with an explanation of why they will not be in class that day, and when can the College will expect their return. A student will be terminated after 21 consecutive class days of unexplained absences.

A student is considered tardy for class if he or she arrives later than 15 minutes after THE SCHEDULED START OF CLASS AND LEAVING EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A TARDY STUDENT WILL BE MARKED AS BEING TARDY. Any combination of three (3) documented periods of tardiness may be considered as one (1) absence.

If a student comes to class 30 minutes later than scheduled or leaves 30 minutes or more prior to the end of the class, he or she may be marked absent. Credit will be given for the time attended, however, towards make-up time.

The cumulative attendance information is contained on the progress report for modular enrollees given to all students each month. If students do not agree with the attendance data, students must submit a written appeal to the Campus Director within one week of the progress report distribution. At the end of the month after the module and date, the module attendance date becomes permanent and can no longer be challenged.

### **Attendance Probation Policy**

Students are expected to maintain a cumulative attendance average of 80% or better on each academic Semester. Any student not meeting the minimum attendance requirements in the program shall be placed on Attendance Probation. The length of probation shall be for the period of 30 days. Students on academic probation must sign an academic plan to attend make-up classes before or after class, including weekends. The probation period may be extended at the sole discretion of the Campus Director. If the student does not achieve satisfactory attendance progress, he or she will be dismissed from the program. In the case of International I-20/F-1 students, failure to regularly attend classes may result in notification to SEVIS/SEVP, Department of Homeland Security, Immigration and Customs Enforcement (ICE) of dropped students and of dropped student status, and non- enrollment.

### **Make-Up Work**

Make-up work is handled by faculty members on a case by case basis. Make-up work must be scheduled with the students' instructor to assure proper credit. Student must make up work for proper credit towards graduation. Make-up assignments and/or tests will be given to those who need to make up academic grades or attendance. Students have 10 school days after the ending date of the class/subject to make up for academic grades or attendance. Otherwise, students will receive an "F" grade for that class. Students will be required to repeat the class and/or be terminated from the school.

### **Leave of Absence Policy**

A leave of absence (LOA) may be limited to a specified amount of days (not to exceed 60 days), unless the student is subject to jury, active military duty, pregnancy, health conditions and/or family medical leave which are conditions that could cause the leave to exceed 60 days. The College will also take into consideration unforeseen circumstances upon approval of appropriate documentation, in which case the student may take a maximum of 180 days of leave of absence within the program during one academic year.

A student must fill-out an "LOA Request Form" and turn it in to the Campus Director for approval. Student's leaves of absence, Holidays, winter breaks, in-service days, days when the school is closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his or her program of study within the maximum time frame, the student must be dropped from the training program.

# STUDENT SERVICES

## Family Educational Rights and Privacy Act

American College of Forensic Studies complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Students, parents of minors, and guardians of “tax dependent” students have the right to inspect and challenge the information contained within the records for these students. Confidentiality of student and staff’s records is strictly protected.

FERPA gives parents certain rights with respect to their children’s education records. “These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.”

The College complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) a written request/release from the student, (b) a court order, or (c) meeting accreditation or government agency requirements.

## Student Identification Card

Every student will be provided with an ID card that is supposed to be worn at all times while in premises. Students without an ID card will not be permitted to access any of the school’s resources.

## Advising/Counseling

ACFS offers advising via Administrators and Faculty. Academic advising falls in the purview of the Academic Dean, Faculty and academic staff. Personal advising and mentoring such as trauma, personal, sexual harassment fall in the purview of the Director of Student Services. Students who need professional counseling will be referred to federal, state, and/or local agencies that specialize in the type of issue a particular student may have been experiencing.

## Learning Resources

Learning resources provided through ACFS enable its students and Professors to access library facilities, informational databases, and electronic communication services from the convenience and comfort of their homes and offices. Learning resources have been developed and are continually updated to support high quality Instructor/student communications.

## Libraries Services

The library of the College has been expanded to include new textbooks, manuals, and software programs, subscription services to journals and periodicals and access to computer libraries by subscription for research, study, and references, as we constantly update free-user sites for the benefit of students. Individual instructors also prepare course specific materials for teaching.

The Library is committed to provide quality services for ACFS’s diverse community.

The Librarian and library staff strive to:

1. Encourage and facilitate information competency, critical thinking, intellectual independence, and lifelong learning skills in our students.
2. Provide professionally qualified librarians and a skilled technical staff that support the use of information in learning;
3. Provide a comfortable and safe learning environment for all students.

4. Administer fair and objective service policies;
5. Provide assistance and access to collection and services to persons with special needs;
6. Protect each individual's right to privacy with respect to information required and materials consulted.

ACFS's believes that in this high-tech era, a physical library is not absolutely necessary. Rather, a virtual library should be an excellent alternative. As such, ACFS has established designated computer systems with internet access solely for library search across the country for students. The laboratory currently has fifteen (15) computers that are available during normal school hours. In addition to that, ACFS has also established a list of resources for all programs to aid the research activities and meet the needs of ACFS's students, faculty members, and staff. Please consult ACFS's student services for detailed information.

### **Hours of Operation**

Monday to Friday	9:00 a.m. – 10:00 p.m.
Saturday	9:00 a.m. – 4:00 p.m.
Sunday	Closed

### **Food/Drink/Smoking Policy**

Food and drink are not allowed in the library. Spilled food and drink can damage library materials and attract various pests which cause even greater damage (water bottles are allowed). Smoking is not allowed in the school premises.

### **Relationship with Local Public Libraries**

ACFS currently has 12,000 books, journals, and magazines in its own library collections. Ten thousand of them are about business, computer, and general studies. ACFS has also established a close relationship with UCLA, LACC, and Los Angeles Public Library. All of them are our primary facilities for implementing our library use and training policy. Students have free access to UCLA Library, LACC Library, and LA Public Library for training, academic research, and resource search purposes. After completion of the training session, the students are given the option of taking an Internet Training Course under the direction of a librarian as well as one-on-one internet information retrieval training. All students must submit a Library Introduction Training Completion Form signed by a librarian from the Library to the Admission office before the end of the first Semester. Students must complete the Library Introduction Training Program before registering for the next Semester/term. As an added incentive, students also have access to the County library at no charge and the California State College library system.

### **Online Libraries**

The following lists contain online libraries that are recommended to students:

- Appleton Public Library: <http://www.apl.org/index.html>
- IPL (The Internet Public Library): <http://www.ipl.org>
- Office of the Law Revision Counsel: <http://uscode.house.gov/>
- The WWW Virtual Library: <http://vlib.org/>
- National Business Incubation Association: <http://www.nbia.org>
- Questia Library: <http://www.questia.com/fee>
- SCORE: Counselors to America's Small Business: <http://www.score.org>
- English Study Hall: <http://home.gwu.edu/~meloni/eslstudyhall/>
- KnowledgeRush.com: <http://www.knowledgerush.com/>
- Bibliomania: The Network Library: <http://www.bibliomania.com/>
- IPL Online Texts Collection: <http://www.ipl.org/div/books/>
- Litrix Reading Room: <http://www.litrix.com/readroom.htm>
- Project Bartleby Archive: <http://www.bartleby.com/>
- Project Gutenberg Archive: <http://www.promo.net/pg/>
- The On-line Books Page: <http://digital.library.upenn.edu/books/lists.html>

## **Services Not Provided by the College**

ACFS does not provide or charge fees for student housing, transportation, supplies and materials, equipment costs, shop or studio fees, or any other costs not described in the ACFS's Schedule of Fees and Charges. In addition, the ACFS neither provides, pays for, nor reimburses students for the acquisition of, or use of, any electronic tools, and/or services such as, but not limited to, computers, access to online database services, or database consultant fees and/or services.

