

Student Success is Our Success



Catalog

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Insert B	Faculty and Staff
Insert C	Tuition sheet

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www.uei.edu

UEI College HP group

Huntington Park

6055 Pacific Boulevard
Huntington Park, CA 90255
Phone: 323.277.8000
Fax: 323.277.8016

Diploma Programs Offered:

- Business Office Administration
- Computer Systems Technician
- Criminal Justice
- Dental Assistant
- Medical Assistant
- Medical Billing and Insurance Coding
- Pharmacy Technician

Degree Programs Offered:

- Business Management

Chula Vista

310 Third Avenue, Suites C6/C7
Chula Vista, CA 91910
Phone: 619.409.4111
Fax: 619.409.4114

Diploma Programs Offered:

- Business Office Administration
- Computer Systems Technician
- Criminal Justice
- Dental Assistant
- Medical Assistant
- Medical Billing and Insurance Coding
- Vocational Nursing

Degree Programs Offered:

- Business Management

El Monte

3401 Rio Hondo Avenue,
Suite 100
El Monte, CA 91731
Phone: 626.927.9000
Fax: 626.927.9350

Diploma Programs Offered:

- Business Office Administration
- Computer Systems Technician
- Criminal Justice
- Dental Assistant
- Medical Assistant
- Medical Billing and Insurance Coding
- Pharmacy Technician

Degree Programs Offered:

- Business Management

Ontario

4730 Ontario Mills Parkway
Ontario, CA 91764
Phone: 909.476.2424
Fax: 909.987.8748

Diploma Programs Offered:

- Business Office Administration
- Computer Systems Technician
- Criminal Justice
- Dental Assistant
- Medical Assistant
- Medical Billing and Insurance Coding
- Pharmacy Technician

San Bernardino

295 East Caroline Street, Suite E
San Bernardino, CA 92408
Phone: 909.554.1999
Fax: 909.554.1991

Diploma Programs Offered:

- Business Office Administration
- Computer Systems Technician
- Criminal Justice
- Dental Assisting
- Medical Assistant
- Medical Billing and Insurance Coding
- Pharmacy Technician
- Vocational Nursing

San Diego

3666 Kearny Villa Road, Suite 100
San Diego, CA 92123
Phone: 858.492.4200
Fax: 858.492.4299

Diploma Programs Offered:

- Business Office Administration
- Computer Systems Technician
- Criminal Justice
- Dental Assistant
- Medical Assistant
- Medical Billing and Insurance Coding
- Pharmacy Technician

Van Nuys

7335 Van Nuys Boulevard
Van Nuys, CA 91405
Phone: 818.756.1200
Fax: 818.994.2607

Diploma Programs Offered:

- Business Office Administration
- Computer Systems Technician
- Criminal Justice
- Dental Assistant
- Medical Assistant
- Medical Billing and Insurance Coding
- Pharmacy Technician

Degree Programs Offered:

- Business Management

Anaheim

401 W. Carl Karcher Way
Anaheim, CA 92801
Phone: 714.941.5800
Fax: 714.490.0586

Diploma Programs Offered:

- Business Office Administration
- Computer Systems Technician
- Criminal Justice
- Dental Assistant
- Medical Assistant
- Medical Billing and Insurance Coding
- Pharmacy Technician

Degree Programs Offered:

- Business Management

General Information

Welcome to UEI College where our vision is to be the premier provider of career education. Our years of experience have earned us the trust of employers, and this trust is based on the performance of our graduates. We believe that by teaching skills necessary to succeed in today's changing world, we help our students achieve success for themselves and the community they live in.

UEI College

Mission

We prepare students for employment by providing industry-validated education and training within a positive, supportive and caring environment.

Vision

The premier provider of career education

Values

We are committed to:

- One Standard of Excellence
- Success
- Teamwork
- Respect
- Integrity
- Customer Service
- Changing Lives

School History and Description

UEI College was founded in October 1982 in Los Angeles County, California, as United Electronics Institute. UEI College received accreditation in April 1988 from the Accrediting Council for Continuing Education and Training (ACCET). The company name was changed in 1990 to United Education Institute to reflect the broadening scope of training provided. In 2009 the brand name was changed to UEI College.

Since its inception, UEI College has continued to update and improve its program offerings and facilities. Presently, the school has campuses in Huntington Park, Van Nuys, San Diego, Chula Vista, San Bernardino, El Monte, Anaheim and Ontario. The corporate office is located in Irvine, California. UEI College is a California corporation and a wholly owned subsidiary of International Education Corporation. The Board of Directors for UEI are Fardad Fateri and Janis Paulson. The members of the Board of Directors for its parent company, International Education Corporation, are Doug Mellinger, Tom Hartman, Dr. Fardad Fateri, Jared Bluestein, Cyrus Hormazdi and Thomas Crawford.

Accreditation and Approvals

Institutional Accreditation

UEI College is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is a national accrediting agency recognized by the U.S. Department of Education under a provision of Public Law 82-550.

State Approval

UEI College has approval to operate as a Private Postsecondary School from the Bureau of Private Postsecondary Education (BPPE) in the State of California through a license by means of accreditation. This approval to operate means compliance with state standards as set forth in the State Ed code.

Veterans

UEI College is approved to train Veterans by the State approving agency for all campus except the Anaheim branch campus.

Upon request, an enrolled or prospective student may review copies of the documents that describe the school's accreditation and approval.

All veteran students requesting VA benefits while attending school must sign the "Veterans Information Addendum to catalog" prior to starting school.

Entitlement Agencies

Eligible students may apply to the following agencies for determination of benefits while attending UEI College at all campuses except Anaheim branch campus:

- U.S. Department of Veteran Affairs
- State Department of Vocational Rehabilitation
- U.S. Department of Education

Approvals

The Dental Assistant program gained approval from the Dental Board of the state of California with the exception of the new program at the El Monte, San Bernardino and Anaheim Campus. These programs are not yet approved because it is a new program and therefore students will not be immediately eligible to sit for the RDA exam as a graduate of the El Monte, San Bernardino or Anaheim campuses.

Class Schedules

Class Start Schedule

UEI College campuses offer year-round enrollment. Classes start approximately every four weeks. All modules are approximately four weeks in length. (See the Academic Calendar, Insert A of this catalog) The programs at UEI College are divided into modules that are self-contained units of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. UEI College offers morning, afternoon evening and weekend classes at most locations. All classes are held on campus. UEI College does not provide English as a Second Language coursework.

Campus Holidays

In observance of the following holidays, UEI College does not hold classes on: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Winter Break. (See the Academic Calendar, Insert A of this catalog)

Professional Appearance and Dress Code

Professional appearance presents the image of performing well in the workplace. UEI College prides itself on training the highest quality student for today's workplace and part of this preparation is the adoption of a professional dress code. We aim for the highest standards and expect our students to have the same goal. The standards are to be followed by all students of the college in the laboratory and administrative classes, and at all times while on campus and during externship. Please see your Admissions Representative or the Director of Education for the Professional Appearance and Dress Code information.

Student Conduct

Students are expected to follow all the rules and regulations of UEI College and to conduct themselves within the parameters of acceptable behavior at all times. Students should exhibit professionalism throughout the duration of the training. Any infraction of the schools rules and regulations, or improper behavior, may result in suspension and/or termination, at the discretion of the Executive Director/Campus President.

Facilities

Facilities and Equipment

UEI College campuses are designed to teach students the skills required in their chosen career fields. Each facility is equipped with the appropriate furniture, equipment, and supplies required to conduct programs effectively. The facilities are spacious, clean and present a professional appearance. All laboratories have workstations simulating the actual work environments which students will encounter in a professional setting.

Class Size

UEI College limits the size of its classes to maintain the educational soundness of its instructional programs. Class size may vary from one subject area to another and from laboratory to lecture.

Non-Discrimination Policy

The UEI College catalog and the policies and procedures described herein apply equally to all students enrolled at any of the UEI College locations.

UEI College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or handicap. The school complies with title IV of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972; and the Age Discrimination Act of 1975.

UEI College complies with the provisions of the Americans with Disabilities Act (ADA) of 1990 and with Section 504 of the Rehabilitation Act of 1973. The student must notify school management of his/her disability. The school will make every effort to assist physically or mentally challenged persons in their pursuit of educational opportunities. Students with impairments are subject to the same standardized tests with accommodations as set out by the test developer. Contact the Executive Director/Campus President for additional information.

Admissions

Admission Process

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined in what program the applicant is interested, a standardized entrance assessment is administered for diploma programs and the student visits the Financial Planning department to receive information regarding funding options.

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.

General Admissions Requirements for all Programs

Must be at least 17 years of age and a High School graduate or GED holder or be 18 years of age and applying as an "Ability to Benefit" (ATB) student in eligible programs, complete an interview with a school representative to determine desire, ability and commitment, achieve a passing score on the appropriate entrance assessment, receive a tour of the campus, review the school catalog and complete and sign the Enrollment Agreement.

Admissions Requirements for Dental Assistant, Medical Assistant, and Medical Billing Insurance Coding, Computer Systems Technician, Business Office Administration

Must be at least 17 years of age and a High School graduate or GED holder or be 18 years of age and applying as an "Ability to Benefit" (ATB) student in eligible programs

1. Achieve a passing score on the appropriate entrance assessment

Admissions Requirements for Criminal Justice & Pharmacy Technician Programs

1. Must be at least 18 years of age and a High School graduate
2. Achieve a passing score on the appropriate entrance assessment
3. Proof of High School graduation or equivalent must be presented to UEI College.

Admissions Requirements for Degree Programs Business Management AAS

- Completed the Business Office Administration or Computer Systems Technician diploma program of at least 720 hours/31.5 semester credits

ATB Eligible Programs

Students who are not high school graduates or have not passed the GED may apply for the following programs: Dental Assistant, Medical Assistant and Medical Billing

Insurance Coding, Business Office Administration and Computer Systems Technician.

Entrance Assessment Score Requirements

High School graduates or GED holders must take and pass a nationally normed standardized assessment with the following minimum scores:

Business Office Administration	14
Computer Systems Technician.....	16
Dental Assistant	13
Medical Assistant.....	13
Medical Billing and Insurance Coding.....	15
Pharmacy Technician	16
Criminal Justice.....	15

Students who are not high school graduates or have not passed the GED must take and pass a two part nationally normed standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. The Wonderlic Basic Skills Test (WBST) minimum scores are:

Verbal.....	200
Quantitative.....	210

For admissions requirements for the Vocational Nursing Program please see the supplement in the back of this catalog.

Transfer of Credit Policy

Students who have completed similar training courses at other institutions may apply for transfer of credit according to the following policy and procedure:

1. Complete and submit a Transfer of Credit Application to the Director of Education prior to the date of your first class.
2. Provide an official transcript and catalog with course descriptions of the prior post-secondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
3. Courses from accredited post-secondary training programs that correspond directly in content, scope and length to UEI courses will be considered for credit.
4. Only training courses with a grade of C or 2.0 or above will be considered for credit.
5. Credit by examination, prior work experience, military service, internships or practicum are not accepted.
6. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the UEI school system.
7. UEI students transferring from another UEI campus will be granted credit for all passing courses taken within the last twelve months.
8. A student may appeal the decision on transfer credits to the Executive Director/Campus President. The Executive Director/Campus President's decision will be final.

