



2011-2012 Course Catalog

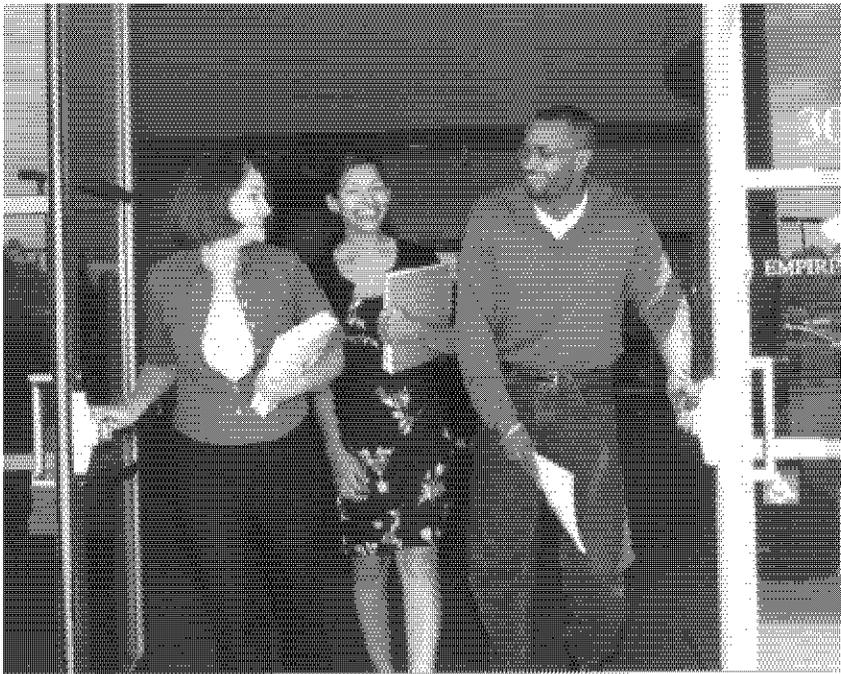
**Empire College**  
Business – Law – Technology – Medical

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## Opening doors...Our



# Mission

Empire College's mission is to place students in a **positive, supportive** educational environment that fosters self-esteem and provides them the opportunity to **succeed**. The **focused, practical** curricula and college environment are centered on students' **employability**, thereby addressing our added mission to supply employers with **qualified** graduates whose **job skills** and **work ethic** meet industry requirements.

# Proud to be a provider of quality career

We at Empire College believe that education is one of the most important assets one acquires during a lifetime. This lifelong learning process is emphasized throughout our curricula. We have dedicated our resources to providing quality business, legal, medical, and technical education that gives our graduates an advantage when they enter the marketplace.



*Roy O. Hurd, President*

Empire College offers an alternative to the traditional two- or four-year college program. Our programs are directed toward practical knowledge and career training designed to get our graduates on the job in as short a time as possible.

We have a strong training emphasis on computer skills in all of our courses. Additionally, our degree programs develop critical thinking, communications, management and decision-making, and human relations skills. Hands-on training, coupled with a curriculum designed for practical application, has produced outstanding successes for our many graduates.

Empire College strives to excel as a career training institution by creating a caring, supportive educational environment that focuses on skills and success. We believe that self-esteem and recognition of achievement play an important part in that success. We strive to build self-confidence in our students, an advantage that allows them to function comfortably and competitively in today's fast-changing world.

Since the school's founding in 1961, hundreds of successful graduates have developed and added to Empire College's reputation as a training institution that cares for its students and produces top graduates.

Empire College, located in Santa Rosa, just one hour north of the San Francisco Bay Area, is centrally located in the heart of Sonoma County. The growth of business and industry throughout the North Bay has provided many exciting opportunities for our graduates.

If you're interested in discovering what a positive, supportive educational environment directed toward practical business training can do for you, I invite you to discover the Empire difference.

Roy O. Hurd, President

# training.

## **Accreditation, Authority, and Approval**

Empire College School of Business is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, and associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation.

Empire College operates programs approved by the United States Bureau of Indian Affairs and the United States Department of Justice, Immigration and Naturalization Service. Empire College's programs are approved for the training of veterans and eligible persons.

Empire College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Empire College under section 94802 (a) of CPPEA, will by operation of law, be approved until December 31, 2012. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 888-370-7589.

Prospective or enrolled students are encouraged to make inquiry of school personnel regarding any questions they may have concerning the policies, regulations, and requirements stated in this Catalog. Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education	Accrediting Council for Independent
P.O. Box 980818	Colleges and Schools (ACICS)
Sacramento, CA 95798-0818	750 First Street, NE, Suite 980
<a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>	Washington, DC 20002-4241
888-370-7589	202-336-6780

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.bppve.ca.gov](http://www.bppve.ca.gov).

Empire College is a privately owned Sub-Chapter S corporation, organized under the laws of the State of California. Empire College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

## Empire College — Business and Law

**School of Business:** Empire College School of Business is on a quarterly system with four major starts per year in the months of January, April, June, and September. Mid-quarter starts occur throughout the year (please refer to the class calendar on the inside back cover of this catalog and/or the Catalog Addenda for day and evening classes). Students entering at the mid-quarter starts take a portion of the quarterly work load and are assimilated into the major quarterly system thereafter. A quarter is 10 weeks daytime, 15 weeks evening. The average quarterly load is 18 units per quarter.

In all diploma programs, units are transferable to one of the following degree programs:

- Specialized Associate Degree - Accounting
- Specialized Associate Degree - Information Technology
- Specialized Associate Degree - Office Administration
- Specialized Associate Degree - Paralegal
- Specialized Associate Degree - Medical Assistant

Quarter units are allocated according to the following standards:

25 contact hours lecture	2.5 quarter units
25 contact hours lab	1.0 quarter unit
30 contact hours practicum	1.0 quarter unit

A contact hour is 50 minutes of instruction. Classes are held on the following schedules:

DAY		EVENING	
8:00 - 8:50	or	8:00 - 8:50	6:00 - 7:50
9:00 - 9:50		9:00 - 9:50	8:00 - 9:50
10:00 - 10:50		10:00 - 10:50	
10:50 - 11:20 Lunch		11:00 - 11:50	
11:20 - 12:10		11:50 - 12:20 Lunch	
12:20 - 1:10		12:20 - 1:10	
1:20 - 2:10		1:20 - 2:10	
2:20 - 3:10		2:20 - 3:10	

All class sessions at Empire College School of Business are held at 3035 Cleveland Avenue, Santa Rosa, California. The campus is comprised of 44,000 square feet which includes 25 lecture and computer lab classrooms.



*Empire College School of Law's Moot Court Teams have trophied numerous times at the Annual California Moot Court Competition. Competing law schools at these events include UCLA, Loyola, Pepperdine, Santa Clara, UC Davis, and UC Berkeley.*

**School of Law:** In addition to the School of Business, Empire College opened its School of Law in 1973 to serve the needs of residents of the North Bay area. The School of Law is accredited by the Committee of Bar Examiners of the State Bar of California. Students who satisfactorily complete the four-year night law program are awarded a Juris Doctor degree.

Empire College School of Law operates under a trimester system of 15 weeks with starts in August, January, and May. Classes are usually held four nights per week, Monday through Thursday.

For complete information on Empire College School of Law, contact the Law School Admissions Office.

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## Board of Directors

**Roy O. Hurd**, Chairman of the Board, Chief Executive Officer and President

Board member: Sonoma County Workforce Investment Board, Sonoma County Youth Employment Council, Sonoma County Business Education Roundtable

**Henry F. Trione**, Empire College Founder, retired mortgage banker

Board member: California State Chamber of Commerce, California State Park Foundation, U.S. Navy Memorial Foundation

**Brad Bollinger**, Editor in Chief and Associate Publisher, North Bay Business Journal

Board member: North Bay Leadership Council

**Judy L. Coffey, RN**, Senior Vice President/ Area Manager, Marin-Sonoma, Kaiser Permanente

Board member: American Heart Association-North Bay Chapter, North Bay Hospital Council, Sonoma County Health Action Council, Sonoma County Workforce Investment Board

**J. Barrie Graham**, Financial Consultant

Board member: Canine Companions for Independence, Sutter Hospital Site Selection Committee

**Allen L. Gummer**, retired executive, University of Oregon Board of Trustees

Board member: University of Oregon College of Business

**Stephen E. Hansel**, President, Hansel Leasing and Prestige Imports

**John E. McDonald**, Attorney at Law

Board member: Exchange Bank

**Alan Milner**, Co-founder, Alternatives to Waste

Board member: Luther Burbank Savings & Loan

**Victor S. Trione**, Chairman of the Board, Luther Burbank Savings and Loan; President, Vimark, Inc.

Board member: United Way of North Bay, Sonoma County Foundation, Sonoma County Food Bank

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## Administration

Roy O. Hurd, Chairman, CEO and President

Sherie L. Hurd, Executive Vice President, Marketing and Operations

Vickie A. Savino, Director of Education

Mary Ellen Pastorino, Assistant Director of Education

Lynda Bascom, Evening School Dean

### Accounting

David Yarbrough, Director of Accounting and Benefits Administration

Sarah Leigh, Accounts Receivable Manager

Peggy Ransford, Accounts Payable Manager/ Accounting Assistant

Kass Von der Mehden, Bookstore Manager

### Administrative Services

Eleanor Noriel, Director of Administrative Services

Ken Castor, Maintenance Supervisor

Debra Gipson, Administrative Assistant

Megan McDaniel, Administrative Assistant

Karina Nuño, Administrative Assistant

### Admissions

Dahnja Straub, Director of Admissions

Mae Rose Bellagio, Admissions Officer

Roni Brown, Admissions Officer

Jan Caraway, Admissions Officer

Gay Kimmel, High School Program Director

Aimee Lute, Admissions Officer

### Career Services

Lucille Inman, Director of Career Services

Ginny VanAntwerp, Career Services Advisor

### Financial Aid

Mary O'Brien, Financial Aid Director

Lauri Brown, Student Loan Repayment Advisor

Judy Felciano, Financial Aid Advisor

James Hopkins, Financial Aid Advisor

Lea Smith, Financial Aid Advisor

### Student Services

Mae Rose Bellagio, Student Success Advisor

Margareta Campbell, Registrar

Renee Dixon, Assistant Registrar

Nora Songster, Student Success Advisor

### Tech Support

Michaela DeBiase, Certification Test Administrator

Fernando Monteiro, Systems Administrator

## Faculty

### Accounting

Department Head:

Carol Reinke, BA, MBA  
Sonoma State University, California  
City University, Washington

Instructors:

Lynn Bastianon, BS, CPA  
Sonoma State University, California

Rachel Bingham, BS, MBA  
Purdue University, Calumet  
University of Phoenix

Elizabeth Garcia, MBA, CPA  
Sonoma State University, California

Erin Harness, BS  
California Polytechnic State University

Jeanette Landin, BA, MBA, Ed.D.  
University of California, Irvine  
University of Phoenix

Craig McClelland, BA, MA  
Sonoma State University, California  
San Francisco State University, California

Carl Oeschger, BA, A+  
Sonoma State University, California  
Empire College, California

Karen Ruano-Plevney, BS  
University of Phoenix

Karen Teague, BA, CPA  
University of California, Davis  
Golden Gate University, California

### Hospitality and Tourism

Department Head:

Sheri Eachus, CTC  
The Travel Institute (formerly National  
Institute of Certified Travel Agents)

### Information Technology

Information Technology Director:

Ryan Donham, AA, MCP, CCNA, CCAI,  
CCDA, A+, Network+, Security+, SCNP,  
SCNA, SCNS, MCTS  
Empire College, California

Instructors:

Gary DeMarco, AA, MCP, A+, Network+  
Empire College, California

Nathan Jackson, AS, AA, MCSA, A+,  
Network+, Linux+, Security+  
Santa Rosa Junior College, California  
Empire College, California

John Leahy, BS  
Capella University  
Security +;Network+; MCSE, MCP, MCT

David Nichols, AA, A+, Network+,  
MCP, Linux+  
Empire College, California

John Stuart, BS  
Cal State University, Chico  
Security+;Network+;MCSE, MCP+I, MCP

Scott Wilcox, AA, Network+  
Empire College, California

### Legal

Department Head:

Monica Lehre, AA, BA, CLA  
Santa Rosa Junior College, California  
Sonoma State University, California

Assistant Department Head:

Laura Rosenthal, BA, JD  
University of Denver, Colorado  
University of Denver College of Law,  
Colorado

Instructors:

Mona Ashbaugh, BA, JD  
California Western School of Law  
University of Southern California

Grace De La Torre, BS, CLA  
University of San Francisco, California

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## Faculty

### Legal (continued)

Daphne Drescher, BA  
Simpson University, San Francisco, California

Cristina Hess-Payne, BS, JD  
California State University-Chico  
Santa Clara University School of Law,  
California

Laura Krieg, BA  
Sonoma State University, California

### Medical

Department Head:

Melissa Vineyard, RN, BA, BS  
University of Nebraska Medical Center

Department Manager:

Shannon Tinsley, CCMA-AC, CPT1  
Empire College, California

Instructors:

Megan Chieppa, AA, CCMA-AC, CPT1  
Empire College, California

Barbara Harland, CCMA-A  
Empire College, California

Nicole Kauhi, CCMA-C, NE, AHI  
Empire College, California

Mary Mullnix, CPC, CHCA  
Chabot Junior College, California

Gloria Strasburg, BA  
University of San Francisco, California

Nancy Stuart, CMAA-AC  
Empire College, California

### Phlebotomy

Program Director:

Jon Drew, BS, CLS, MT (ASCP)  
San Francisco State University, California  
Sonoma State University, California

Instructors:

Megan Chieppa, AA, CCMA-AC, CPTI  
Empire College, California

### Phlebotomy (continued)

Jon A. Johnson, BA, CPTII  
San Francisco State University,  
California

### Office Administration

Department Head:

Cynthia Hanna, BA  
Sonoma State University, California

Instructors:

Rose Batzdorff, BA, MA  
University of Colorado  
University of Northern Colorado

Tor Benestad, BS, MA  
University of California, Davis, California  
California State University, Dominguez  
Hills, California

Mark Kalagorgevich, BA  
Regis College, Colorado

Sharilynn Koch, BA, MA  
Azusa Pacific University, California  
Golden Gate Baptist Theological  
Seminary, California

Christopher Landin, BS  
University of Tennessee

Jeanette Landin, BA, MBA, Ed.D.  
University of California, Irvine  
University of Phoenix

Karen Longhetto, BA  
San Diego State University, California

Edward Lynch, BA, MA  
Sonoma State University, California  
Niagara University, New York

Carl Oeschger, BA, A+  
Sonoma State University, California  
Empire College, California

Cynthia Ott, AA, BS  
Santa Rosa Junior College, California  
University of San Francisco, California

## Admissions

### Application Requirements

Candidates for admission must submit the following:

1. A completed application for enrollment together with a fee of \$150; AND
2. An official copy of the high school transcript verifying high school graduation (or, if unavailable, a copy of the high school diploma); OR

An official report of the General Education Development (GED) Exam scores verifying successful completion of the GED; OR

A High School Proficiency Certificate.

If an applicant possesses none of the above, an independently administered aptitude test must be passed in order to be accepted into the College. The College uses the Wonderlic Basic Skills Test (BST).

3. College transcripts of all work completed if the student wishes to apply for transfer credit.

### Acceptance Criteria – High School Graduates or Equivalent

Several factors are considered in determining a student's acceptability for enrollment in the Business School at Empire College, such as prior education, personal motivation, goals and attitude toward education, and the student's ability to benefit from the field of training undertaken.

All applicants, except two-year and four-year college graduates, are required to take the Wonderlic Scholastic Level Exam (SLE). Results of this examination will be used to evaluate the applicant's ability to successfully complete Empire's instructional programs. Students scoring below 16 will not be admitted into a full program at the College. The Director of Education has the final authority to accept or reject all applicants.

Some of the programs also have a typing speed prerequisite. Requirements for acceptance into each of Empire College's programs are listed below.

### Admissions Requirements By Program

PROGRAM	SLE Score
<b>Accounting and Bookkeeping</b>	
Specialized Associate Degree – Accounting	21
Accounting with Computer Applications	21
Accounting Essentials	17
<b>Information Technology</b>	
Specialized Associate Degree – Information Technology	19
Network Specialist	19
Network Administrator	19
Computer Support Specialist	19
<b>Legal</b>	
Specialized Associate Degree – Paralegal	20
Legal Office Administration	20
Legal Secretary	18
<b>Medical</b>	
Specialized Associate Degree – Medical Assistant	17
Clinical Medical Assistant	17
Medical Administrative Assistant	17
Medical Billing and Coding Technician	17
<b>Office Administration</b>	
Specialized Associate Degree – Office Administration	18
Executive Office Administration	18
Administrative Assistant	18
Accelerated Business Essentials **	18
Computerized Business Skills	16
<b>Tourism and Hospitality</b>	
Specialized Associate Degree – Office Administration	18
Tourism, Hospitality and Wine Industries	17
Tourism, Hospitality and Wine Industries (Accelerated) **	17

\* Keyboarding Prerequisite: 40 NWPM

\*\* Keyboarding Prerequisite: 30 NWPM

### **Acceptance Criteria – Non High School Graduates**

In the absence of a high school diploma, GED certification, or Proficiency Certificate, the College may make a determination that an applicant has the ability to benefit from the training received at Empire. By federal regulation, such a determination will include an examination (Wonderlic Basic Skills Test - BST), as well as academic evaluation and preadmission counseling by the Director of Education or Assistant Director of Education and career advising by the Admissions Officer. In addition to the BST examination, students must meet the minimum SLE requirements for the program in which they have enrolled. The Director of Education has the final authority to accept or reject applicants who are non high school graduates.

Non high school graduates undergo a continuous academic review each module by the Assistant Director of Education and the Student Success Advisor. This academic review and advising continue throughout the student's program.

### **Foreign Student Admission**

The College is approved by the U.S. Department of Justice, Immigration, and Naturalization Service to offer programs to foreign students. Foreign candidates must submit the following:

1. A completed application for admission and \$100 application fee.
2. Transcripts verifying completion of secondary education and any college study.
3. Proof of adequate skill with the English Language as evidenced by results of the Test of English as a Foreign Language (TOEFL) or through an interview with the Director of Education. Foreign applicants should contact a college or university near their home to sit for the

TOEFL examination and have the test results sent directly to Empire College. The minimum acceptable TOEFL score is 450.

4. A personal financial statement demonstrating financial capability to pay tuition, material costs, and living expenses while in school. This must be accompanied by a letter specifically verifying that funds are available to be used for those expenses incurred while attending Empire College.

After items 1 through 4 have been received by the College, applicants will be evaluated for acceptance. Once a student is accepted, the College will file the I-20 form for an M-1 visa electronically through the Student and Exchange Visitors Information System (SEVIS). SEVIS is an internet-based application for electronically tracking and reporting on foreign students and exchange visitors in the United States. Once the I-20 form is created, it will be printed, signed by the designated official, and submitted by the student to INS.

All instruction at Empire College occurs in English. No English language or visa services are provided. The College reserves the right to require a program change should the student not meet acceptable standards for admission to a specific program after taking the SLE test.

### **Equal Opportunity Policy**

Empire College grants students of any race, color, ethnic origin, age, sex, or sexual orientation all rights, privileges, programs, and activities generally made available to students at the School. The College does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

### **New Student Orientation and Registration**

A New Student Orientation is held during the week before each Start Date to familiarize students with the College and its facilities, policies, and procedures. Students will have the opportunity to meet other new students, as well as members of the staff. During Orientation students receive their class schedules and books for their first five weeks, a complimentary book bag, and materials that acquaint them with the College. In addition, photographs are taken at orientation and are used to create Student Identification Cards.

New students should plan to arrive 20 minutes prior to their first class on the starting day of classes. A new student must complete the Registration process before attending class.

### **Credit for Previous College Training/ Experiential Learning**

A student may receive credit for certain classes by successfully passing the examinations with a grade of B or better (A in English classes) or by providing a transcript of credits from an approved college indicating successful completion of the class. Some classes at Empire College have requirements which cannot be satisfied by examination or transfer credit, specifically:

MD163A–Injections and Surgical Assisting

MD163B–Injections and Surgical Assisting Skills Lab A

MD163C–Injections/Surgical Asst. Skills Lab B

MD164A–EKGs and Capillary Puncture

MD164B–EKGs/Cap. Puncture Skills Lab A

MD164C–EKGs/Cap. Puncture Skills Lab B

MD166A–Phlebotomy and Urinalysis

MD166B–Phlebotomy/Urinalysis Skills Lab A

MD166C–Phlebotomy/Urinalysis Skills Lab B

MN331–Office Administration Project.

The Director of Education has the final authority in determining which classes can be satisfied by transfer or examination.

Interested students should see the Director of Education or Department Head at Orientation for scheduling of exams. The Director of Education will determine applicability on an individual basis, depending in part upon an evaluation of prior course work as well as a transcript of the grades received.

The College does not award credit for experiential learning.

If class requirements are satisfied by transfer of credit from another college, tuition will be adjusted accordingly. Transfer of credit should take place prior to the student entering school and must be substantiated with an official college transcript.

If class requirements are satisfied by examination, a student will be entitled to class substitution at no charge, provided that the substitute class is of equal or lesser class hours and that space is available in a scheduled class. Substituted classes must be completed within the regular enrollment period of the student's program. No more than 50 percent of coursework from another institution may be transferred into the School of Business. The Director of Education has the final authority to determine transferability and applicability of credit in the general education area including the natural sciences, social sciences, humanities, English, and mathematics/analytical thinking.

For all veterans and VA eligible persons, the Director of Education will conduct an evaluation of previous education and training, grant credit, shorten the training period proportionately, and notify the Veterans Administration and student accordingly.

### **Student Responsibility**

It is the student's responsibility to read and understand the provisions of this Catalog. Any questions regarding College policies should be addressed and satisfied prior to starting classes.

## Student Services

### Advising and Guidance

Guidance is considered one of the College's most important services. Vocational and personal guidance begins at the time a prospective student indicates an interest in Empire College, and continues throughout and beyond the term of education. Our goal is to support our students and assist them in reducing any barriers which might interfere with their studies.

**Vocational Guidance:** Our Admissions Office offers vocational guidance to help students set career goals and to select the most suitable educational programs. The SLE Self-Administering Test of Mental Ability and the Career Placement Aptitude Test are used. Students wishing to pursue a double major must have the prior approval of the Director of Education.

**Educational Advising:** The Director of Education, Assistant Director of Education, and Evening School Dean are available to assist students with academic advising. Any student having difficulty with a particular class or scheduling should see the Education Department.

**Instructional Assistance:** Instructors are available during school hours to assist students in making arrangements for special help. Students needing an instructor's help should meet with the instructor, the Department Head, or the Education Department to discuss their individual needs.

**Tutoring:** An on-campus tutoring center, located in Room 219, is available to all students at no additional charge. Hours are Monday through Friday from 8 to 9 a.m. and Monday through Thursday from 2:10 to 4:00 p.m. In the morning, the tutoring center is staffed by an instructor. In the afternoon, the tutoring center is staffed by a current student under the supervision of an instructor. Some programs provide additional tutoring if a student tutor is available.

**Personal Guidance and Referral:** Students with personal problems are encouraged to talk with the Student Success Advisor, the Director of Education, the Assistant Director of Education, or Evening School Dean. Since the College maintains an open-door policy, all members of the staff are accessible and encouraged to help students in any way they can. Many students find that the support, assistance, and referral services received can reduce or eliminate problems which, if addressed, might improve progress in school.

**Satisfactory Progress Advising:** Students who are not achieving Satisfactory Progress, as defined on page 18 of this Catalog, may be required to meet with the Director of Education, Assistant Director of Education, Evening School Dean, or Student Success Advisor to review their progress and develop a plan for improvement.

### Career Placement Assistance

Empire College is as successful as its graduates. Our reputation and ultimate growth are dependent upon producing high-caliber employees and placing them in meaningful employment. For this reason, we maintain a vital interest in the job placement of our graduates and matriculating students.

Students who have completed a program of 625 hours or more (or a modified program as approved by the Director of Education) and have achieved a 2.0 overall grade point average and 80 percent attendance are eligible to receive placement assistance after satisfying all financial obligations to the College. Job notices are posted and résumés are accepted from qualified graduates to be forwarded to employers. Résumé preparation and interview techniques are directly addressed in all basic class work.



*A full-time staff assists graduates with job placement.*

Full-time students who need to work while they are attending school and who are able to maintain satisfactory academic progress are assisted in securing part-time employment.

Placement assistance is available to all past graduates. Your success is our concern when you leave school and throughout your future.

### **Brush-Up Privileges**

The College encourages graduates to return for review and brush up in keyboarding skill. This service is provided at no cost to all graduates on a space-available basis.

In addition, a student who has successfully completed any one of the computer software courses may retake the latest version of the software. The only cost will be for books and supplies.

Arrangements for brush-up classes should be made with the Director of Education.

### **Housing**

Empire College does not have on-campus housing nor does it assist students in finding housing. However, the College is centrally located in Santa Rosa with many apartment complexes nearby. The approximate monthly cost of an apartment ranges from \$800 to \$1350. Housing resource information is available to all prospective students from the Admissions Office.

### **Transportation and Parking**

Golden Gate Transit serves the campus and connects with Sonoma County Transit and Santa Rosa City Transit in the downtown area, making it possible to commute by bus to school from many locations within Sonoma County. The bus stop is conveniently located in front of the College.

Freeway access is convenient. Parking space at the College is ample.

### **Eating Facilities**

Vending machines and microwave ovens are provided in the College's student lounge, and many restaurants are located within a short distance as well.

### **Americans with Disabilities Act**

Empire College acknowledges that the building provides facilities which meet city, state, and federal regulations. The services provided are specially designed restroom facilities, drinking fountains, parking stalls, handrails, and ramps.

Empire College will make a reasonable accommodation to all individuals with disabilities to attend unless it imposes an undue hardship on the College's operation. A copy of the College's Americans with Disabilities Act Policy is available from the Director of Education.

### **Bookstore**

For the convenience of students and faculty, the College operates a bookstore which stocks texts and supplies needed for study at the College. Students are not required to purchase their materials from Empire College, however.

### **Lockers**

Locker space is available to students within the College premises. Generally students receive locker assignments during the first week of class. Students must provide their own locks.

### **Study Groups**

The College fosters study groups in several of its classes. The purpose of the groups is to provide student interaction and teamwork as well as build leadership qualities and reliance on the group to solve problems and generate ideas.

### Student Activities

Empire College hosts a variety of open houses and holiday parties throughout the year for students and their families. Easter festivities include an egg hunt for the children. Halloween can be an extremely colorful day, as both students and staff vie for showing their most original disguises and costumes. Everyone is invited to join the Holiday Party and Raffle, held before winter vacation, at which youngsters are able to visit with Santa Claus.

The College holds Graduation Ceremonies twice a year, honoring all students who have completed their programs. These events, with guest speakers and presentation of awards, give everyone a chance to celebrate our students' success.

### Library

The College maintains a 1,000 square foot law library (one of two in the county) for use principally by law students as well as business students in the legal programs. The library meets or exceeds requirements for the California Committee of Bar Examiners.

The library facilities include computer access to Lexis/Nexis, Westlaw, and a variety of legal software programs.

The College also maintains an electronic library (e-library), centered around ProQuest Online Services, which is an on-line library database containing over 15,000 periodical publications, most of them in full-text. Because the e-library is Web-based, all resources can be accessed from any Internet-enabled computer, either on- or off-campus. All proprietary College material is password-protected, thus preventing unauthorized access.

In addition, instructional resource materials are distributed throughout the College in the various classrooms. Material content and types of resources are unique to the specialty

areas that are being taught in each classroom. These materials are readily accessible to students as well as faculty, who are encouraged to use them as part of the learning and teaching system. Each department has a uniform system for checking out books.

Computers are used as an integral part of the learning environment and are considered a part of the library facilities. High-speed and wireless Internet access are used as a library resource in several courses and classrooms. The College maintains a website at [www.empcol.edu](http://www.empcol.edu).



*The Law Library houses over 10,000 volumes along with extensive computerized legal resources.*

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## Policies and Regulations

### Appearance Guidelines

A future in the business community is the goal of every student at the College. Part of the process of training for a career is developing a businesslike attitude toward your appearance. It is recommended that students begin to develop that attitude by dressing appropriately at school and by choosing clothing carefully in order to start or improve a business wardrobe.

Students' attire should be comfortable for a learning environment yet build toward their future career. The following attire is not considered appropriate at school: head coverings, shorts, jogging suits or sweats, bare midriff tops, revealing clothing, micro-mini skirts, tank tops, bare feet, flip flops, untidy clothing, and piercing jewelry other than earrings. The College reserves the right to determine the appropriateness of appearance consistent with professional standards.

Display of gang colors, clothing, insignia, or hand signals is strictly forbidden and a violation of the Student Conduct Policy (see page 16).

All Medical programs have appearance guidelines appropriate to those professions.

### Class Hours

Full-time day students attend College five or six hours per day, five days per week. Day classes may start as early as 8 a.m. and may end as late as 3:10 p.m. Class periods are fifty minutes in length and are defined as one credit hour. Evening classes are scheduled from 6:00 p.m. to 10:00 p.m. Monday through Thursday.

The College reserves the right to alter class schedules and make changes at any time, as necessary.

### Class Substitution

The Director of Education has the right to substitute appropriate classes. Substitutions are predicated on student employability, graduation deadline, or when deemed to be in the best interest of the student.

### Class Scheduling

Students will receive a new schedule every five weeks. Students who take additional classes outside of their programs as designated on their enrollment agreements may do so only with the approval of the Director of Education or Assistant Director of Education.

The factors that will be taken into consideration in allowing students to take these additional classes are:

1. Student is progressing on schedule;
2. The additional classes do not conflict with required classes;
3. The classroom has space availability;
4. Student is not currently in grace period.

Students who take these approved additional classes may do so without a tuition charge, but they must pay for any books or supplies required.

### Adding and Dropping Classes

Any student wishing to add or drop a class must do so with the approval of the Director of Education, Assistant Director of Education, or Evening School Dean. Students attending during the day may request to drop a class during the first week of each module. During weeks 2 and 3 of each module, students may request to be withdrawn from a class and will have a "W" posted on their transcript. Students attending the evening school during a six-week module may request to drop a class during weeks 1 and 2 of the module. They may request a class withdrawal during weeks 3 and 4. In a three-week evening

module, drops may be requested during week 1 and withdrawals during week 2.

Adding or dropping a class may affect Satisfactory Progress, Graduation Requirements, and disbursement of financial aid. Students will be advised of the implications of such a change.