## **Academic Advising**

Students at ACFS are given the opportunity to gain skills in academics, career planning and job placement. Academic advising is available as needed through the department head. In some cases, the student may be referred to the Department of Student Services. These services are provided on a continuing basis, at no additional charge.

## **Graduate Placement Services**

ACFS does not guarantee employment to any student upon graduation. ACFS does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance, and interview counseling and advising concerning job search and job interview techniques.

Placement assistance is available to all graduates of the institution. Placement assistance is available to all graduates of the institution. Our Student Services and Placement Director will assist you in your job search

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment.

## **Retention of Student Records**

The records for students, including a transcript of academic progress, shall be kept in files maintained in fireproof cabinets in such a way that adequate information is maintained by the institution for a period of five (5) years from the student's date of completion or withdrawal to show student advancement, grades, and that satisfactory standards are enforced relating to progress and performance. A backup disc is removed from the computer network each day and is taken off-site.

ACFS is required to maintain student records for a minimum of five (5) years while student transcripts will be maintained permanently and made immediately available during normal business hours and for inspection by officials from the State of California Bureau of Private Postsecondary Education, or the State of California Attorney General's office showing the following:

- The names and addresses, both local and home, of each of its students;
- The courses of study offered by the institution;
- The names and addresses of its instructional staff, together with a record of the educational qualifications of each, and;
- The diplomas or certificates granted, the date of completion, together with the curricula upon which the diplomas or certificates were based.

## **Transcripts of Records**

The ACFS will supply one official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a \$50.00 charge for each transcript requested. For transcripts mailed outside of the U.S., there is an additional shipping fee of \$50.00. Students requesting

release of academic records and transcripts to employers or other groups or agencies must sign an authorization request and follow the procedures outlined in this section.

In addition students are informed that they may file complaints with the Family Educational Rights and Privacy Act Office of the United States Department of Education (FERPA) concerning alleged failures by the school to comply with the Family Rights and Privacy Act of 1974 (the 'Buckley amendment'), as amended, in relation to the procedures and decisions involved with any such matters.

### **Sexual Harassment Policy**

Whether verbal or physical, in person or by telephone, sexual harassment is an act of aggression. It is a violation of federal law under (section 703 of the Civil Rights Act of 1964 and under Title IX Education Amendments of 1972). ACFS encourages students and employees to confront sexual harassment, to report incidents and/or to seek advice and assistance. ACFS has both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted.

### **Student Grievance Procedure**

At any time during their course, a student may file a grievance if they feel a situation has not been properly resolved with the instructor. A written appeal must be filed with the director of that department. The director of that department will then rule upon the grievance. If the student is not satisfied, a written appeal may be filed with the Campus Director. The Campus Director is responsible for maintaining the complaint records and informing the student of the resolution. Any remaining unresolved complaints may be directed to the following address:

Bureau for Private Postsecondary Education  
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing address: PO Box 980818, West Sacramento, CA 95798-0818  
Phone: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897

## **FACILITIES**

### **Los Angeles Campus**

The main ACFS campus is located 2975 Wilshire Boulevard, Suite 430, Los Angeles, CA 90010. The campus is located a few miles from the 101, 110, and 10 freeways. The College occupies over 4,000 square feet space in Suites 001, 430, and 510. It is comprised of several classrooms, a library, computer labs, a student lounge, six (6) offices, a reception area, and a faculty lounge. The classrooms are equipped with overhead projectors and computers.

The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available behind the building.

### **Office Hours**

Business office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Class sessions vary and are described in the course information section that accompanies each program. ACFS observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

## Class Schedules

The College operates year round and the academic calendar is divided into three terms which are 15 weeks each. A new term starts each January, April/May, and August/September. The following is the basic schedule for the 2011 school year. However, the non-degree programs are scheduled in an open-entry, open-exit system. Modular scheduling is utilized; classes start at the beginning of each module.

<b>Term Dates</b>	<b>Start Date</b>	<b>End Date</b>
Term I	4 Jan 2011	16 Apr 2011
Term II	25 Apr 2011	13 Aug 2011
Term III	29 Aug 2011	10 Dec 2011
<b>Advisement &amp; Registration</b>		
Term I	1 Dec 2010	31 Dec 2010
Term II	1 Apr 2011	30 Apr 2011
Term III	1 Aug 2011	27 Aug 2011
<b>Application Deadlines</b>		
Term I		30 Dec 2010
Term II		24 Apr 2011
Term III		28 Aug 2011
<b>Orientation Program Classes Begin</b>		
Term I		15 Dec 2010
Term II		28 Apr 2011
Term III		22 Aug 2011

## CANCELLATION AND REFUND POLICY

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, fax, or e-mail. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. Address is as follows: American College of Forensic Studies, Attn: Campus Director, 2975 Wilshire Boulevard, Suite 430, Los Angeles, CA 90010. The written notice of cancellation does not need any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given a Notice of Cancellation form for your use if you decide to cancel; however, you can use any written notice that you may wish. You must notify us of your cancellation by midnight of the seventh day to avoid any charges. You do not cancel the contract by just not attending classes.

Additionally, the College also may reject an applicant for enrollment; and, an applicant accepted by the institution may cancel his or her agreement prior to the scheduled class start or may never attend class (no show). The College may consider a withdrawal after the class start as a cancellation or no show and therefore not consider the applicant as a new start. The College reserves the right to postpone or cancel a scheduled program or course if the registration is insufficient to establish a class.

If the College has given you any equipment, including books or other materials, they are a part of your tuition. Once you pay for the equipment, it is yours to keep without further obligation, unless returned in "as new" condition. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, books, uniforms and equipment received that has been used.

## Withdrawal from Course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the seventh day following the first class you have attended, the school will remit a refund, less a registration fee not to exceed \$75 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for books, uniforms and equipment received. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. You shall be liable for the amount, if any, by which the documented cost for books and equipment exceeds the prorated refund amount. The documented cost of the books and equipment may be less than the amount the school has charged in the contract. In any event, you will never be charged for more than the books and equipment received as stated in the contract.

## Refunds after Withdrawal from Program

American College of Forensic Studies will apply a **pro rata refund policy** for students who withdraw or are terminated from their training before completing 60% of their program. Under the 60% pro rata refund calculation, American College of Forensic Studies will retain only the percentage of charges proportional to the period of enrollment completed up to the 60% or less by the student.