Program Costs & Financial Aid Information

9. UEI does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

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

The school will provide guidance, a transcript and catalog with course descriptions for any student interested in transferring to another institution.

The institution does not have any articulation agreements with other colleges at this time.

Program Costs

Program Tuition and Fees

The registration fee is \$50.00

Additional fee that might be incurred during enrollment are:

Additional copies of official transcripts	\$5
Late Payment fee	\$10
Replacement of lost Student ID card	\$3
Graduation ceremony fee	\$40
Uniform-replaced/lost	\$7 per piece
Institutional Loan Origination fee	\$12

Student Tuition Recovery Fund Disclosure (STRF)

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

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

to repay the third party.

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

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

The tuition for all programs are due and payable at the time of enrollment. Tuition and fees are the same for in-state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants or scholarships. Please see the tuition sheet, Insert C of this catalog for your program tuition.

Books and Supplies

All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc. Note: Classroom reference textbooks are not issued to students but are supplied in sufficient numbers to complete assignments. Books that are lost, mutilated or not returned in a timely manner will be replaced at the expense of the student.

Transportation costs

Local transportation costs are estimated at \$28.00 per week and may vary in specific areas. There are no fees for parking.

Delinquent Accounts

Delinquent accounts may result in suspension or termination from the program and may be submitted for collection with collection agencies. Any checks returned for non-sufficient funds will be charged an additional \$15 to the students account.

Federal Financial Aid Information

Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at UEI College.

To receive financial assistance you must:

1. Usually have financial need
2. Be a U.S. citizen or eligible non-citizen
3. Have a social security number
4. If male, be registered with selective service
5. While attending school, be making Satisfactory Academic Progress

Academic Policies & Procedures

UEI College will provide a Free Application for Federal Student Aid (FAFSA) and other financial aid related forms to assist in determining funding eligibility.

Financial Aid Programs

The following are brief descriptions of the Federal financial aid programs available at UEI College under the Title IV program:

Federal Pell Grant

A Federal Pell Grant is an award that does not have to be repaid. Funds are awarded to students with “exceptional need.”

Federal Supplemental Educational Opportunity Grant (FSEOG)

An FSEOG is an award that does not have to be repaid. These funds are allocated to UEI College by the federal government and available funds are limited. Funds are awarded to students with “exceptional need.”

Direct Subsidized Loan

This loan is a low interest loan made by the U.S. Department of Education to students. The federal government pays the interest on the loan during school attendance, for a six-month grace period following school attendance, and during any periods of deferment. Eligibility for a Direct Subsidized Loan is based on “financial need.”

Direct Unsubsidized Loan

This loan is a low interest loan made by the U.S. Department of Education to students. The student pays all the interest on the loan. A student does not have to demonstrate “need” in order to obtain this loan.

Direct Plus Loan

This loan is a low interest loan made by the U.S. Department of Education to parents of a “dependent” student. The loan application is subject to the U.S. Department of Education’s approval of the borrower’s credit report.

Federal Work-Study Program

This program allows eligible students to work part-time to meet a portion of their educational expenses. The federal government allocates these funds to UEI College and available funds are limited. Application for a work-study position will be accepted once the student has started school and will be awarded based on availability.

Return of Federal Financial Aid Funds

If the student is a recipient of the “Title IV” funds previously described (federal work-study excepted) and withdraws from school prior to completing the program of

study, the student may not be able to keep all the financial aid funds received in order to pay the educational expenses.

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate “Title IV” program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Federal Perkins Loan
4. Direct Plus Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other “Title IV” loan or grant assistance

Institutional Aid Programs

IEC Family Scholarship

This scholarship of \$500 is available to students for tuition and who enroll and start school while a member of his or her immediate family is currently enrolled in UEI and is considered an active (attending) student or is a graduate of the school. This scholarship cannot be used in conjunction with any other tuition reduction programs.

Partners Education Scholarship

This scholarship of \$350 is available to UEI students only. Students must submit a scholarship application to Financial Planning and if awarded, the student must be actively enrolled at the time the scholarship is credited to student’s account. First generation college students, students with academic excellence, perfect attendance in the first (1st) module, or those who are Pell Grant eligible are encouraged to apply. This scholarship cannot be used in conjunction with any other tuition reduction programs.

Patriot Scholarship

This scholarship of \$500 is for tuition and is available to qualified veterans, active duty military, reservists, and eligible dependents. Students must submit a scholarship application with a written narrative illustrating military service and outlining future educational and professional goals. This scholarship cannot be used in conjunction with any other tuition reduction programs.

Student Success Scholarship

This scholarship of \$500 is for tuition and is available to re-entry students. Applicants who have re-entered their program of study within a twelve month period at any UEI campus are eligible for this scholarship upon uninterrupted completion of their program. This scholarship can only be awarded one time. Students are considered a “re-entry” if there is a break of enrollment greater than 45 days and the student re-enrolls in the same program within the same campus for program completion. This scholarship cannot be used in conjunction with any other tuition reduction programs.

Academic Policies & Procedures

UEI Tuition Options Institutional Loan Program

This loan program is available to students who need additional financial assistance for tuition and fees. The minimum loan amount is \$600 with repayment terms between 12 to 48 months.

UEI Tuition Flex Institutional Loan Program

This loan program is available to students who need additional financial assistance for tuition and fees. The student does not have to be the borrower. Family members, spouse and friends can borrow on behalf of the student. In addition, nursing students qualify for extended loan amounts and terms of up to 60 months.

Other Available Financial Assistance Programs

Veterans Benefits

The GI Bill and Post 9-11 are a few of the VA programs available for our veteran students. If you believe you may qualify, contact your local Veterans Administration Office for assistance.

Agency Programs

Work Incentive Act, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

Academic Standards

Definition of a Clock and Credit Hour

The conversion from clock hours to credit hours is 15 clock hours of lecture, 30 of lab, or 45 of externship equals one semester credit hour. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Grading System

UEI College uses the following scale as its standard grading system.

Percent	Grade Point Average
90 - 100	4.0
80 - 89	3.0
70 - 79	2.0
0 - 69	0.0

Student Progress Reporting

At the end of each module, students receive a Progress Report. Students have up to seven (7) days after the module ends to appeal any attendance or grade. No changes will be made after seven (7) days. While on externship students are evaluated on their performance and receive a letter grade.

Make-up Work

Make-up work must be arranged between the student and the instructor. All make-up work must be completed within the current module.

Graduation Requirements

To be eligible for graduation and receive a diploma or an Associate degree the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and satisfy all financial obligations to the school.

Copyright Policy

Students are responsible for reading and understanding copyright policies posted above every copy machine on campus. Failure to follow copyright law will result in disciplinary action up to and including termination from the program.

Attendance Policy

Attendance

1. UEI encourages all students to attend class on a regular and consistent basis, as good attendance will enhance a student's ability to successfully complete their respective program. Therefore, to be eligible for graduation, students must:
 - a. Achieve a minimum overall program attendance rate of 80%
 - b. Complete all required externship hours, as applicable
2. If a student is absent for more than 25% of the scheduled hours for any module, the student will be given a failed grade for that module and will be required to repeat the module. Exceptions to the 25% maximum absence, though rare, are at the discretion of the Director of Education and/or the Executive Director/Campus President and are based on extenuating circumstances. "Extenuating circumstances" must be documented and are defined as:
 - a. Death of an immediate family member
 - b. Medical emergency regarding the student or an immediate family member
 - c. Military assignment
3. If a student is absent from their in-school portion of the program for more than 10 consecutive school days (day and evening programs) or for more than 5 consecutive school days (weekend programs), excluding school holidays, the student will automatically be considered as withdrawn from the program.
4. If a student is absent from externship for more than 12 consecutive work days, excluding holidays, the student will automatically be considered as withdrawn from the program.

Academic Policies & Procedures

Tardy

If a student is tardy for class, as defined below, points will be deducted from the professional development grade he/she receives each day and time missed will be counted toward the total hours missed.

Definition of a tardy: Arriving late for class, (recorded in 15 minutes increments) including returning late from breaks or leaving early from class.

Externship Attendance for Diploma Programs

For most programs the final module of training is externship. Externship is held at an approved site. Students in all programs with the exception of Criminal Justice, are expected to complete 200 hours of externship within a five-week period. The Dental Assistant program externship is 170 hours. The Career Readiness Seminar is training that delivers information critical to career success in the student's chosen field and is required prior to starting externship. During externship, the student is required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week, during externship and will need to make plans accordingly. Most externships are unpaid. While the school will try to accommodate any special scheduling needs, the school does not guarantee evening or weekend externship sites. If, for any reason, the student must miss hours during externship, the student must call the extern site prior to the absence and is required to make up the missed hours in order to successfully complete the externship. If a student fails his/her externship they must repeat the entire 200/170 hours for a new grade. Students who are unable to secure an extern site within twelve calendar days will be dropped from the program.

Leave of Absence

If an emergency situation arises, such as family tragedy, medical, or military obligation, making it necessary for a student to briefly interrupt his/her education. The school permits a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request and state a reason that assures the school that there is a reasonable expectation that the student will return at the end of the LOA .
2. Granting an LOA is done on a change of status form and is at the discretion of the Campus Executive Director/President
3. An LOA will not be granted during the first module.
4. Students must return on a start date of a module with the exception of externship (*students may reenter from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to re-*

turn from an LOA when returning to an externship.)

5. Students may request an extension of an LOA but the total LOA time must not exceed 120 calendar days within a 12 month period.

6. Students who fail to return to class on the first day of the module in which they are scheduled to return and/or fail to get an approved extension in advance will be dropped from the program.

If a student needs a module of training out of the normal cycle he/she may request an "Administrative LOA" to allow the school to schedule them for the next module they need to complete the program. To be eligible for this LOA the previous criteria (1-5) must also be met.

No additional charges will be made for taking a Leave of Absence.

Re-admission Policy

A student who has withdrawn or has been suspended may apply for re-admission by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry will be given credit for any class that was successfully completed within the last twelve months.

Satisfactory Academic Progress

Students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average and progress academically at a rate that allows them to complete the program in a timely manner. Progress is measured at the end of each module.

Withdrawals, Incompletes and Repetitions

A student who fails a module must repeat that module and pass with a grade point average of 2.0 in order to graduate. When repeating a module, the highest achieved grade for that module becomes the official grade.

Diploma Programs

Students may fail no more than four modules and still be considered making academic progress.

Degree Programs

Students may fail no more than seven courses and still be considered making academic progress.

Incomplete work must be turned in within seven (7) days of the end of the module. After seven (7) days an F grade will be assigned to all incomplete work.

Academic Policies & Procedures

Withdrawal

Students may be withdrawn from the program by the Executive Director/Campus President for any of the following reasons:

- Excessive absenteeism or tardiness
- Failure to achieve Satisfactory Academic Progress
- Cheating
- Conduct that reflects poorly upon the school, staff or other students
- Failure to meet financial obligations
- Possession of drugs, alcohol or weapons on school premises
- Behavior creating a safety hazard to other persons at the school
- Any other determined infraction of conduct

Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the Executive Director/Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. When an appeal is granted an academic plan will be presented to the student.

Required Grades

Students must achieve a cumulative 2.0 grade point average by the time they have completed the program to graduate. To be considered making academic progress toward graduation, a student must achieve a cumulative grade point average of 1.5 by the end of the fifth successfully completed module.