### **Program Change**

Counseling is provided for students who wish to change their programs. Application and approval for such changes rest with the Director of Education, Assistant Director of Education, and Financial Aid Officer.

New students wishing to change their programs during the first module of classes will have their tuition adjusted to the new program rate.

For students who wish to change their programs after the first module of school, the tuition of the new program will be based upon the hours to be completed, together with the cost of the previously scheduled hours in the old program.

In the event a student is enrolled in a program and subsequently wishes to change to another program with a higher entrance test requirement, the student must have the approval of the Director of Education or Assistant Director of Education.

### **Honors Program**

The College has established an Honors Program to recognize students with outstanding academic and attendance achievements. President's Honors are awarded to students with GPAs from 3.85 to 4.0 and no Incomplete or F grades. Dean's Honors are awarded for GPAs from 3.45 to 3.84 and no Incomplete or F grades. Attendance Honors are awarded to students who achieve 97 to 100 percent attendance.

Honors Lists are published in the school newspaper. Students who are on the Honors List after completion of two quarters, as well as at the end of their programs, are awarded an Honors Pin and Letter of Recognition.

### **Graduation Requirements**

Students will be eligible to graduate and receive a Diploma or Degree if the following requirements have been met:

1. All required classes in the student's program have been satisfactorily completed; and
2. An overall academic grade point average of 2.0 has been achieved; and
3. An overall attendance of at least 80 percent has been attained; and
4. Keyboarding speed requirements have been attained; and
5. All financial obligations due the College have been satisfied.

Students not qualifying for a diploma in their major may petition for a diploma in another program if they have met the requirements for that program.

### **Certificates of Completion**

Students who are not eligible to receive a Diploma or Degree because of non-completion of all required classes in the program, attendance below 80 percent, failure to attain keyboarding speed requirements, or completion beyond the maximum time frame may be entitled to receive a Certificate of Completion listing those classes which have been successfully completed if the following requirements have been met:

1. The student attended school through his/her scheduled graduation date; and
2. An overall academic grade point average of 2.0 in the subjects completed has been achieved; and

3. All financial aid obligations due the College have been satisfied.

### **Transcripts**

Upon written request to the Registrar, transcripts will be sent to other schools, employers, or individuals.

Official transcripts of scholastic record will not be released if students have not fulfilled their financial obligations to the College or if their student loans are delinquent or in default.

It is the policy of the institution to maintain all records at its primary administrative location for a minimum of five years. Additionally, it is the policy of the College to maintain student transcripts indefinitely.

### **Transfer of Credit to Other Colleges**

The transferability of credits you earn at Empire College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn at Empire College 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 Empire College 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 Empire College to determine if your credits or degree, diploma or certificate will transfer.

Empire College has established articulation agreements with the University of Phoenix, ITT Technical Institute, Kaplan University, and Chancellor University which provide Empire graduates the opportunity to petition for credit that will apply toward elective and

general education areas within those institutions' under-graduate degree programs.

Graduates of Empire's Specialized Associate Degree programs (Accounting, Administrative Specialist, Information Technology, Paralegal, Medical Assistant) may transfer credits into Bachelor Degree programs offered at University of Phoenix, ITT Technical Institute, Kaplan University, and Chancellor University.

### **Student Conduct**

All students at Empire College are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter by being thoughtful, courteous, and considerate to others.

Empire College reserves the right to suspend or dismiss any student whose conduct in the opinion of the Administration is disruptive or in any way interferes with the learning process of other students. The College further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the College. Unlawful activities on the campus will be grounds for immediate dismissal.

### **Drug-Free Awareness/Drug Prevention Program**

Empire College has developed a five-point program, in compliance with federal regulations, to inform all students and employees about its policies concerning illicit drugs and alcohol, the legal sanctions relating to unlawful drug and alcohol possession or distribution, the health risks associated with substance abuse, counseling programs available, and the penalty that will be imposed if found in violation of Empire College policies.

**Harassment Policy**

Verbal, physical, visual, and sexual harassment of students and employees of Empire College is absolutely forbidden. It is expected that all students will be sensitive to the feelings of others and will not act in a way that might be considered harassment by someone else.

If you think you or one of your fellow students has been the victim of harassment, you must report it immediately to the Director of Education, Assistant Director of Education, Director of Administrative Services, or the Student Success Advisor so that your report may be investigated.

**Sexual Assault**

Students, staff, and faculty are required to report any sexual assault, either actual or attempted, immediately to the Director of Education, Assistant Director of Education, Director of Administrative Services, or Student Success Advisor. An immediate investigation will be made and will involve the local law enforcement authorities as required. Assault victims will be counseled and given information on local agencies that will provide support services. If applicable, the alleged offender will be placed on administrative leave of absence until a determination of guilt or innocence is reached.

The College adheres to guidelines relating to sexual assault as defined by the U.S. Office of Education.

**Smoke-Free Campus**

It is the objective of Empire College to promote a safe and healthful atmosphere for students, faculty, staff and visitors on our facility by reducing the health risks associated with tobacco smoke and related products and minimizing discomfort and inconvenience to all concerned. To meet this obligation, the College has implemented a smoke-free campus.

Smoking and all other uses of tobacco are prohibited on all property in all indoor and outdoor spaces owned and controlled by Empire College. The only designated smoking area is at the kiosk located at the south end of the parking lot. Everyone is asked not to smoke in any location on campus except the specified designated smoking area.

**Student Tuition Recovery Fund**

Pursuant to California Education Code §94923; Title 5, California Code of Regulations §76020-76140 Empire College School of Business participates in the state-mandated Student Tuition Recovery Fund (STRF). In the event of the school's closure, students who are California residents and who timely file a claim with the Bureau may be entitled to a recovery of money from the fund.

The STRF assessment rate is \$2.50 per \$1,000 of tuition and fees. Empire College is required to collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments. If a student is a recipient of third-party payer tuition and course costs, that student is not eligible for protection under the STRF for those amounts paid by the third party.

Additional information concerning the STRF can be obtained in the Catalog Addenda and from the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818; telephone 916-574-7720.

## Satisfactory Progress Standards

### Satisfactory Progress Statement

Empire College has specific standards students are expected to achieve in order to maintain Satisfactory Academic Progress (SAP) in their programs of study. These standards are based on grades and the completion of program requirements within a maximum time frame. Compliance with Satisfactory Progress standards has substantial effect on the disbursement of Title IV financial aid funds. All students will be requested to acknowledge receipt of the Satisfactory Progress Statement, which outlines these standards, at the time they meet with Financial Aid Office personnel and/or during their first two weeks of classes.

At Empire College, satisfactory progress for ALL students is defined by the following criteria:

1. Students are permitted to attempt up to 1.5 times the number of credits hours (units) in their program of study.
2. Failure of two or more major courses at any required evaluation point may result in withdrawal from the program, at the discretion of the Director of Education. If the student has demonstrated satisfactory progress in other coursework, a program change may be allowed. Such changes must be approved by the Director of Education.
3. Students must successfully meet or exceed the minimum GPA 2.0 and be on pace. Pace is defined as the progress through the student's educational program that will ensure completion within maximum timeframe.

All students (full- and part-time) must meet the following minimum standards of Satisfactory Academic Progress to be successful at Empire College. The student's progress will be reviewed at the end of each quarter to determine satisfactory academic progress. Lack of satisfactory progress can seriously jeopardize a student's financial aid.

Students must successfully complete 36 units at the end of each academic year and have a minimum of 2.0 GPA to remain eligible for financial aid. For financial aid purposes, an academic year is defined as at least 30 weeks and at least 36 units for day students, and at least 45 weeks and 36 units for evening students.

Required Evaluation Point (Each Academic Year)	Minimum CGPA*	Minimum Units Successfully Completed
End of 1st Quarter	2.0 AND	12 units
End of 2nd Quarter	2.0 AND	24 units
End of 3rd Quarter	2.0 AND	36 units

\* Cumulative Grade Point Average

**Students not making satisfactory academic progress are subject to the following:**

**End of First Quarter Not Meeting SAP – Academic Warning:** The first time any student, who is not meeting SAP at the end of any academic quarter, will be placed on Warning Status and continue to be Financial Aid eligible.

**End of Second Consecutive Quarter Not Meeting SAP – Academic Probation:**

A student who does not maintain satisfactory progress will be placed on probation for the next quarter and has two alternatives:

1. Request an appeal with the Director of Education, or designee, to develop an academic plan that will ensure the student is able to meet SAP standards by a specific time frame. The student's academic plan will be reviewed with the student during the probationary period as stated in the plan. If approved, student remains eligible for Financial Aid.
2. Student does not appeal, remains in school, and becomes ineligible for Financial Aid until such time as the student makes satisfactory progress.

**End of Third Consecutive Quarter Not Meeting SAP – Academic Dismissal:**

Students not making satisfactory academic progress at the end of their first academic year may be dismissed.

**Appeals:** A student is allowed one (1) appeal of probation status for the length of their program.

Students on Probationary Status may appeal within five (5) days of notification of their change in status, and request to be placed on an academic plan. In order for an appeal to be considered, the student must provide the Academic Review Committee a letter that includes:

- information about the circumstances or events which prevented the student from attaining SAP. Circumstances may include poor health, family crisis, or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance.
- what has changed in order for the student to be successful.

The Director of Education will review appeals to determine whether they include the necessary information and documentation. The Director of Education will then determine whether the student is eligible for an academic plan and can regain SAP within maximum timeframe and will submit the findings to the Academic Review Committee for a final determination. The student will be notified in writing, within five (5) days, of the final decision. There are no additional appeals processes.

**Academic Review Committee:** The Academic Review Committee is composed of the President (or Executive Vice President), Director of Education (or Assistant Director of Education or Evening School Dean), Financial Aid Director, and the Student Success Advisor.

The purpose of the Academic Review Committee is to review students whose academic performance do not meet Satisfactory Progress Standards and approve requests to return to school from students who attended earlier. The Academic Review Committee also reviews students whose inappropriate conduct may result in dismissal. The Committee reviews appeals and petitions for readmission.

**Transfer Credit and Change of Program:**

Program changes and transfer credits will affect the overall program length and the maximum program length. **Reenrolled**

**Students:** When a former Empire College student reenrolls, all grades earned in the previous enrollment(s) that apply to the new program will be reviewed. The College's Satisfactory Academic Progress standards are applied to those grades/credit hours (units) to determine whether the student's progress is satisfactory.

If it is determined that the student is returning on probation, eligibility for Federal Student Aid is contingent upon repeating the classes which have caused the probation status. See "Academic Probation" above.

**Academic Probation – Veterans or VA**

**Eligible Persons:** A veteran or VA eligible person placed on probation for unsatisfactory progress shall be dismissed if his or her academic progress remains below published standards after two quarters. If the veteran or eligible person is allowed to remain on probation beyond this period, he or she will have all veteran's benefits discontinued and any further certification of benefits terminated.

A veteran or VA eligible person whose attendance is below 90 percent after two consecutive quarters will have all veteran's benefits discontinued.

**Grading System:** Students will receive a progress report of their grades at the end of every module. For day students, progress reports are generated and available the first Friday of the new module; for evening students, this report is available the second Wednesday of the new module. All class work is reported in terms of a letter grade as described below.

Grade	Ranking	Grade Points
A	Excellent	4.0
B	Above Average	3.0
C	Satisfactory	2.0
D	Barely Passing	1.0
P	Pass	0.0
F	Failure	0.0
NG	No Grade	0.0
I	Incomplete	N/A
R	Repetition	See "Repeating a Course" Below
W	Withdrawal	N/A
TC	Transfer Credit	N/A
__T	Transfer Grade	*

\* Any grade ending in a T indicates a grade transferred from a prior program taken at

Empire College; the grade points are calculated based upon the letter grade preceding the T.

Plus (+) or minus (-) do not affect grade point average and are used only to indicate a higher or lower ranking within the grade category. For classes wherein students receive a pass/fail grade, these pass/fail grades do not affect grade point average. Credit hours are earned for "Pass" grades and no credit hours are earned for "Fail" grades. All incomplete work must be submitted no later than five weeks from the end of a class, or a final grade will be assigned for the work completed.

At the completion of all subject matter in each program, the student is eligible to receive a degree, diploma, or a certificate provided each subject has been completed with no less than a "D" and a 2.0 cumulative grade point average. The grade point average for the quarter is determined by multiplying the number of credit hours (units) for each course by the number of points identified for each grade outlined above and dividing by the total number of credits for the quarter.

**Incompletes:** Students receiving a grade of "I" will be evaluated according to the minimum standards for academic progress and will be re-evaluated at the end of the following module. This grade is not included in the calculation of CGPA (cumulative grade point average), but will count as credit hours (units) attempted for the purposes of calculating the successful course completion percentage. Courses indicating an "I" at the end of the module will automatically become an "F" and will be calculated in the CGPA.

**Withdrawal from a Course:** Students who wish to change their schedule by dropping a course may do so only with the permission of the Director of Education, Assistant Director of Education, or Evening School Dean. Students attending during the day may request to drop a class during the first

week of each module. Dropping a class during the first week of the module will result in no grade or credits attempted being assigned for the course. During the second and third weeks of the module, students may request to be withdrawn from a class and the grade of "W" will be assigned. Students attending the evening school during a six-week module may request to drop a class during weeks 1 and 2 of the module. They may request a class withdrawal during weeks 3 and 4. In a three-week evening module, drops may be requested during week 1 and withdrawals during week 2. "W" grades are not calculated into the CGPA, but will be considered credits attempted if the student has incurred a financial obligation for the quarter and will affect the successful course completion percentage. Students who withdraw from a course after the third week of the module will be assigned the grade of "F."

**Repeating a Course:** Students are required to repeat any course in which they have received a grade of "F" or have withdrawn from prior to completion. The new grade will replace the original grade for the purposes of the calculation of the cumulative grade point average. However, both courses will be considered credit hours (units) attempted for the purpose of determining successful course completion percentages. Note: repeating classes may affect the completion time of the student's program.

**Grace Period/Continuing Students:** Students who do not satisfactorily complete all of the courses in their programs by their graduation dates may attend up one additional quarter (i.e. grace period) with the approval of the Director of Education or Assistant Director of Education at no cost to meet graduation requirements.

Students requiring additional time beyond their grace period have a maximum time frame equal to 150% of their program in order to complete all program requirements.

Students will be charged at an hourly rate, as determined by their program tuition, on a quarterly basis. Students must make arrangements with the Director of Education or Assistant Director of Education to request Continuing Student status.

Financial aid is not available during grace periods and continuing student status.

Any student who requires additional time beyond the maximum time frame will receive a Certificate of Completion and is not eligible to receive a Diploma/Degree even though the student has completed all course requirements for that Diploma/Degree.

Students attending during their grace periods or as continuing students must comply with the standards set forth in the Catalog.

### **Attendance**

Since students at Empire are training for their employment future, it is expected that they be in regular attendance. Students enrolling make a commitment to participate fully in their education by attending classes and communicating about any absence. It is the student's responsibility to address the issues related to his/her absenteeism, whatever the circumstances, and for obtaining material covered during an absence.

Students must attain overall attendance of 80 percent or better to meet graduation requirements. If a student does not successfully maintain a minimum of 80 percent attendance for one quarter, the student will be placed on Attendance Probation. The terms of the probation will define the next attendance review date. If at that time the student is maintaining 80 percent attendance, the Attendance Probation will be removed. If the terms of Attendance Probation have not been met, the student may be dismissed from the College.

On each day of absence, the student is required to call one of the Student Success Advisors. If the student does not call, the Student Success Advisor will contact the student. If the Student Success Advisor is unable to reach a student, the person designated to be notified in case of an emergency may be called.

### **Leave of Absence**

Students are considered to be on a leave of absence if they interrupt their educational program for any reason for one full or part of a module. Students need to request a Leave of Absence and have it approved. A leave of absence is not treated as a withdrawal and no return of Federal or State financial aid is calculated.

A student may be granted one leave of absence in a 12-month period. A student must request a leave of absence in writing prior to taking a leave. At the time the leave of absence is requested, the Student Success Advisor will meet with the student to review eligibility. If a student does not return at the expiration of an approved leave of absence, the student is considered a withdrawal based on the date the student began the leave of absence. The school must report to the loan holder the student's change in enrollment status as of the withdrawal date.

Upon return, students are required to complete course requirements as indicated in the most current catalog. Leaves of Absence may adversely affect financial aid eligibility and will change the student's graduation date.

### **Withdrawal from School**

Students considering withdrawal from the College should contact the Student Success Advisor. A student who is a Title IV recipient must see the Financial Aid Officer to be aware of the possible consequences a withdrawal may have on loan repayment terms, change in financial aid refunds

(return of Title IV funds), and the resulting change in amounts owed to the College.

Should the student decide to withdraw from school, an exit interview with the Director of Administrative Services is required to complete withdrawal paperwork and to discuss student aid and financial obligations due the College.

### **Grievance Procedure**

Students who believe they have a grievance with the College are encouraged to first discuss the matter with the Director of Education, Assistant Director of Education, Director of Administrative Services, or Student Success Advisor prior to filing a grievance petition with the Academic Review Committee. All petitions will be reviewed. The decision made by the Academic Review Committee will be final.

If any questions have not been satisfactorily answered by the College, the student should contact the Accrediting Council for Independent Colleges and Schools or the Bureau for Private Postsecondary Education, Department of Consumer Affairs. (See page 3.)

Except in the case of a loan made or originated by the institution, the student's dissatisfaction with, or non-receipt of, the educational services being offered by the institution does not excuse the borrower from repayment of any Federal Subsidized/Unsubsidized Stafford, Federal Direct Loan Program, Federal PLUS, or Federal Perkins Loan made to the borrower for enrollment at the institution.

## Financial Aid and Tuition Assistance Programs

### Scholarships

#### Dean's Scholarship – High School Seniors:

Each year Empire College offers scholarships to high school seniors who are interested in any of the Business School programs. These scholarships range from \$250 to \$1,500 in any program. Books and registration fees are the full responsibility of the student. The total amount of the annual scholarships is \$7,000, awarded as follows:

- 4 Scholarships at \$250 each
- 2 Scholarships at \$500 each
- 2 Scholarships at \$1,000 each
- 2 Scholarships at \$1,500 each.

Students may apply for the Dean's Scholarship from January 1 to April 15.

These awards, highly competitive and announced prior to May 15, are based on academic achievements (60 percent), the applicant's letter of intent (20 percent), extra-curricular activities (10 percent), and letters of recommendation (10 percent). A committee of faculty and staff determines the points assigned to each applicant's qualifications, and the final awardees are determined by a committee chaired by one of the College's Board of Directors.

Scholarships are credited prorata each month to a student's account over the life of his or her program. In the event of withdrawal from the College, any sum not yet credited to the account will be returned to the Scholarship Fund.

**Service Organization Scholarships:** A variety of service organizations provide scholarships to high school seniors and other applicants. High school counseling offices have information on the range of awards available and the necessary application forms. You may also contact the Empire College Financial Aid Office for further information.

### Financial Aid Programs

Federal and state financial aid programs are administered by the College to all students determined to be eligible and who maintain Satisfactory Progress, which is defined on page 18 of this catalog. Eligibility for all financial aid programs is based upon a Need Analysis and/or prior academic performance.

For financial aid purposes, an academic year is defined as at least 30 weeks and at least 36 units for day students, and at least 45 weeks and 36 units for evening students. A full-time student is defined as one scheduled at least 12 units per quarter and 6 units per module for days; 12 units per quarter and 5 units per module for six-week evening modules; and 12 units per quarter and 2.5 units per module for three-week evening modules.

Students wishing more information on aid should contact the Admissions or Financial Aid Offices of the College at 707-546-4000.

### Grant Programs

**Federal Pell Grant** (Awards up to \$5550): Considered the ground floor program of all need-based financial aid, this program provides grant money to eligible students which requires no repayment after graduation.

**Federal Supplemental Education Opportunity Grant (FSEOG)** (Awards up to \$500): This federally funded program is designed to assist economically deprived students attain higher education. The program differs from the Pell Grant program in that the College determines eligibility. Grants are based on financial need and do not require repayment.

### Loan Programs

A student may borrow under the William D. Ford Federal Direct Loan Program. If a student obtains a loan to pay for an

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

**Federal Direct Subsidized Loan** (Loans up to \$3500 for first-year undergraduate students): Available at relatively low interest rates through the U.S. Department of Education, these loans are guaranteed by the U.S. Department of Education. Federal Direct Loans are based on financial need. No repayment is required when in school at least half-time or during grace or deferment periods. Interest is paid by the Federal Government while the student is in school at least half-time and during the grace period. Monthly payments begin six months after the student graduates, drops below half-time or withdraws from school. Students receiving Federal Direct Loan funds must maintain at least half-time status and Satisfactory Progress.

**Federal Direct Unsubsidized Loan** (Loans up to \$6000 for first-year undergraduate students): The Federal Direct Unsubsidized Loan is similar to the above; however, this loan is not based on financial need. The interest payments on a Federal Direct Unsubsidized Loan begin immediately after the loan is fully disbursed or may be added to the principal balance. Repayment is the same as above.

A student may borrow under both the Federal Direct Subsidized and Unsubsidized Loan program, but the total may not exceed the annual loan limits.

**Federal Perkins Loan Program** (Loans up to \$4000): The federal government provides funds to be apportioned by the College for low interest student loans. Eligibility and

amounts of the loans are determined by the College. Qualification for this program is based on need. Repayment commences nine months after graduation or withdrawal from the College program.

**Federal Direct Plus Loan (Parent Loans for Students)** (Loans up to the cost of education less any other financial aid): These loans enable parents to borrow on behalf of dependent undergraduates. Repayment commences as early as 60 days after the loans are made.

**College Work Study:** The Federal Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study.

All first-time borrowers are required to attend a loan counseling session *before* any funds are disbursed. Disbursement of any grant and/or loan proceeds during the course of a student's enrollment requires maintenance of Satisfactory Progress, as defined on page 18 of this Catalog.

### **Private Loan Programs**

Empire College participates in a number of alternative loan programs including the Career and Community College Loan administered by Wells Fargo Bank. Information on this loan may be obtained from the Student Loan Repayment Advisor or the Accounts Receivable Department.

**Other Financial Assistance**

Empire College programs have been funded by the following agencies:

The State Department of Rehabilitation

Private Rehabilitation Agencies

The United States Bureau of Indian Affairs

The California Indian Manpower Corporation

The Workforce Investment Board which administers Sonoma County Job Link.

Empire College's programs are approved for the training of veterans and eligible persons.

Many of our students receive assistance from these organizations. Students seeking benefits should contact the appropriate agency as early as possible for information and assistance in determining eligibility.



*The Empire College campus is uniquely designed to combine the essential elements of a conducive educational environment with striking architectural features.*



## Tuition Policies

### Program Tuition and Fees

Please refer to the enclosed Catalog Addenda.

### Tuition Policies

The College reserves the right to preclude students from starting classes if financial arrangements have not been finalized.

Methods of payment include:

1. Financial aid;
2. Cash;
3. Empire College promissory note (Retail Installment Contract);
4. MasterCard or VISA;
5. Scholarships;
6. Private loans;
7. Other financial assistance as described on page 25 of this Catalog.

If the methods of payment include a monthly payment to cover a remaining balance, a promissory note must be signed, and interest of 1 percent per month will be charged on the unpaid balance.

Students may be suspended from classes if they fail to meet financial obligations to the College. If a monthly payment is not made within 30 calendar days of the due date, a student may be suspended from classes. If payment becomes 60 calendar days past due, a student may be subject to dismissal from the College.

### Cancellation Policy - Degree and Vocational Programs

Students have the right to cancel their enrollment for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh business day after enrollment, whichever is later. After the end of the cancellation period, students have the right to stop school at any time and have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: Empire College, 3035 Cleveland Avenue, Santa Rosa, California 95403. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### Books and Supplies

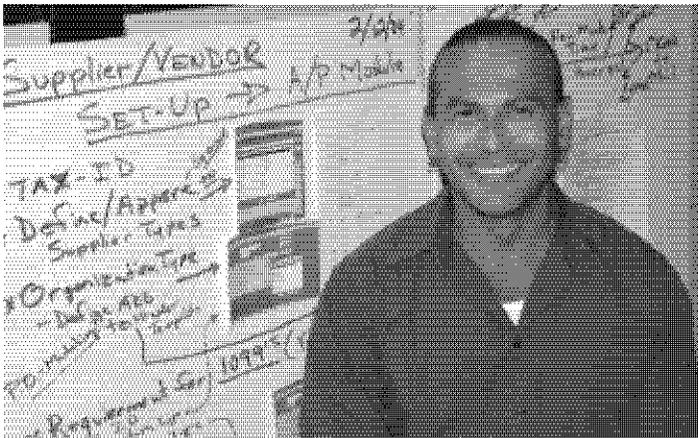
The Empire College Bookstore is open Monday through Friday for students to purchase supplies for their classes.

The College has a policy of repurchasing used texts from students who wish to do so if the same text will be used for future classes and is in good condition. Used workbooks cannot be returned to the Bookstore. The College maintains a complete roster of all texts required for each program.

### Modification of Program Requirements

Empire College reserves the right to modify the course requirements of its programs as necessary.

# Graduates of Empire's Accounting Programs are prepared



for positions as full-charge bookkeepers and/or junior-level accountants. They are knowledgeable of accounting systems, cycles, theories, and concepts.

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## Specialized Associate Degree—Accounting

**Objective:** This program is designed to prepare the graduate for a position as a full-charge bookkeeper or junior-level accountant and to expand a student's potential for assumption of supervisory or management responsibilities within a company. Cost, financial, and tax accounting are the foundation of this program. The general education classes emphasize critical thinking, human relations, and decision-making skills required of well-qualified accounting personnel. In addition, the program has a strong emphasis on computerized spreadsheets, word processing, and computerized accounting. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The student is prepared for the four-part national Certified Bookkeeper examination through The National Association for Bookkeepers, as well as the Microsoft Certified Application Specialist (MCAS) Certificate in Excel.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Accounting program, students will have demonstrated:

1. The ability to maintain a set of accounting records for a business and complete the financial reporting requirements.
2. The critical thinking skills required to analyze business transactions and make the necessary judgment to ensure accounting records are maintained in accordance with Generally Accepted Accounting Principles (GAAP).
3. The ability to assist or prepare budgets and provide management advisory services on assessing costs and how they can be controlled.
4. The understanding of the Income Tax rules and regulations as they pertain to individuals and businesses and the ability to assist in preparing tax returns and assisting in the tax planning as it relates to planning future transactions.
5. A solid theoretical grasp of Generally Accepted Accounting Principles, which will assist the student/graduate in dealing with future unfamiliar accounting situations.
6. Enhanced proficiency with the QuickBooks, Peachtree, and Great Plains accounting software programs.
7. An understanding of the importance in the workplace of various forms of communications and other human relations skills.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.



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## Accounting with Computer Applications

**Objective:** This program is designed to prepare the graduate for an entry-level account clerk or bookkeeping position or as a full-charge bookkeeper. Accounting systems, cycles, theories, and concepts are studied with a strong emphasis on computerized spreadsheets, word processing, and computerized accounting to meet the demands of the employer. Emphasis on marketable skills is consistent with the mission of the College.

The student is prepared for the four-part national Certified Bookkeeper examination through The National Association for Bookkeepers, as well as the Microsoft Certified Application Specialist (MCAS) Certificate in Excel.

Note: All units in this program are transferable to the Specialized Associate Degree – Accounting program.

**Expected Educational Outcomes:** Upon completing the Accounting with Computer Applications program, students will have demonstrated:

1. The ability to maintain a set of accounting records for a business and complete the financial reporting requirements.
2. The critical thinking skills required to analyze business transactions and make the necessary judgment to ensure accounting records are maintained in accordance with Generally Accepted Accounting Principles (GAAP).
3. The ability to assist or prepare budgets and provide management advisory services on assessing costs and how they can be controlled.
4. The understanding of the Income Tax rules and regulations as they pertain to individuals and businesses and the ability to assist in preparing tax returns and assisting in the tax planning as it relates to planning future transactions.

**Diploma** awarded upon successful completion of all graduation requirements.

## Accounting with Computer Applications

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.		Class No.	Class Title	Hours	Qtr.	
			Units					Units	
AC160A	Fundamentals of Accounting IA	25	2.5		CM166A	Beginning Excel	25	1.0	
AC160B	Fund. of Accounting IB	25	2.5		CM166B	Intermediate Excel	25	1.0	
AC160C	Fund. of Accounting IC	25	2.5		CM166C	Advanced Excel	25	1.0	
AC160D	Fund. of Accounting ID	25	2.5		CM185A	QuickBooks Pro I	25	1.0	
AC16LA	Fundamentals of Accounting IA Lab	25	1.0		CM185B	QuickBooks Pro II	25	1.0	
AC16LB	Fund. of Accounting IB Lab	25	1.0		CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	
AC16LC	Fund. of Accounting IC Lab	25	1.0		CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	
AC16LD	Fund. of Accounting ID Lab	25	1.0		CM240A	Peachtree I	25	1.0	
AC170A	Fundamentals of Accounting IIA	25	2.5		CM240B	Peachtree II	25	1.0	
AC170B	Fund. of Accounting IIB	25	2.5		CM250A	Great Plains I	25	1.0	
AC170C	Fund. of Accounting IIC	25	2.5		CM250B	Great Plains II	25	1.0	
AC170D	Fund. of Accounting IID	25	2.5		EN100A	Business English IA - Grammar	25	2.5	
AC17LA	Fundamentals of Accounting IIA Lab	25	1.0		EN100B	Business English IB - Grammar	25	2.5	
AC17LB	Fund. of Accounting IIB Lab	25	1.0		EN200A	Business English IIA - Punctuation	25	2.5	
AC17LC	Fund. of Accounting IIC Lab	25	1.0		EN200B	Business English IIB - Punctuation	25	2.5	
AC17LD	Fund. of Accounting IID Lab	25	1.0		EN300A	Business Correspondence I	25	1.0	
AC180A	Payroll Accounting	25	1.0		EN300B	Business Correspondence II	25	1.0	
AC185	Professional Certification Preparation	25	1.0		GB101	Career Transitions	25	2.5	
AC190A	Federal Income Tax I	25	2.5			Total:	1250	84.5	
AC190B	Federal Income Tax II	25	2.5			Total Weeks/Quarters			
AC190C	Federal Income Tax III	25	2.5			Daytime:	50/5		
AC190D	Federal Income Tax IV	25	2.5			Evening:	75/5		
AC280A	Managerial Accounting I	25	2.5						
AC280B	Managerial Accounting II	25	2.5						
AC280C	Managerial Accounting III	25	2.5						
BM141	Math Review	25	1.0						
BM142	Business Math	25	2.5						
BM143	Financial Math	25	2.5						
BM195A	10-Key Keypad	25	1.0						
CM050A	Introduction to the Internet	25	1.0						
CM100	Computer Literacy	25	2.5						
CM127B	Introduction to Microsoft Word I	25	1.0						

**Keyboarding Speed Requirement:** 35 NWPM



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## **Hands-on experience places graduates of Information Technology Programs in demand in virtually any industry.**



**With hands-on experience in computer systems configuration as well as operating systems, graduates of Empire's IT programs are prepared for positions in hardware installation and customer support. In the advanced programs, students are trained to assume the role of network administrator.**

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## Specialized Associate Degree—Information Technology

**Objective:** The Specialized Associate Degree – Information Technology program is intended to give the student knowledge of a wide array of network technologies. From the program, students learn to build and troubleshoot a computer and learn the terminologies, setup, and configuration of several different network technologies. This provides students with a solid foundation from which they can then specialize in a specific field. After completion of 1325 hours of core classes which prepare students for eight certifications, students may choose concentrations in Microsoft, Cisco, Linux, or Security for the final 425 hours. Graduates are prepared for entry-level positions as network administrators, network consultants, network engineers, network technicians, or systems engineers.