After completing more than 60% of the program, American College of Forensic Studies will retain 100% of the charges for the enrollment period. The percentage of the period of enrollment completed by the student is calculated by dividing the total number of program hours in the period of enrollment into the number of scheduled hours completed in the period as of the student's last date of attendance. A refund is calculated using the following steps:

1. Determine the tuition institutional charges for the period of enrollment.
2. Divide the tuition charges by the total number of hours in the period of enrollment to determine charges per hour.
3. The total institutional charges are calculated by multiplying the total scheduled hours completed as of the student's last date of attendance by the tuition charges per hour, and then adding costs for the registration fee, STRF Assessment fee (if applicable), and those administrative charges listed in the School Catalog under the section titled Other Fees, as applicable.

The refund will be any amount in excess of the total institutional charges (calculated in step 3) against the total payment paid to the College. The amount not paid by the student for the total institutional charges is the amount the student owes to the College.

**If the amount that you paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the date of determination of your withdrawal/termination. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay the balance.**

## Refund Examples

1. **Student completed 60% or less of the program:** A student enrolled in a 720 clock hour program, but was terminated after completed 200 clock hours. The student paid \$1,500 as of the withdrawal date (charges listed below):

Tuition:	\$4,200.00
Registration Fee:	75.00
STRF Fee	35.00

- (a) Tuition charges per hour is \$5.83 (\$4,200.00 divided by 720 Clock Hours)
- (b) Total institutional charges equal \$1,276.67 [\$1,166.67 (\$5.83 x 200 Hours) + \$75.00 registration fee + \$35.00 STRF fee]
- (c) Refund amount is \$223.33 (\$1,500 - \$1,276.67)

2. **Student completed more than 60% of the program:** A student enrolled in a 720 clock hour program but was terminated after completing 600 clock hours. The student paid \$3,000 as of the withdrawal date (charges listed below):

Tuition	\$4,200.00
Registration	75.00
STRF Fee	35.00

- (a) Tuition charge per hour is \$5.83 (\$4,200.00 divided by 720 Clock Hours)
- (b) Total institutional charges equal \$4,310.00 (\$4,200 + \$75.00 registration fee + \$35.00 STRF Fee); total institutional charges must be paid by student because he or she completed more than 60% of the program
- (c) Balance owed by student is \$1,310.00 (\$4,200.00 + \$75.00 + \$35.00 - \$3,000.00)

## Tuition Payment Methods

Please note that ACFS does not participate in federal and state financial aid programs. ACFS accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the College in order to remove their delinquency and remain in good financial standing.

## Computer Operations

(CIP: 52.0204)

O\*NET: 43-3031.00/43-3021.02/43,9022

Bookkeeping, Accounting, and Auditing Clerks/Billing, Cost, and Rate Clerks/  
Word Processor & Typists

A Diploma Program

900 Clock Hours  
24 Semester Credit Units

Class Schedule: 8 a.m. to 2 p.m., Monday to Friday; 30 Hours a Week  
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

### Objective

The Computer Office Management program is designed to provide comprehensive, practical, hands-on training in the computer operation field. At the completion of this program, students will demonstrate employable skills in keyboarding, word processing, spreadsheets, database management, accounting, and presentation graphics. Students will review the Microsoft Office program to attain a higher level of proficiency.

### Employment Outlook

Bookkeeping, Accounting, and Auditing Clerks/Billing, Cost, and Rate Clerks/Word Processors & Typists

### PROGRAM OUTLINE

Course Number	Course/Class Title	Lect/Lab	Number of Clock Hours	Semester Credit Units
CMP 101	Introduction to Computers, Windows & Keyboarding	30/60	90	2.40
ACC 101	Principles and Practices of Accounting— Service & Merchandising	60/60	120	3.20
ACC 102	Partnerships and Corporations	60/60	120	3.20
CMP 102	Microsoft Word	45/45	90	2.40
CMP 103	Microsoft Excel	45/45	90	2.40
CMP 201	Microsoft Access	15/30	45	1.20
CMP 202	Microsoft PowerPoint	15/30	45	1.20
ACC 103	Computerized Accounting	60/60	120	3.20
BUS 101	Introduction to Business	45/15	60	1.60
CMP 315	Microsoft Office Specialist Certification Review	60/60	120	3.20
<b>TOTALS</b>			<b>900</b>	<b>24</b>

## Course Descriptions—Computer Operations

### **CMP 101 Introduction to Computers, Windows & Keyboarding**

**90 Clock Hours, 2.40 Sem. Credit Units; Prerequisite: None**

The student will be able to identify the various parts of the computer, distinguish the different types of operating systems and be able to determine whether a computer system is good for purchase. The student will also learn to type at least 45 words per minute with 95-98% accuracy. They will also learn how to use the operating system (Windows) and the internet.

### **ACC 101 Principles and Practices of Accounting—Service & Merchandising**

**120 Clock Hours, 3 Sem. Credit Units.20 Sem. Credit Units; Prerequisite: None**

Accounting prepares students to obtain job skills in the preparation and completion of generally acceptable accounting practices and procedures (GAAP). Accounting procedures involve journalizing transactions, posting to the general ledger, preparing financial statements, completing adjusting and closing entries, and preparing a post-closing trial balance. Students will be introduced to the basic procedures of Accounting for service-oriented businesses as well as the sale of merchandise. Students will perform practical, hands-on exercises on payroll accounting that includes completing a payroll register, deducting and reporting the taxes withheld, and recording the journal entries.

### **ACC 102 Partnership and Corporations**

**120 Clock Hours, 3 Sem. Credit Units**

**Prerequisite: ACC 101**

This course deals with transactions, financial statements, and problems peculiar to the operations of partnership and corporations as distinguished from sole proprietorships. Topics include: partnership formation and operations including accounting for the admission of partners, changes in capital, and profit-and loss sharing ratios, the conversion of an unincorporated enterprise into a corporation; accounting for incorporated enterprises, including the preparation of financial statements for internal and external purposes; and sample financial statements of companies in the service, manufacturing and trading industries. Special topics such as Accounting for Notes and Interest, Accounting for Bad Debts, Accounting for Merchandise Inventory, Accounting for Plant Assets and Depreciation, and Accounting for Accruals and Deferrals are included.

### **CMP 102 Microsoft Word**

**90 Clock Hours, 2.40 Sem. Credit Units**

**Prerequisite: None**

After finishing this module, the student will have the ability of creating a variety of documents using this software. Among these documents are letters, memos, resumes, flyers, newsletters and advertisement, which can be of great benefit in the workplace. Students will also start their job seeking skills by browsing through different job sites and actually applying for these jobs by attaching a cover letter and a resume.

### **CMP 103 Microsoft Excel**

**90 Clock Hours, 2.40 Sem. Credit Units**

**Prerequisite: None**

At end of Module V the student will be able to demonstrate knowledge of creating various documents using the spreadsheet, such as calendar, charts, graph, and date entry. In addition, formulas used in this program will present critical thinking tasks that can help the student solve problems with numbers, patterns and sequences.

### **CMP 201 Microsoft Access**

**45 Clock Hours, 1.20 Sem. Credit Units**

**Prerequisite: None**

In Module VI student will be able to demonstrate how to create and maintain a database. The student will have the opportunity to organize information and record collections and reports.