Required Completion Rate

A student must progress toward completion of the program at a specified rate and must complete the program within one and one-half times the published program length. This would represent the following number of credits:

All program except DA and CSA	47.25 units
DA program	52.50 units
CSA program	54.00 units

The student must earn at least 12 semester credits by mid point of the program which is considered to be the end of the fifth successfully completed module in all program except Dental Assistant where they must earn at least 13.5 semester credit units. Time taken for an approved Leave of Absence will not be included in the calculation of a student's maximum time to complete the program. Transfer Credits will be counted as attempted and completed credits.

Students dropped for lack of satisfactory academic progress may apply for re-admission after a waiting period of one module. If accepted for re-admission, the student will be enrolled for a probationary grading period. The student must complete the probationary grading period with a minimum module grade point average of 2.0 before financial aid eligibility will be reestablished. This applies only to students dropped for lack of academic progress. It does not apply to voluntary withdrawals.

If the program consists of 8 modules the student must complete the program within 12 attempted modules.

Sample completion chart

Modules Attempted	Min. Mod Completed	Modules Attempted	Min. Mod Completed
1	0	7	3
2	1	8	4
3	1	9	4
4	2	10	6
5	2	11	7
6	3	12	8

Students who change their educational objectives by changing programs will calculate only the current program in the completion time calculation.

UEI College does not offer remedial courses.

Cancellation and Refund Policy

Cancellation Policy

The student applicant has the right to cancel the enrollment agreement until midnight of the seventh business day after the day on which the applicant takes any of the actions indicated in items below.

Students may use any means to notify the school. If the Notice of Cancellation is received by mail, it is effective when deposited in the mail properly addressed with postage prepaid.

The applicant will be returned all monies paid (with the exception of the registration fee) if:

(a) The applicant cancels the enrollment agreement within seven (7) business days after the latter of:

1. The first day of class of the program of instruction; or

Student Services

- 2. The date the applicant received a copy of the enrollment agreement
- (b) The school does not accept the applicant
- (c) The applicant does not attend the first class day.
- (d) The school cancels the enrollment agreement within seven (7) business days after the first class day of the program of instruction

All monies paid will be returned (with the exception of the registration fee) within ten (10) business days after the school receives the applicant's Notice of Cancellation; or if the school cancels this agreement within ten (10) days after the school's cancellation date.

All monies paid will be returned to the applicant if the school cancels the program.

Tuition Refund Policy

A student has the right to withdraw from a program of instruction at any time. Notification of intent to withdraw must be made to the Director of Education. Upon withdrawal, the tuition refund amount is calculated in the following manner:

- a) the total tuition program cost is divided by the number of hours in the program to obtain an hourly tuition charge for the program.
- b) the total scheduled hours, as of the student's last date of attendance, are multiplied by the hourly tuition charge calculated in step (a) to determine the amount of tuition owed to the school.
- c) The amount of tuition paid by the student is determined.
- d) If the amount of the tuition paid by the student as determined in step (c) is more than the amount owed to the school as determined in step (b) the difference is the refunded amount.

The withdrawal date for refund calculation purposes is the last date of recorded attendance.

The table below illustrates the application of the refund policy. The example assumes an original tuition charge of \$10,000 and assumes the student paid the entire \$10,000.

Percent of Program Completed	10%	25%	50%	60%	75%
Tuition Paid by Student	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Tuition Owed by Student	\$1,000	\$2,500	\$5,000	\$6,000	\$7,500
Refund Amount	\$9,000	\$7,500	\$5,000	\$4,000	\$2,500

Payment of the Refunds

Refunds will be paid within forty five (45) days from

the date of determination of withdrawal.

Cancellation of Classes/Course and Program Changes

The school reserves the right to cancel any course or program for which there are insufficient enrollments. The school reserves the right to change course curriculum, textbooks, schedules, prerequisites and requirements.

Student Services

Student Academic Advisement

UEI College's faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to special counseling or additional services when required. An Achievement Club that meets weekly is also available to any student who wishes assistance in areas such as study skills, test taking, time management and support and motivation while attending.

Career Services Assistance

The school maintains a policy of providing career development assistance for all of its graduates. No school can ethically promise or guarantee a job. However, UEI College does assist with resume writing, interviewing techniques, job-search skills, arranging appointments for job interviews and subsequent follow-up.

Career development assistance is available to any graduate who requests it and who follows UEI College's guidelines. If a student/graduate does not successfully complete all of the required classes, and/or is uncooperative with the campus staff, placement assistance may be denied.

Academic Coaching and Tutoring Support

UEI College instructional staff is available to assist students with academic coaching and additional tutoring to support student success. Students are encouraged to contact the Director of Education to schedule coaching or tutoring appointments.

Student Appreciation and Recognition

UEI College believes that student success is our success and we support the acknowledgement and recognition of our outstanding students. Students may aspire to be recognized at their school for perfect attendance, President's List recognition, serving as a Student Mentor and additional awards and recognition. Please contact the Director of Education for information on student appreciation and recognition.

Student Services

Student Mentoring

UEI College provides student mentoring to support new students to assimilate into the school and their program. Student mentors are selected based on their leadership, attitude, attendance, grades and overall school performance. Please contact the Director of Education for additional information on student mentoring programs.

Library Services

Based on course offerings, campuses provide ample reference materials required to complete assignments for each program curricula. Resources include access to Internet and printing along with various periodicals, videos/DVDs and volumes housed on campus.

Student Complaint/Grievance Procedure

Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Director of Education. The Director of Education will investigate and assess the issue and make a resolution, notifying the Executive Director/Campus President. If the issue cannot be resolved by the Director of Education, the Executive Director/Campus President is contacted.

If the determination made by the Executive Director/Campus President is not satisfactory to the student, the student may make an appeal in writing to the company's Complaint Hotline, "The Answer Program", send an email to:

Answerprogram@iecglobal.com or call toll free 1-866-591-8588. The appropriate individual in the corporate office will be assigned to the concern immediately and will contact the student to discuss the situation.

Answer Program

International Education Corporation
16485 Laguna Canyon Road, Suite 300
Irvine, California 92618

In the event the complaint or concern has not been resolved at the school level or by the Company Answer Program, the student may consider contacting the school's accrediting entity, the Accrediting Council for Continuing Education and Training (ACCET) located at 1722 N. Street N.W., Washington, D.C., 20036, Phone (202) 955-1113.

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education (BPPE) by calling the Bureau at 1.888.370.7589 or 916.431.6959 or by completing a complaint form, which can be obtained on the bureau's Internet Web site bppe@dca.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the BPPE at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, bppe@dca.ca.gov, 1.888.370.7589 or 916.431.6959, fax 916.574.8648

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the BPPE at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA

GED Referral Program

Currently UEI College does not offer any GED courses. However, for the benefit of students who do not have a high school diploma or GED, the school provides a referral service on the available GED programs near the campus.

Arbitration

Any controversy, dispute or claim which cannot be resolved through the school's internal dispute resolution process shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) is a federal law designated to protect the privacy of the students' educational records. Students have the right to review their records and request changes to any records believed to be inaccurate, approve the release of information in their records, and file a complaint with the U.S. Department of Education if the student believes the school failed to comply with requirements of FERPA. Records will be released without student's consent to a governmental agency as required by law or pursuant to a subpoena, court order or other compulsory legal process.

State law requires this educational institution to maintain school and student records for a period of not less than five (5) years.

Student Services

Crime Awareness and Campus Security

UEI College annually publishes a Campus Security Disclosure that contains detailed information regarding crime statistics for each campus. Additionally, the school distributes pertinent information related to the school's policies and procedures for maintaining campus security. This report provides the student with detailed information regarding the school's procedures and measures for crime prevention and instructions for reporting crimes.

Drug Prevention Program

UEI College annually publishes and distributes information on the Drug and Alcohol Abuse Awareness Program to all enrolled students and to new students enrolled after the annual distribution date. UEI College has established a referral service for drug abuse prevention programs. Any student who wishes counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

Housing

The institution does not offer any dormitory facilities nor does it offer any assistance locating off-site housing. To check on the availability and cost of local housing please check Internet sources for local listings and prices.

Business Office Administration Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, and PowerPoint along with gaining a basic understanding of Marketing and Human Resources, Customer Service, and thorough knowledge of Communication, Organization and Accounting skills.

Career Outcomes

This program prepares students for positions such as Administrative Assistant, Customer Service Representative, Word Processor, or Data Entry Operator, Secretary, Human Resource Assistant, Bookkeeper and Auditing Clerk.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
BA 110	Accounting Principles	80	4.0
BA 120	Business Calculations	80	4.0
BA 130	Business Basics	80	4.0
BA 140	Marketing	80	4.0
BA 150	Office Administration	80	4.0
BA 160	Human Resources	80	4.0
BA 170	Communications	80	4.0
BA 190	Externship	200	4.4
Totals		760 clock hours	32.4 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Business Office Administration classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for computer lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Business Management Degree

Program Objective

The Associate of Applied Science in Business Management degree program enables students who have completed occupationally related training at the college level to obtain additional competencies and skills applicable to operating and managing a business. Students in the program will study a variety of topics common to the business enterprise, including management and supervision, marketing and customer service, e-commerce, accounting and finance, and practical business law. Ethical business practices will be discussed throughout the program.

The degree program comprises three components: vocational core, business major core, and general education. Students first enroll in and complete their chosen vocational field of study. Completion of the business and general education coursework takes an additional 30 weeks. Transfer students must have completed a minimum of 31 semester credits and earned a diploma in an approved vocational specialty prior to enrolling in the program.

Career Outcomes

This program prepares students for entry-level to mid-level supervisory and management positions within their chosen field.

Program Outline

Course Number	Course Title	Clock Hours	Semester Credit Units *
BUS 210	Principles of Supervision and Management	48	3.2
BUS 225	Accounting for Managers	48	2.4
BUS 240	Legal Environment of Business	48	3.2
BUS 260	Marketing and Customer Service	32	2.1
BUS 220	Fundamentals of Financial Management	32	2.1
BUS 250	Business Technology and E-Commerce	32	1.5
BUS 270	Human Resources	48	3.2
ENGL 210	English Composition	32	2.1
ENGL 225	Introduction to Literature	32	2.1
COMM 240	Effective Communication	32	2.1
MATH 260	Mathematics for Managers	48	3.2
HIST 220	20th Century U.S. History	48	3.2
ECON 250	Macro Economics	48	3.2
PSYC 270	Psychology for Managers	32	2.1
subtotal		560	35.7
Vocational Core courses		720	31.5
Total		1280 clock hours	67.2 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module and continue in the cycle until completion of the program. A typical class size for Business Management classes is 24 students in lecture and lab with a maximum student teacher ratio of 40:1 for lecture.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship.
For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours.

Computer Systems Technician Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level computer technology position with emphasis in computer networking and systems maintenance. Students are trained to install, build, configure, upgrade, troubleshoot and repair computer hardware and software.