Certification Preparations (Core Classes):

- CompTIA A+ Technician

- CompTIA Network+

- CompTIA Linux+

- Microsoft Certification at the product level (MCTS-Microsoft Certified Technology Specialist) in four areas:

  - Windows 7 Professional, Windows Server 2008 Server Administrator, Windows 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration

  - MCITP (Microsoft Certified IT Professional) Server Administrator: With completion of the three MCTS certifications (Windows Server 2008 Server Administrator, Windows Server 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration), the student will have achieved the highly regarded MCITP Server Administrator certification.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

## Specialized Associate Degree—Information Technology

### Program Outline: Core Classes

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
CM166A	Beginning Excel	25	1.0	CS218	Windows Server Active Directory	75	5.5
CM168A	Beginning Access	25	1.0	CS225A	Electronic Messaging with Virus Protection	25	1.0
CM190A	Web Authoring I	25	1.0	CS239	Small Business Server	25	2.5
CM190B	Web Authoring II	25	1.0	CS242	Windows Operating System Configuration	75	5.5
CM190C	Web Authoring III	25	1.0	CS260	Linux Plus	75	6.0
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	CS270A	Technical Drawing with Visio	25	1.0
CM210A	Photoshop	25	1.0	GB101	Career Transitions	25	2.5
CS100	Introduction to Computer Hardware	75	6.0	<b>General Education</b>			
CS111A	Powershell	25	1.0	EN303A	Management Communications I	25	2.5
CS111B	Advanced Powershell	25	1.0	EN303B	Management Communications II	25	2.5
CS120	Computer Configuration and Troubleshooting	75	6.0	GB200A	Human Relations I	25	2.5
CS140	Advanced Computer Set-up and Communications	75	6.0	GB200B	Human Relations II	25	2.5
CS160	Network Plus	75	6.0	MA101	Introduction to Algebra	25	2.5
CS175A	Wiring Hardware	25	1.5	PH101A	Ethics in Technology and Society	25	2.5
CS183	Green Information Technology Strategies	25	1.0	Total Core Classes: 1325 93.0			
CS191A	Certification Preparation	25	1.5				
CS191B	Certification Preparation	25	1.5				
CS191C	Certification Preparation	25	1.5				
CS191D	Certification Preparation	25	1.5				
CS191E	Certification Preparation	25	1.5				
CS205	Windows Server	75	5.5				
CS212	Windows Server Network Infrastructure	75	5.5				

## Cisco Concentration

**Objective:** During the 425-hour Cisco concentration, students work with the Cisco Internetworking Operating Systems including setup, configuration, and design of Local Area Networks (LAN) and Wide Area Networks (WAN). The student will be able to program Cisco routers and switches and will be able to implement TCP/IP addressing, Access Control lists, VLANs (Virtual Local Area Networks) and configure Distance Vector, Link State and Hybrid protocols.

The student is prepared for nine certifications:

CompTIA A+ Technician, Network+, Linux+  
Microsoft Certification at the product level (MCTS-Microsoft Certified Technology Specialist) in four areas:

Windows 7 Professional, Windows Server 2008 Server Administrator, Windows 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration

MCITP (Microsoft Certified IT Professional) Server Administrator: With completion of the three MCTS certifications (Windows Server 2008 Server Administrator, Windows Server 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration), the student will have achieved the highly regarded MCITP Server Administrator certification.

Cisco Certified Networking Associate (CCNA)

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Information Technology – Cisco program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Novell Netware, Cisco, Linux, and cross platform connectivity.
2. An understanding of Cisco Internetworking Operating Systems including configuration and implementation of routers and switches.
3. The ability to configure routers in a Local Area and Wide Area Network environment with firewall technologies.
4. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
5. The ability to design Local Area and Wide Area Networks from OSI Layer 1 to Layer 7.
6. The ability to interact with users/customers in a professional, businesslike manner.
7. Proficiency with Microsoft Office and Open Office suites.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.		Class No.	Class Title	Hours	Qtr.	
			Units					Units	
	All Core Classes	1325	93.0		CS350	Cisco Routers in Wide Area Networks I	75	6.0	
CS236	Exchange Server	75	6.0						
CS280A	Network Security	25	1.5		CS360	Cisco Routers in Wide Area Networks II	75	6.0	
CS290A	Firewall Services	25	1.5						
CS330	Introduction to Cisco Routers I	75	6.0			Program Total:	1750	126.0	
CS340	Introduction to Cisco Routers II	75	6.0			Total Weeks/Quarters			
						Daytime:	70/7		
						Evening:	105/7		

**Keyboarding Speed Requirement:** 25 NWPM

## Linux Concentration

**Objective:** During the 425-hour Linux concentration, students will be able to implement various Linux platforms and fully deploy their capabilities. This program is designed to provide the student with the fundamental knowledge of the Linux operating system and installation, configuration, and basic system management including commands, and X Windows systems emphasizing Red Hat Linux.

There is also a study of the basic concepts of Linux File systems, Redundant Array of Independent Disks (RAID) design, backup procedures, SAMBA (Windows interconnectivity), IP routing, Domain Name Service (DNS), Apache Web Server, network file system, security models and standards, encryption, authentication, securing a network, and intrusion detection.

The student is prepared for ten certifications:

CompTIA A+ Technician, Network+, and Linux+

Microsoft Certification at the product level (MCTS-Microsoft Certified Technology Specialist) in four areas:

Windows 7 Professional, Windows Server 2008 Server Administrator, Windows 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration

MCITP (Microsoft Certified IT Professional) Server Administrator: With completion of the three MCTS certifications (Windows Server 2008 Server Administrator, Windows Server 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration), the student will have achieved the highly regarded MCITP Server Administrator certification.

Red Hat Certified System Administrator (RHCSA)

Red Hat Certified Engineer (RHCE)

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. All exams except Red Hat may be taken at the on-campus Prometric/VUE Testing Center and are included in the program fees. Red Hat certification exams are offered at Red Hat Testing Centers; contact them for pricing.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Information Technology – Linux program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Novell Netware, Linux cross platform connectivity, and numerous software products.
2. The ability to create a network infrastructure using Linux Workstation and Server software.
3. An understanding of Unix/Linux operating systems including setup, configuration, and file user management.
4. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
5. The ability to interact with users/customers in a professional, businesslike manner.
6. Proficiency with Microsoft Office and Open Office Suites.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.		Class No.	Class Title	Hours	Qtr.	
			Units					Units	
	All Core Classes	1325	93.0		CS385	Linux Security, Ethics, and Privacy	75	6.0	
CS236	Exchange Server	75	6.0		CS395	Linux in the Enterprise	75	6.0	
CS250A	Introduction to Routers I	25	2.5			Program Total:	1750	128.0	
CS250B	Introduction to Routers II	25	2.5			Total Weeks/Quarters			
CS365	Linux System Administration	75	6.0			Daytime:	70/7		
CS375	Linux Networking	75	6.0			Evening:	105/7		

**Keyboarding Speed Requirement:** 25 NWPM

## Microsoft Concentration

**Objective:** The 425-hour Microsoft concentration is designed to give the student experience in designing, deploying, and administering network infrastructure using Microsoft Windows. At the end of the program the student should be prepared to achieve the Microsoft Certified Information Technology Professional (MCITP: Enterprise Administrator) certification. In addition, students are introduced to the Linux/Unix operating system. Students will also learn the basics of Cisco routers including setup and configuration of many LAN (Local Area Network) and WAN (Wide Area Network) technologies, as well as the basics of web design and Microsoft Office.

Empire College is a Microsoft IT Academy and MSDN AA (Microsoft Developers Network Academic Alliance) member and uses a teaching program prescribed by Microsoft to prepare graduates for certification as Microsoft IT Professionals. The student is prepared for 12 certifications:

CompTIA A+ Technician, Network+, Linux+, and Security+

Microsoft Certification at the product level (MCTS-Microsoft Certified Technology Specialist) in six areas:

Windows 7 Professional, Windows Server 2008 Server Administrator, Windows 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration, Windows Server 2008 Enterprise Administrator, and Windows Server 2008 Applications Infrastructure.

MCITP (Microsoft Certified IT Professional) Server Administrator: With completion of three MCTS certifications (Windows Server 2008 Server Administrator, Windows Server 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration), the student will have achieved the highly regarded MCITP Server Administrator certification.

MCITP (Microsoft Certified IT Professional) Enterprise Administrator: With completion of five MCTS certifications (Windows 7 Professional, Windows Server 2008 Active Directory Configuration, Windows Server 2008 Network Infrastructure Configuration, Windows Server 2008 Applications Infrastructure, and Windows Server 2008 Enterprise Administrator), the student will have achieved the highly regarded MCITP Enterprise Administrator certification.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Information Technology – Microsoft program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows client and server operating systems, Novell Netware, cross platform connectivity, and numerous software products.
2. The ability to create a complete network infrastructure using Microsoft client and server operating systems.
3. An understanding of Microsoft Windows operating systems including setup, configuration, file and user management, as well as router configuration.
4. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
5. The ability to interact with users/customers in a professional, businesslike manner.
6. Proficiency with web authoring and Microsoft Office.

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## Microsoft Concentration

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

<b>Class No.</b>	<b>Class Title</b>	<b>Hours</b>	<b>Qtr. Units</b>
	All Core Classes	1325	93.0
CS219	Windows Server Applications Infrastructure	75	5.5
CS231	Enterprise Administrator	75	5.5
CS232	Windows SharePoint Server	75	5.5
CS236	Exchange Server	75	6.0
CS250A	Introduction to Routers I	25	2.5
CS250B	Introduction to Routers II	25	2.5
CS325	Security Plus	<u>75</u>	<u>5.5</u>
	Program Total:	1750	126.0
	Total Weeks/Quarters		
	Daytime:	70/7	
	Evening:	105/7	

**Keyboarding Speed Requirement:** 25 NWPM

## Security Concentration



**Objective:** The 425-hour Security concentration is designed to give the student experience recognizing network vulnerabilities and maximizing network security. At the end of this program the student should be prepared to take the SCNS (Security Certified Network Specialist), SCNP (Security Certified Network Professional), and SCNA (Security Certified Network Architect) exams. In addition, students are introduced to the Unix/Linux operating systems including setup, configuration, and user management. Students will also learn the basics of Cisco routers including setup and configuration of many LAN (Local Area Network) and WAN (Wide Area Network) technologies, as well as the basics of web design and Microsoft Office.

The student is prepared for 12 certifications:

CompTIA A+ Technician, Network+, Linux+ and Security+

Microsoft Certification at the product level (MCTS-Microsoft Certified Technology Specialist) in four areas:

Windows 7 Professional, Windows Server 2008 Server Administrator, Windows 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration

MCITP (Microsoft Certified IT Professional) Server Administrator: With completion of the three MCTS certifications (Windows Server 2008 Server Administrator, Windows Server 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration), the student will have achieved the highly regarded MCITP Server Administrator certification.

Security Certified Network Specialist (SCNS)

Security Certified Network Professional (SCNP)

Security Certified Network Architect (SCNA).

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Information Technology – Security program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Novell Netware, Linux cross platform connectivity, and numerous software products.
2. An understanding of Microsoft Windows operating systems including setup, configuration, and file and user management, as well as router configuration.
3. An ability to design and configure a PKI (Public Key Infrastructure).
4. An understanding of network data packets, the ability to create and design network firewalls and intrusion detection systems.
5. An understanding of strong authentication including the use of biometric, key fobs, and smart cards.
6. An understanding of various types of network vulnerabilities and the types of attacks used to penetrate a network.
7. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
8. The ability to interact with users/customers in a professional, businesslike manner.
9. Proficiency with web authoring and Microsoft Office.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

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## Security Concentration

### Program Outline: Requirements for Graduation

<b>Class No.</b>	<b>Class Title</b>	<b>Hours</b>	<b>Qtr. Units</b>
	All Core Classes	1325	93.0
CS250A	Introduction to Routers I	25	2.5
CS250B	Introduction to Routers II	25	2.5
CS313	Tactical Perimeter Defense	75	6.0
CS323	Strategic Infrastructure Security	75	6.0
CS325	Security Plus	75	5.5
CS332	Advanced Security Implementation	75	6.0
CS342	Enterprise Security Solutions	<u>75</u>	<u>6.0</u>
	Program Total:	1750	127.5
	Total Weeks/Quarters		
	Daytime:	70/7	
	Evening:	105/7	

**Keyboarding Speed Requirement:** 25 NWPM

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## Network Specialist

**Objective:** The Network Specialist program is designed to give students the ability to configure and troubleshoot computer hardware and administer and configure Novell and Microsoft networks. In addition, the program is designed to give the students the ability to design Windows infrastructure and active directory, Cisco router configuration, wireless networks, and network security. Web authoring at the HTML level is introduced. Students are introduced to routers, Microsoft Office, and ethics in technology and society. Graduates are prepared to assume positions as entry-level network engineers or systems engineers.

Empire College is a Microsoft IT Academy and MSDN AA (Microsoft Developers Network Academic Alliance) member and uses a teaching program prescribed by Microsoft to prepare graduates for certification as Microsoft Certified Professionals (MCP) at the product level.

The student is prepared for ten certifications:

- CompTIA A+ Technician

- CompTIA Network+

- CompTIA Linux+

- CompTIA Security+

Microsoft Certification at the product level (MCTS-Microsoft Certified Technology Specialist) in five areas:

- Windows 7 Professional, Windows Server 2008 Server Administrator, Windows 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration, and Windows Server 2008 Enterprise Administrator

MCITP (Microsoft Certified IT Professional) Server Administrator: With completion of the three MCTS certifications (Windows Server 2008 Server Administrator, Windows Server 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration), the student will have achieved the highly regarded MCITP Server Administrator certification.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

Note: All units in this program are transferable to the Specialized Associate Degree – Information Technology (Microsoft Concentration) program.

**Expected Educational Outcomes:** Upon completing the Network Specialist program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Novell Netware, Linux cross platform connectivity, and numerous software products.
2. An understanding of Microsoft Windows operating systems including setup, configuration, and file and user management, as well as router configuration.
3. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
4. The ability to interact with users/customers in a professional, businesslike manner.
5. Proficiency with web authoring and Microsoft Office.

**Diploma** awarded upon successful completion of all graduation requirements.

## Network Specialist

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
CM166A	Beginning Excel	25	1.0
CM190A	Web Authoring I	25	1.0
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0
CS100	Introduction to Computer Hardware	75	6.0
CS111A	Powershell	25	1.0
CS120	Computer Configuration and Troubleshooting	75	6.0
CS140	Advanced Computer Set-up and Communications	75	6.0
CS160	Network Plus	75	6.0
CS175A	Wiring Hardware	25	1.5
CS183	Green Information Technology Strategies	25	1.0
CS191A	Certification Preparation	25	1.5
CS191B	Certification Preparation	25	1.5
CS191C	Certification Preparation	25	1.5
CS205	Windows Server	75	5.5
CS212	Windows Server Network Infrastructure	75	5.5
CS218	Windows Server Active Directory	75	5.5
CS231	Enterprise Administrator	75	5.5
CS242	Windows Operating System Configuration	75	5.5
CS250A	Introduction to Routers I	25	2.5
CS260	Linux Plus	75	6.0
CS270A	Technical Drawing with Visio	25	1.0
CS325	Security Plus	75	5.5
EN303A	Management Communica- tions I	25	2.5
GB101	Career Transitions	25	2.5
GB200A	Human Relations I	25	2.5
GB200B	Human Relations II	25	2.5
MA101	Introduction to Algebra	25	2.5
PH101A	Ethics in Technology and Society	25	2.5
	Total:	1250	92.5
	Total Weeks/Quarters:		
	Daytime:	50/5	
	Evening:	75/5	

**Keyboarding Speed Requirement:** 25 NWPM

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## Network Administrator

**Objective:** The Network Administrator program is designed to give students the ability to configure and troubleshoot computer hardware and administer and configure Novell and Microsoft networks. In addition, the program is designed to give the student additional experience with Network Infrastructure Administration and Active Directory Services in a theory and laboratory setting. Students are also introduced to Visio Technical Drawing and Microsoft Office. Graduates are prepared to assume entry-level positions as network administrators or network technicians.

Empire College is a Microsoft IT Academy and MSDN AA (Microsoft Developers Network Academic Alliance) member and uses a teaching program prescribed by Microsoft to prepare graduates for certification as Microsoft Certified Professionals (MCP) at the product level.

The student is prepared for eight certifications:

- CompTIA A+ Technician

- CompTIA Network+

- CompTIA Linux+

- Microsoft Certification at the product level (MCTS-Microsoft Certified Technology Specialist) in four areas:

  - Windows 7 Professional, Windows Server 2008 Server Administrator, Windows 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration

  - MCITP (Microsoft Certified IT Professional) Server Administrator: With completion of the three MCTS certifications (Windows Server 2008 Server Administrator, Windows Server 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration), the student will have achieved the highly regarded MCITP Server Administrator certification.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

Note: All units in this program are transferable to the Specialized Associate Degree – Information Technology program.

**Expected Educational Outcomes:** Upon completing the Network Administrator program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Novell Netware, Linux cross platform connectivity, and numerous software products.
2. An understanding of Microsoft Windows operating systems including setup, configuration, and file and user management, as well as router configuration.
3. The ability to interact with users/customers in a professional, businesslike manner.
4. Proficiency with web authoring and Microsoft Office.

**Diploma** awarded upon successful completion of all graduation requirements.

## Network Administrator

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
CM166A	Beginning Excel	25	1.0
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0
CS100	Introduction to Computer Hardware	75	6.0
CS111A	Powershell	25	1.0
CS120	Computer Configuration and Troubleshooting	75	6.0
CS140	Advanced Computer Set-up and Communications	75	6.0
CS160	Network Plus	75	6.0
CS175A	Wiring Hardware	25	1.5
CS183	Green Information Technology Strategies	25	1.0
CS191A	Certification Preparation	25	1.5
CS191B	Certification Preparation	25	1.5
CS205	Windows Server	75	5.5
CS212	Windows Network Infrastructure	75	5.5
CS218	Windows Server Active Directory	75	5.5
CS242	Windows Operating System Configuration	75	5.5
CS260	Linux Plus	75	6.0
CS270A	Technical Drawing with Visio	25	1.0
EN303A	Management Communica- tions I	25	2.5
GB101	Career Transitions	25	2.5
GB200A	Human Relations I	25	2.5
GB200B	Human Relations II	25	2.5
MA101	Introduction to Algebra	<u>25</u>	<u>2.5</u>
	Total:	1000	74.0
	Total Weeks/Quarters:		
	Daytime:	40/4	
	Evening:	60/4	

**Keyboarding Speed Requirement:** 25 NWPM

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## Computer Support Specialist

**Objective:** The Computer Support Specialist program was developed to give the student classroom instruction, lab, and real work experience to prepare a student for a career in the technical side of personal computers. Training in hardware support and services including basic electronic theory, terminology, and computer system assembly complete with software installation, troubleshooting techniques, and solutions. There is an introduction to LAN cabling and design, installation, and maintenance. The Computer Support Specialist program provides a student with basic networking skills, which includes Microsoft Windows Clients Operating systems, Servers and Novell networks. Instruction is also included in the Microsoft Office Suite and Home Technology Integration. Graduates are prepared to assume positions as computer consultants or computer technicians.

In keeping with the philosophy of the College, courses are included in management communications and career transitions designed with the Computer Support Specialist in mind. The emphasis in this program is placed on marketable skills (employability).

Empire College is a Microsoft IT Academy and MSDN AA (Microsoft Developers Network Academic Alliance) member and uses a teaching program prescribed by Microsoft to prepare graduates for certification as Microsoft Certified Professionals (MCPs) at the product level.

The student is prepared for five certifications:

- CompTIA A+ Technician

- CompTIA Network+

- CompTIA Linux+

- Microsoft Certification at the product level (MCTS-Microsoft Certified Technology Specialist) in Windows 7 Professional and Windows Server 2008 Server Administrator.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

Note: All units in this program are transferable to the Specialized Associate Degree – Information Technology program.

**Expected Educational Outcomes:** Upon completing the Computer Support Specialist program, students will have demonstrated competency in the following areas:

1. The ability to diagnose and repair microcomputers (IBM compatibles) using standard diagnostic techniques.
2. Installation and configuration of internal and external computer components.
3. Installation and configuration of application software.
4. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Novell Netware, and numerous software products.
5. The ability to interact with users/customers in a professional, businesslike manner.
6. Proficiency with web authoring and Microsoft Office.

**Diploma** awarded upon successful completion of all graduation requirements.

## Computer Support Specialist

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0
CS100	Introduction to Computer Hardware	75	6.0
CS111A	Powershell	25	1.0
CS120	Computer Configuration and Troubleshooting	75	6.0
CS140	Advanced Computer Set-up and Communications	75	6.0
CS160	Network Plus	75	6.0
CS175A	Wiring Hardware	25	1.5
CS183	Green Information Technology Strategies	25	1.0
CS191A	Certification Preparation	25	1.5
CS205	Windows Server	75	5.5
CS242	Windows Operating System Configuration	75	5.5
CS260	Linux Plus	75	6.0
EN303A	Management Communica- tions I	25	2.5
GB101	Career Transitions	25	2.5
GB200A	Human Relations I	25	2.5
GB200B	Human Relations II	<u>25</u>	<u>2.5</u>
	Total:	750	57.0
	Total Weeks/Quarters		
	Daytime:	30/3	
	Evening:	45/3	

**Keyboarding Speed Requirement:** 25 NWPM



## Graduates of the Legal Programs have been trained in the many skills



required to establish their careers as paralegals or legal secretaries in law offices or corporate legal departments. Classes in legal research, litigation assistance, and paralegalism enhance their skills.

## Specialized Associate Degree—Paralegal

**Objective:** This program is designed to prepare graduates to assume positions as paralegals, legal secretaries, or administrative support staff in a law office. Emphasis is placed on the development of legal office skills such as: case management, legal research, discovery, docketing, drafting and analyzing legal documents, and alternative dispute resolution. A 75-hour internship is included for those students who meet certain requirements. Further concentration on critical thinking and decision making, human relations, and communications coupled with general education classes is designed to produce well-qualified legal assistants who, under the supervision of an attorney, can perform such tasks as managing complex files, developing legal practice systems, research and writing, and case management. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Paralegal program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and machine transcription.
2. Competence in the daily functions of a law office including calendaring, correspondence, basic bookkeeping, and preparation of legal documents.
3. Knowledge and understanding of managerial duties required in a law office.
4. An understanding of a wide range of computer software programs specifically designed for law offices in the areas of legal research, docketing and calendaring, and accounting software.
5. Interpret and understand contemporary business literature.
6. To further learn management concepts, communications, and human relations principles as they relate with career success and productivity.
7. An understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
AC160A	Fundamentals of Accounting IA	25	2.5	CM050A	Introduction to the Internet	25	1.0
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	CM127A	Beginning Keyboarding	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5	CM127B	Introduction to Microsoft Word I	25	1.0
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	CM127C	Intro. to Microsoft Word II	25	1.0
BM141	Math Review	25	1.0	CM144A	Beginning MS Word	25	1.0
BM142	Business Math	25	2.5	CM144B	Intermediate MS Word	25	1.0
				CM166A	Beginning Excel	25	1.0
				CM185A	QuickBooks Pro I	25	1.0
				CM185B	QuickBooks Pro II	25	1.0

## Specialized Associate Degree—Paralegal

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.		Class No.	Class Title	Hours	Qtr.	
			Units					Units	
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0		PL310A	Writing for the Legal Professional I	25	2.5	
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0		PL310B	Writing for the Legal Professional II	25	2.5	
EN100A	Business English IA - Grammar	25	2.5		PL31AL	Writing for the Legal Professional I Lab	25	1.0	
EN100B	Business English IB - Grammar	25	2.5		PL31BL	Writing for the Legal Professional II Lab	25	1.0	
EN200A	Business English IIA - Punctuation	25	2.5		PL340A	Advanced Legal Research and Writing	25	2.5	
EN200B	Business English IIB - Punctuation	25	2.5		PL340L	Advanced Legal Research and Writing Lab	25	1.0	
EN300A	Business Correspondence I	25	1.0		PL400 *	Internship for Paralegals	75	2.5	
EN300B	Business Correspondence II	25	1.0		TY225A	Keyboarding Speed Development I	25	1.0	
GB101	Career Transitions	25	2.5		TY225B	Keyboarding Speed Dev. II	25	1.0	
GB132B	Records Management	25	2.5		TY225C	Keyboarding Speed Dev. III	25	1.0	
GB300	Security Practices	25	2.5						
LG130A	Business Law I	25	2.5		<b>General Education</b>				
LG130B	Business Law II	25	2.5		CM100	Computer Literacy	25	2.5	
LG130C	Business Law III	25	2.5		EN303A	Management Communica- tions I	25	2.5	
LG130D	Business Law IV	25	2.5		EN303B	Management Communica- tions II	25	2.5	
LG231A	Introduction to Civil Litigation I	25	2.5		GB200A	Human Relations I	25	2.5	
LG231B	Intro. to Civil Litigation II	25	2.5		GB200B	Human Relations II	25	2.5	
LG231C	Civil Litigation Procedures	25	2.5		MA101	Introduction to Algebra	25	2.5	
LG231D	Real Property	25	2.5		PH101A	Ethics in Technology and Society	25	2.5	
LG231E	Family Law	25	2.5				25	2.5	
LG231F	Estate Planning and Probate	25	2.5		Total:		1750	128.0	
LG310A	Points & Authorities Formatting - Computerized	25	1.0		Total Weeks/Quarters				
LG320A	Law Office Docketing- Computerized	25	1.0		Daytime:		70/7		
LG331A	Law Office Management I	25	2.5		Evening:		105/7		
LG331B	Law Office Management II	25	2.5		<b>Keyboarding Speed Requirement:</b> 45 NWPM				
LG350A	Introduction to Paralegalism	25	2.5		* See eligibility requirements under "Class Descrip- tions", page 116.				
LG360A	Technology for Paralegals I	25	2.5						
LG360B	Technology for Paralegals II	25	2.5						
LG370A	Discovery I	25	2.5						
LG370B	Discovery II	25	2.5						
LG380A	Mediation/Conflict Management	25	2.5						
LG420A	Legal Transcription I	25	1.0						
LG420B	Legal Transcription II	25	1.0						
LG420C	Legal Transcription III	25	1.0						
PL240A	Legal Research I	25	2.5						
PL240L	Legal Research I Lab	25	1.0						

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## Legal Office Administration

**Objective:** This program is designed to prepare graduates to assume positions as legal administrators or legal secretaries. A number of procedures, principles, and skills important in a law office are studied including an introduction to law office management. By preparing a variety of legal documents and using computerized legal programs, students become proficient in law office procedures. Emphasis on marketable skills is consistent with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Paralegal program.

**Expected Educational Outcomes:** Upon completing the Legal Office Administration program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and machine transcription.
2. Competence in the daily functions of a law office including calendaring, correspondence, basic bookkeeping, and preparation of legal documents.
3. Knowledge and understanding of managerial duties required in a law office.
4. An understanding of a wide range of computer software programs specifically designed for law offices in the areas of legal research, docketing and calendaring, and accounting software.
5. An understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

**Diploma** awarded upon successful completion of all graduation requirements.

## Legal Office Administration

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
AC160A	Fundamentals of Accounting IA	25	2.5	LG130A	Business Law I	25	2.5
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	LG130B	Business Law II	25	2.5
BM141	Math Review	25	1.0	LG130C	Business Law III	25	2.5
BM195A	10-Key Keypad	25	1.0	LG130D	Business Law IV	25	2.5
CM050A	Introduction to the Internet	25	1.0	LG231A	Introduction to Civil Litigation I	25	2.5
CM100	Computer Literacy	25	2.5	LG231B	Introduction to Civil Litigation II	25	2.5
CM127A	Beginning Keyboarding	25	1.0	LG231C	Civil Litigation Procedures	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	LG231D	Real Property	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	LG231E	Family Law	25	2.5
CM144A	Beginning MS Word	25	1.0	LG231F	Estate Planning and Probate	25	2.5
CM144B	Intermediate MS Word	25	1.0	LG310A	Points & Authorities Formatting - Computerized	25	1.0
CM166A	Beginning Excel	25	1.0	LG320A	Law Office Docketing-Computerized	25	1.0
CM185A	QuickBooks Pro I	25	1.0	LG331A	Law Office Management I	25	2.5
CM185B	QuickBooks Pro II	25	1.0	LG331B	Law Office Management II	25	2.5
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	LG380A	Mediation/Conflict Management	25	2.5
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	LG420A	Legal Transcription I	25	1.0
EN100A	Business English IA - Grammar	25	2.5	LG420B	Legal Transcription II	25	1.0
EN100B	Business English IB - Grammar	25	2.5	LG420C	Legal Transcription III	25	1.0
EN200A	Business English IIA - Punctuation	25	2.5	PL240A	Legal Research I	25	2.5
EN200B	Business English IIB - Punctuation	25	2.5	PL240L	Legal Research I Lab	25	1.0
EN300A	Business Correspondence I	25	1.0	TY225A	Keyboarding Speed Development I	25	1.0
EN300B	Business Correspondence II	25	1.0	TY225B	Keyboarding Speed Development II	25	1.0
EN303A	Management Communications I	25	2.5		Total:	1250	89.0
EN303B	Management Communications II	25	2.5		Total Weeks/Quarters		
GB101	Career Transitions	25	2.5		Daytime:	50/5	
GB132B	Records Management	25	2.5		Evening:	75/5	
GB200A	Human Relations I	25	2.5				
GB200B	Human Relations II	25	2.5				

**Keyboarding Speed Requirement:** 50 NWPM

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## Legal Secretary

**Objective:** This program is designed to prepare graduates to assume positions as legal secretaries or legal administrative support staff. A number of procedures, principles, and skills important in law offices are studied. By preparing a variety of legal documents, the students master procedures and practical applications to meet the demands of law offices. Entry-level employability in a secretarial position is in keeping with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Paralegal program.