**CMP 202      Microsoft PowerPoint**

**45 Clock Hours, 1.20 Sem. Credit Units**

**Prerequisite: None**

Student will be able to demonstrate competency in the process of presenting any type of information to an audience. This software will assist the student with a visual idea of the facts being delivered. The student will have the ability to enhance the presentation with sounds, graphics and the necessary information.

**ACC 103      Computerized Accounting    120 Clock Hours, 3 Sem. Credit Units.20 Sem. Credit Units**

**Prerequisites: ACC 101, ACC 102**

Computer-Aided Accounting will follow Windows standards to open menu, select icons, and commands to perform various tasks. Students will perform practical, hands-on exercises using the accounting software, QuickBooks Pro. Exercises will include planning the accounting systems, periods, charts, aging, forms, reports, and payroll. Students will work extensively on Accounts Receivable, Accounts Payable, Journals, Payroll, and Financial Statements.

**BUS 101      Introduction to Business**

**60 Clock Hours, 1.60 Sem. Credit Units**

**Prerequisite: None**

This course studies the elements, characteristics, and functions of business necessary for a general understanding of the business world. Students will develop a foundation and expand their knowledge of resource possibilities for all of the areas of business such as marketing, management, finance, small business, globalization, social responsibility, and motivation. This course discusses the strategies that allow companies to compete in today's interactive marketplace. Students will also learn skills that they will need to turn ideas into action for their own career success.

**CMP 315      Microsoft Office Specialist Certification Review**

**120 Clock Hours, 3.20 Sem. Credit Units; Prerequisite: All CMP Courses**

Students will review the competencies necessary for the Microsoft Office Specialist Certification Exam. Assessment and practice tests as well as practical exercises will be utilized in the classroom.

# POLYGRAPH EXAMINER

(CIP: 43.0114)

O\*NET: 33-3021.03

## A Diploma Program

430 Clock Hours

11 Semester Credit Units

**Class Schedule:** 8 a.m. to 1 p.m., Monday to Friday; 25 Hours a Week  
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

## Objective

Students who graduate from this program acquire the knowledge, skills, and abilities to professionally administer and defend polygraph examinations for law enforcement, for private purposes, and in support of criminal and administrative investigation, and pre-employment/security examinations. The program prepares graduates to take the Polygraph Examiner Certification.

## Employment Outlook

Criminal Investigators & Special Agents, Private Detectives & Investigators, Detectives and Criminal Investigators

## PROGRAM OUTLINE

Course Number	Module Name	Lect/Lab/Internship	Number of Clock Hours	Semester Credit Units
P-EX 111	History of Polygraph (Detection of Deception)	8/0	8	0.21
P-EX 112	Mechanics of Instrument Operation	10/20	30	0.80
P-EX 113	Test Question Construction	15/30	45	1.20
P-EX 114	Polygraph Techniques	30/45	75	2.00
P-EX 211	Chart Evaluation (Test Data Analysis)	15/45	60	1.60
P-EX 212	Pre- and Post-Test Interviewing Procedures	10/20	30	0.80
P-EX 213	Ethics in Forensic Psychophysiology	8/0	8	0.21
P-EX 214	Legal Issues Concerning Polygraph	9/0	9	0.24
P-EX 311	Development of Student Skills	10/20	30	0.80
P-EX 312	Psychological & Physiological Issues	30/15	45	1.20
P-EX 313	Special Topics in Polygraph	15/15	30	0.80
P-EX 411	Internship for Polygraph Examiner Certification	0/0/60	60	1.60
<b>TOTALS</b>		<b>160/210/60</b>	<b>430</b>	<b>11</b>

## **COURSE DESCRIPTIONS—POLYGRAPH EXAMINER**

**P-EX 111: History of Polygraph (Detection of Deception) 8 Clock Hours, 0.21 Sem. Credit Unit**  
**Prerequisite: None**

Ancient and recent methods of detecting deception are discussed. Emphasis is given to the development of instrumentation leading to current methods for scientifically recording physiological changes associated with the psychological set of the person being examined. This includes a discussion of the theory of "lie detection", the psychology involved; and the physiological changes recorded by the pneumograph, phlethysmograph, galvanograph, and cardiophymograph. Principles of test construction and limitation of the polygraph are discussed. All students are taught the individual generally given credit for the development of each component of the polygraph and it being put together. The progression of the instrument throughout its development up to and including the computer polygraph is examined. Students will examine the Stoeltring, Keeler, Lafayette, and others.

**P-EX 112: Mechanics of Instrument Operations 30 Clock Hours, 0.80 Sem. Credit Unit**  
**Prerequisite: P-EX 111**

Students are introduced to the functions of all components of contemporary polygraph instruments, including disassembly and assembly of each instrument. Students are instructed in preventive maintenance including identification, isolation, and repair of malfunctions. Students will be instructed in inspecting components for leakage, sensitivity, and methods of calibration. This includes dismantling, cleaning, and the re-assembling of Stoeltring and Lafayette instruments, old and new.

**P-EX 113: Test Question Construction (Formulation) 45 Clock Hours, 1.20 Sem. Credit Units**  
**Prerequisite: P-EX 112**

Students are taught question formulation of recognized techniques utilizing irrelevant, relevant, control questions, symptomatic, sacrifice, relevant, and guilt-complex questions.

**P-EX 114: Polygraph Techniques 75 Clock Hours, 2.00 Sem. Credit Units**  
**Prerequisite: P-EX 113**

Students learn to properly attach polygraph components to the subjects and to sharpen their technical skills in overall polygraph instrumentation. Students are introduced with several recognized polygraph techniques with the main emphasis on the military MGQT and Military Zone of Comparison Test. Each student is taught Peak of Tension Testing both Known Solution and Searching Peaks and their use as investigation tools.

**P-EX 211: Chart Evaluation (Test Data Analysis) 60 Clock Hours, 1.60 Sem. Credit Units**  
**Prerequisite: P-EX 114**

Chart markings used prior to, during and after administration of examinations are reviewed. Emphasis is given to reasons for and the necessity of standardized markings. The student receives extensive instruction in the recognition of physiological phenomena considered as deception criteria. Using previous knowledge of criteria appropriate for rendering an opinion, the students are taught visual and numerical evaluations as appropriate to making a determination of truth or deception.

**P-EX 212: Pre and Post Test Interviewing Procedures 30 Clock Hours, 0.80 Sem. Credit Unit**  
**Prerequisite: P-EX 211**

Students are taught the necessity of establishing proper rapport; the necessity of isolating the test issue from extraneous issues; the danger of exhibiting a preconceived notion of guilt or innocence; the danger of giving the examinee a false sense of security due to examiner attitude; and the necessity of maintaining total objectivity. Students will learn techniques of post-examination interviews and the importance of admissions following the findings of deceptive criteria.

**P-EX 213: Ethics in Forensic Psychophysiology**

**8 Clock Hours, 0.21 Sem. Credit Unit**

**Prerequisite: None**

Each student is taught the necessity of maintaining confidentiality regarding interviews, attorney privileges, and the responsibility of accurate reporting that deals with people's lives and livelihood. Students are required to study both the Code of Ethics and Standards of Practice of the International League of Polygraph Examiners.