Career Outcomes

This program prepares students for positions such as Field Technician, Help Desk Support, Network System Technician, Technical Support, PC Support & Maintenance, Computer Sales & Marketing and Quality Assurance Technician.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
CT 110	A+ Essentials	80	4.0
CT 120	A+ Practical Applications	80	4.0
CT 130	Linux and Windows 7	80	4.0
CT 140	Applied Networking	80	4.0
CT 150	Client Operating Systems	80	4.0
CT 160	Server Operating Systems	80	4.0
CT 170	MS Office Support	80	4.0
CT 190	Externship	200	4.4
Totals		760 clock hours	32.4 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Computer Systems Technician classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for computer lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Criminal Justice Diploma

Program Objective

The objective of the Criminal Justice diploma program is to prepare students to successfully enter the workforce in a variety of entry-level positions in the field of criminal justice and/or security. Upon completion of the program students will have a thorough understanding of the legal system in the U.S. as well as a solid grounding in the operational expectations and standards found in various law enforcement and security agencies. Graduates will be proficient with many of the technical skills commonly utilized in the criminal justice environment as well as developing the professional demeanor and workplace behaviors expected of entry-level employees.

Career Outcomes

This program prepares students to successfully enter the workforce in a variety of entry-level positions in the field of criminal justice and/or security

The program is 36 weeks long and consists of nine modules. Each module is 80 hours, 20 hours per week and are conducted in a classroom and laboratory environment on campus. There is no externship for this program as all practical experience will be conducted and practiced in a lab environment.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
CJ 110	Justice and Security	80	4.0
CJ 120	Corrections	80	4.0
CJ 130	Crime Scene Technology	80	4.0
CJ 140	Investigations and Surveillance	80	4.0
CJ 150	Legal Studies for Justice and Security	80	4.0
CJ 160	Homeland Security and Terrorism	80	4.0
CJ 170	Criminology	80	4.0
CJ 180	Gangs and Drugs	80	4.0
CJ 190	Communications for Justice and Security	80	4.0
Totals		720 clock hours	36 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module and continue in the cycle until completion of the program. Criminal Justice classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Dental Assistant Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level dental assisting position. Students are trained in clinical, radiographic and preventive dentistry procedures, their services are also sought by dental offices, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also eligible to take the RDA exam that is offered by the State of California Dental Board.

Career Outcomes

This program prepares students for an entry-level dental assisting position

The program is 33 weeks long and consists of eight modules. The first seven modules are 90 hours each, 22.5 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Title	Course Clock Hours	Semester Credit Units *
DA 110	Dental Science/Medical Emergencies	90	4.5
DA 120	Chair Side Assisting	90	4.5
DA 130	Radiography	90	4.5
DA 140	Dental Material	90	4.5
DA 150	Preventative Dentistry	90	4.5
DA 160	Dental Specialties	90	4.5
DA 170	Prosthodontics/ Administrative Assistant	90	4.5
DA 190	Externship	170	3.7
Totals		800 clock Hours	35 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Dental Assisting classes have a maximum student teacher ratio of 40:1 for lecture and a maximum of 5:1 per operator.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 15 hours of outside work is assigned for each didactic module.

Medical Assistant Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a front or back office medical assistant in the health care industry. Students are trained in basic medical procedures for both the front and back office in clinics, hospitals and doctor’s offices.

Career Outcomes

This program prepares students for positions such as Medical Assistant, Medical Receptionist, Medical Office Manager, Clinical Assistant, Medical Records, Medical Lab Assistant, or Medical Administrative Assistant.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
MA 110	Administrative Medical Assisting Duties	80	4.0
MA 120	Introduction to Anatomy & Physiology	80	4.0
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4.0
MA 140	Psychology and Special Senses	80	4.0
MA 150	Medical Management	80	4.0
MA 160	Clinical Medical Assisting Duties	80	4.0
MA 170	Pharmacology and Office Emergencies	80	4.0
MA 190	Externship	200	4.4
Totals		760 clock hours	32.5 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Medical Assisting classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for medical lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Medical Billing and Insurance Coding Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry. Positions are available in clinics, hospitals and private practices. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

Career Outcomes

This program prepares students for positions such as Hospital Medical Billing and Coding, Medical Office Billing and Coding, Claims Examiner, Insurance Company Reviewer, Self-Employed Medical Biller, Clinic Billing and Coding, or Medical Insurance Claims Processor.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
MB 110	Insurance Billing	80	4.0
MB 120	Insurance Coding Principles	80	4.0
MB 130	Medical Law and Ethics	80	4.0
MB 140	Documentation and Records	80	4.0
MB 150	Medical Billing & Collections	80	4.0
MB 160	Insurance Practices	80	4.0
MB 170	Medical Office Procedures	80	4.0
MB 190	Externship	200	4.4
Totals		760 clock hours	32.4 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Medical Billing and Insurance Coding classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for computer lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Pharmacy Technician Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level pharmacy technician position in the health care industry. Positions are available in Retail Pharmacies, Hospital Pharmacies, and any Pharmaceutical Business. Students are trained in dosages and solution preparations, medication preparation in sterile and non-sterile environments, record keeping functions associated with dispensing pharmaceuticals and processing insurance claims, and maintaining drug inventory.

Career Outcomes

This program prepares students for positions such as Retail Pharmacy Technician, Hospital Inpatient Pharmacy Technician, Closed Door Pharmacy Technician, Hospital Outpatient Pharmacy Technician, Mail Order Pharmacy Technician, Home Health Care Pharmacy Technician, Purchasing Inventory Technician, or Customer Service Clerk. The State of California requires all Pharmacy Technicians be licensed with the State. Licensing includes fingerprinting and a criminal background check.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
PT 110	Sterile Preparations	80	4.0
PT 120	Internal Medicine	80	4.0
PT 130	Pharmacy Law	80	4.0
PT 140	Pharmacology and Compounding	80	4.0
PT 150	Hospital Pharmacy Procedures	80	4.0
PT 160	Retail Pharmacy Procedures	80	4.0
PT 170	Retail Pharmacy Operations	80	4.0
PT 190	Externship	200	4.4
Totals		760 clock hours	32.4 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Pharmacy Technician classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for pharmacy lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship.

For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Course Descriptions

Diploma Course Numbering

Courses are listed using the following numbering system:

BA.....Business Office Administration courses
CSTComputer Systems Technician courses
DADental Assistant courses
MAMedical Assistant courses
MBMedical Billing and Insurance Coding courses
PTPharmacy Technician courses
CJCriminal Justice courses

100—199.....First level courses

Legend for breakdown of hours: 00/00 lec/lab/extern

Lec: lecture hours, Lab: laboratory hours, Extern: Externship hours

Business Office Administration

Module **4.0 units 40/40 lec/lab**

BA110 Accounting Principles

Students learn the basic accounting concepts and principles in a computer environment using the commercial accounting software QuickBooks. Students receive hands-on experience in bookkeeping and in creating types of financial statements such as the income statement and statement of owner's equity. Students will input a new company setup, enter data, prepare computerized forms and reports, and troubleshoot. *No prerequisites*

Module **4.0 units 40/40 lec/lab**

BA120 Business Calculations

In this module students learn to use the fundamentals of business math such as percentages, decimals, fractions, and increases and decreases. Students will also learn how to apply these fundamentals to Microsoft Excel. This module teaches students how to use mathematics to solve typical business problems including simple and compound interest, cash discounts, mark-up percents, pricing, depreciation, taxes, insurance, and distribution of ownership and profits. Hands-on training in the business standard for spreadsheet software is also taught. *No prerequisites*

Module **4.0 units 40/40 lec/lab**

BA130 Business Basics

This module teaches an awareness of the functions of business in society with an emphasis on understanding business ownership, competition, and the systems through which businesses operate. The module teaches aspects of Microsoft Excel. Students also gain an understanding of the World Wide Web including web browsers, research, URLs, and electronic communications. Students will create their own business plan. *No prerequisites*

Module **4.0 units 40/40 lec/lab**

BA140 Marketing

Students acquire an understanding of basic marketing concepts such as strategic planning, segmenting and target markets, developing and managing products, as well as public relations. This module introduces Microsoft Power-

Point and Publisher. Students will create marketing materials such as presentations, newsletters, and brochures. Students will also develop a business plan. *No prerequisites*

Module **4.0 units 40/40 lec/lab**

BA150 Office Administration

This module includes practical training in basic business functions such as office operations and customer service. Students will receive training in filing including analyzing filing units and correct coding. This module has an emphasis on improving grammar, spelling, punctuation, vocabulary, and usage. Students use Microsoft Word to create business documentation utilizing mail merge. *No prerequisites*

No prerequisites

Module **4.0 units 40/40 lec/lab**

BA160 Human Resources

Students will gain a fundamental understanding of the functions and purposes of the human resources department. The module includes discussions on recruiting and selection, various methods of compensation, and labor relations. Through hands-on training in Microsoft Access, students will gain knowledge in the development, maintenance, and updating of an electronic database. *No prerequisites*

No prerequisites

Module **4.0 units 40/40 lec/lab**

BA170 Communications

Students will learn the principles and styles of effective written business communications and group presentations. Case studies are examined to create appropriate documents such as letters, memos, e-mails, and reports. Students will develop their planning, organizing, outlining, and editing skills. Microsoft Word is used to create business documentation such as letters, reports, and memos. Microsoft Outlook is used to craft e-mails, as well as managing task and calendar features. *No prerequisites*

No prerequisites

Module **4.4 units 200 extern hours**

BA190 Externship

Designed to provide a realistic workplace environment in which the student will refine technological procedural, decision-making, and interpersonal skills. The entire externship is expected to last four weeks during which time the student is expected to report for full time, forty-hour per week work schedule. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and job search skills are reinforced. Then, the students will be placed with a local employer as a full-time extern.

Prerequisite: Successful completion of modules 110 through 170

Computer Systems Technician

Module **4.0 units 40/40 lec/lab**

CT110 A+ Essentials

This module covers the knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. The student is taught the basic skills needed by any entry-

Course Descriptions

level technician regardless of job environment. Computer skills taught relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT120 A+ Practical Applications

This module covers the fundamentals of the Windows family of operating systems. Students will be taught installation, configuration and upgrading of Windows, as well as performing various optimization, configuration, monitoring, and troubleshooting tasks. The student will be introduced to Windows networking and security, printing fundamentals in addition to safety and environmental concerns. Career skills and computer skills taught relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT130 Linux and Windows 7

This module covers the installation, operation and file management of the Linux operating system and Windows 7. For Linux, it introduces students to command-line syntax, the X Windows environment and network services configuration. Students will also perform updates using package management utilities, create users and groups, and manage print services. For Windows 7, students will learn to use administration tools, such as the Microsoft Management Console, Control Panel Applets, and Computer Management. Students will learn to perform preventative maintenance and system documentation. Career skills, (including basic keyboarding) relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT140 Applied Networking

This module introduces students to network concepts and hardware. Students will build a simple network using student constructed cables to connect hubs, wireless routers, and workstations. Using Microsoft Windows, students will configure network operating systems using the TCP/IP networking protocol to learn network design, administration and troubleshooting. In addition, the OSI Model and network security will also be studied. Career skills and computer skills taught relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT150 Client Operating Systems

This module covers installing, configuring, and upgrading Microsoft Windows client operating systems such as XP Professional. Students will install Windows on workstations via the CD and from a network server. Students will learn to use administration tools, such as Microsoft Management Console, Control Panel Applets, and Computer Management to perform preventative maintenance, configuration, and system documentation. This module focuses on troubleshooting installations, solving problems with network services and establishing OS security. Career skills and computer skills taught relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT160 Server Operating Systems

This module covers installing, configuring and upgrading Windows 2008 Server. Students will install Windows 2008 Server and be introduced to MS Exchange using Active Directory to manage resources, including shared folders, printers, and net-

work services. Students will learn to manage, monitor, and optimize system performance to ensure system reliability. Career skills, the Outlook email client, and computer skills taught relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT170 MS Office Support

This module covers installing and configuring MS Office 2003. Students will learn Word, Excel, Power Point and Access, gaining the knowledge and skills necessary to support users. It emphasizes problem-solving and communication skills in addition to technical knowledge. Students will develop their customer service skills to help prepare them for today's team-oriented work environment. Career skills, basic keyboarding and computer skills taught relate to the computer technician position.