**Expected Educational Outcomes:** Upon completing the Legal Secretary program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and machine transcription.
2. Competence in the daily functions of a law office including calendaring, correspondence, basic bookkeeping, and preparation of legal documents.
3. An understanding of the responsibilities necessary to implement and maintain professional standards of document production and the proper usage of legal terminology.
4. Complete comprehension of the ethical principles of working in a law office and, more particularly, as a legal secretary.

**Diploma** awarded upon successful completion of all graduation requirements.

## Legal Secretary

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
AC160A	Fundamentals of Accounting IA	25	2.5	LG231A	Introduction to Civil Litigation I	25	2.5
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	LG231B	Introduction to Civil Litigation II	25	2.5
BM141	Math Review	25	1.0	LG231C	Civil Litigation Procedures	25	2.5
CM050A	Introduction to the Internet	25	1.0	LG231D	Real Property	25	2.5
CM100	Computer Literacy	25	2.5	LG231E	Family Law	25	2.5
CM127A	Beginning Keyboarding	25	1.0	LG231F	Estate Planning and Probate	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	LG310A	Points & Authorities Formatting - Computerized	25	1.0
CM127C	Introduction to Microsoft Word II	25	1.0	LG320A	Law Office Docketing-Computerized	25	1.0
CM144A	Beginning MS Word	25	1.0	LG420A	Legal Transcription I	25	1.0
CM144B	Intermediate MS Word	25	1.0	LG420B	Legal Transcription II	25	1.0
CM166A	Beginning Excel	25	1.0	LG420C	Legal Transcription III	25	1.0
CM185A	QuickBooks Pro I	25	1.0	TY225A	Keyboarding Speed Development I	25	1.0
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	TY225B	Keyboarding Speed Development I	25	1.0
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	TY225C	Keyboarding Speed Development I	25	1.0
EN100A	Business English IA - Grammar	25	2.5	Total:		1000	67.0
EN100B	Business English IB - Grammar	25	2.5	Total Weeks/Quarters			
EN200A	Business English IIA - Punctuation	25	2.5	Daytime:		40/4	
EN200B	Business English IIB - Punctuation	25	2.5	Evening:		60/4	
EN300A	Business Correspondence I	25	1.0	<b>Keyboarding Speed Requirement: 50 NWPM</b>			
EN300B	Business Correspondence II	25	1.0				
GB101	Career Transitions	25	2.5				
GB132B	Records Management	25	2.5				
LG130A	Business Law I	25	2.5				
LG130B	Business Law II	25	2.5				
LG130C	Business Law III	25	2.5				
LG130D	Business Law IV	25	2.5				



## **With hands-on skills, graduates of Medical Programs have attained desired competencies**



**for back office assisting (phlebotomy, EKGs, injections, and sterile surgical techniques) and/or front office assisting (medical billing, scheduling appointments, and interacting with patients) positions. Programs in medical transcription, medical billing/coding, and concentrations in Health Information Management (HIM) and Phlebotomy prepare graduates for those specialty fields.**

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## Specialized Associate Degree—Medical Assistant

**Objective:** This program is designed to train students to become medical administrative assistants and clinical assistants with a solid foundation in both areas. The emphasis on administrative and clinical skills includes extensive instruction in medical terminology, medical insurance billing, medical office procedures, medical clinical procedures, as well as instruction in beginning medical transcription, basic anatomy and physiology, and pharmacology. In addition, a medical office management class is offered to increase the student's skills in standard management duties and patient information protection and privacy. Students will be instructed in various medical-related software to include data protection and transmission. A 125-hour externship is included.

With completion of 1650 hours of core courses, students may continue in the Clinical/ Administrative Program or choose concentrations in Health Information Management (HIM) or Phlebotomy for the additional 100 hours.

The general education classes expand a student's potential for assumption of supervisory or management responsibility within a medical setting. The emphasis is placed on communications, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable medical skills.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Medical Assistant program – Clinical/ Administrative, Health Information Management (HIM), or Phlebotomy Concentration, students will have demonstrated:

1. The critical skills necessary to properly handle front office procedures.
2. The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA).
3. Expanded focus of medical billing and coding for an out-patient setting.
4. An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
5. Expanded focus regarding current medical issues such as laws, ethics, and transcription.
6. The important role and responsibilities of a medical administrative/clinical assistant.
7. Clinical/ Administrative: Readiness to sit for the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.
8. Health Information Management (HIM) Concentration: Readiness to sit for the Certified Professional Coder, Apprentice Status (CPC-A) exam or the Certified Coding Associate (CCA), and the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.
9. Phlebotomy Concentration: Readiness to sit for the National Phlebotomy Certification exam leading toward Certified Phlebotomy Technician 1 (CPT-1) and the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

## Specialized Associate Degree—Medical Assistant

### Program Outline: Core Classes

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
AC160A	Fundamentals of Accounting IA	25	2.5	MD164A	EKG and Capillary Puncture	25	2.5
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	MD164B	EKG and Capillary Puncture Skills Lab A	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5	MD164C	EKG and Capillary Puncture Skills Lab B	25	1.0
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	MD166A	Phlebotomy and Urinalysis	25	2.5
BM141	Math Review	25	1.0	MD166B	Phlebotomy and Urinalysis Skills Lab A	25	1.0
BM142	Business Math	25	2.5	MD166C	Phlebotomy and Urinalysis Skills Lab B	25	1.0
BM195A	10-Key Keypad	25	1.0	MD250	Medical Office Procedures I	25	2.5
CM050A	Introduction to the Internet	25	1.0	MD251	Medical Office Procedures II	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	MD253	Medical Office Management	25	2.5
CM185A	QuickBooks Pro I	25	1.0	MD255	Medical Assisting Certification Exam Preparation	25	1.0
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MD301A	Medical Insurance Coding I	25	2.5
EN100A	Business English IA - Grammar	25	2.5	MD301B	Medical Insurance Coding II	25	2.5
EN100B	Business English IB - Grammar	25	2.5	MD301C	Medical Insurance Coding III	25	2.5
EN200A	Business English IIA - Punctuation	25	2.5	MD302A	MediSoft I	25	1.0
EN200B	Business English IIB - Punctuation	25	2.5	MD302B	MediSoft II	25	1.0
EN300A	Business Correspondence I	25	1.0	MD304A	Medical Manager I	25	1.0
GB101	Career Transitions	25	2.5	MD304B	Medical Manager II	25	1.0
GB132B	Records Management	25	2.5	MD305	Medical Insurance Plans	25	2.5
GB300	Security Practices	25	2.5	MD306	Claims Reimbursement	25	2.5
MD150	Anatomy and Physiology I	25	2.5	MD307	HIPAA and Records Management	25	2.5
MD151	Anatomy and Physiology II	25	2.5	MD400 *	Medical Externship	125	4.0
MD152	Anatomy and Physiology III	25	2.5	RX141A	Basic Health Care Math	25	2.5
MD160A	Beginning Medical Transcription I	25	1.0	RX175A	Principles of Pharmacology	25	2.5
MD161A	Medical Terminology I	25	2.5	RX185A	Pharmacology by Body Systems I	25	2.5
MD161B	Medical Terminology II	25	2.5	RX185B	Pharmacology by Body Systems II	25	2.5
MD162A	Introduction to Medical Assisting I	25	1.0	<b>General Education</b>			
MD162B	Intro. to Medical Assisting II	25	1.0	CM100	Computer Literacy	25	2.5
MD162C	Intro. to Medical Assisting III	25	1.0	EN303A	Management Communications I	25	2.5
MD163A	Injections and Surgical Assisting	25	2.5	EN303B	Mgmt. Communications II	25	2.5
MD163B	Injections and Surgical Assisting Skills Lab A	25	1.0	GB200A	Human Relations I	25	2.5
MD163C	Injections and Surgical Assisting Skills Lab B	25	1.0	GB200B	Human Relations II	25	2.5
				MA101	Introduction to Algebra	25	2.5
				Total Core Classes:		1650	120.5

\* See eligibility requirements under "Class Descriptions", page 113.

## Specialized Associate Degree—Medical Assistant

### Clinical/Administrative Concentration

Class No.	Class Title	Hours	Units	Qtr.
	All Core Classes	1650	120.5	
BM195B	10-Key Speed Development	25	1.0	
EN300B	Business Correspondence II	25	1.0	
MD160B	Beg. Medical Transcription II	25	1.0	
MD160C	Beg. Medical Transcription III	<u>25</u>	<u>1.0</u>	
	Program Total:	1750	124.5	
	Total Weeks/Quarters			
	Daytime:	70/7		
	Evening:	105/7		

**Keyboarding Speed Requirement:** 40 NWPM

### Health Information Management Concentration

Class No.	Class Title	Hours	Units	Qtr.
	All Core Classes	1650	120.5	
MD310	Advanced Medical Coding	25	2.5	
MD311	Health Information Management	25	2.5	
MD312	Medical Coding Apprenticeship Certification Preparation	25	2.5	
PH101A	Ethics in Technology and Society	<u>25</u>	<u>2.5</u>	
	Program Total:	1750	130.5	
	Total Weeks/Quarters			
	Daytime:	70/7		
	Evening:	105/7		

**Keyboarding Speed Requirement:** 40 NWPM

## Phlebotomy Concentration

Class No.	Class Title	Hours	Units	Qtr.
	All Core Classes	1650	120.5	
PB100	Basic Phlebotomy	30	2.5	
PB200	Advanced Phlebotomy	30	2.5	
PB500	Phlebotomy Externship	40	1.0	
	Program Total:	1750	126.5	
	Total Weeks/Quarters			
	Daytime:	70/7		
	Evening:	105/7		

**Keyboarding Speed Requirement:** 40 NWPM

### Phlebotomy Concentration Entrance Requirements:

In addition to the entrance requirements described on pages 8-9, admission into Empire College's Phlebotomy Concentration is approved by the Phlebotomy Program Director. Factors used to determine potential to benefit include aptitude, attitude, experience, and demeanor. High school equivalency can be satisfied by a U.S. high school diploma or GED. Admission qualification is determined on an individual basis. All students enrolled must attend the full program, including externship.

Prior to beginning the Phlebotomy Concentration, Empire College will conduct a criminal background check to include, at a minimum, a search of county court records for all jurisdictions in which the student has resided during the past seven years, as well as a search to identify registered sex offenders.

It is the student's responsibility to provide evidence of medical coverage and proof of current status of the following health screenings: (1) negative result to an 8 panel drug screen; (2) Hepatitis B within last 10 years; (3) Measles/Mumps/Rubella – 2 if born after 1957; (4) Varicella (Titer/vaccine) – possibly 2 immunizations; (5) Tuberculosis (PPD - skin/chest x-ray) – 2 within the last 12 months; and (6) Tetanus/Diphtheria within the last 10 years.

### State of California Certified Phlebotomy Technician Certification:

Individuals who successfully complete the Phlebotomy Concentration will receive a certificate of completion from Empire College allowing them to sit for the National certification examination. Upon passing the National examination, graduates are eligible to apply to the State for Certified Phlebotomy Technician 1 (CPT-1) certification. CPT-1 certification is required to work as a phlebotomist in the State of California.

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## Clinical Medical Assistant

**Objective:** This program includes extensive instruction in medical terminology, medical office procedures, medical insurance billing, basic healthcare math, as well as instruction in basic anatomy, physiology, and pharmacology. In addition to clinical procedures, students participate in a 125-hour externship. Students completing this course are prepared for front or back office medical assisting positions in doctors' offices, hospitals (laboratories, EKG departments, and outpatient areas), private laboratories, and other medical institutions. Emphasis on vocational training is consistent with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

**Expected Educational Outcomes:** Upon completing the Clinical Medical Assistant program, students will have demonstrated:

1. The critical skills necessary to properly handle front office procedures.
2. The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA).
3. Expanded focus regarding current medical issues such as laws, ethics, insurances.
4. The important role and responsibilities of a medical administrative/clinical assistant.
5. Readiness to sit for the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.

**Diploma** awarded upon successful completion of all graduation requirements.

## Clinical Medical Assistant

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
BM141	Math Review	25	1.0	MD166A	Phlebotomy and Urinalysis	25	2.5
CM050A	Introduction to the Internet	25	1.0	MD166B	Phlebotomy and Urinalysis Skills Lab A	25	1.0
CM100	Computer Literacy	25	2.5	MD166C	Phlebotomy and Urinalysis Skills Lab B	25	1.0
CM127B	Introduction to Microsoft Word I	25	1.0	MD250	Medical Office Procedures I	25	2.5
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MD251	Medical Office Procedures II	25	2.5
EN100A	Business English IA - Grammar	25	2.5	MD255	Medical Assisting Certifica- tion Exam Preparation	25	1.0
EN100B	Business English IB - Grammar	25	2.5	MD301A	Medical Insurance Coding I	25	2.5
EN200A	Business English IIA - Punctuation	25	2.5	MD302A	MediSoft I	25	1.0
EN200B	Business English IIB - Punctuation	25	2.5	MD302B	MediSoft II	25	1.0
EN300A	Business Correspondence I	25	1.0	MD304A	Medical Manager I	25	1.0
GB101	Career Transitions	25	2.5	MD304B	Medical Manager II	25	1.0
GB200A	Human Relations I	25	2.5	MD305	Medical Insurance Plans	25	2.5
GB200B	Human Relations II	25	2.5	MD307	HIPAA and Records Management	25	2.5
GB300	Security Practices	25	2.5	MD400 *	Medical Externship	125	4.0
MD150	Anatomy and Physiology I	25	2.5	RX141A	Basic Health Care Math	25	2.5
MD151	Anatomy and Physiology II	25	2.5	RX175A	Principles of Pharmacology	25	2.5
MD152	Anatomy and Physiology III	25	2.5	RX185A	Pharmacology by Body Systems I	25	2.5
MD161A	Medical Terminology I	25	2.5	RX185B	Pharmacology by Body Systems II	25	2.5
MD161B	Medical Terminology II	25	2.5		Total:	1250	88.0
MD162A	Introduction to Medical Assisting I	25	1.0		Total Weeks/Quarters		
MD162B	Introduction to Medical Assisting II	25	1.0		Daytime:	50/5	
MD162C	Introduction to Medical Assisting III	25	1.0		Evening:	75/5	
MD163A	Injections and Surgical Assisting	25	2.5				
MD163B	Injections and Surgical Assisting Skills Lab A	25	1.0				
MD163C	Injections and Surgical Assisting Skills Lab B	25	1.0				
MD164A	EKG and Capillary Puncture	25	2.5				
MD164B	EKG and Capillary Puncture Skills Lab A	25	1.0				
MD164C	EKG and Capillary Puncture Skills Lab B	25	1.0				

**Keyboarding Speed Requirement:** 30 NWPM

\* See eligibility requirements under "Class Descriptions", page 113.

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## Medical Administrative Assistant

**Objective:** This program includes extensive instruction in medical terminology, medical office procedures, medical insurance billing, claims reimbursement, various medical-related software for data protection and transmission, as well as basic anatomy and physiology. Students completing this course are prepared for front office medical assistant positions in doctors' offices, hospitals, private laboratories, and other medical institutions or facilities requiring a medical background. In addition to medical office procedures, students participate in a 125-hour externship. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

**Expected Educational Outcomes:** Upon completing the Medical Administrative Assistant program, students will have demonstrated:

1. The critical skills necessary to properly handle front office procedures.
2. Expanded focus regarding current medical issues such as laws, ethics, insurances.
3. Expanded focus regarding insurance billing and coding in an outpatient setting.
4. The important role and responsibilities of a medical administrative assistant.
5. Readiness to sit for the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.

**Diploma** awarded upon successful completion of all graduation requirements.

## Medical Administrative Assistant

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
AC160A	Fundamentals of Accounting IA	25	2.5	MD162A	Introduction to Medical Assisting I	25	1.0
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	MD162B	Introduction to Medical Assisting II	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5	MD162C	Introduction to Medical Assisting III	25	1.0
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	MD250	Medical Office Procedures I	25	2.5
BM141	Math Review	25	1.0	MD251	Medical Office Procedures II	25	2.5
BM142	Business Math	25	2.5	MD301A	Medical Insurance Coding I	25	2.5
BM195A	10-Key Keypad	25	1.0	MD301B	Medical Insurance Coding II	25	2.5
BM195B	10-Key Speed Development	25	1.0	MD301C	Medical Insurance Coding III	25	2.5
CM050A	Introduction to the Internet	25	1.0	MD302A	MediSoft I	25	1.0
CM100	Computer Literacy	25	2.5	MD302B	MediSoft II	25	1.0
CM127B	Introduction to Microsoft Word I	25	1.0	MD304A	Medical Manager I	25	1.0
CM185A	QuickBooks Pro I	25	1.0	MD304B	Medical Manager II	25	1.0
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MD305	Medical Insurance Plans	25	2.5
EN100A	Business English IA - Grammar	25	2.5	MD306	Claims Reimbursement	25	2.5
EN100B	Business English IB - Grammar	25	2.5	MD307	HIPAA and Records Management	25	2.5
EN200A	Business English IIA - Punctuation	25	2.5	MD400 *	Medical Externship	125	4.0
EN200B	Business English IIB - Punctuation	25	2.5		Total:	1250	88.0
EN300A	Business Correspondence I	25	1.0		Total Weeks/Quarters		
EN300B	Business Correspondence II	25	1.0		Daytime:	50/5	
GB101	Career Transitions	25	2.5		Evening:	75/5	
GB132B	Records Management	25	2.5				
GB200A	Human Relations I	25	2.5				
GB200B	Human Relations II	25	2.5				
GB300	Security Practices	25	2.5				
MD150	Anatomy and Physiology I	25	2.5				
MD151	Anatomy and Physiology II	25	2.5				
MD152	Anatomy and Physiology III	25	2.5				
MD160A	Beginning Medical Transcription I	25	1.0				
MD161A	Medical Terminology I	25	2.5				
MD161B	Medical Terminology II	25	2.5				

**Keyboarding Speed Requirement:** 40 NWPM

\* See eligibility requirements under "Class Descriptions", page 113.

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## Medical Billing and Coding Technician

**Objective:** This course is designed to develop skills used in theory and practice of CPT (procedure codes), ICD-9-CM (diagnoses codes), and HCPCS codes for medical outpatient billing. In addition to coding procedures, students learn billing software programs, claims reimbursement, and various medical-related software for data protection and data transmission. Students completing this course are prepared for insurance billing positions in the health care outpatient industry.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

**Expected Educational Outcomes:** Upon completing the Medical Billing and Coding Technician program, students will have demonstrated:

1. The skills necessary to efficiently use current medical code books for procedures and diagnosis.
2. Knowledge of private and public insurance programs, various insurance plans, eligibility, rules and regulations.
3. Expanded focus regarding current medical issues including law, ethics, and insurances.

**Diploma** awarded upon successful completion of all graduation requirements.

## Medical Billing and Coding Technician

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
AC160A	Fundamentals of Accounting IA	25	2.5	MD152	Anatomy and Physiology III	25	2.5
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	MD161A	Medical Terminology	25	2.5
BM141	Math Review	25	1.0	MD161B	Medical Terminology	25	2.5
BM195A	10-Key Keypad	25	1.0	MD162A	Introduction to Medical Assisting	25	1.0
BM195B	10-Key Speed Development	25	1.0	MD162B	Introduction to Medical Assisting	25	1.0
CM050A	Introduction to the Internet	25	1.0	MD250	Medical Office Procedures I	25	2.5
CM100	Computer Literacy	25	2.5	MD251	Medical Office Procedures II	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	MD301A	Medical Insurance Coding I	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	MD301B	Medical Insurance Coding II	25	2.5
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MD301C	Medical Insurance Coding III	25	2.5
CM192B	Microsoft Office Professional: An Overview of Microsoft Access and PowerPoint	25	1.0	MD302A	MediSoft I	25	1.0
EN100A	Business English I - Grammar	25	2.5	MD302B	MediSoft II	25	1.0
EN100B	Business English I - Grammar	25	2.5	MD304A	Medical Manager I	25	1.0
EN200A	Business English II - Punctuation	25	2.5	MD304B	Medical Manager II	25	1.0
EN200B	Business English II - Punctuation	25	2.5	MD305	Medical Insurance Plans	25	2.5
EN300A	Business Correspondence	25	1.0	MD306	Claims Reimbursement	25	2.5
GB101	Career Transitions	25	2.5	MD307	HIPAA and Records Management	25	2.5
GB132B	Records Management	25	2.5		Total:	925	68.5
MD150	Anatomy and Physiology I	25	2.5		Total Weeks/Quarters		
MD151	Anatomy and Physiology II	25	2.5		Daytime:	40/4	
					Evening:	60/4	

**Keyboarding Speed Requirement:** 30 NWPM



# Graduates of Empire's Office Administration Programs **have acquired**



## **comprehensive**

**administrative skills and are prepared to assume responsible positions where self-initiative and top-quality computer software and communications skills are important.**

## Specialized Associate Degree — Office Administration

**Objective:** This program is designed to produce an administrative specialist professional with a range of computer, communication, organizational, hospitality, marketing, and management skills. The emphasis on executive office skills coupled with hospitality classes will prepare the student for assumption of supervisory or management responsibility within an organization. This multi-disciplined program concentrates on critical thinking and decision-making skills with special emphasis on software, event and meeting planning, marketing, and project and report preparation. A comprehensive 100-hour internship is included in the program. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

With completion of 1550 hours of core courses, students may continue in the Administrative Specialist program or choose a concentration in Guest Services for the additional 200 hours.

The **Administrative Specialist concentration** prepares the student for a variety of certifications from Microsoft and the Educational Institute of the American Hotel & Lodging Association (EI).

**Certificates:** Microsoft Office Specialist (MCAS) in Word, Excel, Access, and PowerPoint  
Convention Management and Service\*  
Supervision in the Hospitality Industry\*  
Marketing in the Hospitality Industry.

**Certifications:** Certified Guest Service Professional

The **Guest Services concentration** prepares the student to earn the following certificates and certifications from the Educational Institute of the American Hotel & Lodging Association (EI):

**Certificates:** Managing Front Office Operations\*  
Sales and Marketing for the Hospitality Industry\*  
Fundamentals of Destination Management and Marketing  
Spa: A Comprehensive Introduction  
Leadership and Management in the Hospitality Industry\*  
Convention Management and Service\*  
Supervision in the Hospitality Industry\*  
Marketing in the Hospitality Industry.

**Certifications:** Area of Specialization - Hospitality Sales and Marketing  
Certified Guest Service Professional.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center.

*(\*)The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for these 5 EI courses. The American Council on Education, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education.*

## Specialized Associate Degree — Office Administration

*For the benefit of our students, EI participates in the American Council on Education's (ACE) Transcript Service. The ACE Transcript Service offers a lifelong record for students who have successfully completed our courses that have been reviewed by ACE CREDIT. This service enables adult learners to present a nationally recognized transcript to the college or university of their choice for the potential award of academic credit. For more information, visit the ACE CREDIT Transcript Service website at <http://www.acenet.edu/acecredit>.*

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree - Office Administration program, students will have demonstrated:

1. A working knowledge of the software utilized in the executive office setting including word processing, spreadsheet, desktop publishing, and presentations.
2. A competence in using language arts to produce professional documents and correspondence.
3. An ability to apply office procedures, bookkeeping, planning, presentation, critical thinking, and management skills in the executive office.
4. An understanding of ethical and professional practices and appropriate business etiquette.
5. An understanding of management concepts, including communication, and human relations principles as they relate with career success and productivity.
6. An understanding of event planning and familiarity with the nature and scope of today's meetings and conventions market.
7. A basic knowledge of grape growing, vocabulary, and wine tasting skills.
8. An ability to provide, express and achieve exceptional service by engaging with guests and creating memorable experiences.
9. An ability to use reference sources available to the travel industry to complete itinerary planning such as: cruise travel, tour packages (both domestic and international), rail travel, hotels, and airline reservations.
10. An understanding of leadership, high-performance teams, employee empowerment, and employee supervision.
11. Administrative Specialist Concentration: An understanding of the advanced software features of Word, Excel, Access, and PowerPoint including Microsoft certification preparation.
12. Guest Services Concentration: A familiarity with sales techniques needed to work in the competitive environment of all areas of the hospitality and tourism industry. The ability to discuss (at entry level) the spa industry including the history and philosophy of spas and industry trends. An understanding of how managers improve their leadership abilities and develop an understanding of high-performance teams, employee empowerment, and supervising employees.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.



## Specialized Associate Degree — Office Administration

### Administrative Specialist Concentration

Class No.	Class Title	Hours	Qtr. Units
	All Core Classes	1550	114.0
CM310A	Advanced Office: Word and Excel	25	1.0
CM310B	Advanced Office: Access and PowerPoint	25	1.0
CM310C	Post-Advanced Office: Word and Excel	25	1.0
CM310D	Post-Advanced Office: Access and PowerPoint	25	1.0
CM320A	Word Certification Preparation	25	1.0
CM320B	Excel Certification Preparation	25	1.0
CM320C	Access Certification Preparation	25	1.0
CM320D	PowerPoint Certification Preparation	<u>25</u>	<u>1.0</u>
	Program Total:	1750	122.0
	Total Weeks/Quarters		
	Daytime:	70/7	
	Evening:	105/7	

**Keyboarding Speed Requirement:** 50 NWPM

### Guest Services Concentration

Class No.	Class Title	Hours	Qtr. Units
	All Core Classes	1550	114.0
HM140	Tourism in the Hospitality Industry	25	2.5
HM155	Hospitality Case Study	25	2.5
HM200	Spa: A Comprehensive Introduction	25	2.5
HM205	Leadership and Management in the Hospitality Industry	25	2.5
TR138A	Guest Services I	25	2.5
TR138B	Guest Services II	25	1.0
TR146A	Sales for the Wine and Tourism Industries I	25	2.5
TR146B	Sales for the Wine and Tourism Industries II	<u>25</u>	<u>1.0</u>
	Program Total:	1750	131.0
	Total Weeks/Quarters		
	Daytime:	70/7	

**Keyboarding Speed Requirement:** 50 NWPM

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## Executive Office Administration

**Objective:** This program is designed to prepare the graduate for office duties in careers that require a high degree of initiative and offer opportunities for career advancement. The graduate will be equipped with skills to fill administrative assistant, secretarial, general office, and office assistant positions. Skills attained in the program include advanced computer applications, desktop publishing, graphics and presentations, in addition to other professional and technical skills necessary to function effectively in today's office. A 50-hour internship is included. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The student is prepared for two Microsoft Office Specialist (MCAS) certifications: Word and Excel. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center.

Note: All units in this program are transferable to the Specialized Associate Degree – Office Administration (Administrative Specialist) program.

**Expected Educational Outcomes:** Upon completing the Executive Office Administration program, students will have demonstrated:

1. A working knowledge of computer programs used in the modern executive office including word processing, spreadsheets, desktop publishing, presentation, and integrated packages.
2. Competence in using language arts to write and/or produce mailable documents and correspondence.
3. The ability to use office procedures, bookkeeping, planning, presentation, critical thinking, and management skills in the executive office.
4. An understanding of ethical and professional practices and appropriate business etiquette of the executive office.

**Diploma** awarded upon successful completion of all graduation requirements.

## Executive Office Administration

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
AC160A	Fundamentals of Accounting IA	25	2.5	EN300A	Business Correspondence I	25	1.0
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	EN300B	Business Correspondence II	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5	EN303A	Management Communications I	25	2.5
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	EN303B	Management Communications II	25	2.5
BM141	Math Review	25	1.0	GB101	Career Transitions	25	2.5
BM142	Business Math	25	2.5	GB132A	Dynamics of the Office Professional	25	2.5
BM195A	10-Key Keypad	25	1.0	GB132B	Records Management	25	2.5
CM050A	Introduction to the Internet	25	1.0	GB132C	Professional Office Communications	25	2.5
CM100	Computer Literacy	25	2.5	GB200A	Human Relations I	25	2.5
CM127A	Beginning Keyboarding	25	1.0	LG130A	Business Law I	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	LG130B	Business Law II	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	LG130C	Business Law III	25	2.5
CM144A	Beginning MS Word	25	1.0	LG130D	Business Law IV	25	2.5
CM144B	Intermediate MS Word	25	1.0	MN230A	Corporate Travel Planning	25	2.5
CM166A	Beginning Excel	25	1.0	MN230B	Finance Basics for the Office Professional	25	2.5
CM185A	QuickBooks Pro I	25	1.0	MN230C	Career Planning and Advancement	25	2.5
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MN330A	Professional Development I- Internship	25	0.5
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	MN330B	Professional Development II- Internship	25	0.5
CM310A	Advanced Office: Word and Excel	25	1.0	MN330C	Professional Development III- Internship	25	0.5
CM310B	Advanced Office: Access and PowerPoint	25	1.0	MN330D	Professional Development IV- Internship	25	0.5
CM310C	Post-Advanced Office: Word and Excel	25	1.0	MN331	Professional Portfolio Project	25	1.0
CM310D	Post-Advanced Office: Access and PowerPoint	25	1.0	TY225A	Keyboarding Speed Development I	25	1.0
CM320A	Word Certification Preparation	25	1.0		Total:	1250	81.0
CM320B	Excel Certification Preparation	25	1.0		Total Weeks/Quarters		
EN100A	Business English IA - Grammar	25	2.5		Daytime:	50/5	
EN100B	Business English IB - Grammar	25	2.5		Evening:	75/5	
EN200A	Business English IIA - Punctuation	25	2.5				
EN200B	Business English IIB - Punctuation	25	2.5				

**Keyboarding Speed Requirement:** 50 NWPM

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## Administrative Assistant

**Objective:** This program is designed to prepare the graduate for office duties in careers that require a high degree of initiative. The graduate will gain the skills necessary to fill administrative assistant, secretarial, general office, and office assistant positions. A 50-hour internship is included. Skills attained in the program offer excellent opportunities for career advancement. Employable skills are in keeping with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Office Administration program.

**Expected Educational Outcomes:** Upon completing the Administrative Assistant program, students will have demonstrated:

1. A working knowledge of computer programs used in the modern executive office including word processing and spreadsheets.
2. Competence in using language arts to write and/or produce mailable documents and correspondence.
3. The ability to use office procedures, bookkeeping, management skills, and critical thinking in the executive office.
4. An understanding of ethical and professional practices of the executive office.