**P-EX 214: Legal Issues Concerning Polygraph**

**9 Clock Hours, 0.24 Sem. Credit Unit**

**Prerequisite: None**

The class acquaints the student with the rules of admissibility. It familiarizes the student with legal restrictions and limitations on the use of the polygraph. Particular emphasis is presented on conditions of commercial use of the polygraph. Students are taught court proceedings including types of examination and cross-examination to be expected when being qualified and subsequently testifying as an expert witness. Mock courtroom situations are observed (video tape) and discussed to prepare students for courtroom testimony or presenting their work to the District Attorney or other polygraph examiners. Basic courtroom terminology and procedures are also included.

**P-EX 311: Development and Application of Polygraph Skills** **30 Clock Hours, 0.80 Sem. Credit Units**

**Prerequisite: P-EX 111 to P-EX 214**

Using previously gained knowledge, students do extensive practical work formulating test questions for various standard techniques. The students work from previously prepared hypothetical test situations testing other students. This phase is conducted under close instructor supervision and ongoing critiques. Everything the student has been taught regarding conducting the proper pre-test interviewing, question formulating, placing the attachments on the subject, running stim tests, proper chart markings, numerical evaluation, and post-test interviews are developed. This block of instruction prepares the student for a meaningful apprenticeship in real life polygraph.

**P-EX 312: Psychological and Physiological Issues**

**45 Clock Hours, 1.20 Sem. Credit Units**

**Prerequisite: None**

Students are introduced to general psychology as it pertains to normal behavior. They are presented with a study of human personality differences and deviations. The class encourages research and study of personality and psycho-physiological differentials and the effect on polygraph results. Students study the function of cells, tissues, glands, major organs and systems of the human body. They study the nervous system, cardiovascular system, and the respiratory system with emphasis on their roles and implications in polygraph.

**P-EX 313: Special Topics in Polygraph**

**30 Clock Hours, 0.80 Sem. Credit Unit**

**Prerequisite: None**

Students participate in special topics in their careers that include: Preparing for Testimony—Students prepare for and provide expert witness testimony in court or at administrative hearings; Polygraph Countermeasure—Students are introduced with polygraph countermeasures and appropriate counter countermeasures; Polygraph Research—Students study the basic nature of research design as well as providing a basic understanding of statistics, thus, the student will have a level of skill in reading and understanding current research in the field of polygraph and related areas of interest; Report Writing—Students are engaged in report writing essentials and various types of reports for the polygraph profession; and Quality Control Procedures—This topic is an Instructor led student review of comprehensive quality control methods and procedures with student completing a quality control work product.

**P-EX 411: Internship for Polygraph Examiner Certification** **60 Clock Hours, 1.60 Sem. Credit Units**

**Prerequisites: P-EX 111 to P-EX 313**

Students must conduct and submit 20 polygraph examinations that must demonstrate proficiency, competency, and proper application of the principles and techniques taught at the school. The examinations must be submitted to the school to be given credit for the additional two-week field project. The 20 specific examinations usually require an average of three hours each to administer.

# PRIVATE INVESTIGATOR

(CIP: 43.0111)

O\*NET: 33-3021

## A Certificate Program

240 Clock Hours  
6 Semester Credit Units

**Class Schedule:** 8 a.m. to 1 p.m., Monday to Friday; 25 Hours a Week  
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

### Objective

This program prepares students to become Private Investigators. Students will learn to conduct investigations involving missing persons, corporate intelligence, or other fascinating areas. They will engage in investigation and reporting techniques; sources of information and background investigations; surveillance equipment and techniques; ethics and professional responsibility for private investigators. The private investigator's role in civil and criminal litigation, corporate intelligence gathering and espionage, and professional development and employment is stressed.

### Employment Outlook

Private Investigator, collections & Recovery Agent, Process Server, Loss Prevention Agent, Undercover Operative, and Researcher

### California State License Requirements

- Be 18 or older
- Undergo a criminal history background check through California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI); 6,000 hours of compensated investigative work
- Pass a two-hour multiple-choice exam
- See Appendix A.

## PROGRAM OUTLINE

Course Number	Module Name	Lect/Lab	Number of Clock Hours	Semester Credit Units
PI 101	Criminal Investigations	15/45	60	1.60
PI 102	Insurance Investigations	15/30	45	1.20
PI 211	Field Investigations	15/30	45	1.20
PI 212	Research Investigations	15/30	45	1.20
PI 321	Civil Investigations, Courthouse Visitation	15/30	45	1.20
<b>TOTALS</b>		<b>75/165</b>	<b>240</b>	<b>6</b>

## **COURSE DESCRIPTIONS—PRIVATE INVESTIGATOR**

### ***PI 101: Criminal Investigations***

***60 Clock Hours, 1.60 Sem. Credit Units***

***Prerequisite: None***

Students learn about the criminal court systems, courtroom testifying, evidence & fingerprint procedures, pretext information gathering, undercover investigations, and electronic devices. The students undergo a series of lectures as well as hands-on acquisition of skills.

### ***PI 102: Insurance Investigations***

***45 Clock Hours, 1.20 Sem. Credit Units***

***Prerequisite: None***

This course prepares students to investigate automobile accidents, examines personal injury & product liability, and looks into worker compensation & hazardous materials. Students perform interviewing procedures and statement taking.

### ***PI 211: Field Investigations***

***45 Clock Hours, 1.20 Sem. Credit Units***

***Prerequisite: None***

This course prepares students to conduct proper field investigations and write a report.

### ***PI 212: Research Investigations***

***45 Clock Hours, 1.20 Sem. Credit Units***

***Prerequisite: None***

This course provides instruction on document research using the internet/computer, background and pre-employment checks, and locating missing children. Students will also learn how to write reports.

### ***PI 321: Civil Investigations, Court House Visitation***

***45 Clock Hours, 1.20 Sem. Credit Units***

***Prerequisite: None***

This course prepares students to handle civil investigations that involve tracing people, cars, and goods. It prepares them to investigate people who disappeared without paying their accounts to one or more businesses or without making arrangements for the payment of their debts and the gathering of evidence for use in civil court cases. They will learn how to testify in court; hence, they will spend some time in the court house to observe civil court proceedings.

# PRIVATE POLICE/SECURITY OFFICER

(CIP: 43.0109)

O\*NET: 33-9032

## A Certificate Program

180 Clock Hours

4 Semester Credit Units

**Class Schedule:** 8 a.m. to 1 p.m., Monday to Friday; 25 Hours a Week  
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

## Objective

This program meets the educational requirement for individuals to prepare for employment as private police or security officers. The program is divided into two (2) parts: Unarmed Private Police/ Security Officer and Armed Private Police/Security Officer. Graduates will receive assistance in obtaining their Guard Card, Live San, and CPR Card.

## Employment Outlook

Armed & Unarmed Patrol, Security Officer, Loss Prevention

## California State License Requirements

- Be at least 18 years old
- Undergo a criminal history background check through California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)
- Complete a 40-hour course of required training. The training may be administered by any private patrol operator or by a certified training facility.
- See Appendix B.