No prerequisite

Module **4.4 units 200 extern hours**

CT190 Externship

Externship is the final module of training students complete, immediately following successful completion of classroom training. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and search skills are taught. On the job externships are performed in approved facilities that provide students with the opportunity to apply skills and knowledge acquired during the program. Satisfactory completion of externship training is required for graduation.

Prerequisite: Successful completion of Modules 110 - 170

Criminal Justice

Module **4.0 units 40/40 lec/lab**

CJ 110 Justice and Security

This course provides an in-depth look at the criminal justice system and explores how the individual elements work together to effectively administer justice in our society. Students learn the history of private security and evaluate the business and ethical concepts involved in security. The fields of justice and security are compared and contrasted. The issue of professional conduct and special requirements of working in justice and security are also covered. This includes learning the protocols, chain of command, and communication skills typically found on the job in a justice and security setting.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CJ 120 Corrections

This course explores the programs, services, facilities and organizations responsible for managing people accused, or convicted, of committing crimes. Students will compare and contrast theories of corrections as well as develop practical skills in prisoner management. The difference between detention facilities and correctional facilities will be identified. Ethical and legal implications faced in corrections and detention systems will also be assessed. Workplace skills, such as communication, problem-solving, and conflict resolution, which are typically required in a corrections setting, will be practiced throughout the course. This course also includes professional development, focusing on assessing and documenting professional skills and qualifications in preparation for job search.

No prerequisite

Course Descriptions

Module **4.0 units 40/40 lec/lab**
CJ 130 Crime Scene Technology

In this course students will practice and develop skills in basic forensic and crime scene processing activities that may be used to investigate crimes and accidents, or for other risk management related investigations. Students will learn the fundamentals of recovering fingerprints, crime and incident scene security, protection, collection, and preservation of evidence, and how to interview witnesses, search for suspects, make arrests, interrogate suspects, and maintain a chain of custody. Emphasis is placed on communication skills, professional conduct and problem solving skills that play a vital role when working at a crime scene.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 140 Investigations and Surveillance

This course teaches the details of how criminal investigations are conducted and what role surveillance and undercover operations play in them. Students will be introduced to commonly used tools, techniques and methods of investigation, such as crime scene evidence, reports, and interrogations. Students will also learn to distinguish between different types of investigations depending on the kind of crime. Emphasis will be placed on workplace soft skills which are of particular importance in an investigation including effective communication with others, conflict resolution, problem solving, and overall professionalism. The course includes a professional development component focusing on researching potential employers.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 150 Legal Studies for Justice and Security

This course explores the manner in which criminal law is applied for justice and security. Students learn the limits of the law, aspects of criminal liability and the defenses used against that liability. Students explore out how the law is applied to different types of crimes, such as conspiracy crimes, crimes against people, crimes against property, crimes against the state, and others. Professional conduct, communication, problem-solving, and conflict-resolution skills that typically apply in a workplace setting are covered as well as networking in a job search.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 160 Homeland Security and Terrorism

This course is a study of the nature of terrorism, its past and present, and the measures being taken to fight and prevent it. Students learn the underlying reasons for terrorist activities, the methods used by terrorists, the sources of financing for terrorists, as well as the role of the media in terrorism. The terrorist activities of the past and the most current terrorist issues of today are examined. A detailed overview of the methods used to counter terrorism is also provided, with particular emphasis on Homeland Security. Throughout the course emphasis is placed on interpersonal skills such as communication with co-workers, superiors, and others, problem solving and conflict resolution typical within the workplace setting. The course includes a professional development component focusing on resume and cover letter writing.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 170 Criminology

This course focuses on the concepts and theories relating to the nature and extent of crime. The topic is examined in the context of the legal system as well as from the perspective of the victim. Students explore the main theories regarding the causes of crime, and learn to distinguish between different types of crime. The role and function of the criminal justice system is also presented. Workplace skills such as communications with co-workers, problem-solving, and conflict resolution are covered throughout the course. Job interview skills are also discussed and practiced.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 180 Gangs and Drugs

This course focuses on gangs and their criminal activity in American society. The underlying reasons for the existence of gangs are explored as well as the strategies for preventing and eliminating them. Students also learn to distinguish between different types of street drugs, explain the threats and dangers they pose, as well as identify the law enforcement measures used to prevent their proliferation. An analysis of 'drugs in the workplace' policies and their enforcement is also included. The course includes a professional development component which emphasizes workplace soft skills as well as the skills and requirements needed when starting and adopting to a new workplace after being hired.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 190 Communications for Justice and Security

In this course students learn the most important skills required in justice and security communications. The various methods and means of communication are studied and practiced, including verbal and non-verbal, written language, and basic mathematics often required as documentation in reports. Students learn the communication techniques used in interviewing and interrogating criminals, suspects and witnesses. The use of modern technology in communications is discussed, as well as techniques for communicating with various types of groups. Workplace skills, such as conflict resolution and problem solving, are of particular importance in this course and are strongly emphasized. Math topics include solving simple equations and basic algebraic calculations.

No prerequisite

Dental Assistant

Module **4.5 units 45/45 lec/lab**
DA110 Dental Science/Medical Emergencies

This module encompasses the study of human development including the development of two sets of teeth: the primary and permanent dentition. Students also study facial structure, the oral cavity, anatomy of the teeth and the function of the supporting structures. Methods for taking and recording vital signs and blood pressure are introduced. Placement of the patient sensors for use with the EKG device during surgical phase of dentistry. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Students will learn the Dental Ethics and Jurisprudence as

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it effects the dental profession in the Sate of California. Career skills, basic keyboarding and computer skills taught relate to the dental office. *No prerequisite*

Module **4.5 units 45/45 lec/lab**
DA120 Chairside Assisting

Methods of disease transmission, body defenses, and diseases of major concern to dental personnel are stressed along with the prevention of disease transmission. Microbiology is covered through pathogens and modes of disease transmission. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry, including materials and instrumentation. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection using an intraoral camera. Students will practice placing and activating Chairside whitening with a non laser light curing device Introduction of tooth morphology, oral structures, and oral pathology are presented *No prerequisite*

Module **4.5 units 45/45 lec/lab**
DA130 Radiography

This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principals of intraoral radiography. Students are also introduced to digital radiography *No prerequisite*

Module **4.5 units 45/45 lec/lab**
DA140 Dental Material

Students will learn about laboratory equipment, basic laboratory procedures, and materials used in a dental office. Students receive hands-on training in taking impressions and constructing study and master casts. The casts are then used to practice dental procedures such as the fabrication of custom trays, mouth guards and bleaching trays. Study of infection control standards in the laboratory setting and OSHA regulations are stressed. Proper techniques in measuring and mixing restorative dental products such as cements and liners as well as mixing stone and plaster are covered. Students will fabricate and place temporary crowns. *No prerequisite*

Module **4.5 units**
DA150 Preventive Dentistry

This module emphasizes maintaining optimum oral health. General nutrition, food groups, dietary evaluation, and oral nutritional deficiencies are covered with an emphasis on teaching the patient personal oral hygiene, tooth-brushing techniques, plaque control, and applying fluoride. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the

teeth are removed from the coronal surfaces of the teeth. Pit and Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed Registered Dental Assistant using a caries detection device. Completion of Pit and Fissure and Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license. *No prerequisite*

Module **4.5 units 45/45 lec/lab**
DA160 Dental Specialties

This module discusses the various specialized areas of dentistry so students may determine their area of interest and establish their career path. In Endodontics the student studies diagnosis, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy. Oral Surgery and Implants is the study of surgeries of the oral cavity and advantages and disadvantages of implants. Pedodontics, the study of children's teeth, emphasizes both preventive and restorative techniques as well as the child patient. Orthodontics is covered with the different phases of orthodontic treatments. *No prerequisite*

Module **4.5 units 45/45 lec/lab**
DA170 Prosthodontics/Administrative Assistant

During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will also be introduced to Facebow transfer, denture adjustment and CAD/CAM imaging. Students are fully trained in the HIPAA guidelines. Career skills, basic keyboarding and computer skills taught relate to the dental office. *No prerequisite*

Module **3.7 units 170 extern hours**
DA190 Externship

Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. All absences during the externship must be made up. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110 - 170*

Medical Assistant

Module **4.0 units 40/40 lec/lab**
MA110 Administrative Medical Assisting Duties

In this module the student will learn the basics responsibili-

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ties of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. The student will practice the related concepts in the laboratory including injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA120 Introduction to Anatomy & Physiology

During this module the student will gain a better understanding of the anatomical system and the manner in which the body works. This module teaches students about the mechanical functions of the body and how pathophysiology takes its toll on creating illnesses. There are also descriptions on radiology and how the medical assistant may better prepare a patient for radiological procedures. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA130 Office Environment Safety, Infection Control and Laboratory

This module describes the effects of contamination on the body, as well as the effects on the patients and the medical assistant. The purpose of the module is to teach patient and staff safety against viruses and/or dangerous bacteria. The student will learn basic forms of microbiology and the lymphatic system as well as preventative aseptic technique and instruction tools for a healthy practice. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA140 Psychology and Special Senses

Student will gain a better understanding of nerves, psychology, and the effects of medications on the body, as well as where the medications target. Psychology and its effect on the patient are studied, as well as a patient's two most used sense organs; the eyes and the ears. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA150 Medical Management

This module helps the student with managerial and book-keeping techniques including finances, insurance, and accounts receivable. This helps the student understand the structure of a facility and the importance of quality work to increase revenue in their workplace. The student also ex-

plores the digestive system and the pathologies affecting it, as well as the urinary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA160 Clinical Medical Assisting Duties

This is the CPR module that prepares the student for emergencies and preparations in resuscitation in the field. The student gets an overall experience in the understanding of the cardio-pulmonary system as well as learning about nutrition and its effects on the cardio-pulmonary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA170 Pharmacology and Office Emergencies

This module covers the topics of reproductive health and the endocrine system. There is also a firm description that further informs the student on mathematics in the medical field dealing with pharmacology and the effects of pharmaceuticals on the endocrine system and the body. This module helps the student expand their acceptance and responsibility in their back office procedures in the workplace. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures

Module **4.4 units 200 extern hours**
MA190 Externship

Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and search skills are taught. On-the-job externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Satisfactory completion of externship training is required for graduation.

Prerequisite: Successful completion of modules 110-170

Medical Billing Insurance Coding

Module **4.0 units 40/40 lec/lab**
MB110 Insurance Billing

This module is designed to familiarize students with the insurance claims forms for a variety of providers, including Group Plan Insurances, PPOs, Worker's Compensation and Federal and State Disability. HIPAA training and the basics of health insurance are covered in this module. Students will experience hands-on training in handling claim forms such as the CMS-1500 and will learn to use one of

Course Descriptions

the most popular billing software programs. Students will be introduced to the basic anatomy of the human body, prefixes, suffixes, abbreviations, and the organization of the body. Students will also learn to bill and code for procedures and diagnoses relating to surgery and anesthesia.