**Diploma** awarded upon successful completion of all graduation requirements.

## Administrative Assistant

### Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
AC160A	Fundamentals of Accounting IA	25	2.5	EN300A	Business Correspondence I	25	1.0
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	EN300B	Business Correspondence II	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5	EN303A	Management Communications I	25	2.5
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	EN303B	Management Communications II	25	2.5
BM141	Math Review	25	1.0	GB101	Career Transitions	25	2.5
BM142	Business Math	25	2.5	GB132A	Dynamics of the Office Professional	25	2.5
BM195A	10-Key Keypad	25	1.0	GB132B	Records Management	25	2.5
CM050A	Introduction to the Internet	25	1.0	GB132C	Professional Office Communications	25	2.5
CM100	Computer Literacy	25	2.5	GB200A	Human Relations I	25	2.5
CM127A	Beginning Keyboarding	25	1.0	LG130A	Business Law I	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	LG130B	Business Law II	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	LG130C	Business Law III	25	2.5
CM144A	Beginning MS Word	25	1.0	LG130D	Business Law IV	25	2.5
CM144B	Intermediate MS Word	25	1.0	MN230A	Corporate Travel Planning	25	2.5
CM166A	Beginning Excel	25	1.0	MN230B	Finance Basics for the Office Professional	25	2.5
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MN230C	Career Planning and Advancement	25	2.5
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	MN330A	Professional Development I- Internship	25	0.5
EN100A	Business English IA - Grammar	25	2.5	MN330B	Professional Development II- Internship	25	0.5
EN100B	Business English IB - Grammar	25	2.5	TY225A	Keyboarding Speed Development I	25	1.0
EN200A	Business English IIA - Punctuation	25	2.5		Total:	1000	72.0
EN200B	Business English IIB - Punctuation	25	2.5		Total Weeks/Quarters		
					Daytime:	40/4	
					Evening:	60/4	

**Keyboarding Speed Requirement:** 40 NWPM

## Computerized Business Skills

**Objective:** This short-term, vocationally directed program is designed to prepare the graduate for entry-level receptionist or clerical positions using English, computer, and keyboarding skills. Technical and professional skills are learned as necessary components to function in today's computerized office. Students are introduced to entry-level bookkeeping, payroll, and Microsoft Office. Emphasis on vocational training is consistent with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Office Administration program.

**Expected Educational Outcomes:** Upon completing the Computerized Business Skills program, students will have demonstrated:

1. Keyboarding and data entry skills needed to process documents.
2. Computer skills needed for today's technology.
3. English skills to communicate effectively.

**Diploma** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.	Class No.	Class Title	Hours	Qtr.
			Units				Units
AC160A	Fundamentals of Accounting IA	25	2.5	EN100B	Business English IB - Grammar	25	2.5
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	EN200A	Business English IIA - Punctuation	25	2.5
AC160B	Fundamentals of Accounting IB	25	2.5	EN200B	Business English IIB - Punctuation	25	2.5
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	EN300A	Business Correspondence I	25	1.0
BM141	Math Review	25	1.0	EN300B	Business Correspondence II	25	1.0
BM142	Business Math	25	2.5	GB101	Career Transitions	25	2.5
BM195A	10-Key Keypad	25	1.0	GB132A	Dynamics of the Office Professional	25	2.5
CM050A	Introduction to the Internet	25	1.0	GB132B	Records Management	25	2.5
CM100	Computer Literacy	25	2.5	GB132C	Professional Office Communications	25	2.5
CM127A	Beginning Keyboarding	25	1.0	GB200A	Human Relations I	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	GB200B	Human Relations II	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	TY225A	Keyboarding Speed Development I	25	1.0
CM144A	Beginning MS Word	25	1.0		Total:	750	51.0
CM144B	Intermediate MS Word	25	1.0		Total Weeks/Quarters		
CM166A	Beginning Excel	25	1.0		Daytime:	30/3	
CM166B	Intermediate Excel	25	1.0		Evening:	45/3	
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0		<b>Keyboarding Speed Requirement:</b>	40 NWPM	
EN100A	Business English IA - Grammar	25	2.5				

## Accelerated Business Essentials

**Objective:** An ambitious, short-term program designed to upgrade existing skills and to produce administrative assistants with a variety of highly marketable skills. A 50-hour internship is included. This program is tailored for those with previous college education and/or work experience to meet the demands of today’s employer. In keeping with the philosophy of the College, the emphasis in this program is placed on vocational skills.

**Prerequisites:** (1) Net keyboarding speed of 30 WPM on a 5-minute timing, and (2) College transcript indicating completion of 30 semester units or résumé outlining three years of office work experience.

Note: All units in this program are transferable to the Specialized Associate Degree – Office Administration program.

**Expected Educational Outcomes:** Upon completing the Accelerated Business Essentials program, students will have demonstrated:

1. A working knowledge of computer programs used in the modern business office including word processing and spreadsheets.
2. Competence in using language arts to write and/or produce mailable documents and correspondence.
3. The ability to use office procedures, management skills, and critical thinking in the modern office.
4. An understanding of ethical and professional practices of the modern office.

**Diploma** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

		Qtr.				Qtr.	
Class No.	Class Title	Hours	Units	Class No.	Class Title	Hours	Units
AC160A	Fundamentals of Accounting IA	25	2.5	EN300A	Business Correspondence I	25	1.0
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	GB101	Career Transitions	25	2.5
BM141	Math Review	25	1.0	GB132A	Dynamics of the Office Professional	25	2.5
BM142	Business Math	25	2.5	GB132B	Records Management	25	2.5
CM050A	Introduction to the Internet	25	1.0	GB132C	Professional Office Communications	25	2.5
CM100	Computer Literacy	25	2.5	MN230A	Corporate Travel Planning	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	MN230B	Finance Basics for the Office Professional	25	2.5
CM127C	Introduction to Microsoft Word II	25	1.0	MN230C	Career Planning and Advancement	25	2.5
CM144A	Beginning MS Word	25	1.0	MN330A	Professional Development I- Internship	25	0.5
CM144B	Intermediate MS Word	25	1.0	MN330B	Professional Development II- Internship	25	0.5
CM166A	Beginning Excel	25	1.0				
EN100A	Business English IA - Grammar	25	2.5		Total:	625	45.0
EN100B	Business English IB - Grammar	25	2.5		Total Weeks/Quarters		
EN200A	Business English IIA - Punctuation	25	2.5		Daytime:	25 / 2.5	
EN200B	Business English IIB - Punctuation	25	2.5		Evening:	38 / 2.5	
				<b>Keyboarding Speed Requirement:</b> 40 NWPM			



# **Graduates of the Tourism, Hospitality & Wine Programs are prepared to**



**develop career**

**with tour companies, hotels,  
resorts, convention visitors'  
bureaus, wineries, travel  
agencies, airlines, and more.**

## Specialized Associate Degree — Office Administration — Guest Services

**Objective:** This program is designed to produce an administrative specialist professional with a range of computer, communication, organizational, hospitality, marketing, and management skills. The emphasis on executive office skills coupled with hospitality classes will prepare the student for assumption of supervisory or management responsibility within an organization. This multi-disciplined program concentrates on critical thinking and decision-making skills with special emphasis on software, event and meeting planning, marketing, and project and report preparation. A comprehensive 100-hour internship is included in the program. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The Guest Services Concentration prepares the student to earn the following certificates and certifications from the Educational Institute of the American Hotel & Lodging Association (EI):

- Certificates:** Managing Front Office Operations\*  
Sales and Marketing for the Hospitality Industry\*  
Fundamentals of Destination Management and Marketing  
Spa: A Comprehensive Introduction  
Leadership and Management in the Hospitality Industry\*  
Convention Management and Service\*  
Supervision in the Hospitality Industry\*  
Marketing in the Hospitality Industry.
- Certifications:** Area of Specialization - Hospitality Sales and Marketing  
Certified Guest Service Professional.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center.

*(\*)The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for these 5 EI courses. The American Council on Education, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education.*

*For the benefit of our students, EI participates in the American Council on Education's (ACE) Transcript Service. The ACE Transcript Service offers a lifelong record for students who have successfully completed our courses that have been reviewed by ACE CREDIT. This service enables adult learners to present a nationally recognized transcript to the college or university of their choice for the potential award of academic credit. For more information, visit the ACE CREDIT Transcript Service website at <http://www.acenet.edu/acecredit>.*

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## Specialized Associate Degree — Office Administration — Guest Services

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree - Office Administration program, students will have demonstrated:

1. A working knowledge of the software utilized in the executive office setting including word processing, spreadsheet, desktop publishing, and presentations.
2. A competence in using language arts to produce professional documents and correspondence.
3. An ability to apply office procedures, bookkeeping, planning, presentation, critical thinking, and management skills in the executive office.
4. An understanding of ethical and professional practices and appropriate business etiquette.
5. An understanding of management concepts, including communication, and human relations principles as they relate with career success and productivity.
6. An understanding of event planning and familiarity with the nature and scope of today's meetings and conventions market.
7. A basic knowledge of grape growing, vocabulary, and wine tasting skills.
8. An ability to provide, express and achieve exceptional service by engaging with guests and creating memorable experiences.
9. An ability to use reference sources available to the travel industry to complete itinerary planning such as: cruise travel, tour packages (both domestic and international), rail travel, hotels, and airline reservations.
10. An understanding of leadership, high-performance teams, employee empowerment, and employee supervision.
11. Guest Services Concentration: A familiarity with sales techniques needed to work in the competitive environment of all areas of the hospitality and tourism industry. The ability to discuss (at entry level) the spa industry including the history and philosophy of spas and industry trends. An understanding of how managers improve their leadership abilities and develop an understanding of high-performance teams, employee empowerment, and supervising employees.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.



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## Specialized Associate Degree — Office Administration — Guest Services

### Guest Services Concentration

Class No.	Class Title	Hours	Units	Qtr.
	All Core Classes	1550	114.0	
HM140	Tourism in the Hospitality Industry	25	2.5	
HM155	Hospitality Case Study	25	2.5	
HM200	Spa: A Comprehensive Introduction	25	2.5	
HM205	Leadership and Management in the Hospitality Industry	25	2.5	
TR138A	Guest Services I	25	2.5	
TR138B	Guest Services II	25	1.0	
TR146A	Sales for the Wine and Tourism Industries I	25	2.5	
TR146B	Sales for the Wine and Tourism Industries II	<u>25</u>	<u>1.0</u>	
	Program Total:	1750	131.0	
	Total Weeks/Quarters			
	Daytime:	70/7		

**Keyboarding Speed Requirement:** 50 NWPM

## Tourism, Hospitality and Wine Industries

**Objective:** This short-term program provides the student with necessary skills to enter the hospitality industry. Tour planning, convention sales and service, event planning, California wine industry, international and domestic travel planning, guest service and some business classes make up this 750-hour program. Graduates qualify for positions as reservationists, front desk clerks, planners, concierge, conference service managers, in addition to numerous other positions in the travel and hospitality industry. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

Note: All units in this program are transferable to the Specialized Associate Degree – Office Administration (Guest Services) program.

**Expected Educational Outcomes:** Upon completing the Tourism, Hospitality and Wine Industries program, students will have demonstrated:

1. An understanding of event planning and familiarity with the nature and scope of today's meetings and conventions market.
2. Basic knowledge of grape growing, vocabulary, and wine tasting skills.
3. Understanding of supervising employees, marketing strategies as they relate to the hospitality industry, and the study of tourism.
4. Ability to use reference sources available to the travel industry to complete itinerary planning such as: cruise travel, tour packages (both domestic and international), rail travel, hotels, and airline reservations.
5. Familiarity with sales techniques needed to work in the competitive environment of all areas of the hospitality and tourism industry.
6. Familiarity with aspects of the travel and hospitality industry and how they are interrelated.
7. A broad understanding of business English, business correspondence, word processing, and typing.

The student is prepared to earn the following certificates and certifications from the Educational Institute of the American Hotel & Lodging Association (EI).

**Certificates:** Managing Front Office Operations\*  
 Sales and Marketing for the Hospitality Industry\*  
 Fundamentals of Destination Management and Marketing  
 Spa: A Comprehensive Introduction  
 Leadership and Management in the Hospitality Industry\*  
 Convention Management and Service\*  
 Supervision in the Hospitality Industry\*  
 Marketing in the Hospitality Industry.

**Certifications:** Area of Specialization - Hospitality Sales and Marketing  
 Certified Guest Service Professional.

*(\*)The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for these 5 EI courses. The American Council on Education, the major coordinating body for all the nation's higher education institutions, seeks to provide*

## Tourism, Hospitality and Wine Industries

*leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education.*

*For the benefit of our students, EI participates in the American Council on Education's (ACE) Transcript Service. The ACE Transcript Service offers a lifelong record for students who have successfully completed our courses that have been reviewed by ACE CREDIT. This service enables adult learners to present a nationally recognized transcript to the college or university of their choice for the potential award of academic credit. For more information, visit the ACE CREDIT Transcript Service website at <http://www.acenet.edu/accredit>.*

**Diploma** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.		Class No.	Class Title	Hours	Qtr.	
			Units					Units	
CM050A	Introduction to the Internet	25	1.0		HM145	Supervision in the			
CM100	Computer Literacy	25	2.5			Hospitality Industry	25	2.5	
CM127B	Introduction to Microsoft				HM150	Marketing	25	2.5	
	Word I	25	1.0		HM155	Hospitality Case Study	25	2.5	
CM186A	Microsoft Publisher	25	1.0		HM200	Spa: A Comprehensive			
CM192A	Microsoft Office Professional:					Introduction	25	2.5	
	An Overview of Word and				HM205	Leadership and Management			
	Excel	25	1.0			in the Hospitality Industry	25	2.5	
CM192B	Microsoft Office Professional:				HM210	Certified Guest Service			
	An Overview of Access and					Professional	25	2.5	
	PowerPoint	25	1.0		MN230A	Corporate Travel Planning	25	2.5	
EN100A	Business English IA -				MN331	Professional Portfolio Project	25	1.0	
	Grammar	25	2.5		MN335A	Presentation Skills	25	2.5	
EN100B	Business English IB -				TR137A	Tour Planning I	25	2.5	
	Grammar	25	2.5		TR138A	Guest Services I	25	2.5	
EN200A	Business English IIA -				TR138B	Guest Services II	25	1.0	
	Punctuation	25	2.5		TR146A	Sales for the Wine and			
EN200B	Business English IIB -					Tourism Industries I	25	2.5	
	Punctuation	25	2.5		TR146B	Sales for the Wine and			
GB101	Career Transitions	25	2.5			Tourism Industries II	25	1.0	
HM105	Introduction to the					Total:	750	63.0	
	California Wine Country	25	2.5			Total Weeks/Quarters:	25/2.5		
HM110	Convention Management	25	2.5						
HM115	Meeting Planning	25	2.5						
HM135	Event Planning for the								
	Wine Country	25	2.5						
HM140	Tourism in the Hospitality								
	Industry	25	2.5						

**Keyboarding Speed Requirement: 30**

## Tourism, Hospitality and Wine Industries (Accelerated)

**Objective:** This condensed program is designed exclusively for those students already possessing minimal clerical skills as determined by entrance requirements. Tour planning, convention sales and service, event planning, California wine industry, international and domestic travel planning, guest service and some business classes make up this 625-hour program. Graduates qualify for positions as reservationists, front desk clerks, planners, concierge, conference service managers, in addition to numerous other positions in the travel and hospitality industry. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

**Prerequisite:** Net keyboarding speed of 30 WPM on a 5-minute timing and résumé outlining three years of office work experience.

Note: All units in this program are transferable to the Specialized Associate Degree – Office Administration (Guest Services) program.

**Expected Educational Outcomes:** Upon completing the Tourism, Hospitality and Wine Industries (Accelerated) program, students will have demonstrated:

1. An understanding of event planning and familiarity with the nature and scope of today's meetings and conventions market.
2. Basic knowledge of grape growing, vocabulary, and wine tasting skills.
3. Understanding of supervising employees, marketing strategies as they relate to the hospitality industry, and the study of tourism.
4. Ability to use reference sources available to the travel industry to complete itinerary planning such as: cruise travel, tour packages (both domestic and international), rail travel, hotels, and airline reservations.
5. Familiarity with sales techniques needed to work in the competitive environment of all areas of the hospitality and tourism industry.
6. A broad understanding of business English, business correspondence, word processing, and typing

The student is prepared to earn the following certificates and certifications from the Educational Institute of the American Hotel & Lodging Association (EI):

**Certificates:** Managing Front Office Operations\*  
Sales and Marketing for the Hospitality Industry\*  
Fundamentals of Destination Management and Marketing  
Spa: A Comprehensive Introduction  
Leadership and Management in the Hospitality Industry\*  
Convention Management and Service\*  
Supervision in the Hospitality Industry\*  
Marketing in the Hospitality Industry.

**Certifications:** Area of Specialization - Hospitality Sales  
Marketing and Certified Guest Service Professional.

## Tourism, Hospitality and Wine Industries (Accelerated)

(\*The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for these 5 EI courses. The American Council on Education, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education.

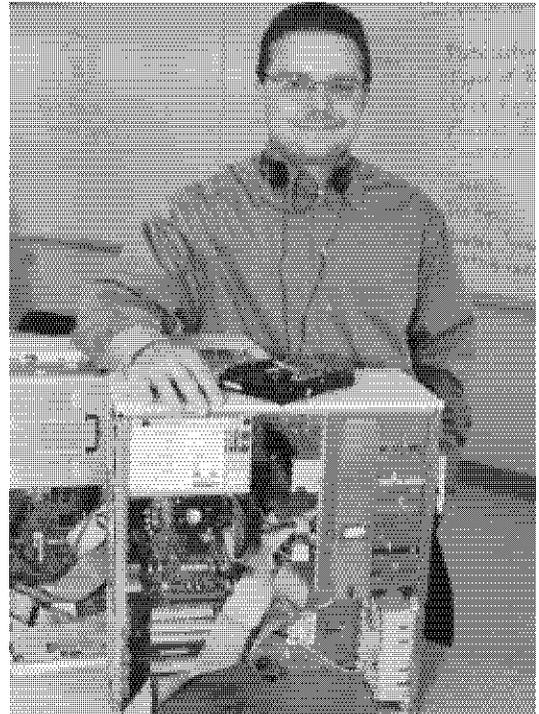
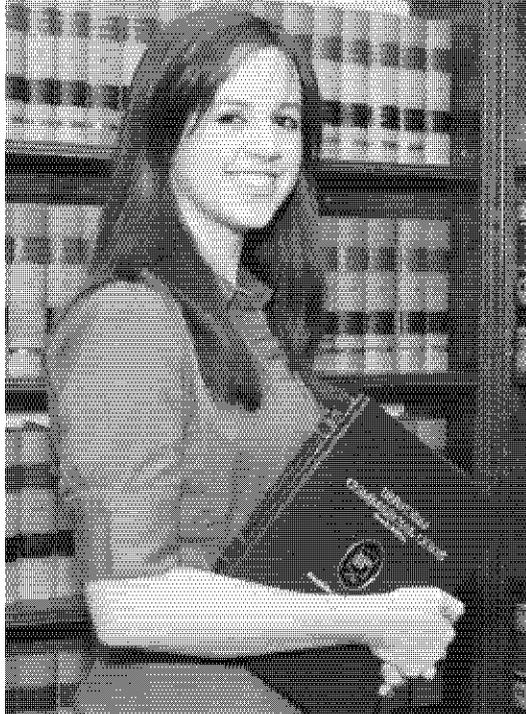
For the benefit of our students, EI participates in the American Council on Education's (ACE) Transcript Service. The ACE Transcript Service offers a lifelong record for students who have successfully completed our courses that have been reviewed by ACE CREDIT. This service enables adult learners to present a nationally recognized transcript to the college or university of their choice for the potential award of academic credit. For more information, visit the ACE CREDIT Transcript Service website at <http://www.acenet.edu/acecredit>.

**Diploma** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
CM050A	Introduction to the Internet	25	1.0	HM210	Certified Guest Service Professional	25	2.5
CM100	Computer Literacy	25	2.5	MN230A	Corporate Travel Planning	25	2.5
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MN331	Professional Portfolio Project	25	1.0
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0	MN335A	Presentation Skills	25	2.5
EN300A	Business Correspondence I	25	1.0	TR137A	Tour Planning I	25	2.5
GB101	Career Transitions	25	2.5	TR138A	Guest Services I	25	2.5
HM105	Introduction to the California Wine Country	25	2.5	TR138B	Guest Services II	25	1.0
HM110	Convention Management	25	2.5	TR146A	Sales for the Wine and Tourism Industry I	25	2.5
HM115	Meeting Planning	25	2.5	TR146B	Sales for the Wine and Tourism Industry II	25	1.0
HM135	Event Planning for the Wine Country	25	2.5		Total:	625	52.0
HM140	Tourism in the Hospitality Industry	25	2.5		Total Weeks/Quarters:	25/2.5	
HM145	Supervision in the Hospitality Industry	25	2.5		<b>Keyboarding Speed Requirement: 30</b>		
HM150	Marketing	25	2.5				
HM155	Hospitality Case Study	25	2.5				
HM200	Spa: A Comprehensive Introduction	25	2.5				
HM205	Leadership and Management in the Hospitality Industry	25	2.5				

**Hands-on skill practice is an integral part of every program, a feature local employers count on.**



“I have worked with the Career Placement Department at Empire College for more than fifteen years. I have learned to rely upon Empire to save me time and effort by referring exceptional graduates who are well trained in the skills required by my office.”

Bruce R. McKee, CPA

“Currently all but one of our medical assistants are Empire graduates. They were well prepared to handle the variety and fast pace of our offices.”

Steve Wolf, MD, Sutter Health

## Class Descriptions

### Course Numbering System

The two letters at the beginning of the course number relate to the academic subject area of the class, as follows:

AC	Accounting	MD	Medical
BM	Business Math	MN	Management
CM	Computer	PB	Phlebotomy
CS	Computer Technology	PH	Philosophy
EN	English	PL	Paralegal
GB	General Business	RX	Pharmacology
HM	Hospitality	TR	Tourism
LG	Legal	TY	Keyboarding
MA	Mathematics		

With the exception of the computer classes, the number following the two-letter designation generally indicates the level of the subject matter of the course. For example, AC110 is a lower level accounting class than AC115.

### General Education Courses

The following is a list of classes which fall under the category of General Education.

Course No.	Class Name	Units
CM100	Computer Literacy	2.5
EN303A	Management Communications I	2.5
EN303B	Management Communications II	2.5
GB200A	Human Relations I	2.5
GB200B	Human Relations II	2.5
MA101	Introduction to Algebra with Business Applications	2.5
PH101A	Ethics in Technology and Society	2.5

#### **AC160A Fundamentals of Accounting IA** 25 Hours 2.5 Units

Basic theory of accounting covering the accounting cycle, the recording of transactions in journals and ledgers, preparation of financial statement, adjusting and closing procedures.

#### **AC16LA Fundamentals of Accounting IA Lab** 25 Hours 1.0 Unit

Supervised lab time devoted to the solving of accounting problems.

#### **AC160B Fundamentals of Accounting IB** 25 Hours 2.5 Units

Theory of accounting for a merchandising enterprise involving special journals, bank reconciliations, and payroll. Prerequisite: AC160A– Fundamentals of Accounting IA.

#### **AC16LB Fundamentals of Accounting IB Lab** 25 Hours 1.0 Unit

Supervised lab time devoted to the solving of accounting problems.

#### **AC160C Fundamentals of Accounting IC** 25 Hours 2.5 Units

Theory of accounting for special functions involving receivables, uncollectible accounts, promissory notes, inventory, and fixed assets. Prerequisite: AC160B–Fundamentals of Accounting IB.

#### **AC16LC Fundamentals of Accounting IC Lab** 25 Hour 1.0 Unit

Supervised lab time devoted to the solving of accounting problems.

#### **AC160D Fundamentals of Accounting ID** 25 Hours 2.5 Units

Theory of accounting for end of the year procedures and for special functions involving partnerships. Prerequisite: AC160C–Fundamentals of Accounting IC.

#### **AC16LD Fundamentals of Accounting ID Lab** 25 Hours 1.0 Unit

Supervised lab time devoted to the solving of accounting problems.

**AC170A Fundamentals of Accounting IIA**  
**25 Hours 2.5 Units**  
 Introduction to basic concepts of managerial accounting, with particular emphasis on manufacturing enterprises. Introduction to job and process cost accounting. Prerequisite: AC160D–Fundamentals of Accounting ID.

**AC17LA Fundamentals of Accounting IIA Lab**  
**25 Hours 1.0 Unit**  
 Supervised lab time devoted to the solving of accounting problems.

**AC170B Fundamentals of Accounting IIB**  
**25 Hours 2.5 Units**  
 Preparation of budgets and analysis of variances. Use of responsibility accounting to evaluate decentralized operations. Application of managerial techniques to business decisions, including product pricing and capital investment. Prerequisite: AC170A–Fundamentals of Accounting IIA.

**AC17LB Fundamentals of Accounting IIB Lab**  
**25 Hours 1.0 Unit**  
 Supervised lab time devoted to the solving of accounting problems.

**AC170C Fundamentals of Accounting IIC**  
**25 Hours 2.5 Units**  
 Introduction to corporations including formation, capital transactions, and earnings. Accounting for the financing through bonds including issuance and retirement. Prerequisite: AC170B–Fundamentals of Accounting IIB.

**AC17LC Fundamentals of Accounting IIC Lab**  
**25 Hours 1.0 Unit**  
 Supervised lab time devoted to the solving of accounting problems.

**AC170D Fundamentals of Accounting IID**  
**25 Hours 2.5 Units**  
 Theory of accounting for principles and reporting standards including composition of the cash flow statement and financial statement analysis. Prerequisite: AC170C–Fundamentals of Accounting IIC.

**AC17LD Fundamentals of Accounting IID Lab**  
**25 Hours 1.0 Unit**  
 Supervised lab time devoted to the solving of accounting problems.

**AC180A Payroll Accounting**  
**25 Hours 1.0 Unit**  
 Basic theory of accounting for a professional enterprise covering payroll accounting. Prerequisite: AC160A–Fundamentals of Accounting IA.

**AC185 Professional Certification Preparation**  
**25 Hours 1.0 Unit**  
 This class utilizes practice tests for preparation for the Certified Bookkeeper designation. AIPB, American institute of Professional Bookkeepers, testing is included in this class. Prerequisite: AC160D–Fundamentals of Accounting ID.

**AC190A Federal Income Tax I**  
**25 Hours 2.5 Units**  
 Introduction to federal laws and regulations regarding filing of income tax returns by individuals. Gross income inclusions and adjustments to income. Reporting business profit or loss by a sole proprietorship.

**AC190B Federal Income Tax II**  
**25 Hours 2.5 Units**  
 Itemized deductions. Reporting of supplemental income and the alternative minimum tax. Tax credits. Depreciation. Capital gains and losses. Exchanges. Depreciation recapture. Prerequisite: AC190A–Federal Income Tax I.

**AC190C Federal Income Tax III**  
**25 Hours 2.5 Units**  
 Payroll. Extensions and amended returns. Introduction to reporting for partnerships and corporations. Prerequisite: AC190B–Federal Income Tax II.

**AC190D Federal Income Tax IV**  
**25 Hours 2.5 Units**  
 This course is designed to assist the student in gaining additional practice in completing tax returns in order to pass the IRS VITA (volunteer income tax assistance) certification tests. Prerequisite: AC190B–Federal Income Tax II.

**AC274A Intermediate Accounting I**  
**25 Hours 2.5 Units**  
 This course teaches students how to identify, measure, and record events and transactions of a financial nature. This section emphasizes the financial reporting of assets, liabilities and

owner's equity. Prerequisite: AC170D–Fundamentals of Accounting IID.

**AC274B Intermediate Accounting II**  
25 Hours 2.5 Units

This section covers receivables/cash recognition, inventory calculations, and fixed and intangible asset utilization. Investment transactions in debt and equity securities will be journalized and accounting changes and errors will be reported. Prerequisite: AC170D–Fundamentals of Accounting IID.

**AC274C Intermediate Accounting III**  
25 Hours 2.5 Units

This section covers current and long-term liabilities. Accounting theory surrounding leases is presented and the identification, measurement, and recording of debt and equity financing are emphasized. The recording of income taxes and pensions is also included. Prerequisite: AC170D–Fundamentals of Accounting IID.

**AC274D Intermediate Accounting IV**  
25 Hours 2.5 Units

This section covers the basis of accounting and the financial statements required for government and nongovernment not-for-profit organizations. Students are taught the differences between government fund revenues and expenditures and nongovernment restricted and unrestricted revenues and expenses. Prerequisite: AC170D–Fundamentals of Accounting II.

**AC280A Managerial Accounting I**  
25 Hours 2.5 Units

Introduction to various concepts and classifications of costs. Job order and process costing. Analysis of cost behavior, particularly that of mixed costs. Prerequisite: AC170B–Fundamentals of Accounting IIB.

**AC280B Managerial Accounting II**  
25 Hours 2.5 Units

Segment reporting. Various costing systems explored. Preparation of the master budget and flexible budgets including variance analysis. Prerequisite: AC170B–Fundamentals of Accounting IIB.

**AC280C Managerial Accounting III**  
25 Hours 2.5 Units

Standard cost systems. Performance measurement in decentralized organizations. Relevant costs for decision-making during capital budgeting. Prerequisite: AC170B–Fundamentals of Accounting IIB.

**AC280D Managerial Accounting IV**  
25 Hours 2.5 Units

General overview of forensic accounting. Business processes and systems development. Comprehensive treatment of the Sarbanes-Oxley Act. Various types of fraud. Prerequisite: AC170B–Fundamentals of Accounting IIB.

**AC290A Cost Accounting I**  
25 Hours 2.5 Units

Introduction to cost accounting. Analysis of Cost behaviors and Cost-Volume-Profit. Fundamentals of product and service costing and joint cost allocation are presented. Prerequisite: AC280C– Managerial Accounting III.

**AC290B Cost Accounting II**  
25 Hours 2.5 Units

The role of a management control system and multiple measures of performance are explored. Analysis of transfer pricing and various variances are covered. Prerequisite: AC280C– Managerial Accounting III.

**AC400 Accounting Externship**  
50 Hours 1.0 Unit

The student will apply his/her Accounting Program knowledge by placement in the private accounting sector, government agencies, and other accounting settings for on-the-job training under the supervision of an accountant for a period of 50 hours. The various sites and requirements are discussed by the Externship Coordinator with each student. Concurrent enrollment is required in the Specialized Associate Degree–Accounting program with a minimum GPA of 3.2 or more, a minimum of 90 percent attendance, and a typing speed of 35 NWPM. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Externship Coordinator. Prerequisite: AC190D–Federal Income Tax IV, AC274D–Intermediate Accounting IV, AC280A/B/C/D–Managerial Accounting I/II/III/IV, AC290B–Cost Accounting II.