## PROGRAM OUTLINE

Course Number	Module Name	Lect/Lab	Number of Clock Hours	Semester Credit Units
PART I: UNARMED PRIVATE POLICE/SECURITY GUARD				
PPSO 11	Principles of Security; Powers to Arrest Permit and Weapons of Mass Destruction	10/5	15	0.40
PPSO 12	Public Relations and Self-Defense	10/5	15	0.40
PPSO 13	Equipment: Communications, Locks & Alarm Systems	5/10	15	0.40
PPSO 14	DAR Report Writing & Terminology	10/5	15	0.40
PPSO 21	Business and Professional Code; Legal Issues, Search & Seizure	10/5	15	0.40
PPSO 22	Facility Protection & Patrol Procedures	5/10	15	0.40
PPSO 23	Security and Safety Inspections	5/10	15	0.40
PPSO 24	Handling Emergency Situations/CPR Training	15/15	30	0.80
PPSO 25	Sexual Harassment and Cultural Awareness	10/5	15	0.40
PART II: ARMED PRIVATE POLICE/SECURITY OFFICER				
PPSO 31	Firearms: Safety, Disassembling, Cleaning & Assembling	5/5	10	0.27
PPSO 32	Firearms: Preparation, Testing & Permits	5/15	20	0.53
<b>TOTALS</b>			<b>180</b>	<b>4</b>

## **COURSE DESCRIPTION—PRIVATE POLICE/SECURITY OFFICER**

### **PPSO 11: Principles of Security; Powers to Arrest Permit and Weapons of Mass Destruction**

**15 Clock Hours, 0.40 Sem. Credit Unit; Prerequisite: None**

Students get an overview of the career and learn the elements of powers to arrest. They will also become familiar with weapons of mass destruction.

### **PPSO 12: Public Relations and Self-Defense**

**15 Clock Hours, 0.40 Sem. Credit Unit**

**Prerequisite: None**

Students will receive instructions on proper public relations procedures, customer service, and self-defense tactics.

### **PPSO 13: Equipment: Communications, Locks & Alarm Systems**

**15 Clock Hours, 0.40 Sem. Credit Unit; Prerequisite: None**

Students will perform hands-on practice on the identification and description of commonly used communications equipment as well as locks & alarm systems.

### **PPSO 14: DAR Report Writing & Terminology**

**15 Clock Hours, 0.40 Sem. Credit Unit;**

**Prerequisite: None**

Students will be trained to complete/write a Daily Activity Report (DAR). Terminology will be explained and when to use the terms in the report.

### **PPSO 21: Business and Professional Code; Legal Issues, Search & Seizure**

**15 Clock Hours, 0.40 Sem. Credit Unit; Prerequisite: None**

The course prepares students to study the business and professional codes, specifically on legal issues such as search and seizure.

### **PPSO 22: Facility Protection & Patrol Procedures**

**15 Clock Hours, 0.40 Sem. Credit Unit**

**Prerequisite: None**

This course prepares students on the proper protection procedures of the facilities and the protocol in patrol operations and procedures including the reporting of incidents.

### **PPSO 23: Security and Safety Inspections**

**15 Clock Hours, 0.40 Sem. Credit Unit**

**Prerequisite: None**

Students will undergo the methodology of proper security and safety inspections. They will also observe proper conduct during inspections.

### **PPSO 24: Handling Emergency Situations/CPR Training**

**30 Clock Hours, 0.80 Sem. Credit Unit**

**Prerequisite: None**

CPR and First Aid training and certifications are required in this course. Students will be able to learn the proper way of handling emergencies.

### **PPSO 25: Sexual Harassment and Cultural Awareness**

**15 Clock Hours, 0.40 Sem. Credit Unit**

**Prerequisite: None**

Students will obtain training how to avoid sexual harassment issues in the workplace. They will also be instructed on different customs and traditions of all walks of life.

### **PPSO 31: Firearms: Safety, Disassembling, Cleaning & Assembling**

**10 Clock Hours, 0.27 Sem. Credit Unit; Prerequisite: None**

Students who apply as armed security officers will learn the handling of firearms including safety, assembly and disassembly and cleaning procedures.

### **PPSO 32: Firearms: Preparation, Testing & Permits**

**20 Clock Hours, 0.53 Sem. Credit Unit**

**Prerequisite: PPSO 31**

Students will perform live practice on the use of the firearm selected. Instructors will certify students' competency levels.

# VIDEO AND MEDIA COMMUNICATIONS

(CIP: 09.0702)

O\*NET: 27-1014

**A Certificate Program**

**600 Clock Hours**  
**16 Semester Credit Units**

**Class Schedule:**     **8 a.m. to 1 p.m., Monday to Friday; 25 Hours a Week**  
                              **6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week**

## **Objective**

Create special effects, animation, or other visual images using video, computers, or other electronic tools and media for use in products or creations, such as music videos, and commercials.

## **Employment Outlook**

Sample of reported job titles include Graphic Designer, Illustrator, Graphic Artist

## **PROGRAM OUTLINE**

<b>Course Number</b>	<b>Module Name</b>	<b>Lect/Lab</b>	<b>Number of Clock Hours</b>	<b>Semester Credit Units</b>
VMC 101	Mass Media Communications: An Introduction	15/45	60	1.60
VMC 102	Intro to Computer Graphics	15/45	60	1.60
VMC 111	Audio/Video Production: An Introduction	15/45	60	1.60
VMC 112	Digital Audio Production	15/45	60	1.60
VMC 221	Video Field Production	15/45	60	1.60
VMC 222	Design for Multimedia	15/45	60	1.60
VMC 230	Website Design and Development	15/45	60	1.60
VMC 240	Digital Video Editing	15/45	60	1.60
VMC 250	Sound Design & Production for Digital Media	15/45	60	1.60
VMC 260	DVD Authoring	15/45	60	1.60
<b>TOTALS</b>		<b>150/450</b>	<b>600</b>	<b>16</b>

## COURSE DESCRIPTIONS—VIDEO AND MEDIA COMMUNICATIONS

**VMC 101**      **Mass Media Communications: An Introduction**      **60 Clock Hours, 1.60 Sem. Credit Units**  
**Prerequisite: None**

This course presents an overview of mass media as public communication and traces the histories and technological developments of print, film, radio and television broadcasting, cable and satellite communications, the Internet, and interactive media. Topics covered include laws and regulations, news and commerce, media management and business practices, journalistic ethics, international electronic media, content delivery, and ratings and audience feedback, with special emphasis on the role of mass media in society.

**VMC 102**      **Introduction to Computer Graphics**      **60 Clock Hours, 1.60 Sem. Credit Units**  
**Prerequisite: None**

An introduction to graphic design in a digital environment, this course examines industry standard software applications for page layout, illustration, and photo manipulation. The Photoshop software will be used.

**VMC 111**      **Audio/Video Production: An Introduction**      **60 Clock Hours, 1.60 Sem. Credit Units**  
**Prerequisite: None**

This course is designed to give the student a basic overview of audio and video production. Theory and terminology are introduced through lecture and hands-on application. The student will be introduced to the skills necessary to operate audio and video equipment in studio settings and begin to develop visual and aural literacy. This course is a requirement for all other Electronic Media Communications production courses.