No prerequisites

Module **4.0 units 40/40 lec/lab** **MB120 Insurance Coding Principles**

This module is designed to teach students complex coding principles and the use of the CPT, ICD-9, ICD-10 and HCPCS coding manuals. Students will learn to code diagnoses and procedures accurately for the purpose of billing the responsible insurance. Students will learn to use one of the most popular billing software programs. Students will be introduced to medical terminology, word parts, abbreviations and symbols. Students will also to bill and code for procedures and diagnoses relating to the integumentary system.

No prerequisite

Module **4.0 units 40/40 lec/lab** **MB130 Medical Laws and Ethics**

In this module, students will learn the basic laws and ethics governing the medical field, including professional behavior, confidentiality, doctor-patient relationships, malpractice and breach of contract. Students will learn to use one of the most popular billing software programs. Students will become competent in CPR (cardiopulmonary resuscitation). Students will learn about oncology, the blood and lymphatic system, the respiratory system, the cardiovascular system and will also learn how to bill and code for procedures and diagnoses relating to these systems.

No prerequisite

Module **4.0 units 40/40 lec/lab** **MB140 Documentation and Records**

In this module, students will learn about the medical documentation process. Students will experience hands-on electronic health records standards and advanced techniques using EHR software. Students will learn about the paper claim and medicine. Students will learn about the skeletal system, the muscular system, the eye, ocular adnexa, auditory, and operating microscope. Students will also learn how to bill and code for procedures and diagnoses relating to these systems.

No prerequisite

Module **4.0 units 40/40 lec/lab** **MB150 Medical Billing and Collections**

This module focuses on the regulations governing the collections process. Students will learn to verify insurance information, perform pre-admission authorizations and billing follow-up. They will study receipt of payment issues in the collections area and track reimbursements. Students will learn to use one of the most popular billing software programs. Students will learn about radiology, nuclear medicine, inpatient hospital services and ICD-10 principles. Students will also learn how to bill and code for procedures and diagnoses related to these systems.

No prerequisite

Module **4.0 units 40/40 lec/lab** **MB160 Insurance Practices**

This module is designed to familiarize students with the insurance claim forms for Medicare, Medicaid, The Blue Plans, Private insurance, Managed Care Plans and the TRICARE and CHAMPVA programs. Students will learn to use one of the most popular billing software programs. Students will learn about the digestive system, the urinary system and the male reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems.

No prerequisite

Module **4.0 units 40/40 lec/lab** **MB170 Medical Office Procedures**

This module is designed to teach students basic medical office procedures. Topics covered include the use of office equipment, such as copiers, fax machines and calculators. Students will study the proper handling of patient records, filing and managing telephone calls. Students will study dental services and dental claims. Students will learn to use one of the most popular billing software programs. Students will learn about the endocrine system, the nervous system, obstetrics and the female reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems.

No prerequisite

Module **4.4 units 200 extern hours** **MB190 Externship**

Externship is the final module following successful completion of classroom training. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and search skills are taught. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the direct supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.

Prerequisite Successful Completion of Modules 110-170

Pharmacy Technician

Module **4.0 units 40/40 lec/lab** **PT110 Sterile Preparations**

The module covers aseptic technique & Universal Precautions guidelines including microbiology, oncology, and anti-infectives. Students learn how to handle needles & syringes and use of the laminar air flow hoods. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Practice in diverse pharmacy settings; including sterile & non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism are also covered.

No prerequisites

Course Descriptions

Module **4.0 units 40/40 lec/lab**
PT120 Internal Medicine

The module covers the digestive, reproductive, and endocrine systems, as well as vaccines. Students will learn internal and external customer care. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.0 units 40/40 lec/lab**
PT130 Pharmacy Law

The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn about the respiratory & cardiovascular systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.0 units 40/40 lec/lab**
PT140 Pharmacology and Compounding

The module covers the history of medicine and pharmacy, repackaging, compounding chemistry and the visual and auditory systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.0 units 40/40 lec/lab**
PT150 Hospital Pharmacy Procedures

The module covers hospital pharmacy, psychopharmacology & medical referencing, and the nervous system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.0 units 40/40 lec/lab**
PT160 Retail Pharmacy Procedures

The module covers the business and administrative section of pharmacy, pharmacy associations and the urinary system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.0 units 40/40 lec/lab**
PT170 Retail Pharmacy Operations

The module covers the operations side of retail pharmacy, over the counter medications, alternative medicine, vitamins & minerals, and anti-inflammatory & antihistamines. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.4 units 200 extern hours**
PT190 Externship

This module immediately follows the successful completion of classroom and laboratory training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation.

Prerequisite: Successful completion of modules 110-170

Course Descriptions

Degree Course Numbering

Courses are listed using the following numbering system:

Core courses

BUS..... Business Major Core courses

General Education courses

ENGL English courses

COMM..... Communication courses

MATH Mathematics courses

HIST History courses

ECON..... Economics courses

PYSC Psychology courses

100-199 First level courses—diploma

200-299 Second level courses

Core Courses

BUS 210 **3.2 units**

Principles of Supervision and Management

This course focuses on the principles, theories and practices of supervision in a workplace setting. The functions and responsibilities of supervisors are explored along with the methods and techniques used to successfully achieve desired results. A complete analysis of the relationship between supervisors and employees is presented, from recruitment and training through motivation, discipline, control, performance management and conflict resolution. The supervision of groups, diverse workforces and unionized workers is also studied, as well as the role and importance of ethics in managing employees. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 220 **2.1 units**

Fundamentals of Financial Management

In this course, students explore the elements of financial planning and management. The focus is on personal finances with references to similar or related financial issues in a business setting. Documentation, such as financial statements and tax returns, is covered. Asset management is discussed as well as using loans and credit for big ticket purchases such as homes, automobiles and major business related expenses. Life, health and property insurance are examined. Students learn about investing in stocks, bonds, mutual funds and real estate. The course also includes financial planning for retirement and estate planning. Ethical issues in financial management are examined throughout the module. Lecture hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 225 **2.4 units**

Accounting for Managers

The use of accounting information in business planning, ongoing decision making, and performance evaluation is the central focus of this course. An analysis of the various types of costs and expenses in running a business is pre-

ented, as well as the methods used to calculate and evaluate them. Financial statement analysis and cash flow are also included. The importance of ethics in accounting-related managerial decisions is emphasized. Students are introduced to a number of methods and techniques used in managerial accounting and they practice them in extensive lab activities throughout the module. Lecture hours: 24. Lab hours: 24. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 240 **3.2 units**

Legal Environment of Business

In this course, students are introduced to the principles and practices of law as they apply to business, including the latest developments in the legal field. A variety of topics are covered, with a focus on the legal aspects of contracts and sales, types of business organizations, property law, employment law, product and service liability, legal protection, as well as more specific issues such as the legal implications of conducting business on the Internet. Students learn about the different legal issues they may encounter in a typical business setting and the best ways of dealing with and resolving them. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 250 **1.5 units**

Business Technology and E-Commerce

This course is a comprehensive study of electronic commerce in which students learn about both its technological and business elements. Topics include an overview of web server hardware and software, e-commerce software, website design and development, security issues and electronic payment methods. The business aspects of e-commerce covered in the course include marketing strategies, selling methods, revenue models, techniques for conducting business on the Web, legal, ethical and tax implications, and ideas for creating an e-business implementation plan. Lecture hour: 16. Lab hours: 16. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 260 **2.1 units**

Marketing and Customer Service

In this course, students are introduced to the principles of marketing and the strategies for providing quality customer service. Topics include the four "P's of marketing and the techniques used for researching and analyzing market opportunities. The customer service portion of the course focuses on the methods, techniques and skills used in customer relations, from strategies for gaining customer loyalty to personal and communications skills essential in successfully dealing with customers. Ethics in marketing as well as the challenges of serving a diverse population of customers are also discussed. Lecture Hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 270 **3.2 units**

Human Resources

This course is a comprehensive study of the principles of managing human resources and the role of employee-related responsibilities in running a company. The strate-

Course Descriptions

gies of successful HR management are explored along with legal and ethical issues of employment equality and workforce diversity. Employee recruitment, training, development and retention are all covered, as well as compensation, benefits and worker protection. The importance of relations between company management and employees is emphasized. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

General Education Courses

COMM 240 **2.1 units** **Effective Communication**

This course introduces students to the basic concepts and techniques of successful communication in the business world. All major aspects of the communication process are covered, including verbal and non-verbal communication, interpersonal relationships, listening skills, interviewing, communicating in groups and teams, and making presentations. Common obstacles to communication are also explored and the best ways of overcoming them. Lecture hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

ECON 250 **3.2 units** **Macro Economics**

This course is a study of the fundamentals of economics with an emphasis on macroeconomics. The basic economic principles governing the market, such as supply and demand, are explored. Students learn about the effect of productivity, growth, unemployment and inflation on the economy. The role of government fiscal policies is analyzed as well as the banking system. International economics, trade and finance are also covered. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

ENGL 210 **2.1 units** **English Composition**

In this course, students learn the principles of writing effectively. Parts of speech are defined with their proper usage. Sentence creation is practiced with an emphasis on choosing the right words and style, and ensuring the correct spelling and grammar. The techniques for combining sentences into paragraphs are then explored and a variety of paragraph types introduced. The module also covers essay writing and shows students the best ways of structuring different types of essays. Lecture hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

ENGL 225 **2.1 units** **Introduction to Literature**

This course focuses on the skills needed to interpret and analyze various types of literature. Drawing from a wide variety of literary works, students learn how to interpret their meaning, recognize common themes, and effectively critique them. Emphasis is placed on using the right style and vocabulary in analyzing fiction, poetry, drama and other forms of literature. Lecture hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

HIST 220 **3.2 units** **20th Century U.S. History**

In this course, students are presented with a complete overview of American history in the 20th century. A chronological study of major events divides 100 years into distinct periods of time, explores and analyzes their characteristics and consequences. Emphasis is placed on the effect of historical events on society as whole as well as on different sectors of the American population. The latest period leading into the first years of the 21st century is also covered. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

MATH 260 **3.2 units** **Mathematics for Managers**

This course is a comprehensive study of basic mathematics with an emphasis on the skills required in a typical business environment. Students practice calculating ratios, rates, proportions, percentages and typical business quantities such as sales taxes, commissions and interest. Statistical calculations as well as charts, diagrams and graphs are explored. Basic measurements and conversions between different systems of measurement units are covered. The fundamentals of algebra are also introduced with problems involving solving simple equations. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

PSYC 270 **2.1 units** **Psychology for Managers**

In this course students learn the fundamentals of psychology, with an emphasis upon understanding the behaviors of people in the workplace environment. The basic concepts of psychology and psychological research are discussed, followed by a closer look at topics such as human perception, memory, intelligence, personality and motivation. Common psychological disorders are also covered, as well as the causes and impact of stress. Lecture hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

Vocational Nursing Supplement

This supplement applies to the Vocational Nursing Program only. The standards and guidelines in this supplement are in addition to the guidelines listed in the main catalog. Students in the Vocational Nursing program are required to abide by both the main catalog and the supplement while attending UEI College.

Approvals

The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) for the state of California.