**BM141 Math Review****25 Hours****1.0 Unit**

A comprehensive review of basic math skills needed in business situations. Includes practice with fractions, decimals, word problems, and problem solving skills.

**BM142 Business Math****25 Hours****2.5 Units**

Mathematics as used in business situations. This course will cover applications of percents, invoices, discounts, simple interest, and mortgage loans. The use of the calculator as a tool for solving problems more easily is emphasized. Prerequisite: BM141–Math Review.

**BM143 Financial Math****25 Hours****2.5 Units**

Mathematics as used in business situations. This course will cover compound interest and present value, annuities and sinking funds; stocks, bonds and mutual funds; and data interpretation and presentation. Prerequisite: BM142–Business Math.

**BM195A 10-Key Keypad****25 Hours****1.0 Unit**

This class is designed to teach the 10-key numeric keypad by touch using a computer. Industry standards are used as grading criteria.

**BM195B 10-Key Speed Development****25 Hours****1.0 Unit**

This class is designed to increase the speed development on the 10-key numeric keypad. Industry standards are used as grading criteria. Prerequisite: BM195A–10-Key Keypad.

**CM050A Introduction to the Internet****25 Hours****1.0 Unit**

This class includes creating a personal Web page and other aspects of the Internet. Students will become familiar with the Internet and the e-library as research tools for educational and business purposes.

**CM100 Computer Literacy****25 Hours****2.5 Units**

This class is designed to be an introduction to computers, terminology, procedures, and computer usage by society and individuals.

**CM114A Basic MS Word I****25 Hours****1.0 Unit**

This class provides hands-on experience with Microsoft Word. Students will learn to create and edit letters, memos, tables, reports, itineraries, agendas, and minutes. Prerequisite: CM127C–Introduction to Microsoft Word II.

**CM114B Basic MS Word II****25 Hours****1.0 Unit**

This class provides hands-on experience with Microsoft Word. Students will learn to create and edit multipage letters, memos, and tables; special letter and table features; and mail merge. Prerequisite: CM114A–Basic MS Word for Windows I.

**CM114C Basic MS Word III****25 Hours****1.0 Unit**

This class provides hands-on experience with Microsoft Word. Students will learn to use the program to create and edit international documents and specialized office documents. Prerequisite: CM114B–Basic MS Word for Windows II.

**CM114D Basic MS Word IV****25 Hours****1.0 Unit**

This class provides hands-on experience with Microsoft Word. Students will learn to create and edit templates, newsletters, office forms, and desktop publishing. Prerequisite: CM114C–Basic MS Word for Windows III.

**CM116A Basic Excel I****25 Hours****1.0 Unit**

This class provides hands-on experience with the Excel spreadsheet program. The student will complete everyday business applications in Excel such as creating formatted worksheets and working with simple formulas.

**CM116B Basic Excel II****25 Hours****1.0 Unit**

This class provides hands-on experience with the Excel spreadsheet program. The student will complete everyday business applications in Excel, practicing specific concepts such as working with data, formulas, charts, file management, and print functions. Prerequisite: CM116A–Basic Excel for Windows I.

**CM127A Beginning Keyboarding****25 Hours 1.0 Unit**

This class includes basic skill development and proper keyboarding techniques.

**CM127B Introduction to Microsoft Word I****25 Hours 1.0 Unit**

This class includes creating letters, memos, reports, and tables using Microsoft Word. Prerequisite: CM127A–Beginning Keyboarding or net speed of 25 words per minute.

**CM127C Introduction to Microsoft Word II****25 Hours 1.0 Unit**

This class includes creating letters, memos, reports, bibliographies, employment documents, and tables using Microsoft Word. Prerequisite: CM127B–Introduction to Microsoft Word I.

**CM144A Beginning MS Word****25 Hours 1.0 Unit**

This class provides hands-on experience with Microsoft Word. Students will create, revise, and edit correspondence, tables, reports, itineraries, agendas, and minutes including multipage letters, memos, and tables. They will also create, revise, and edit formal reports with cover pages, table of contents, and bibliographies. Prerequisite: CM127C–Introduction to Microsoft Word II.

**CM144B Intermediate MS Word****25 Hours 1.0 Unit**

This class provides hands-on experience with Microsoft Word. Students will learn to create and edit specialized medical and legal office documents, templates, flyers, newsletters, office forms, desktop publishing documents, and online resumes. The mail merge features of Word will be used to create form letters, envelopes, and labels. Prerequisite: CM144A–Beginning MS Word for Windows.

**CM166A Beginning Excel****25 Hours 1.0 Unit**

This class provides hands-on experience with the Excel spreadsheet program. The student will learn to enter information into workbook files, format and edit worksheets, and use functional formulas to compute values. In addition, students will use Excel's charting feature to create charts for illustrating and comparing values.

**CM166B Intermediate Excel****25 Hours 1.0 Unit**

This class provides hands-on experience with the Excel spreadsheet program. The student will complete business applications in Excel, practicing specific concepts such as logical and financial functions; rounding and nesting functions; using images, SmartArt, and graphics; and working with tables. Prerequisite: CM166A–Beginning Excel for Windows.

**CM166C Advanced Excel****25 Hours 1.0 Unit**

This class provides hands-on experience with the Excel spreadsheet program. The student will practice advanced features such as auditing, consolidating and linking workbooks, using data tables and pivot tables, and working with macros. Prerequisite: CM166B–Intermediate Excel for Windows.

**CM168A Beginning Access****25 Hours 1.0 Unit**

This class provides a hands-on introduction to the use and basic design of a relational database. Topics will include queries, forms, and reports as well as design and management.

**CM185A QuickBooks Pro I****25 Hours 1.0 Unit**

This class provides a "hands-on" experience with QuickBooks Pro accounting software. The student will record and report simple transactions of a business utilizing a name-brand accounting package. Prerequisites: AC110–Basic Theory of Accounting or AC160A–Fundamentals of Accounting IA.

**CM185B QuickBooks Pro II****25 Hours 1.0 Unit**

Students will learn how to customize QuickBooks and setup a new company file. They will maintain and record multifaceted functions of a business plus perform security tasks. Prerequisite: CM185A–QuickBooks Pro for Windows I.

**CM185C QuickBooks Pro III****25 Hours 1.0 Unit**

Students will setup and process payroll. They will be responsible for recording various accounting merchandising transactions over a period of time. In addition, they will utilize

advanced QuickBooks features for accountants. Prerequisite: CM185B– QuickBooks Pro for Windows II.

**CM186A Publisher**  
**25 Hours 1.0 Unit**

A powerful desktop publishing (DTP) program that assists in designing and producing professional, quality documents that combine text, graphics, illustrations, and photographs. Prerequisite: CM192B– Microsoft Office Professional: An Overview of Access and PowerPoint 2007.

**CM190A Web Authoring I**  
**25 Hours 1.0 Unit**

This class provides hands-on experience with HTML. The student will gain experience creating and working with a variety of Web pages, graphics, tables, frames, image and maps.

**CM190B Web Authoring II**  
**25 Hours 1.0 Unit**

This class provides an intermediate hands-on experience with HTML. The student will gain experience with the following: creating web page forms, working with cascading style sheets, using multimedia on the web, working with XHTML, working with JavaScript. Prerequisite: CM190A–Web Authoring I.

**CM190C Web Authoring III**  
**25 Hours 1.0 Unit**

This class provides hands-on experience with Dreamweaver Version 4. The student will gain experience using Dreamweaver for creating and working with a variety of Web pages, graphics, tables, frames, image and maps. Prerequisite: CM190B–Web Authoring II.

**CM192A Microsoft Office Professional:  
An Overview of Word and Excel**  
**25 Hours 1.0 Unit**

This class provides hands-on experience with Microsoft Word and Excel. The student will gain experience creating and working with a variety of documents, spreadsheets, charts and the integration of Word and Excel. Prerequisite: CM127A–Beginning Keyboarding or equivalent.

**CM192B Microsoft Office Professional:  
An Overview of Access and PowerPoint**  
**25 Hours 1.0 Unit**

This class provides hands-on experience with Access databases, PowerPoint slide shows, and the integration of Microsoft Office products. The student will gain experience creating and working with a variety of databases and presentations. Integration will be covered. Prerequisite: CM192A–Microsoft Office Professional: An Overview of Word and Excel.

**CM210A Photoshop**  
**25 Hours 1.0 Unit**

A combination of lecture, lab exercises, and hands-on training designed to teach the student Photoshop essentials as well as some advanced features such as the ability to process raw digital photographs, produce web animations, and composite photos.

**CM240A Peachtree I**  
**25 Hours 1.0 Unit**

Students are introduced to computerized accounting using a name brand accounting program. An overview is presented on the various accounting functions performed by the program including the recording of customers, vendors, and employee transactions. Prerequisite: AC160D–Fundamentals of Accounting ID or AC130–Specialized Accounting Procedures for the Merchandising Enterprise.

**CM240B Peachtree II**  
**25 Hours 1.0 Unit**

Transactions dealing with accounts payable and accounts receivable for a merchandising business are entered. Payroll entries, account reconciliations, and customizing forms are also addressed. Prerequisite: CM240A–Peachtree for Windows I.

**CM250A Great Plain I**  
**25 Hours 1.0 Unit**

Students are introduced to the Great Plains accounting software. Transactions in general ledger, accounts payable, and accounts receivable are recorded. Maintenance procedures will also be presented. Prerequisite: AC170A–Fundamentals of Accounting IIA and CM240B–Peachtree for Windows II.

**CM250B Great Plains II****25 Hours****1.0 Unit**

Transactions dealing with the payroll cycle and other activities are entered. Adjustments, year-end closing procedures, and new company setup are also addressed. Prerequisite: CM250A– Great Plains II.

**CM310A Advanced Office: Word and Excel****25 Hours****1.0 Unit**

This class provides hands-on experience with the advanced features of Microsoft Word and Excel along with the rationale for applying them to different situations. Students will gain experience creating and working with a variety of Word documents and Excel spreadsheets including creating a document with a title page, table, chart, and watermark; generating form letters, mailing labels, and directories; creating a professional newsletter; working with financial functions, data tables, and amortization schedules; sorting and querying a table; and working with templates and multiple worksheets and workbooks. Prerequisite: Completion of the Administrative Assistant program.

**CM310B Advanced Office: Access and PowerPoint****25 Hours****1.0 Unit**

This class provides hands-on experience with advanced Microsoft Access, PowerPoint along with the rationale for applying them to different situations. Topics include creating reports and forms; creating and testing macros to use in a switchboard system; adding PivotTables and PivotCharts to a database; using SQL (Structured Query Language) to update a database; creating a presentation with custom backgrounds and information graphics. Prerequisite: CM310A–Advanced Office: Word and Excel.

**CM310C Post-Advanced Office: Word and Excel****25 Hours****1.0 Unit**

This class provides hands-on experience with post-advanced concepts and techniques in Microsoft Word and Excel along with the rationale for applying them to different situations. After completing this course, the student will be prepared for the MCAS certification prep courses. Students will be creating and working with a variety of Word and Excel tools including master documents, table of contents,

indexes, online forms, macros, blogging, complex formulas, tables, charts, PivotTables, PivotCharts, trendlines; and Visual Basic. Prerequisite: CM310B–Advanced Office: Access and PowerPoint.

**CM310D Post-Advanced Office: Access and PowerPoint****25 Hours****1.0 Unit**

This class provides hands-on experience with the post-advanced features of Microsoft Access and PowerPoint along with rationale for applying them to different situations and is designed to prepare the student for the MCAS certification preparation classes. Students will gain experience creating and working with a variety of Access and PowerPoint document features including advanced access reports; advanced form techniques; multipage forms, administering a database system; revising a PowerPoint presentation; and importing files from Microsoft Office Online Website. Prerequisite: CM310C–Post-Advanced Office: Word and Excel.

**CM320A Word Certification Preparation****25 Hours****1.0 Unit**

This class utilizes software training and practice tests for certification preparation for Word. MCAS testing is included in this class. Prerequisite: CM310D–Post-Advanced Office: Access and PowerPoint.

**CM320B Excel Certification Preparation****25 Hours****1.0 Unit**

This class utilizes software training and practice tests for certification preparation for Excel. MCAS testing is included in this class. Prerequisite: CM166C–Advanced Excel for Windows or CM310D–Post-Advanced Office: Access and PowerPoint.

**CM320C Access Certification Preparation****25 Hours****1.0 Unit**

This class utilizes software training and practice tests for certification preparation for Access. MCAS testing is included in this class. Prerequisite: CM310D–Post-Advanced Office: Access and PowerPoint.

**CM320D PowerPoint Certification Preparation**  
**25 Hours 1.0 Unit**

This class utilizes software training and practice tests for certification preparation for PowerPoint. MCAS testing is included in this class. Prerequisite: CM310D–Post Advanced Office: Access and PowerPoint.

**CS100 Introduction to Computer Hardware**  
**75 Hours 6.0 Units**

A combination of lectures and hands-on exercises to introduce the student to computer systems. The assembly of a personal computer will be emphasized. There will be a discussion of each component, discussion on the use of relevant DOS commands, emergency startup procedures, identifying and configuring hardware components. The characteristics of processor chips and processing speeds, the motherboard—including architecture identification, the installation of a hard drive and troubleshooting non-operation. Student will assemble and disassemble successfully his or her system a minimum of seven times.

**CS111A Powershell**  
**25 Hours 1.0 Unit**

Lecture and hands-on exercises introducing the student to Windows Powershell 2.0.

**CS111B Powershell**  
**25 Hours 1.0 Unit**

Lecture and hands-on exercises focusing on the advanced features of Windows Powershell 2.0. Prerequisites: Completion or concurrent enrollment in CS212–Windows Server Network Infrastructure.

**CS120 Computer Configuration and Troubleshooting**  
**75 Hours 6.0 Units**

A combination of lectures and hands-on exercises to continue the education of computer systems, computer configuration, and troubleshooting. Continued learning of DOS, introduction to and support of MS-Windows 3.11, and an introduction to Windows 95, 98, NT4, 2000, and XP. Prerequisite: CS100–Introduction to Computer Hardware.

**CS140 Advanced Computer Set-up and Communications**  
**75 Hours 6.0 Units**

A combination of lectures and lab exercises in advanced problem determination in the areas of personal computers with an emphasis on peripherals. This class will prepare the student for both tests required for CompTIA's A+ certification. Prerequisite: CS120–Computer Configuration and Troubleshooting.

**CS160 Network Plus**  
**75 Hours 6.0 Units**

A study through lecture exercises introducing the student to the basic concepts of networking. Prerequisite: CS140–Advanced Computer Setup and Communications.

**CS175A Wiring Hardware**  
**25 Hours 1.5 Units**

A combination of lecture and hands-on training in building telecommunications wiring systems. Creation and termination of copper and fiber optic cables.

**CS183 Green Information Technology Strategies**  
**25 Hours 1.0 Unit**

A lecture-based class introducing the student to key concepts of reducing an IT department's environmental impact by implementing new technologies and reducing waste.

**CS191A Certification Preparation**  
**25 Hours 1.5 Units**

This course is intended to prepare a student for an industry certification. Prerequisite: CS140–Advanced Computer Set-up and Communications.

**CS191B Certification Preparation**  
**25 Hours 1.5 Units**

This course is intended to prepare a student for an industry certification. Prerequisite: CS160–Network Plus.

**CS191C Certification Preparation**  
**25 Hours 1.5 Units**

This course is intended to prepare a student for an industry certification. Prerequisite: CS212–Windows Server Network Infrastructure.

**CS191D Certification Preparation****25 Hours 1.5 Units**

This course is intended to prepare a student for an industry certification. Prerequisite: CS218–Windows Server Active Directory.

**CS191E Certification Preparation****25 Hours 1.5 Units**

This course is intended to prepare a student for an industry certification. Prerequisite: CS205–Windows Server.

**CS205 Window Server****75 Hours 5.5 Units**

This course will introduce the student to Microsoft Windows 2008 Server through lectures, demonstrations, discussions, and hands-on labs. Students will configure Microsoft Windows 2008 Server to perform a wide array of services. Prerequisite: CS218–Windows Server Active Directory.

**CS212 Windows Server Network Infrastructure****75 Hours 5.5 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to key concepts of the Windows 2008 Network infrastructure. Students will configure Microsoft Windows Servers and clients with a variety of network services. Prerequisite: CS242–Windows Operating System Configuration.

**CS218 Windows Server Active Directory****75 Hours 5.5 Units**

An instructor-led class and lab introducing the student to Microsoft's Active Directory Services. Students will learn to organize domains and objects within Active Directory. Prerequisite: CS212–Windows Server Network Infrastructure.

**CS219 Windows Server Applications Infrastructure****75 Hours 5.5 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to key concepts of the Windows 2008 Network infrastructure. Students will configure Microsoft Windows Servers and clients with a variety of network services. Prerequisite: CS205–Windows Server.

**CS225A Electronic Messaging with Virus Protection****25 Hours 1.0 Unit**

Instructor-led instruction and lab in using Microsoft Outlook 2003 electronic messaging services.

**CS231 Enterprise Administrator****75 Hours 5.5 Units**

An instructor led class and lab introducing the student to Windows Server 2008 enterprise administration with emphasis on planning networks and application services, designing core identity and access management components, planning for migrating, upgrading, and restructuring domains and forests, implementing PKI and designing a virtualization strategy. Prerequisite: CS205–Windows Server.

**CS232 Windows SharePoint Server****75 Hours 5.5 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to key concepts of the Microsoft Office SharePoint Server. Students will install, configure and administer Microsoft Office SharePoint Server. Prerequisite: CS218–Windows Server Active Directory.

**CS236 Exchange Server****75 Hours 6.0 Units**

An instructor-led class and lab introducing the student to Microsoft Exchange Server. Students will learn to set up and maintain Microsoft's electronic mail server. Prerequisite: CS205–Windows Server.

**CS239 Small Business Server****25 Hours 2.5 Units**

A study through lecture exercises introducing the student to Windows Small Business Server 2008. Prerequisite: CS212–Windows Server Network Infrastructure.

**CS242 Windows Operating System Configuration****75 Hours 5.5 Units**

This course will introduce students to Microsoft Windows 7 Client through lectures, demonstrations, discussions, and hands-on lab exercises. Prerequisite: CS160–Network Plus.

**CS250A Introduction to Routers I****25 Hours 2.5 Units**

This course introduces the students to routers and internetworking. Prerequisite: Completion or concurrent enrollment in CS160–Network Plus.

**CS250B Introduction to Routers II****25 Hours 2.5 Units**

This course introduces the students to routers and internetworking. Prerequisite: Completion or concurrent enrollment in CS250A–Introduction to Routers I.

**CS260 Linux Plus****75 Hours 6.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to the basics of the Linux/Unix operating systems. This class will prepare the student for CompTIA’s Linux+ certification. Prerequisite: CS242–Windows Operating System Configuration.

**CS270A Technical Drawing with Visio****25 Hours 1.0 Unit**

Instructor-led lab using Visio 2003 to create professional business and networking diagrams.

**CS280A Network Security****25 Hours 1.5 Units**

Instruction in the fundamentals of computer network security. Prerequisite: CS160–Network Plus.

**CS290A Firewall Services****25 Hours 1.5 Units**

Instruction in practical tools for network protection against intrusion by hackers. Prerequisite: CS160–Network Plus.

**CS313 Tactical Perimeter Defense****75 Hours 6.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to the concepts and techniques of implementing firewalls and intrusion detection systems, IPSEC and virtual private networks, routers and access control lists, and securing wireless networks. Prerequisite: CS212–Windows Server Network Infrastructure.

**CS323 Strategic Infrastructure Security****75 Hours 6.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to the concepts and techniques of ethical hacking, internet security, security policies, cryptography, and the hardening of Linux and Microsoft operating systems. Prerequisite: CS313–Tactical Perimeter Defense.

**CS325 Security Plus****75 Hours 5.5 Units**

This course is designed to be an introduction to Network Security concepts and practices. This class will prepare the student for CompTIA’s Security+ certification. Prerequisite: CS205–Windows Server.

**CS330 Introduction to Cisco Routers I****75 Hours 6.0 Units**

Instruction in the OSI model, internetworking devices, IP addressing, LAN media and topologies, structured cabling, electronics, network layered communications, and network management. Prerequisite: CS212–Windows Server Network Infrastructure.

**CS332 Advanced Security Implementation****75 Hours 6.0 Units**

A combination of lecture, lab exercises, and hands-on training designed to help the student implement strong authentication, understand the basics of cryptography and computer forensics. Prerequisite: CS323–Strategic Infrastructure Security.

**CS340 Introduction to Cisco Routers II****75 Hours 6.0 Units**

Instruction in router theory, router components, router setup and startup, router configurations, IOS, TCP/IP. Prerequisite: CS330–Introduction to Cisco Routers I.

**CS342 Enterprise Security Solutions****75 Hours 6.0 Units**

A combination of lecture, lab exercises, and hands-on training designed to help the student understand and implement Public Key Infrastructure Architecture, wireless security, and secure email. This class will prepare the student for the Security Certified Network Architect (SCNA) SC0-501 and 502 exams. Prerequisite: CS332–Advanced Security Implementation.

**CS350 Cisco Routers in Wide Area Networks I**  
**75 Hours 6.0 Units**

A combination of lecture and hands-on activities which provides students with the knowledge of Cisco router configuration and network design. Prerequisite: CS330 and CS340–Introduction to Cisco Routers I and II.

**CS360 Cisco Routers in Wide Area Networks II**  
**75 Hours 6.0 Units**

A combination of lecture and hands-on activities which provides students with the knowledge of Cisco router configuration and network design. Prerequisite: CS350–Cisco Routers in Wide Area Networks I.

**CS365 Linux System Administration**  
**75 Hours 6.0 Units**

A combination of lecture and lab exercises introducing the student to the basic concepts of Linux file systems, Linux installation of both Red Hat and Debian systems, Shell usage, and software installation. This class will prepare the student for Red Hat Certified Technician (RHCT) certification. Prerequisite: CS212–Windows Server Network Infrastructure.

**CS375 Linux Networking**  
**75 Hours 6.0 Units**

A combination of lecture and lab exercises introducing the student to the basic concepts of using Apache, FTP, Bind, Sendmail, Telnet, SSH, and other services. This class will prepare the student for Red Hat Certified Technician (RHCT) certification. Prerequisite: CS365–Linux System Administration.

**CS385 Linux Security, Ethics, and Privacy**  
**75 Hours 6.0 Units**

A combination of lecture and lab exercises introducing the student to the basic concepts of using shells and scripts, including the vi editor, networking fundamentals, network services, and managing security. This class will prepare the student for Red Hat Certified Engineer (RHCE) certification. Prerequisite: CS375–Linux Networking.

**CS395 Linux in the Enterprise**  
**75 Hours 6.0 Units**

A combination of lecture and lab exercises introducing the student to the use of Linux in an Enterprise environment. Students learn to troubleshoot Enterprise-related problems and

use remote installation services. This class will prepare the student for Red Hat Certified Engineer (RHCE) certification. Prerequisite: CS385–Linux Security, Ethics, and Privacy.

**EN100A Business English IA–Grammar**  
**25 Hours 2.5 Units**

This class will define and utilize grammatical skills as a foundation for clear, organized writing and speaking. Emphasis will be on correct verb usage and nouns (plurals and possessives).

**EN100B Business English IB–Grammar**  
**25 Hours 2.5 Units**

This class will define and utilize grammatical skills as a foundation for clear, organized writing and speaking. Emphasis will be on the correct usage of pronouns, adjectives, adverbs, prepositions, and conjunctions. Special emphasis will be placed on subject predicate agreement. Prerequisite: EN100A–Business English IA–Grammar.

**EN200A Business English IIA–Punctuation**  
**25 Hour 2.5 Units**

This class is a general overview of the use of punctuation in business correspondence and report writing. Emphasis will be on the correct usage of semicolons, colons, dashes, and commas. Prerequisite: EN100A,B–Business English IA,B - Grammar.

**EN200B Business English IIB–Punctuation**  
**25 Hour 2.5 Units**

This class is a general overview of the use of punctuation in business correspondence and report writing. Emphasis will be on the correct usage of capitalization, abbreviations, and numbers. Prerequisite: EN200A–Business English IIA - Punctuation.

**EN300A Business Correspondence I**  
**25 Hours 1.0 Unit**

Business correspondence writing with emphasis on formatting, word control, correct grammar and punctuation. The résumé and cover letter are included for employment preparation. Prerequisite: Completion of EN200A–Business English IIA - Punctuation and completion or concurrent enrollment in EN200B–Business English IIB - Punctuation.

**EN300B Business Correspondence II**  
**25 Hours 1.0 Unit**

Advanced business correspondence writing with emphasis on formatting, word control, and correct grammar and punctuation usage. Oral presentation skills and teamwork are utilized to increase the quality of production. Prerequisite: EN300A–Business Correspondence I.

**EN303A Management Communications I**  
**25 Hours 2.5 Units**

This class is designed to help the students develop their skills within the context of a business. An emphasis is placed on interpersonal communication, presentations, decision-making, résumés, and interviewing.

**EN303B Management Communications II**  
**25 Hours 2.5 Units**

This class is designed to develop personal economic value, interpersonal communication, decision-making skills, presentation skills, and interviewing techniques used in today's business. Prerequisite: EN303A– Management Communications I.

**EN310A Writing Skills for the Office Professional I**  
**25 Hours 2.5 Units**

Through class assignments students practice defining the audience, clarifying the purpose and determining the appropriate document style and format necessary to improve the written clarity and organization of their writing. Editing and proofreading skills are emphasized. Prerequisite: EN300A–Business Correspondence I.

**EN310B Writing Skills for the Office Professional II**  
**25 Hours 2.5 Units**

The students work on improving their writing style while creating a variety of documents for the professional. The students will also learn the writing process to compare, contrast, classify, persuade, propose a solution, observe and interview. Editing and proofreading skills along with written organization and critical thinking are emphasized. Prerequisite: EN310A–Writing Skills for the Office Professional I.

**GB101 Career Transitions**  
**25 Hours 2.5 Units**

This course is designed to provide the student with skills to assist in: a) the transition to the college environment; b) personal development and goal setting and, ultimately; c) the transition to the professional business environment. Emphasis is placed on self-exploration and self-improvement. The class is held in an informal lecture/class discussion format, consisting of videos, lectures, guest facilitators, and homework. Student participation is expected and encouraged; respect and tolerance of other points of view is stressed.

**GB132A Dynamics of the Office Professional**  
**25 Hours 2.5 Units**

This class is designed to prepare the student for a career as an office professional. Critical thinking and problem solving skills, business etiquette, professionalism, teamwork, time management, and interpersonal and technical skills are emphasized as essential elements of the successful office professional. Prerequisites: Keyboarding and word-processing knowledge.

**GB132B Records Management**  
**25 Hours 2.5 Units**

This class is designed to train students to perform and utilize proper filing techniques for successful office management. Students also learn records management and the basics of purchasing office equipment.

**GB132C Professional Office Communications**  
**25 Hours 2.5 Units**

This class is designed to prepare the student for a career as an Administrative Assistant. Written and verbal communication skills, presentation skills, customer service skills, telephone techniques, and current office procedures are emphasized as essential elements of the successful office professional. Prerequisites: Keyboarding and word-processing knowledge.

**GB200A Human Relations I**  
**25 Hours 2.5 Units**

A study of human relationships in the workplace which emphasizes many practical aspects of human behavior. The approach to issues will be as realistic and as directly job related as possible in a classroom setting.

**GB200B Human Relations II****25 Hours****2.5 Units**

A study of human relationships in the workplace which emphasizes many practical aspects of human behavior. Conflict resolution, team dynamics, leadership, organizational change, diversity, ethical politics, and power are topics that will be discussed in this class.

**GB300 Security Practices****25 Hours****2.5 Units**

This class will introduce the student to safety precautions and measures to be taken in the event of a violent client situation. Students will create a security plan for a mock business and be able to assess a hypothetical emergency situation and respond appropriately.

**HM105 Introduction to the California Wine****Country****25 Hours****2.5 Units**

This course will give you an overview of grape-growing and winemaking practices, vocabulary and tasting skills. You will learn about wine grape varieties and pairing of food and wine. In this class, the student will visit local wineries and learn what makes each unique. Special wines such as champagne, sherry and port will also be discussed. (Students must be over 21 years of age to participate in wine tasting.)

**HM110 Convention Management****25 Hours****2.5 Units**

This course will take an in-depth look at the nature and scope of today's meetings and conventions market. The student will learn how the hospitality industry is responding to the increasing demands of this market. Also covered are how selling to and servicing the conventions and meetings market offers the opportunity for graduates to experience what meeting planners look for in a site, and how properties can increase their market share of the convention, meeting and trade show business. Upon successful completion of the final exam, students will receive a certificate from the American Hotel and Lodging Association. This certificate is one part of the *Certificate of Specialization—Sales and Marketing in the Hospitality Industry* that students can earn.

**HM115 Meeting Planning****25 Hours****2.5 Units**

Meeting Planners handle all aspects of meeting management from preparing a meeting budget to selecting the meeting site, negotiating airline and hotel rates, and developing the actual meeting. This course will introduce the student to the complex meeting industry, as well as the exciting careers available in the meetings industry.

**HM135 Event Planning for the Wine Country****25 Hours****2.5 Units**

This course is designed to provide the students with the education and skills required to research, plan, schedule, organize and market special events. Creative events, speaker selection, choosing the best venue; preparing and managing the budget; scheduling; coordinating the food and beverages are just a few of the topics discussed. During this class, students plan, negotiate with vendors, and execute a fundraising event for a local children's charity.

**HM140 Tourism in the Hospitality Industry****25 Hours****2.5 Units**

This course is an overview of the study of tourism and how it relates to the hospitality industry. Perceptions, attitudes, motivation, personality, and values of tourism are covered. Tourism planning and development, marketing, research and measurement, and tourism policy are also discussed. Upon successful completion of the final exam, students will receive a certificate from the American Hotel and Lodging Association. This certificate is one part of the *Certificate of Specialization—Sales and Marketing in the Hospitality Industry* that students can earn.

**HM145 Supervision in the Hospitality Industry****25 Hours****2.5 Units**

New and aspiring supervisors will find practical advice for dealing effectively with people in a hospitality work environment. Topics include effective communication, orientation and training, managing productivity, coaching, discipline, team building, managing conflict, and professional development. Upon successful completion of the final exam, students will receive a certificate from the American Hotel and Lodging Association. This certificate is one part of the *Certificate of Specialization—Sales and Marketing in the Hospitality Industry* that students can earn.