**VMC 112**      **Digital Audio Production**      **60 Clock Hours, 1.60 Sem. Credit Units**  
**Prerequisite: None**

This course is intended to give the student a practical as well as a theoretical approach to digital audio production. Emphasis is placed on the use of digital audio in sound recording, audio editing, multi-track mixing, and audio processing. The student will be exposed to audio production/editing procedures and techniques.

**VMC 221**      **Video Field Production**      **60 Clock Hours, 1.60 Sem. Credit Units**  
**Prerequisite: None**

This course is designed to introduce the student to the technical and creative requirements of single-camera, video field production. Topics include camera operation, lighting, audio recording for field production and linear (tape to tape) editing, as well as all aspects of pre-production, including story development, scripting, shot list and storyboard creation, site surveys and production planning for location field production.

**VMC 222**      **Design for Multimedia**      **60 Clock Hours, 1.60 Sem. Credit Units**  
**Prerequisite: None**

This course focuses on the aesthetic and organizational skills required for designing interactive multimedia products. The course content includes the integration of the various elements of text, artwork, photographs, sound, and motion. Topics of discussion will include user interface design, interactivity, information mapping and intuitive navigation design.

**VMC 230**      **Web Site Design and Development**      **60 Clock Hours, 1.60 Sem. Credit Units**  
**Prerequisite: None**

This course will focus on principles of design in the authorship of Web pages. As the focus shifts from basic Web page creation to designing full Web sites, so too will the tools shift from HTML editors to WYSIWYG editors. A topic of discussion will be the issue of accessibility. Further development topics include intermediate to advanced HTML code, intermediate graphics manipulation, JavaScript, Flash and other multimedia, and an introduction to dynamic content.

**VMC 259      *Digital Video Editing***

**60 Clock Hours, 1.60 Sem. Credit Units**

**Prerequisite: None**

This course is designed to enable the student to become proficient in the technical and creative aspects of non-linear digital video editing and its role in the production process. Editing concepts such as story building and pacing, techniques such as continuity and parallel editing and examples of single camera, post-produced programs are discussed and analyzed. Planning for post-production and media management are emphasized.

**VMC 265      *Sound Design and Production for Digital Media***60 Clock Hours, 1.60 Sem. Credit Units

**Prerequisite: None**

This course is designed to introduce students to the technical and creative aspects of loop-based audio production and how it is used in many types of digital media productions. Students will analyze and create audio to be used in media projects ranging from radio programming and television/video programming to DVD's and Web sites.

**VMC 286      *DVD Authoring***

**60 Clock Hours, 1.60 Sem. Credit Units**

**Prerequisite: None**

This course provides a hands-on approach to the conceptualization, design, production, and assessment of video projects completed on DVD. The course will focus on strategic planning (including scripting and flow charts), creation of video and audio content, proper encoding of media, file management, creation of interactive menus, proper linking of all media assets within the DVD, and outputting projects to a DVD disc. Topics of discussion will include the history, characteristics, various types, and user interactivity of the DVD format, as well as various types of digital media files and managing those files on a network'

## **Academic Freedom Policy**

Academic freedom is defined as the freedom to discover, inquire, publish, teach, speak, assemble, and communicate without constraints from college authority. Academic freedom is essential in the discovery, transmission, utilization, and advancement of knowledge and understanding.

American College of Forensic Studies encourages and supports the principles of academic freedom for its faculty members and students. They can pursue and engage in the principles of academic freedom through teaching, learning, research, discussion/expression, and publication.

Faculty members and students, however, must be guided with the following general principles while exercising academic freedom:

1. Instructors are entitled to full academic freedom in conducting research and in the publication of the results.
2. Instructors are entitled to academic freedom in the classroom in discussing the content of the subject, but they should be careful not to introduce into their teaching controversial issues which have no relation to their subject.
3. Instructors are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline; however, they are obligated to present accurate information and indicate that their views and opinions are not those from the institution. As scholars and educational officers, they should remember that the public may judge their profession and their institution in their utterances. Hence they should present accurate information, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.
4. Students are guaranteed the freedom to study and discuss their lessons in an open accepting academic setting while conforming to the standards of conduct operating within the College.

## **Calendar**

The Administrative Office is closed for two weeks during the winter and New Year Holidays each year and also for all legal United States (US) Federal Government holidays.

### **Holidays**

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving (Thursday and Friday)
- Winter Break

## Administration and Faculty

Chief Executive Officer, Campus Director, LA	Steve E. Kim, B.Arch.
Chief Academic Officer	Angelo B. Pajimola, Ed.D.
Chief Operating Officer	David E. Brockway, JD
Chief Financial Officer	See-Sun Shim, MBA

## The Faculty

Faculty members are selected on the basis of professional experience, expertise in teaching theoretical and applied subjects, research and case study supervision capabilities, involvement in community and professional affairs, and leadership and role model capabilities essential to student advancement and professional growth.

**David E. Brockway**, B.A., J.D.—Dr. Brockway holds a Bachelor of Arts degree with majors in Political Science, Psychology and Speech and Dramatic Art (Theater and Film) from the College of Iowa and the Juris Doctor with Distinction-Honors from the College of Iowa, College of Law. He has done graduate study in International Economics, International Business and International Law. He has studied abroad in Cuernavaca, Mexico and is bilingual Spanish speaking. Dr. Brockway serves as the Dean of Academics at the College as well as Dean of the School of Business Administration. He teaches courses in both Business Administration and General Studies under the School of Liberal Arts and Sciences. He has previously taught at Florida State College (Canal Zone Extension), College of West Los Angeles School of Law and the United States Army School of the Americas. He served in the United States Army as a Commissioned Officer (Lieutenant, Infantry; Captain, Judge Advocate General's Corps (Army Lawyer)). His additional professional experience includes International Banking Counsel to President Gerald R. Ford for the Presidential Clemency Board, The White House; Command Judge Advocate, Atlantic Area, United States Canal Zone, Republic of Panama as well as private law practice from 1977 to 2006 in foreign, multi-state and federal jurisdictions as managing partner and chief litigator in his own law firm, Root, Brockway and Rothblatt, Attorneys. Since 2007 he has been a consultant to law firms, businesses, and educational institutions.

**Hee Sun Shim**, B.A. Economics, Korea College, Seoul, Korea; MBA (Master of Business Administration), Northrup College, Los Angeles, California—Mr. Shim has many years of teaching experience as well as school ownership and administration. He is a proven entrepreneur and has substantial experience managing a variety of business ventures.

**Peter C. Yoon**, B.S.—Bachelor of Science Degree in Health Science and Healthcare Management from California State College, Dominguez Hills, California; MTOM—Master's Degree in Traditional and Oriental Medicine from Emperor's College, Los Angeles, California. Mr. Yoon has previous College teaching experience in a variety of subjects including Economics and Spanish. He speaks English, Korean, and Spanish and has many years of business experience as well as educational administration.

**Max Kim**, B.A. in English, International College; M.A. in English, American College, Los Angeles, California—Mr. Kim has many years of teaching experience in English, U.S. Government and Citizenship as well as previous business experience.