A student enrolled in a Vocational Nursing Program has the right to contact the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) on issues related to their nursing education. Student may do so without fear of retaliation from the school and/or faculty. The following is the BVNPT's contact information:

Board of Vocational Nursing & Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-7855
916.263.7800
916.263.7855 fax
Www.bvnpt@DCA.ca.gov

Class Schedules

Vocational Nursing is a 51-week linear program offered Monday through Friday with some Clinical hours on evenings and weekends. Students are expected to attend school on a varying schedule depending on the requirements of each semester. Generally, theory classes are held Monday through Thursday from 8:00am to 4:00pm. Remediation and special classes are held on Fridays. Clinical experiences are scheduled anytime between 6:00am to 11:00pm on all days during the week and weekends. Theory classes are held for no more 8 hours a day and Clinicals are held for no more than 12 hours a day. Clinical assignments are determined by the school and special requests for schedules will not be accepted.

Admissions Process

All applicants to the VN program must be personally interviewed by a representative of the Nursing Department, tour the campus and receive a catalog describing the course description and the school policies. A standardized entrance assessment is administered for the VN program. The applicants will also submit an essay and visit the financial planning department to receive information regarding funding options.

General Application Criteria

1. High School Graduate or possess a GED

2. Complete an interview with a nursing department representative to determine desire, ability and commitment
3. Receive a tour of the campus
4. Review the school catalog
5. Complete the entrance assessment
6. Submit an essay
7. Review, complete and sign the Enrollment Agreement

Acceptance Requirements

Applicants for the VN program will be ranked based on their entrance assessment scores, quality of essay submission, personal interview, previous work experience and previous educational performance (High School GPA). Applicants will be accepted in order of their cumulative ranking with additional applicants given "alternate" status, should an opening become available during the drop/add period.

Entrance Assessment

The COMPASS test developed by ACT is used as the assessment tool for Vocational Nursing applicants. The cut off scores to be considered for acceptance are as follows:

Writing.....	32
Reading.....	62
Pre-Algebra.....	25

Note: Receiving a passing score does not necessarily guarantee acceptance. The higher the score the more points toward acceptance will be given.

Additional Requirements

Students accepted into the Vocational Nursing program will be required to have a 1) Physical examination, 2) TB clearance and 3) Proof of immunizations prior to the first day of class.

Prior to the start of the Clinical Experience students will be required to pass a criminal background check and/or drug screening as required by the Clinical host site. The cost for these additional items is the responsibility of the student.

Transfer of Credit Policy

Transfer credit shall be granted for related previous education completed within the last five years. This includes the following courses:

Vocational Nursing supplement

- Accredited vocational/practical nursing courses
- Accredited registered nursing courses.
- Armed services nursing courses
- Certified nurse assistant courses

Competency-based Credit

Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

Waiver

A student who is eligible for credit for previous education or experience but wishes to attend any or all portions of the course for which credit was earned, will be asked to sign a waiver form which outlines the student's options.

Academic Standards

Definition of a Clock and Credit Hour

The conversion from clock hours to credit hours is 15 clock hours of lecture, 30 of lab, or 45 of externship equals one semester credit hour. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Grading System

UEI College uses the following scale as its standard grading system for the Vocational Nursing program only.

Grade	Percentage
A	91-100%
B	83-90%
C	75-82%

No Ds or Fs are permitted due to the critical nature of the content being taught.

Graduation Requirements

To be eligible for graduation and receive a diploma Vocational Nursing students must achieve a 2.5 average cumulative grade and meet all attendance and financial obligations.

Licensure Requirements

In order to work as a Vocational Nurse in the state of California, graduates of the Vocational Nursing Program must take and pass the National Council Licen-

sure Examination (NCLEX-PN). The graduate is responsible for completing an application, being fingerprinted, paying the application fee and submitting the application in a timely manner. Once the application is accepted, the graduate will schedule to take the exam. Graduates who pass the NCLEX-PN are considered Licensed Vocational Nurses (LVN) and are eligible to work as LVNs in the state of California.

Attendance Policy

Attendance

Attendance in the Vocational Nursing Program is vital to the successful passing of the licensing exam. Students must achieve at least 90% attendance throughout the program in order to continue. Missed hours can not be made up but all content missed must be completed in a timely manner. See the student handbook for details.

Tardy

If a student is tardy for class, as defined below, points will be deducted from the professional development grade he/she receives each day and time missed will be counted toward the total hours missed.

Definition of a tardy: Arriving late for class, (recorded in 15 minutes increments) including returning late from breaks or leaving early from class or clinicals.

Clinical Sites

Clinical assignments are made according to the educational needs of the student. Assignments can not be changed to accommodate ride sharing or personal preferences. Each student is responsible for his/her own transportation to and from the site. During the Clinical experience the student will interact with professional staff, patients and family members at the medical facility. Professional behavior is required at all times. Prior to the first clinical experience all students will receive an orientation including HIPAA training.

Re-admission Policy

Re-admission into the Vocational Nursing program is based on space availability. Student wishing to re-enter must meet with the Director of Nursing prior to the next course start to determine whether the student is eligible to re-enter and will benefit from the program.

Satisfactory Academic Progress

Students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average and progress academically at a rate that allows them to complete the program in a timely manner. Progress is measured at the end of each course.

Withdrawals, Incompletes and Repetitions

A student who fails a subject must repeat that subject and pass with a grade point average of 75% in order to graduate. When repeating a course, the highest achieved grade for that course becomes the official grade.

Withdrawal

Students may be withdrawn from the program by the Executive Director/Campus President for any of the following reasons:

- Excessive absenteeism or tardiness
- Failure to achieve Satisfactory Academic Progress
- Cheating
- Conduct that reflects poorly upon the school, staff or other students
- Failure to meet financial obligations
- Possession of drugs, alcohol or weapons on school premises
- Behavior creating a safety hazard to other persons at the school
- Any other determined infraction of conduct

Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the executive Director/Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed.

Required Grades

Students must achieve a cumulative 2.5 grade point average by the time they have completed the program to graduate. To be considered making academic progress toward graduation a student must achieve a minimum of 75% in each course

Required Completion Rate

A student must progress toward completion of the program at a specified rate and must complete the program within one and one-half times the published program length.

Time taken for an approved Leave of Absence will not be included in the calculation of a student's maximum time to complete the program.

Students dropped for lack of satisfactory academic progress may apply for readmission on a space available basis, the next time the failed course is offered. Prior to readmission the student will meet with the Director of Nursing to draft a plan of correction. If accepted for re-admission, the student will be enrolled for a probationary grading period. The student must complete the probationary grading period with a minimum course grade point average of 75% before financial aid eligibility will be reestablished. This applies only to students dropped for lack of academic progress. It does not apply to voluntary withdrawals.

Student Services

The Vocational Nursing program offers Specialized Student Services called Individualized Student Support Services or the **I-3/S** Program.

Each week throughout the program there will be three to four hours of remediation: make-up and one-to-one tutoring available. During this time students can access the nursing skills lab; interactive computer programs and obtain individualized assistance from and instructor.

Students who have been placed on academic or clinical probation will be required to attend **I-3/S**. All other students are encouraged to attend in order to get the maximum benefit from all the program has available. Instructors will be available during this time to answer questions and assist students.

Instructors have posted office hours. Students are encouraged to use this time to meet with their instructors if they have a specific need or concern. An appointment may be scheduled with the Director of Nursing by contacting the program secretary.

Vocational Nursing Diploma

Program Objective

Upon completion of this program, students will be prepared to take and pass the NCLEX exam allowing them to work as an entry-level Licensed Vocational Nurse in the state of California in skilled nursing facilities, Doctor's offices, clinics and in some entry-level positions in hospitals.

Career Outcomes

Licensed Vocational Nurse, Licensed Practical Nurse, Charge Nurse in a Skilled Nursing Facility, Staff Development Director in a Skilled Nursing facility.

The program is 51 weeks long and consists of four semesters and are conducted both on campus in lecture classes and skills lab and on clinical sites. Each semester must be successfully completed in order to advance to the next semester. Clinical experiences throughout the program will be conducted at a variety of health care facilities throughout the area. Observation experiences will be scheduled with various clinical sites in accordance with the area of study. All Classes will be conducted at UEI and /or at approved clinical sites.

Program Outline

Course Number	Course Title	Clock Hours	Semester Credit Units *
Semester One			
VN 114	Anatomy & Physiology/Medical Terminology	33	2.2
VN 110	Fundamentals of Nursing	392	15.0
VN 112	Psychology	15	1.0
Semester Two			
VN 120	Medical Surgical Nursing I	375	14.0
VN 122	Pharmacology	75	4.0
Semester Three			
VN 132	Maternal/Child Nursing	141	5.8
VN 134	Mental Health Nursing	26	1.5
VN 130	Medical Surgical Nursing II	205	7.9
VN 136	Gerontology/Rehabilitation Nursing	78	2.8
Semester Four			
VN 140	Medical Surgical Nursing III	105	3.0
VN 142	Leadership and Supervision	90	3.0
	Totals	1535	60.02

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. One semester credit unit is equivalent to 15 clock hours of lecture, and 30 clock hours of laboratory. For Financial Aid calculations, one semester credit unit is equivalent to 37.5 clock hours.

Vocational Nursing

Course Descriptions

Course descriptions include the course number, title, and synopsis, a listing of the lecture/theory hours, laboratory / clinical hours and credit units. For example, the listing "30/30 2.0" indicates that the course consists of 30 hours of lecture/theory, 30 hours of laboratory or clinical work, and provides a total of 2.0 semester units.

VN 110 – FUNDAMENTALS OF NURSING

122/270 15.0

Classroom instruction and skills lab/clinical experience Nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, anatomy and physiology overview, health assessment, vital signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death.

VN 112 -- PSYCHOLOGY

15/0/1.0

In this course, students are introduced to psychological theory and the development of the human mind as well as the outside forces that influence it. Psychosocial assessment and mental health status exams will be discussed. Students will develop an understanding of the psychosocial responses to physical illness.

VN 114 - ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY

33/0/2.0

This course provides instruction on the structure and function of body systems and related terminology. Students will learn to build words related to the body and disease process and nursing care of each system. Instruction will occur in the classroom and with computer reinforcement.

VN 122 – PHARMACOLOGY

55/20/4.0

This course provides information on medications, their source and uses, calculation of dosage and safe administration of prescribed medications, and classifications of drugs according to body systems. Extensive skills lab experience is provided to prepare the student to safely administer medications to patients/clients in the clinical setting. Prerequisites: Fundamentals of Nursing

VN 120 – MEDICAL SURGICAL NURSING 1

136/239/14.0

The course covers the anatomy and physiology of the integumentary system as well as the care of patients with problems of the skin, including dermatological conditions, infections, ulcerations, and tumors, dermatological and plastic reconstructive surgery. Basic respiratory anatomy and physiology; care of patients with diseases or conditions of the nose throat and lungs, including acute and chronic respiratory disorders are covered in this course. Basic musculoskeletal anatomy and physiology, care of patients with musculoskeletal problems from trauma and inflammatory diseases, and pre and post-op care of patients with surgical interventions are covered in this course. Basic cardiovascular anatomy and physiology, assessment, intervention and evaluation of cardiovascular diseases and disorders, as well as patient/client teaching of healthy heart living are covered in this course. *Prerequisites: Fundamentals of Nursing*

VN 130 - MEDICAL SURGICAL II

75/130/7.9

Basic neuro anatomy and physiology and intervention/management of common neurological diseases and disorders of hospitalized patients are discussed. The course covers sensory organs and their functions such as the eye and ear. Basic renal system anatomy and physiology, and diagnostic, treatments and nursing care of the patients with urinary and renal diseases/disorders of the system are covered. Anatomy and physiology of the endocrine system; and nursing care and pre/post-operative care for patients with diseases of the thyroid, diseases of the adrenal glands, diabetes mellitus, and complications associated with these conditions are taught. This course covers anatomy and physiology of the G.I. system as well as signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas).