**HM150 Marketing**  
**25 Hours****2.5 Units**

This class provides useful tips, checklists, creative ideas, and case examples of successful hospitality marketing practices. The students will also discuss customer service, electronic marketing, marketing budgets, and marketing and the law. Upon successful completion of the final exam, students will receive a certificate from the American Hotel and Lodging Association. This certificate is one part of the *Certificate of Specialization—Sales and Marketing in the Hospitality Industry* that students can earn.

**HM155 Hospitality Case Study**  
**25 Hours****2.5 Units**

Case studies are stories that are used as a teaching tool to show the application of a theory or concept to real situations. The actual case study that the students will participate in will be decided immediately prior to the scheduling of this class. A case will be chosen that is timely and reflective of the current events in the industry. Case teaching enhances learning by engaging students, actively connecting students with course content.

**HM200 Spa: A Comprehensive Introduction**  
**25 Hours****2.5 Units**

This introductory class, developed by the International Spa Association Foundation, takes an in-depth look at subjects ranging from the history and cultural development of spas to spa terminology and financial realities. It also examines today's spa industry and introduces students to spa careers. In addition, it takes students through a typical day from a spa director's perspective, examines the qualities of an outstanding spa experience, and discusses industry trends and future directions.

**HM205 Leadership and Management in the Hospitality Industry**  
**25 Hours****2.5 Units**

This course is designed to acquaint students with leadership, management, and quality issues facing today's hospitality industry. There are chapters on the Malcolm Baldrige National Quality Award, continuous improvement, quality service, power and empowerment, communication skills, goal setting, high-performance teams, diversity, managing organizational change, and strategic career planning.

**HM210 Certified Guest Service Professional**  
**25 Hours****2.5 Units**

Today's successful hospitality employee must have effective guest service skills in today's competitive market. They must be able to engage and connect with their guest to go above and beyond the call of duty. The seven segments of guest service: authenticity, intuition, empathy, delight, delivery, initiative and being a champion - will be covered in detail during this class. True stories, immediate implementable tips, and occupational hazards, collected from concierges and service experts from all over the world will be discussed. Upon successful completion, students will earn their *Certified Guest Service Professional Certificate and Pin* from the American Hotel and Lodging Association.

**LG130A Business Law I**  
**25 Hours****2.5 Units**

The student will be introduced to constitutional law, court systems, statutory and procedural law, business and computer crimes, intentional torts, and negligence.

**LG130B Business Law II**  
**25 Hours****2.5 Units**

Detailed analysis of contract formation, including elements affecting validity, capacity of parties, and proper consideration. Prerequisite: LG130A—Business Law I.

**LG130C Business Law III**  
**25 Hours****2.5 Units**

Enforceability of contracts, remedies, third party rights and obligations, and termination of contracts. Prerequisite: LG130B—Business Law II.

**LG130D Business Law IV**  
**25 Hours****2.5 Units**

Overview of personal and real property, bailments, partnerships, Constitutional and employment laws. Prerequisite: LG130C—Business Law III.

**LG231A Introduction to Civil Litigation I**  
**25 Hours****2.5 Units**

This course provides study of legal terminology, court structures, jurisdiction, venue, and rules as they relate to Civil Litigation. An introduction to the Law Office Procedures Manual

(California) is given. Specific attention will be given to the initiation and commencement of legal actions. Prerequisites: Completion of CM127B-Introduction to Microsoft Word I and LG310A-WordPerfect for the Legal Professional; completion or concurrent enrollment in LG130A-Business Law I.

**LG231B Introduction to Civil Litigation II**  
**25 Hours 2.5 Units**

As a continuation of LG231A, this course further provides an overview of the basic concepts of Civil Litigation, Statutes of Limitations and the preparation of pleadings in accordance with the guidelines of California Rules of Court as well as local rules are studied. Procedures regarding motions and the discovery process are introduced. Prerequisites: Completion of CM127B-Introduction to Microsoft Word I and LG310A-WordPerfect for the Legal Professional; completion or concurrent enrollment in LG130A-Business Law I.

**LG231C Civil Litigation Procedures**  
**25 Hours 2.5 Units**

As a continuation of LG231B, this course focuses on the role of the paralegal in civil litigation. The civil procedure process, calendaring and docketing, evidentiary requirements and the practical application for paralegal participation in the case process through post-trial procedures are studied in-depth. Prerequisites: Completion of CM127B-Introduction to Microsoft Word I and LG310A-WordPerfect for the Legal Professional; completion or concurrent enrollment in LG130A-Business Law I.

**LG231D Real Property**  
**25 Hours 2.5 Units**

As a continuation of LG231C, this course is specific to Real Property. An in-depth analysis of appraisals, titles and deeds is performed. Preparation of offers to purchase, deeds, and various real estate documents is reviewed. Procedures relating to eviction and unlawful detainer actions are studied and relevant legal documents prepared. Laws and requirements relative to recording documents in California are presented and researched. Prerequisites: Completion of CM127B-Introduction to Microsoft Word I and LG310A-WordPerfect for the Legal Professional; completion or concurrent

enrollment in LG130A-Business Law I.

**LG231E Family Law**  
**25 Hours 2.5 Units**

As a continuation of LG231D, this course provides in-depth study of the issues surrounding dissolutions of marriage such as domestic violence, child custody, child visitation, support and property division. The course is designed to familiarize students with the proceedings brought under the Family Law Code as well as local rules and guidelines. Computer software for calculation of support per California Guidelines are introduced. Prerequisites: Completion of CM127B-Introduction to Microsoft Word I and LG310A-WordPerfect for the Legal Professional; completion or concurrent enrollment in LG130A-Business Law I.

**LG231F Estate Planning and Probate**  
**25 Hours 2.5 Units**

As a continuation of LG231E, this course will discuss the initial planning and preparation necessary for a comprehensive estate plan. The course includes provisions and techniques for drafting wills, trusts and powers of attorney. The processes of estate administration and the probate practice are studied in detail. The student is exposed to the processes in the calculation and closing of an estate. Prerequisites: Completion of CM127B-Introduction to Microsoft Word I and LG310A-WordPerfect for the Legal Professional; completion or concurrent enrollment in LG130A-Business Law I.

**LG310A Points & Authorities Formatting-Computerized**  
**25 Hours 1.0 Unit**

This class provides "hands-on" experience with WordPerfect word processing software. Beginning and intermediate WordPerfect features will be emphasized. The student will learn to format, create, and revise legal documents as well as styles, advanced macros, tables, tables of contents, and tables of authorities. Prerequisite: CM127B-Introduction to Microsoft Word I.

**LG320A Law Office Docketing-Computerized**  
**25 Hours 1.0 Unit**

This course utilizes the software program ABACUSLAW to train students in the require-

ments of calendaring and docketing, i.e., document filing deadlines and court dates in the standard Court systems and law offices as well as appointments, discovery and tickler dates for the law office staff. Students will learn the importance of triggering events to docket the filing deadlines for a variety of Northern California counties. Students will primarily be utilizing the Local Court Rules for the Sonoma County Superior Court, the California Code of Civil Procedure and California Rules of Court for class projects. Prerequisite: LG231F–Estate Planning and Probate.

**LG331A Law Office Management I**  
25 Hours 2.5 Units

Students will utilize critical thinking skills through class discussion and the production of weekly projects. Structure and organization for private industry and government agencies are studied as well as their members of the legal team, personnel relations, attorney-client relationship, legal fees, and timekeeping. Prerequisite: Completion or concurrent enrollment in LG130A, B, C or D–Business Law I, II, III or IV.

**LG331B Law Office Management II**  
25 Hours 2.5 Units

As a continuation of LG331A, billing, financial management, docket control systems, records management, file management, and library management are discussed. Weekly projects are performed and class discussion of each of these areas is rendered. Prerequisite: LG331A–Law Office Management I.

**LG350A Introduction to Paralegalism**  
25 Hours 2.5 Units

This course introduces the paralegal profession and provides the student with an overview of the role of a paralegal in private law firms, corporations and government offices. The course further provides the student with an understanding of the professional responsibilities and opportunities for a paralegal, the organization and management of law offices, and the skills expected of a paralegal. Prerequisite: Completion or concurrent enrollment in LG130A, B, C or D–Business Law I, II, III or IV.

**LG360A Technology for Paralegals I**  
25 Hours 2.5 Units

This course will teach computer technology as a tool to assist the legal professional in the practice of law. The class is designed for hands-on computer research with the main emphasis on utilization of the Internet. Numerous databases are searched for information on corporations, fictitious business names, government agencies, primary and secondary law, state and federal courts and many other legal-related sites. Ethical considerations, such as software piracy, misuse of software and databases, security, and the protection of client data are reviewed. Prerequisite: LG231F–Estate Planning and Probate.

**LG360B Technology for Paralegal II**  
25 Hours 2.5 Units

As a continuation of LG360A, this course is an exciting and cutting-edge class. The class is designed for students to use the skills learned in LG360A–Technology for Paralegals I. The students will continue working on projects and learning the ins and outs of e-discovery, e-filing, the paperless office, e-ethical concerns, and case management and trial presentation software programs. Prerequisite: LG360A–Technology for Paralegals I.

**LG370A Discovery I**  
25 Hours 2.5 Units

This course concentrates on investigation, discovery, and trial preparation in civil litigation. Students will review case scenarios and recommend courses of discovery to be taken. Students will prepare and respond to numerous discovery documents: interrogatories; depositions of parties; requests for production of documents; and more. The course will further provide the student with an understanding of the rules for state and federal discovery procedures. Prerequisite: LG231F–Estate Planning and Probate.

**LG370B Discovery II**  
25 Hours 2.5 Units

As a continuation of LG370A, this course is designed to provide students more time and more projects in discovery. The students will utilize the skills learned in LG370A–Discovery I. Emphasis will be on learning how to think like an investigator, how to gather facts and apply the law to those facts. Prerequisite: LG2370A–Discovery I.

**LG380A Mediation/Conflict Management**  
**25 Hours 2.5 Units**

This 5-week program educates students about theory and use of Alternative Dispute Resolution as currently practiced in the United States; to provide opportunities to practice the skills and techniques demonstrated and discussed; and to develop personal styles of mediation and collaborative negotiating that are consistent with current standards in the industry. The students will be introduced to various methods of Alternative Dispute Resolution, such as mediation and arbitration to raise awareness of the legal assistant's role in this growing field. Prerequisite: LG231F–Estate Planning and Probate.

**LG420A Legal Transcription I**  
**25 Hours 1.0 Unit**

A machine transcription class providing students with proper formatting and organization of legal documents and correspondence. Emphasis will be in the areas of civil litigation and real property. Prerequisite: EN300A–Business Correspondence.

**LG420B Legal Transcription II**  
**25 Hours 1.0 Unit**

As a continuation of LG420A, this machine transcription class provides students with proper formatting and organization of legal documents and correspondence. Emphasis will be in the area of family law. Prerequisite: LG420A–Legal Transcription I.

**LG420C Legal Transcription III**  
**25 Hours 1.0 Unit**

As a continuation of LG420B, this machine transcription class provides students with proper formatting and organization of legal documents and correspondence. Emphasis will be in the areas of probate, adoptions, and corporations. Prerequisite: LG420B–Legal Transcription II.

**MA101 Introduction to Algebra**  
**25 Hours 2.5 Units**

The foundation of algebra theory is presented, based on examples of basic mathematical computations. A strong emphasis on applying these theories to the solution of word problems is used.

**MD150 Anatomy and Physiology I**  
**25 Hours 2.5 Units**

A study of the basic structures and functions of the body and many of the diseases that may affect it. The student will study structural organization of the body, digestive system, urinary system, female and male reproductive systems, and the nervous system with emphasis on the medical terms relating to these systems. Prerequisite: Completion or concurrent enrollment in MD161B–Medical Terminology II.

**MD151 Anatomy and Physiology II**  
**25 Hours 2.5 Units**

A study of basic body structures and functions and many of the diseases that affect the following body systems: cardiovascular, respiratory, blood, lymphatic, immune, and skeletal with emphasis on the medical terms relating to these systems. Prerequisite: Completion or concurrent enrollment in MD161B–Medical Terminology II.

**MD152 Anatomy and Physiology III**  
**25 Hours 2.5 Units**

A study of the basic body structures and functions and many of the diseases that affect the following body systems: muscular, integumentary, eye and ear, and endocrine with emphasis on the medical terms relating to these systems. Prerequisite: Completion or concurrent enrollment in MD161B–Medical Terminology II.

**MD160A Beginning Medical Transcription I**  
**25 Hours 1.0 Unit**

The student is introduced to transcribing from the computer with simple medical transcription using medically dictated material. The importance of medical reports and records, proper punctuation, and available references are discussed. Prerequisites: For Medical Transcriptionist majors, completion of MD161A and B–Medical Terminology I and II with an “A” in both and completion of CM127B–Introduction to Microsoft Word I. For all other majors, completion or concurrent enrollment in MD161B–Medical Terminology II and completion of CM127B–Introduction to Microsoft Word I.

**MD160B Beginning Medical Transcription II**  
**25 Hours 1.0 Unit**

This class builds on the skills learned in MD160A. The student strives for more accuracy while maintaining better speed. The goal is to know how to utilize reference books and transcribe accurately. Prerequisite: MD160A–Beginning Medical Transcription I.

**MD160C Beginning Medical Transcription III**  
**25 Hours 1.0 Unit**

This class builds on the skills learned in MD160A and MD160B. The student strives for more accuracy while maintaining better speed. The goal is to know how to utilize reference books and transcribe accurately. Prerequisite: MD160B–Beginning Medical Transcription II.

**MD161A Medical Terminology I**  
**25 Hours 2.5 Units**

This course is a study of medical word roots, combining forms, suffixes, and prefixes. The student is introduced to terminology used in various medical specialties.

**MD161B Medical Terminology II**  
**25 Hours 2.5 Units**

This course is a continuation of study of medical word roots, combining forms, suffixes, and prefixes. The student continues to expand on previously learned terminology. The student is introduced to common medical abbreviations. Prerequisite: MD161A–Medical Terminology I.

**MD162A Introduction to Medical Assisting I**  
**25 Hours 1.0 Unit**

This course is an introduction to the “back office.” The student will be introduced to basic back office procedures such as vital signs (Temperature, Pulse, Respiration, and Blood Pressure), hand washing techniques, and following OSHA guidelines with a supplemental workbook. Students will put a patient chart together and learn accurate charting methods. Prerequisite: Completion or concurrent enrollment in MD161A–Medical Terminology I.

**MD162B Introduction to Medical Assisting II**  
**25 Hours 1.0 Unit**

This course is a continuation of MD162A, Introduction to Medical Assisting I. Having learned basic vital signs, students will be able to gain confidence in their skills with additional prac-

tice. Additional skills such as Eye Exams, Height and Weight, and Pulse Oximetry will be included. Actual Patient simulations will allow the student to practice rooming a patient, obtaining a medical history, and anticipating the doctor’s needs depending on the patient’s chief complaint. Charting will be addressed as well as the proper handling of biohazardous waste. Prerequisite: Completion or concurrent enrollment in MD161B–Medical Terminology II and MD162A–Introduction to Medical Assisting I.

**MD162C Introduction to Medical Assisting III**  
**25 Hours 1.0 Unit**

Students will participate in CPR (adult, child, infant), basic first aid (splinting, bleeding, shock, etc.) along with practical application including dressings and bandages as well as the use of an AED machine. Pediatric exams (well and sick visits) with accurate growth charting for height, weight and head circumference are included. Proper methods of body mechanics with patient lifting, proper use of a wheelchair and crutches are taught. Upon completion each student will receive a certificate in CPR (adult, child, infant), basic First Aid and AED. Prerequisite: Completion or concurrent enrollment in MD161A–Medical Terminology I.

**MD163A Injections and Surgical Assisting**  
**25 Hours 2.5 Units**

The student is given a more in-depth look at the duties of the back office medical assistant. Skills taught will include assisting with a physical examination, patient positioning as well as the medical assistant’s role during the exam, proper documentation, and cleanup following the procedures. The patient’s care will also be emphasized. Injections will be introduced. Metric and apothecary measuring systems will be taught. The importance of proper equipment, various site objectives, techniques, and safety precautions following OSHA rules and guidelines are stressed. Proper dose calculation methods will also be reviewed. Prerequisites: MD162A and B–Introduction to Medical Assisting I and II; completion or concurrent enrollment in MD161B–Medical Terminology II and MD150 or MD151 or MD152–Anatomy and Physiology I, II or III.

**MD163B Injections and Surgical Assisting Skills  
Lab A  
25 Hours 1.0 Unit**

The student will practice injections demonstrating proper technique and using appropriate equipment according to the instructor following the instructor's demonstration. Following extensive practice sessions, the students will be required to satisfactorily check-off on required skills. Prerequisite: Completion or concurrent enrollment in MD163A–Injections and Surgical Assisting.

**MD163C Injections and Surgical Assisting Skills  
Lab B  
25 Hours 1.0 Unit**

The student is introduced to surgical assisting as applicable to minor surgery in the medical office. Identification, proper care, and usage of basic medical instruments are taught. Instruction and demonstration in the techniques of disinfecting, wrapping, and sterilization of instruments using various methods including the autoclave method is emphasized. The student is instructed in the proper sterile techniques as well as suture removal, and set up of specialty exam equipment trays including proctologic exams and pelvic and pap trays. Prerequisite: Completion or concurrent enrollment in MD163A–Injections and Surgical Assisting.

**MD164A EKG and Capillary Puncture  
25 Hours 2.5 Units**

The student is introduced to the procedure for performing an electrocardiogram (EKG) and the electrical conduction system of the heart. Students will also be introduced to techniques in the collection of capillary blood specimens for hemoglobin, hematocrit, and blood glucose screening. Eye and ear irrigations will be demonstrated. Use of therapeutic ultrasound and throat cultures will be demonstrated and practiced. The use of correct documentation, normal values, and reporting of laboratory procedures will be practiced. OSHA regulations for a laboratory facility are reviewed. Prerequisites: Completion of MD162A and B–Introduction to Medical Assisting I and II; completion or concurrent enrollment in MD161B–Medical Terminology II and MD150, MD151, or MD152–Anatomy and Physiology I, II, or III.

**MD164B EKG and Capillary Puncture Skills Lab A  
25 Hours 1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MD164A including EKGs, collection of capillary blood specimens, and use of the ultrasound equipment. Students will “check-off” on lab procedures according to preset standards. The use of correct documentation and reporting of laboratory procedures will be practiced. Prerequisite: Completion or concurrent enrollment in MD164A–EKGs and Capillary Puncture.

**MD164C EKG and Capillary Puncture Skills Lab B  
25 Hours 1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MD164A including EKGs, processing of capillary blood specimens, and use of the ultrasound equipment. Throat swabs and culturing will be demonstrated and practiced. The use of correct documentation and reporting of laboratory procedures will be practiced. Prerequisite: Completion or concurrent enrollment in MD164A–EKGs and Capillary Puncture.

**MD166A Phlebotomy and Urinalysis  
25 Hours 2.5 Units**

The student is introduced to venipuncture for Medical Assistants and will learn the purpose and procedure of different types of blood draws. Appropriate sites and patient care of site are discussed. Equipment including vacuum tubes and supplies are reviewed. Students will be introduced to basic techniques needed for the laboratory and medical office. Urinalysis and specimen processing will be introduced. Prerequisites: Completion of MD162A and B–Introduction to Medical Assisting I and II; completion or concurrent enrollment in MD161B–Medical Terminology II and MD150, MD151, or MD152–Anatomy and Physiology I, II, or III.

**MD166B Phlebotomy and Urinalysis Skills Lab A  
25 Hours 1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MD166A including performing blood collection by venipuncture and properly assessing urinalysis. Students will learn normal values for common tests and proper documentation. Urinalysis skills to include specific gravity, appearance, chemical

analysis, and microscopic exam. Prerequisite: Completion or concurrent enrollment in MD166A–Phlebotomy and Urinalysis.

**MD166C Phlebotomy and Urinalysis Skills Lab B**  
**25 Hours 1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MD166A including performing blood collection by venipuncture and properly assessing urinalysis. Students will also process culture specimens after performing throat swabs. Students will “check-off” on lab procedures according to preset standards.

Prerequisite: Completion or concurrent enrollment in MD166A–Phlebotomy and Urinalysis.

**MD250 Medical Office Procedures I**  
**25 Hours 2.5 Units**

The class offers information to assist the student in attaining a better understanding of human behavior. A brief history of medicine is discussed and will require each student to create a medical history report. Medical specialties, professional behavior and roles as a medical assistant in the health care system will also be covered. Emphasis is placed on medical ethics, medicine and the law in this course.

**MD251 Medical Office Procedures II**  
**25 Hours 2.5 Units**

This class is designed to train the student in various tasks inherent in a medical office: greeting patients, oral communications, telephone techniques, accurate charting, alphabetical filing and terminal digit filing are explained, message taking, postal regulations, and the different time zones. Discussion of medical pegboard accounting, with a self-paced pegboard system including simulations for each student.

**MD253 Medical Office Management**  
**25 Hours 2.5 Units**

This class is designed to orient the student to management fundamentals in a medical outpatient setting. Students examine the responsibilities of an office manager, staff relationships, policy and procedures, and daily office functions. Students receive training in personnel management and employee benefits. HIPPA and OSHA compliance are discussed in

detail including: implementation, compliance, and documentation. Prerequisites: MD250–Medical Office Procedures I, MD251–Medical Office Procedures II, and enrollment in the Specialized Associate Degree–Medical Assistant program.

**MD255 Medical Assisting Certification Exam Preparation**  
**25 Hours 1.0 Unit**

This course is designed to introduce the Medical Assisting student to the California scope of practice for Medical Assisting. The instructor presents all potential certification opportunities to the student and the exam application(s) process is explained and facilitated. Each student is given case studies to better learn how to handle difficult patient situations and increase their level of professionalism while performing within their scope of practice. The student will be presented with multiple scenarios based on actual patient situations to sharpen their skills as a Medical Assistant and prepare them for certification. The student will be well prepared for the California Certified Medical Assistants Exam. Prerequisite: MD162A–Introduction to Clinical Assisting I.

**MD260A Intermediate Medical Transcription I**  
**25 Hours 1.0 Unit**

This class builds on the skills learned in MD160C–Beginning Medical Transcription III. The goal is a higher initial accuracy rate, increased keyboarding speed, and proofreading skills. Prerequisite: MD160C–Beginning Medical Transcription III.

**MD260B Intermediate Medical Transcription II**  
**25 Hours 1.0 Unit**

This class builds on the skills learned in MD260A. The goal is a higher initial accuracy rate, increased keyboarding speed, and proofreading skills. Prerequisite: MD260A–Intermediate Medical Transcription I.

**MD260C Intermediate Medical Transcription III**  
**25 Hours 1.0 Unit**

This class builds on the skills learned in MD260B. The goal is a higher initial accuracy rate, increased keyboarding speed, and proofreading skills. Prerequisite: MD260B–Intermediate Medical Transcription II.

**MD260D Intermediate Medical Transcription IV**  
**25 Hours 1.0 Unit**

This class builds on the skills learned in MD260C. The goal is a higher initial accuracy rate, increased keyboarding speed, and proof-reading skills. Prerequisite: MD260C–Intermediate Medical Transcription III.

**MD261A Advanced Medical Transcription I**  
**25 Hours 1.0 Unit**

Continuation of study of more advanced medical terminology and transcription. The first draft is the final draft, refining proof-reading and editing skills. The student transcribes specialty tapes such as Pulmonology, Endocrinology, Neurology, and OB/GYN. Prerequisite: MD260D–Intermediate Medical Transcription IV.

**MD261B Advanced Medical Transcription II**  
**25 Hours 1.0 Unit**

This class provides a more in-depth look at proofreading and editing skills learned previously with greater speed and accuracy. The specialty tapes transcribed will include: ENT, Ophthalmology, Dermatology, and Urology. The first draft is the final draft. Prerequisite: MD261A–Advanced Medical Transcription I.

**MD261C Advanced Medical Transcription III**  
**25 Hours 1.0 Unit**

This class is designed to fine-tune listening skills with an emphasis on understanding doctor's accents. The specialty tapes transcribed will include: OB/GYN, Dermatology, Neurology, and Cardiology. Prerequisite: MD261B–Advanced Medical Transcription II.

**MD261D Advanced Medical Transcription IV**  
**25 Hours 1.0 Unit**

This class builds on a higher speed and accuracy, fine tuning students' proofreading skills. The specialty tapes transcribed include foreign doctor tapes, Gastrointestinal, Pathology, and ENT. Prerequisite: MD261C–Advanced Medical Transcription III.

**MD261E Advanced Medical Transcription V**  
**25 Hours 1.0 Unit**

This class is designed to work on all of the skills obtained in the classes previously taken. The specialty tapes transcribed are Orthopedic, OB/GYN, Neurology, and Oral Surgery.

Prerequisite: MD261D–Advanced Medical Transcription IV.

**MD261F Advanced Medical Transcription VI**  
**25 Hours 1.0 Unit**

The goal for this class is to be able to type 80-120 lines per hour without any errors and be grammatically correct. Tapes include all types of surgical tapes, Pathology, Cardiology, OB/GYN, Gastrointestinal, and Urology. Prerequisite: MD261E–Advanced Medical Transcription V.

**MD301A Medical Insurance Coding I**  
**25 Hours 2.5 Units**

This class is designed to develop the student's skill in using the ICD-9-CM coding manual. The use of ICD-9-CM Volumes I and II will be demonstrated. Exposure is given to an array of coding situations that will usually be encountered on the job, with extensive practices given in theory and practical. Prerequisites: Completion or concurrent enrollment in MD161B–Medical Terminology II and MD150, MD151 or MD152–Anatomy and Physiology I, II, or III.

**MD301B Medical Insurance Coding II**  
**25 Hours 2.5 Units**

This class is designed to give the student experience with the Evaluation Management, Medicine, and Pathology/Lab sections of the CPT coding manual. The student is also introduced to the HCPCS coding manual to explore coding supplies provided in an outpatient setting and by durable medical equipment providers. Emphasis is on the use of current medical code books for procedures, efficient ways of looking up codes, and abstracting these codes from case scenarios. Prerequisites: Completion or concurrent enrollment in MD161B–Medical Terminology II and MD150, MD151 or MD152–Anatomy and Physiology I, II, or III.

**MD301C Medical Insurance Coding III**  
**25 Hours 2.5 Units**

This class is designed to give the student extensive practice with the CPT coding manual. The student will focus on the Surgery procedural service codes and the unique Surgery subsections as well as coding Radiology and Anesthesia services. The student will also become proficient at using the modifiers

associated with these sections. The emphasis is on the use of current medical code books for procedures, efficient ways of looking up codes, and abstracting these codes from case scenarios. Prerequisites: Completion or concurrent enrollment in MD161B–Medical Terminology II and MD150, MD151 or MD152–Anatomy and Physiology I, II, or III.

**MD302A MediSoft I**  
**25 Hours 1.0 Unit**

This course is designed to develop the student's skill in handling computerized patient billing and record keeping procedures including daily reports and end of month summaries in a logical, realistic manner. The simulations will enable students to input data, manipulate the data, and output the information in a usable form. The student will learn to record data to computerized patient files and to operate a computerized patient billing and record keeping system. The student is introduced to the HIPAA Privacy Rule, the major types of health plans, HIPAA Security Rule, and HIPAA Transaction and Code Set Rule as they relate to insurance claims. Prerequisites: CM127B–Introduction to Microsoft Word I or 40 NWPM and computer knowledge.

**MD302B ediSoft II**  
**25 Hours 1.0 Unit**

This class continues to build on the knowledge gained in MD302A. The student continues to practice simulations using more advanced functions. Appointment scheduling, canceling appointments, posting payments, and adjustments are taught and practiced. Students are introduced to electronic medical records and electronic data interchange. Prerequisite: MD302A–MediSoft I.

**MD304A Medical Manager I**  
**25 Hours 1.0 Unit**

This course is designed to develop the student's skill in handling computerized medical account management using the Medical Manager program. By simulating the actual medical office procedures, the student will be given hands-on experience with tasks such as entering and updating patient account information, appointment scheduling, procedure and diagnosis code posting, and generating daily reports. Prerequisites: CM127B–Introduction to Word I or 40 NWPM and computer knowledge.

**MD304B Medical Manager II**  
**25 Hours 1.0 Unit**

This course continues to build on the knowledge gained in MD304A. The student continues to practice simulations using more advanced functions including posting payments and adjustments, patient billing, printing insurance forms, and generating month-end reports. Prerequisite: MD304A–Medical Manager I.

**MD305 Medical Insurance Plans**  
**25 Hours 2.5 Units**

This class is presented to orient the student to private and public insurance programs. These include Medi-Cal (Medicaid), Health Families, Medicare, Medi-Medi, State Disability, Workers' Compensation, TRICARE, CHAMPVA, HMOs and PPOs. Medical ethics and legal issues pertaining to patient billing are discussed. Prerequisite: Completion or concurrent enrollment in MD161A–Medical Terminology I.

**MD306 Claims Reimbursement**  
**25 Hours 2.5 Units**

This course expands on the knowledge gained in Insurance Plans, CPT and ICD-9 coding. The student is introduced to the responsibilities of an insurance specialist, the life cycle of the CMS-1500 (or universal) claim form, and billing guidelines for paper and electronic claims. The student is also given an in-depth review of the follow-up necessary for delinquent or denied claims and to ensure accurate reimbursement from health plans. Prerequisites: Completion of MD305–Medical Insurance Plans, MD301A–Medical Insurance Coding I, MD301B–Medical Insurance Coding II; completion or concurrent enrollment in MD301C–Medical Insurance Coding III.

**MD307 HIPAA and Record Management**  
**25 Hours 2.5 Units**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is taught in detail. The medical assistant and phlebotomists role in regards to patient privacy in all aspects of medicine will be discussed. Disclosure of health information, patient rights, and confidentiality will be emphasized.

**MD310 Advanced Medical Coding****25 Hours 2.5 Units**

This course expands on the knowledge acquired in CPT, HCPCS, and ICD-9-CM coding. The student will gain further understanding of the Evaluation and Management audit form and learn to abstract data to accurately code both procedures and diagnoses. The student will abstract information from patient chart notes, operative reports, radiology reports, and laboratory and pathology requisition forms. The student will also be introduced to hospital billing and the CMS-1450 form. Prerequisites: Completion of MD301A,B,C-Medical Insurance Coding I, II, III.

**MD311 Health Information Management****25 Hours 2.5 Units**

This class utilizes case studies and patient scenarios to study the principles and practices of acquiring, analyzing, and protecting digital and traditional medical information which are vital to providing quality patient care. The student will learn how to integrate clinical and administrative documentation for successful case and practice management. Prerequisites: MD307-HIPAA and Records Management.