**Chung Hyun "Bruce" Lee**, B.A. in TESL and English, Brigham Young College, Hawaii; Master's level graduate study in Business Administration, College of California, Los Angeles, California—Mr. Lee teaches English ESL, courses in General Studies and Business, and has many years of teaching experience.

**Angelo B. Pajimola**, BSIEd., MAEd., Ed.D., Doctor of Education with Concentration in Curriculum and Instruction, Americus College, Los Angeles, California; completed the Ed.D. requirements at College of the Philippines, Diliman, Philippines; Master of Arts Degree in Education, major in Administration and Supervision; Bachelor of Science in Industrial Education, major in Mathematics, La Union School of Arts and Trades, Philippines—Dr. Pajimola has more than 35 years in management administration and educational

positions with substantial specific teaching experience in business and computer science courses at all levels in the Los Angeles area.

**Jose Craig Silva**, B.S. and M.S. in Electrical Engineering, College of California, Riverside, California—Both of his degrees, Bachelor of Science with Honors and Master of Science (with full fellowship) in Electrical Engineering from the College of California, Riverside were earned with extraordinary performance in scholarship teaching and professional work experience. He has many years of Computer Science and Embedded Systems Engineering and Software Engineering experience.

**Frankie K. Lam**, B.S., Bachelor of Science in Information Systems from the College of California, Riverside, California—Extraordinary educational achievement and more than a decade of professional experience in computer science applications.

**Manny Gonzalez**, B.S., CPI, CFE—Mr. Gonzales, an instructor in the Forensic Science course, is an experienced investigator and instructor. He teaches courses in Questioned Document Examination and Fraud Claims Law. He holds licenses as a Certified Professional Investigator (CPI), Certified Fraud Examiner (CFE), and a California Licensed Private Investigator. His extensive experience of more than 35 years includes corporate undercover operative for major private investigation firms to civil and criminal investigations in the private and public sectors. He is certified by the California Department of Consumer Affairs to teach “Forensic Sciences & Technology” in private postsecondary institutions. Mr. Gonzales is fluent in Spanish and has an “Award of Recognition” from P.I. Magazine and a “Certificate of Achievement” for “Outstanding Performance as a Teacher” from Grossmont Community College. Mr. Gonzales has distinguished himself as an Expert Witness with the United States Department of Justice and the San Diego Police Department.

**Bob Reyes**, AA, BS—Mr. Reyes retired as a Detective Sergeant with the Los Angeles Police Department who has 28 years of experience in law enforcement. Mr. Reyes holds a valid teaching credential at the community college level issued by the State of California. He possesses both a B.S. and an AA degree in Criminal Justice. He is the Director of Security for a large communications company. He is also the Senior Global Security Manager & Chief Investigator for a worldwide computer manufacturer covering the U.S., Canada, Europe, and Latin America. He provides instruction in both the private and public sector in Drug Awareness, Sexual Harassment Prevention, Background Checks, Work Place Violence Prevention and a broad scope of “specialized investigative” training.

**Steve E. Kim**, Bachelor of Architecture, California Polytechnic State College, San Luis Obispo, California; Dean, School of Forensic Studies; Formerly a sworn member of the San Bernardino County Sheriff's Department (currently a Reserve Sheriff), Instructor at the San Bernardino Sheriff's Department Training Academy—Has many years teaching law enforcement officers, private security guard/private police, school ownership and administration and business entrepreneur.

**Mosala Aswani K. “Ashwin” Reddy**, B.S. Engineering, Master of Science in Embedded Software Engineering, Erie Commonwealth of Pennsylvania; Dean and Professor of the School of Computer Science, Milpitas, California—Computer Network Systems Analyst, Owner-Reddy & Jay Network Management Company

**Pardeep Kullar**, B.A., UCLA; M.A. Education and Psychology, EdD in Organizational Leadership, Pepperdine College—Teacher, Author, Administrator, Curriculum Development, Professor-ACFS in General Studies, Business Administration

**Eunice G. Walker**, R.N., BSN, MSN, California State College, Los Angeles; J.D., Texas Southern College, Thurgood Marshall School of Law, Houston, Texas—Professor in General Studies, ACFS

**Carolyn Sensabaugh**, B.A., Behavioral Science, Psychology, California State College, Dominguez Hills, California; M.A. in Behavior Science (Gerontology Option), California State College, Dominguez Hills, California—Social Worker, Professor, Teacher, Adult Education Teaching Credential, ESL Instructor; ACFS Professor in General Studies and English Language Proficiency

**Scott A. Hill**, B.A., Labor Studies and Human Studies; Candidate for a Master of Arts in Negotiation, Conflict Resolution and Peace Building, California State College, Dominguez Hills, California—Administrative Staff and Instructor, ACFS

**John R. Phelan**, B.A. in Economics, Union College; Master of Divinity, Yale College; PhD, Theology, San Anselmo, California—Professor in General Studies, Religion, Business Administration, ACFS; Ordained Episcopal Priest, Missionary, Author, Teacher, Professor, Administrator, Business Entrepreneur and School Owner

### **Student Tuition Recovery Fund**

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

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

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

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

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

You may be eligible for STRF if you are a California resident 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. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

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

## SCHEDULE OF CHARGES

### Non-Degree Programs

<b>PROGRAM OF STUDY</b>	<b>Registration Non-Refundable</b>	<b>Tuition Fee</b>	<b>STRF Non-Refundable</b>	<b>Books</b>	<b>Total Cost</b>
<b>Computer Operations</b>	<b>\$75.00</b>	<b>\$4,500.00</b>	<b>\$11.25</b>	<b>\$350.00</b>	<b>\$4,936.25</b>
<b>Polygraph Examiner</b>	<b>\$75.00</b>	<b>\$4,000.00</b>	<b>\$10.00</b>	<b>\$250.00</b>	<b>\$4,335.00</b>
<b>Private Investigator</b>	<b>\$75.00</b>	<b>\$3,000.00</b>	<b>\$7.50</b>	<b>\$250.00</b>	<b>\$3,332.50</b>
<b>Private Police/Security Officer</b>	<b>\$75.00</b>	<b>\$2,000.00</b>	<b>\$5.00</b>	<b>\$150.00</b>	<b>\$2,230.00</b>
<b>Video and Media Communications</b>	<b>\$75.00</b>	<b>\$4,000.00</b>	<b>\$10.00</b>	<b>\$250.00</b>	<b>\$4,335.00</b>

The following fees and charges are costs that students may incur beyond the basic tuition cost for specific non-degree programs. Fees are charged when services are rendered.

International Transcripts Evaluation Fee	\$150.00
Late Registration Fee	\$25.00
Additional Transcript Fee	\$50.00
Change of Program Fee	\$50.00
Course Extension Fee (4 Week Extension)	\$50.00
Returned Check Fee	\$30.00

## ACFS Honor Code

- ❖ I will not lie, cheat, steal, nor tolerate those who do;
- ❖ I will respect the rights and privacy of others;
- ❖ I will zealously guard my personal and professional integrity and reputation and that of my college;
- ❖ I will accept personal responsibility for all my actions;
- ❖ I will remain drug free except under medical supervision;
- ❖ I will obey all rules, regulations, and laws of my college, the city and county of Los Angeles, the state of California, and the United States of America.