**MD312 Medical Coding Apprenticeship Certification Preparation****25 Hours 2.5 Units**

This course provides a review of medical coding processes and procedures, including practice test activities and simulated certification examinations. Students are presented with coding case practices and are expected to apply their knowledge of procedural and anatomical coding in an abstract manner. This course will review anatomical terminology, pathophysiology, and reimbursement issues. It will also review Current Procedural Terminology, International Classification of Diseases 9th Revision, Clinical Modification (ICS- 9- CM), ICD- 9- CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system. Prerequisites: Completion of MD301A,B,C-Medical Insurance Coding I, II, III; MD305-Medical Insurance Plans; MD306-Claims Reimbursement; concurrent enrollment in MD307-HIPAA and Medical Records and MD311-Health Information Management.

**MD400 Medical Externship****125 Hours 4.0 Units**

This course has two segments:

**MD400A Medical Externship****100 Hours 3.0 Units**

The externship is designed to allow the student to observe and participate in a series of on-the-job learning experiences. Prerequisites: Completion of full Specialized Associate Degree-Medical Assistant, Clinical Medical Assistant, or Medical Administrative Assistant program; overall 3.2 GPA; 90 percent (minimum) attendance in all medical classes; attainment of the graduation typing speed requirement for the program; and completion of all in-class requirements; i.e., no Incompletes, "F," "RF" grades in the following classes: MD162A&B; MD163A,B,C; MD164A,B,C; and MD166A,B,C. The student is required to complete a health screening prior to beginning the externship. Details of the screening are available in the Medical Externship Office.

NOTE: Students not meeting the criteria will be required to complete one to three classes in lieu of the externship, as well as the three externship projects described below. The classes will be determined by the Director of Education, Medical Department Head, or Medical Department Manager with input from the student.

**MD400B Medical Externship****25 Hours 1.0 Unit**

Students will complete three externship projects to ready them for the job market: creation of a professional portfolio, a comprehensive study of stress management, and a research paper on a medical topic of interest to them.

**MN230A Corporate Travel Planning****25 Hours 2.5 Units**

This class is designed to teach students the duties and responsibilities of domestic and international travel planning. Prerequisite: CM050A-Introduction to the Internet.

**MN230B Finance Basics for the Office Professional****25 Hours 2.5 Units**

This class is designed to teach students the basics of both personal and professional financial concepts. Students learn about stocks, bonds,

mutual funds, payroll taxes, and personal investment strategies for IRA's and 401(k)'s. The final project is to create a prospectus for a publicly-traded company. Prerequisite: CM127C–Introduction to Microsoft Word II.

**MN230C Career Planning and Advancement**  
25 Hours 2.5 Units

This class is designed to teach students how to work effectively, either as an administrative professional who works from home or in an office environment. Students learn job search and interviewing skills and the basics of effective leadership and management. The final project is to plan a professional home office. Prerequisite: CM127C–Introduction to Microsoft Word II.

**MN330A Professional Development I - Internship**  
25 Hours 0.5 Unit

Professional Development will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisite: Completion of the Administrative Assistant of Tourism, Hospitality and Wine Industries program.

**MN330B Professional Development II - Internship**  
25 Hours 0.5 Unit

Professional Development will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisite: MN330A–Professional Development I - Internship.

**MN330C Professional Development III - Internship**  
25 Hours 0.5 Unit

Professional Development will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisite: MN330B–Professional Development II - Internship.

**MN330D Professional Development IV - Internship**  
25 Hours 0.5 Unit

Professional Development will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisite: MN330C–Profes-

sional Development III-Internship.

**MN331 Professional Portfolio Project**  
25 Hours 1.0 Unit

In this course, students will create a professional career portfolio for employment interviews. Prerequisite: Completion of the Administrative Assistant or Tourism, Hospitality and Wine Industries program.

**MN335A Presentation Skills**  
25 Hours 2.5 Units

This class provides students with the skills needed to deliver successful presentations. Topics covered include understanding the audience, planning a presentation, managing stress, and presenting to an audience.

**PB100 Basic Phlebotomy**  
30 Hours 2.5 Units

This course focuses on basic infection control, anatomy and medical terminology. Students will learn proper vein selection, patient identification, types of collection equipment: waste disposal and post puncture care.

**PB200 Advanced Phlebotomy**  
30 Hours 2.5 Units

Students will learn advanced infectious disease control and biohazards techniques. They will also learn the anticoagulation theory, along with knowledge of preanalytical sources of error in specimen collection, transport, processing and storage. Anatomical site selection and patient preparation are also taught. The class explores risk factors and appropriate responses to complications which may arise from phlebotomy. In addition, applications of basic concepts of communication, interpersonal relations, stress management, and professional ethical behavior are emphasized. Finally, students will examine the basic concepts underpinning quality assurance, as well as the legal implications of phlebotomy and legal issues related to blood collection. Prerequisite: PB100–Basic Phlebotomy.

**PB500 Phlebotomy Externship**  
40 Hours 1.0 Unit

The objective of the externship experience is to provide students with hands-on work experience in a laboratory setting where they will develop the skills necessary to complete phle-

botomy assignments, apply information gained in the classroom to on-the-job assignments, work within the operational organization of a medical lab, and provide care to a variety of patients. Empire College works closely with externship staff to ensure students receive a broad exposure to patients of all ages and medical conditions. All phlebotomy assignments during the externship will be made at the discretion of the externship site supervisor. Any questions or concerns regarding these assignments will be addressed by the externship site supervisor and the Program Director or Director of Education. Prerequisite: PB200–Advanced Phlebotomy.

**PH101A Ethics in Technology and Society**  
**25 Hours 2.5 Units**

Instructor-led instruction covering morality and law in technology, the Internet (cyberspace) and business.

**PL240A Legal Research I**  
**25 Hours 2.5 Units**

In this course the student will learn how to research, cite and Shepardize cases and codes using the law library and two on-line legal research programs, Westlaw and Lexis, as research sources. The student will learn how to utilize these research sources to find cases and codes in *California Appellate Reports*, *California Reports*, *California Codes*, *United States Codes*, and *Shepards*. The student will also learn to utilize and understand *Witkin-Summary of California Law*, *California Jurisprudence III*, and *California Forms of Pleading and Practice*. Prerequisite: LG231F–Estate Planning and Probate.

**PL240L Legal Research I Lab**  
**25 Hours 1.0 Unit**

Lab time will be provided to allow students the necessary time in which to utilize the law library and on-line legal research programs for the drafting of their legal documents. Prerequisite: LG231F–Estate Planning and Probate.

**PL310A Writing for the Legal Professional I**  
**25 Hours 2.5 Units**

The student will be introduced to the legal writing process, comprehensive and critical thinking exercises, editing, legal analysis, and IRAC with an emphasis on case briefing. Prerequisite: PL240A–Legal Research I and PL240L–Legal Research I Lab.

**PL31AL Writing for the Legal Professional I Lab**  
**25 Hours 1.0 Unit**

As a continuation of PL310A, this course provides students the opportunity for a more thorough immersion in legal writing with an emphasis on personal attention. Students will apply their critical thinking skills to the legal writing process learned in PL310A to complete their writing assignments. Prerequisite: Concurrent enrollment in PL310A–Writing for the Legal Professional I.

**PL310B Writing for the Legal Professional II**  
**25 Hours 2.5 Units**

The student will continue to explore the legal writing process with an emphasis on legal memorandum, synthesizing cases and authorities, use of persuasive writing, in-house client documents and legal letter writing. Prerequisite: PL310A–Writing for the Legal Professional I.

**PL31BL Writing for the Legal Professional II Lab**  
**25 Hours 1.0 Unit**

As a continuation of PL310A, the student will continue to apply their critical thinking skills to the legal writing process. Emphasis will be on personal attention to the students' writing needs. Students will complete multiple projects designed to prepare the student to write analytical legal documents. Students will also complete numerous persuasive writing projects. Prerequisite: Concurrent enrollment in PL310B–Writing for the Legal Professional II.

**PL340A Advanced Legal Research and Writing**  
**25 Hours 2.5 Units**

As a continuation of PL240A and L, this is an in-depth course for developing legal writing and research skills. Emphasis is on preparing motions. Prerequisite: Completion of PL240A–Legal Research I and PL240L Legal Research I Lab, PL310A/B–Writing for the Legal Professional I/II and PL31AL/BL–Writing for the Legal Professional Lab I-II, and concurrent enrollment in the Specialized Associate Degree–Paralegal Program.

**PL340L Advanced Legal Research and Writing Lab**  
**25 Hours 1.0 Unit**

Lab time will be provided to allow students the necessary time in which to utilize the law library and on-line legal research programs for

the drafting of their legal documents. The student will learn how to perform complex legal research utilizing the tools introduced in PL240A and L. Prerequisite: Completion of PL240 A–Legal Research I and PL240L–Legal Research I Lab, PL310A/B–Writing for the Legal Professional I/II and PL31AL/BL–Writing for the Legal Professional Lab I-II, and concurrent enrollment in the Specialized Associate Degree–Paralegal Program.

## Community outreach

*Student groups in every major, along with faculty and staff, host a variety of fundraising events each year to benefit local charities and fund scholarships. Through their combined efforts, Empire College was recognized with a national award for community service in 2007.*



### **PL400 Internship for Paralegals**

**75 Hours**

**2.5 Units**

The student will apply his/her Paralegal Program knowledge by placement in the private legal sector, government agencies and other legal settings for on-the-job training under the supervision of an attorney for a period of 75 hours. The various sites are discussed with each student. The student meets with the Department Head to discuss the student's progress on a periodic basis. Prerequisite: Completion of LG231F–Estate Planning and Probate, concurrent enrollment in the Specialized Associate Degree–Paralegal Program, minimum GPA of 3.2, typing speed of 45 NWPM, 90 percent (minimum) attendance. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Legal Department Head and Director of Education.

### **RX141A Basic Health Care Math**

**25 hours**

**2.5 unit**

This course is designed for students to become proficient in pharmacological and medical measurement systems with their equivalency. This will include ratios and proportions, converting between measurement systems, calculating dosages by weight, pediatric dosage calculations, and dosage calculation for nonparenteral medications and parenteral medications and for diluting solutions. Prerequisites: MD161A–Medical Terminology I and BM141–Math Review.

### **RX175A Principles of Pharmacology**

**25 hours**

**2.5 unit**

This course is an introductory course in pharmacology for allied health students. The class is designed to provide an overview of the history, language, legislation, and ethics surrounding pharmacology. The student is instructed in understanding drug uses, interactions, and side effects with emphasis on patient safety. The student will learn medication orders to include: reading, interpreting, and documenting along with common medication routes. Prerequisite: MD161B–Medical Terminology II.

**RX185A Pharmacology by Body Systems I**  
**25 hours 2.5 unit**

This class is a body-systems approach to pharmacology. The student is introduced to the basic study of medication use and patient education for the following systems: Endocrine System, Eye and Ear Disorders, Skin Conditions, Musculoskeletal System, and Gastrointestinal Disorders. Prerequisites: MD150–Anatomy and Physiology I, MD151–Anatomy and Physiology II, MD152–Anatomy and Physiology III, and RX175A–Principles of Pharmacology.

**RX185B Pharmacology by Body Systems II**  
**25 hours 2.5 unit**

This class is a body-systems approach to pharmacology. The student is introduced to the basic study of medication use and patient education for the following systems: Respiratory Tract Conditions, Circulatory Disorders, Urinary Tract Conditions, Reproductive System, and Neurological Conditions. Prerequisites: MD150–Anatomy and Physiology I, MD151–Anatomy and Physiology II, MD152–Anatomy and Physiology III, and RX175A–Principles of Pharmacology.

**TR137A Tour Planning I**  
**25 Hours 2.5 Units**

This course is designed to introduce the students to the different types of tours offered by Tour Operators to clients. How to read a tour brochure and the booking process will be covered. Custom-designed tours and resources used to plan tours will be discussed. Students interested in becoming a tour guide will have the opportunity to plan and lead a tour of a local attraction.

**TR138A Guest Services I**  
**25 Hours 2.5 Units**

This course provides the student with the skills needed to work in a hotel, specifically the front office. The students will learn: how to use all front desk equipment, check-in and check-out procedures, upselling, credit guidelines, guest security, walking guests, hotel terms, reservations, room forecasting, and key control. Upon successful completion of the final exam, students will receive a certificate from the American Hotel and Lodging Industry.

**TR138B Guest Services II**  
**25 Hours 1.0 Unit**

This is a continuation of TR146A–Sales for the Wine and Tourism Industry I. During this section the students will tour several different types of lodging facilities to see in practice what they have been discussing in the classroom. Prerequisite: Concurrent enrollment in TR138A–Guest Services I.

**TR146A Sales for the Wine and Tourism Industry I**  
**25 Hours 2.5 Units**

In today's highly competitive hospitality market, it is essential to have an understanding of marketing and sales. The students will go beyond theory to focus on a practical approach for effectively marketing hotels and restaurants. The students will take a customer-oriented approach to hospitality marketing. Upon successful completion of the final exam, students will receive a certificate from the American Hotel and Lodging Association. This certificate is one part of the *Certificate of Specialization–Sales and Marketing in the Hospitality Industry* that students can earn.

**TR146B Sales for the Wine and Tourism Industry II**  
**25 Hours 1.0 Unit**

This is a continuation of TR146A–Sales for the Wine and Tourism Industry I. During this section the students will also learn to qualify a client, offer recommendations, overcome objections, and close the sale. Prerequisite: Concurrent enrollment in TR146A–Sales for the Wine and Tourism Industry I.

**TY225A Keyboarding Speed Development I**  
**25 Hours 1.0 Unit**

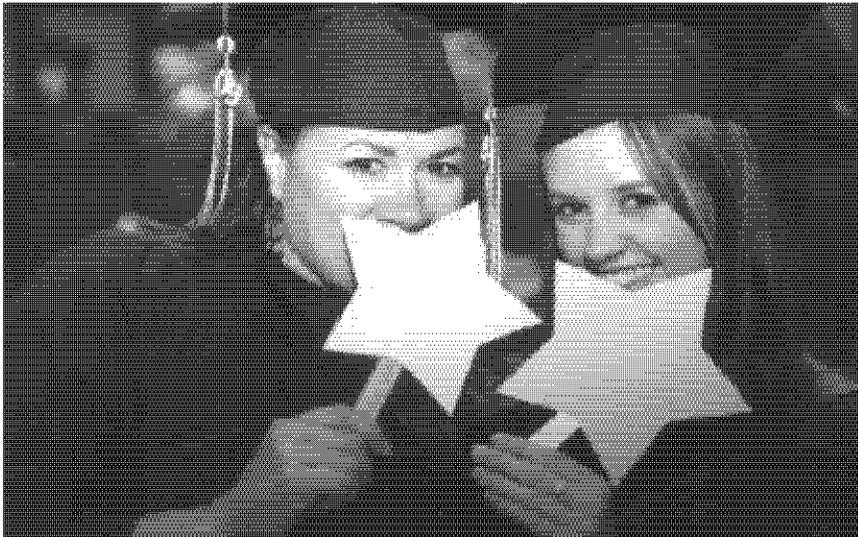
This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: CM127A–Beginning Keyboarding or equivalent.

**TY225B Keyboarding Speed Development II**  
**25 Hours 1.0 Unit**

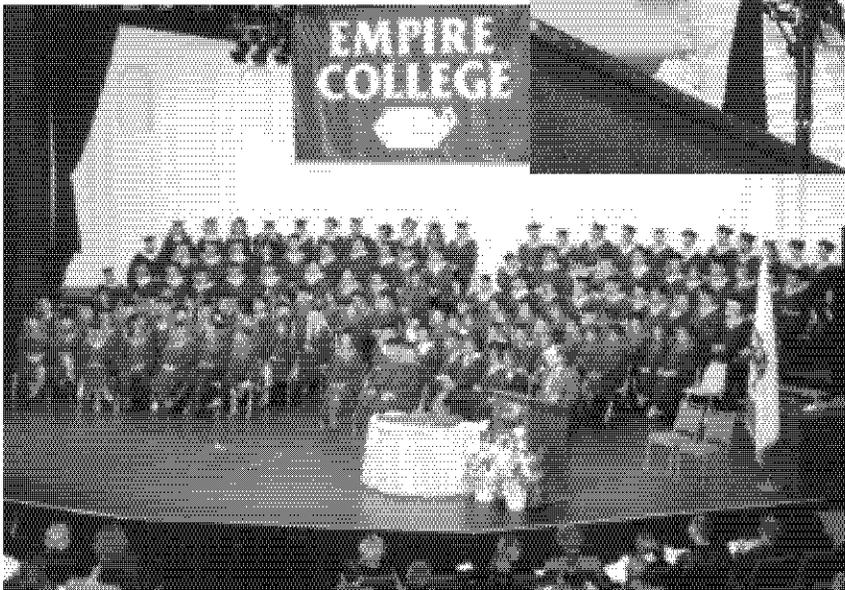
This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TY225A–Typing Speed Development I.

**TY225C    Keyboarding Speed Development III****25 Hours****1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TY225B–Keyboarding Speed Development II.



Graduation ceremonies, held twice a year at the Wells Fargo Center for the Performing Arts, give everyone a chance to celebrate our graduates' success.



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## Notes

## Day Class Calendar 2012—2013

(See Catalog Addenda for Evening Class Calendar)

	<b>2012</b>	<b>2013</b>
Mid-Quarter Start Date	December 5, 2011	December 3, 2012
Winter Vacation	December 19, 2011- January 6, 2012	December 17, 2012- January 4, 2013
Martin Luther King Jr. Holiday	January 16, 2012	January 21, 2013
Quarter End Date	January 27, 2012	January 25, 2013
Quarter Start Date	January 30, 2012	January 28, 2013
President's Day	February 20, 2012	February 18, 2013
Mid-Quarter End Date	March 2, 2012	March 1, 2013
Mid-Quarter Start Date	March 5, 2012	March 4, 2013
Quarter End Date	April 6, 2012	April 12, 2013
Spring Break	April 9-13, 2012	April 1-5, 2013
Quarter Start Date	April 16, 2012	April 15, 2013
Mid-Quarter End Date	May 18, 2012	May 17, 2013
Mid-Quarter Start Date	May 21, 2012	May 20, 2013
Memorial Day	May 28, 2012	May 27, 2013
Quarter End Date	June 22, 2012	June 21, 2013
Quarter Start Date	June 25, 2012	June 24, 2013
Independence Day Holiday	July 2-6, 2012	July 1-5, 2013
Mid-Quarter End Date	August 3, 2012	August 2, 2013
Mid-Quarter Start Date	August 6, 2012	August 5, 2013
Labor Day Holiday	September 3-7, 2012	September 2-6, 2013
Quarter End Date	September 14, 2012	September 13, 2013
Quarter Start Date	September 17, 2012	September 16, 2013
Mid-Quarter End Date	October 19, 2012	October 18, 2013
Mid-Quarter Start Date	October 22, 2012	October 21, 2013
Thanksgiving Holiday	November 19-23, 2012	November 25-29, 2013
Quarter End Date	November 30, 2012	November 22, 2013

REGISTRATION: Students may register for any of the start dates at any time throughout the year.

Date of Publication: October 1, 2011

Period Covered:  
September 1, 2011 - December 31, 2012

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**Empire College**

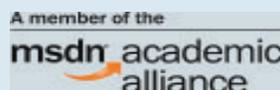
**Business – Law – Technology – Medical**

3035 CLEVELAND AVENUE

SANTA ROSA, CA 95403

[www.empcol.edu](http://www.empcol.edu)

Phone 707-546-4000 Fax 707-546-4058





**Empire College**  
Business – Law – Technology – Medical  
**2012 Catalog Addenda**

## Program Tuition and Fees

PROGRAM	Total Quarters <sup>1</sup>	Quarterly Tuition	Total Tuition	Registration and Student Services Fee <sup>2</sup>	Student Tuition Recovery Fund Fee	Lab Fee	Estimated Book and Supply Cost	Total Cost <sup>3</sup>
				Non-Refundable	Non-Refundable			
<b>Accounting</b>								
Specialized Associate Degree – Accounting	7	\$3,325	\$23,275	\$150	\$73	\$500	\$5,250 <sup>4</sup>	\$29,248
Accounting with Computer Applications	5	3,325	16,625	150	53	450	3,950 <sup>4</sup>	21,228
Accounting Essentials	4	3,325	13,300	150	43	400	3,600	17,493
<b>Information Technology</b>								
Specialized Associate Degree – Information Technology – Cisco Concentration	7	\$3,325	\$23,275	\$150	\$75	\$2,785	\$4,150	\$30,435
Specialized Associate Degree – Information Technology – Linux Concentration	7	3,325	23,275	150	75	2,285	4,150	29,935
Specialized Associate Degree – Information Technology – Microsoft Concentration	7	3,325	23,275	150	75	2,285	4,600	30,385
Specialized Associate Degree – Information Technology – Security Concentration	7	3,325	23,275	150	75	2,785	4,150	30,435
Network Specialist	5	3,325	16,625	150	55	1,535	3,300	21,665
Network Administrator	4	3,325	13,300	150	45	1,535	2,650	17,680
Computer Support Specialist	3	3,325	9,975	150	33	785	1,700	12,643
<b>Legal</b>								
Specialized Associate Degree – Paralegal	7	\$3,325	\$23,275	\$150	\$72	\$260	\$5,250 <sup>4</sup>	\$29,007
Legal Office Administration	5	3,325	16,625	150	53	160	4,150	21,138
Legal Secretary	4	3,325	13,300	150	42	35	3,300	16,827
<b>Medical</b>								
Specialized Associate Degree – Medical Assistant – Clinical/Administrative Concentration	7	\$3,325	\$23,275	\$150	\$72	\$385	\$5,150	\$29,032
Specialized Associate Degree – Medical Assistant – Health Information Management Concentration	7	3,325	23,275	150	73	385	5,350	29,233
Specialized Associate Degree – Medical Assistant – Phlebotomy Concentration	7	3,325	23,275	150	75	1,335	5,150	29,985
Clinical Medical Assistant	5	3,325	16,625	150	52	385	3,500	20,712
Medical Administrative Assistant	5	3,325	16,625	150	54	35	4,600	21,464
Medical Billing and Coding Technician	4	3,325	13,300	150	44	35	4,300	17,829

## Program Tuition and Fees (continued)

PROGRAM	Total Quarters <sup>1</sup>	Quarterly Tuition	Total Tuition	Registration and Student Services Fee <sup>2</sup>	Student Tuition Recovery Fund Fee	Lab Fee	Estimated Book and Supply Cost	Total Cost <sup>3</sup>
				Non-Refundable	Non-Refundable			
<b>Office Administration</b>								
Specialized Associate Degree – Office Administration – Administrative Specialist	7	\$3,325	\$23,275	\$150	\$75	\$935	\$5,450 <sup>4</sup>	\$29,885
Specialized Associate Degree – Office Administration – Guest Services Specialist	7	3,325	23,275	150	72	585	4,700 <sup>4</sup>	28,782
Executive Office Administration	5	3,325	16,625	150	55	385	4,700 <sup>4</sup>	21,915
Administrative Assistant	4	3,325	13,300	150	42	85	3,300	16,877
Computerized Business Skills – Business	3	3,325	9,975	150	32	85	2,650	12,892
Accelerated Business Essentials	2.5	3,325	8,313	150	27	85	2,300	10,875

### Tourism and Hospitality

Tourism, Hospitality and Wine Industries	3	\$3,325	\$ 9,975	\$150	\$33	\$585	\$2,300	\$13,043
Tourism, Hospitality and Wine Industries (Accelerated)	2.5	3,325	8,313	150	28	585	2,200	11,276

<sup>1</sup> One evening quarter is 15 weeks; one daytime quarter is 10 weeks.

<sup>2</sup> Includes \$100 registration and \$50 student service fees.

<sup>3</sup> Charges for the period and the entire program.

<sup>4</sup> Includes \$780 NetBook and software cost.

**Quarterly Fee:** Tuition charges are \$3,325 per quarter for all programs.

**Registration Fee:** A \$100 Registration Fee must accompany each application prior to admission to Empire College. The fee entitles the student to begin classes within 12 months following the receipt of the original application, if the student has been accepted.

**Student Service Fee:** An additional \$50 fee is charged to each student to cover the cost of student activities once the student has started college.

The Registration Fee and Student Service Fee constitute a non-refundable administration fee after the seven-day cancellation period (see “Student’s Right to Cancel” on the next page).

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

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

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

1. You are not a California resident.
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 California residents who were students 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, 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 proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

**Medical Programs with Externships:** Students enrolling in the Specialized Associate Degree - Medical Assistant, Medical Administrative Assistant, or Clinical Medical Assistant programs are required, prior to starting the externship, either to have a physical screening (including the Hepatitis B vaccine) signed by a licensed physician or to sign a waiver. Students may use their own physicians for the physical screening but must provide the written documentation necessary to qualify for the externship. However, there is no reduction in tuition cost.

**Information Technology Program Certifications:** Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. All exams except Red Hat may be taken at the on-campus Prometric/VUE Testing Center and are included in the program fees (see Catalog pages 34-47 for a listing of the specific exams included). Red Hat certification exams are offered at Red Hat Testing Centers; contact them for pricing.

**Hospitality/Tourism/Wine Program Certifications:** Certificates from the American Hotel & Lodging Association (AH&LA) are awarded upon successful completion of AH&LA exams, which are administered as part of the program's class curriculum and are included in the tuition.

**Office Administration Program Certifications:** Microsoft Certified Application Specialist (MCAS) Certificates are awarded upon successful completion of the following exams, which are administered as part of the Specialized Associate Degree–Office Administration–Administrative Specialist and Executive Office Administration programs' class curriculum and are included in the tuition and fees:  
Word, Excel, Access, and PowerPoint – Specialized Associate Degree program  
Word and Excel – Executive Office Administration.

**Accounting Program Certifications:** A Microsoft Certified Application Specialist Certificate is awarded upon successful completion of the Excel exam, which is administered as part of the Specialized Associate Degree–Accounting, Accounting with Computer Applications, and Accounting Essentials programs' class curriculum and is included in the tuition and fees. A Certified Bookkeeper certificate is awarded upon successful completion of The National Association for Bookkeepers exam, which is administered as part of the Specialized Associate Degree–Accounting, Accounting with Computer Applications, and Accounting Essentials programs' class curriculum and is included in the tuition and fees.

**Class Additions:** Students who add classes to their programs of study at the time of enrollment will be charged \$195 per 25-hour class.

## Modified Programs

For programs that are less than 250 clock hours, the Registration Fee is \$50.

For programs that are 250 clock hours or more, the Registration Fee is \$75 plus a Student Services Fee of \$25.

## Individual Software Classes

Students who take individual 25-hour classes will be charged \$195 per class. Students are awarded a certificate upon completion of individual classes. There is a one-time application fee of \$25. (See page 5 of the Addenda for further details.)

## **Refund Policy**

### **Student's Right to Cancel**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh business day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed less than 60 percent of scheduled hours in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Empire College, 3035 Cleveland Avenue, Santa Rosa, CA 95403. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### **Withdrawal from the Program**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60 percent of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 15 business days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 15 business days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Should subsequent Federal or California regulation require a change to this refund policy, Empire College will adhere to such requirements.

For further information, please contact the Financial Aid Office at the College.

## Attendance

Since students at Empire are training for their employment future, it is expected that they be in regular attendance. Students must attain overall attendance of 80 percent or better to meet graduation requirements. Students who have below 80 percent attendance for two consecutive quarters may be subject to dismissal from the College.

On each day of absence, the student is required to call the Student Advisor. If the student does not call, the Student Advisor will contact the student. If the Student Advisor is unable to reach a student, the person designated to be notified in case of an emergency may be called.

Policies regarding tardiness, class cuts, and make-up work are at the discretion of the individual instructors.

## Student Consumer Information

For further information concerning federal financial aid programs, please refer to *Funding Education Beyond High School: The Guide to Federal Student Aid 2009-2010*, published by the U.S. Department of Education Federal Student Aid program and incorporated into this Empire College Catalog Addenda.

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## Individual Class Tuition and Fees

Empire College offers individual classes for certain programs and specialized courses. The following classes are offered:

INDIVIDUAL CLASSES		Clock Hours/	
Computer Applications		Units	Tuition
BM195A	10-Key Keypad	25 / 1.0	\$ 195
CM127A	Beginning Keyboarding	25 / 1.0	195
CM144A	Beginning MS Word	25 / 1.0	195
CM144B	Intermediate MS Word	25 / 1.0	195
CM166A	Beginning Excel	25 / 1.0	195
CM166B	Intermediate Excel	25 / 1.0	195
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25 / 1.0	195
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25 / 1.0	195
TY225A	Keyboarding Speed Development I	25 / 1.0	195

Students completing individual courses are awarded certificates.

**Application Fee – Individual Classes:** A one-time \$25 Application Fee must accompany each application for admission prior to entry into individual courses. The fee, once paid, entitles the student to begin classes within 12 months following receipt of the original application if the student has been accepted. If cancellation is requested by the applicant within the 7-day cancellation period, all funds paid will be refunded.

## Evening Class Calendar 2012—2013

	<b>2012</b>	<b>2013</b>
Mid-Quarter Start Date	January 9, 2012	January 7, 2013
Martin Luther King Jr. Holiday	January 16, 2012	January 21, 2013
Quarter End Date	January 26, 2012	January 24, 2013
Quarter Start Date	January 30, 2012	January 28, 2013
President's Day	February 20, 2012	February 18, 2013
Mid-Quarter End Date	March 7, 2012	March 7, 2013
Mid-Quarter Start Date	March 12, 2012	March 11, 2013
Spring Break	April 9-13, 2012	April 1-5, 2013
Mid-Quarter End Date	April 26, 2012	April 25, 2013
Mid-Quarter Start Date	April 30, 2012	April 29, 2013
Quarter End Date	May 17, 2012	May 16, 2013
Quarter Start Date	May 21, 2012	May 20, 2013
Memorial Day	May 28, 2012	May 27, 2013
Mid-Quarter End Date	June 28, 2012	June 27, 2013
Independence Day Holiday	July 2-6, 2012	July 1-5, 2013
Mid-Quarter Start Date	July 9, 2012	July 8, 2013
Mid-Quarter End Date	August 16, 2012	August 15, 2013
Mid-Quarter Start Date	August 20, 2012	August 19, 2013
Labor Day Holiday	September 3-7, 2012	September 2-6, 2013
Quarter End Date	September 13, 2012	September 12, 2013
Quarter Start Date	September 17, 2012	September 16, 2013
Mid-Quarter End Date	October 25, 2012	October 24, 2013
Mid-Quarter Start Date	October 29, 2012	October 28, 2013
Thanksgiving Holiday	November 19-23, 2012	November 25-29, 2013
Mid-Quarter End Date	December 13, 2012	December 12, 2013
Winter Vacation	December 17, 2012- January 4, 2013	December 16, 2013- January 3, 2014