Prerequisites: Pharmacology; Medical Surgical Nursing I

VN 132 – MATERNAL/CHILD NURSING

57/84/5.8

Reproduction and developmental changes, stages of pregnancy and delivery, complications of pregnancy, nursing care of postpartum mother and newborn, contraception and sexually transmitted diseases are covered in this course as well as life span development (newborn, infant, toddler, preschool child, school-age child, adolescent); nursing care of the hospitalized child, for both acute, chronic and terminally ill chil-

Vocational Nursing supplement

VN132 – MATERNAL/CHILD NURSING CON'T.

dren; and health problems related to body systems are explained.

VN 134 – MENTAL HEALTH NURSING

21/5/1.5

Legal and ethical issues, mental health concepts, communication and interpersonal skills, and major mental disorders addressing the psychosocial issues of the physically ill patient are discussed. The major focus of this course is care of the individual with mental health issues in a non-psychiatric setting.

VN 136 – GERONTOLOGY/REHABILITATION NURSING

24/54/2.8

The student will study the aging process, psychosocial changes and needs of the elderly, nursing care of the elderly hospitalized patient and promotion of healthy elders.

VN 140 – MEDICAL SURGICAL NURSING III

15/90/3.0

The student will conclude their medical surgical nursing studies by acquiring knowledge about alternate practice settings such as Emergency Room and Urgent care and community nursing including but not limited to physician's office and clinics, hospice and home care. Clinical assignments will be in and inpatient or outpatient setting with a Preceptor.

Prerequisites: Medical Surgical Nursing II

VN 142 – LEADERSHIP AND SUPERVISION

25/65/3.0

Communication, legal-ethical issues in the workplace, preparation for licensure, career opportunities, professional nursing organizations, and team leading and supervision are covered in this course. Clinical experience will include responsibilities of the charge nurse, medication and or treatment nurse in a skilled nursing facility.

General Information

Welcome to UEI College where our vision is to be the premier provider of career education. Our years of experience have earned us the trust of employers, and this trust is based on the performance of our graduates. We believe that by teaching skills necessary to succeed in today's changing world, we help our students achieve success for themselves and the community they live in.

UEI College

Mission

We prepare students for employment by providing industry-validated education and training within a positive, supportive and caring environment.

Vision

The premier provider of career education

Values

We are committed to:

- One Standard of Excellence
- Success
- Teamwork
- Respect
- Integrity
- Customer Service
- Changing Lives

School History and Description

UEI College was founded in October 1982 in Los Angeles County, California, as United Electronics Institute. UEI College received accreditation in April 1988 from the Accrediting Council for Continuing Education and Training (ACCET). The company name was changed in 1990 to United Education Institute to reflect the broadening scope of training provided. In 2009 the brand name was changed to UEI College.

Since its inception, UEI College has continued to update and improve its program offerings and facilities. Presently, the school has campuses in Huntington Park, Van Nuys, San Diego, Chula Vista, San Bernardino, El Monte, Anaheim and Ontario. The corporate office is located in Irvine, California. UEI College is a California corporation and a wholly owned subsidiary of International Education Corporation. The Board of Directors for UEI are Fardad Fateri and Janis Paulson. The members of the Board of Directors for its parent company, International Education Corporation, are Doug Mellinger, Tom Hartman, Dr. Fardad Fateri, Jared Bluestein, Cyrus Hormazdi and Thomas Crawford.

Accreditation and Approvals

Institutional Accreditation

UEI College is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is a national accrediting agency recognized by the U.S. Department of Education under a provision of Public Law 82-550.

State Approval

UEI College has approval to operate as a Private Postsecondary School from the Bureau of Private Postsecondary Education (BPPE) in the State of California through a license by means of accreditation. This approval to operate means compliance with state standards as set forth in the State Ed code.

Veterans

UEI College is approved to train Veterans by the State approving agency for all campus except the Anaheim branch campus.

Upon request, an enrolled or prospective student may review copies of the documents that describe the school's accreditation and approval.

All veteran students requesting VA benefits while attending school must sign the "Veterans Information Addendum to catalog" prior to starting school.

Entitlement Agencies

Eligible students may apply to the following agencies for determination of benefits while attending UEI College at all campuses except Anaheim branch campus:

- U.S. Department of Veteran Affairs
- State Department of Vocational Rehabilitation
- U.S. Department of Education

Approvals

The Dental Assistant program gained approval from the Dental Board of the state of California with the exception of the new program at the El Monte, San Bernardino and Anaheim Campus. These programs are not yet approved because it is a new program and therefore students will not be immediately eligible to sit for the RDA exam as a graduate of the El Monte, San Bernardino or Anaheim campuses.

Class Schedules

Class Start Schedule

UEI College campuses offer year-round enrollment. Classes start approximately every four weeks. All modules are approximately four weeks in length. (See the Academic Calendar, Insert A of this catalog) The programs at UEI College are divided into modules that are self-contained units of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. UEI College offers morning, afternoon evening and weekend classes at most locations. All classes are held on campus. UEI College does not provide English as a Second Language coursework.

Campus Holidays

In observance of the following holidays, UEI College does not hold classes on: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Winter Break. (See the Academic Calendar, Insert A of this catalog)

Professional Appearance and Dress Code

Professional appearance presents the image of performing well in the workplace. UEI College prides itself on training the highest quality student for today's workplace and part of this preparation is the adoption of a professional dress code. We aim for the highest standards and expect our students to have the same goal. The standards are to be followed by all students of the college in the laboratory and administrative classes, and at all times while on campus and during externship. Please see your Admissions Representative or the Director of Education for the Professional Appearance and Dress Code information.

Student Conduct

Students are expected to follow all the rules and regulations of UEI College and to conduct themselves within the parameters of acceptable behavior at all times. Students should exhibit professionalism throughout the duration of the training. Any infraction of the schools rules and regulations, or improper behavior, may result in suspension and/or termination, at the discretion of the Executive Director/Campus President.

Facilities

Facilities and Equipment

UEI College campuses are designed to teach students the skills required in their chosen career fields. Each facility is equipped with the appropriate furniture, equipment, and supplies required to conduct programs effectively. The facilities are spacious, clean and present a professional appearance. All laboratories have workstations simulating the actual work environments which students will encounter in a professional setting.

Class Size

UEI College limits the size of its classes to maintain the educational soundness of its instructional programs. Class size may vary from one subject area to another and from laboratory to lecture.

Non-Discrimination Policy

The UEI College catalog and the policies and procedures described herein apply equally to all students enrolled at any of the UEI College locations.

UEI College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or handicap. The school complies with title IV of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972; and the Age Discrimination Act of 1975.

UEI College complies with the provisions of the Americans with Disabilities Act (ADA) of 1990 and with Section 504 of the Rehabilitation Act of 1973. The student must notify school management of his/her disability. The school will make every effort to assist physically or mentally challenged persons in their pursuit of educational opportunities. Students with impairments are subject to the same standardized tests with accommodations as set out by the test developer. Contact the Executive Director/Campus President for additional information.

Admissions

Admission Process

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined in what program the applicant is interested, a standardized entrance assessment is administered for diploma programs and the student visits the Financial Planning department to receive information regarding funding options.

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.

General Admissions Requirements for all Programs

Must be at least 17 years of age and a High School graduate or GED holder or be 18 years of age and applying as an "Ability to Benefit" (ATB) student in eligible programs, complete an interview with a school representative to determine desire, ability and commitment, achieve a passing score on the appropriate entrance assessment, receive a tour of the campus, review the school catalog and complete and sign the Enrollment Agreement.

Admissions Requirements for Dental Assistant, Medical Assistant, and Medical Billing Insurance Coding, Computer Systems Technician, Business Office Administration

Must be at least 17 years of age and a High School graduate or GED holder or be 18 years of age and applying as an "Ability to Benefit" (ATB) student in eligible programs

1. Achieve a passing score on the appropriate entrance assessment

Admissions Requirements for Criminal Justice & Pharmacy Technician Programs

1. Must be at least 18 years of age and a High School graduate
2. Achieve a passing score on the appropriate entrance assessment
3. Proof of High School graduation or equivalent must be presented to UEI College.

Admissions Requirements for Degree Programs Business Management AAS

- Completed the Business Office Administration or Computer Systems Technician diploma program of at least 720 hours/31.5 semester credits

ATB Eligible Programs

Students who are not high school graduates or have not passed the GED may apply for the following programs: Dental Assistant, Medical Assistant and Medical Billing

Insurance Coding, Business Office Administration and Computer Systems Technician.

Entrance Assessment Score Requirements

High School graduates or GED holders must take and pass a nationally normed standardized assessment with the following minimum scores:

Business Office Administration	14
Computer Systems Technician.....	16
Dental Assistant	13
Medical Assistant.....	13
Medical Billing and Insurance Coding.....	15
Pharmacy Technician	16
Criminal Justice.....	15

Students who are not high school graduates or have not passed the GED must take and pass a two part nationally normed standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. The Wonderlic Basic Skills Test (WBST) minimum scores are:

Verbal.....	200
Quantitative.....	210

For admissions requirements for the Vocational Nursing Program please see the supplement in the back of this catalog.

Transfer of Credit Policy

Students who have completed similar training courses at other institutions may apply for transfer of credit according to the following policy and procedure:

1. Complete and submit a Transfer of Credit Application to the Director of Education prior to the date of your first class.
2. Provide an official transcript and catalog with course descriptions of the prior post-secondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
3. Courses from accredited post-secondary training programs that correspond directly in content, scope and length to UEI courses will be considered for credit.
4. Only training courses with a grade of C or 2.0 or above will be considered for credit.
5. Credit by examination, prior work experience, military service, internships or practicum are not accepted.
6. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the UEI school system.
7. UEI students transferring from another UEI campus will be granted credit for all passing courses taken within the last twelve months.
8. A student may appeal the decision on transfer credits to the Executive Director/Campus President. The Executive Director/Campus President's decision will be final.

Program Costs & Financial Aid Information

9. UEI does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

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

The school will provide guidance, a transcript and catalog with course descriptions for any student interested in transferring to another institution.

The institution does not have any articulation agreements with other colleges at this time.

Program Costs

Program Tuition and Fees

The registration fee is \$50.00

Additional fee that might be incurred during enrollment are:

Additional copies of official transcripts	\$5
Late Payment fee	\$10
Replacement of lost Student ID card	\$3
Graduation ceremony fee	\$40
Uniform-replaced/lost	\$7 per piece
Institutional Loan Origination fee	\$12

Student Tuition Recovery Fund Disclosure (STRF)

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

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

to repay the third party.

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

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

The tuition for all programs are due and payable at the time of enrollment. Tuition and fees are the same for in-state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants or scholarships. Please see the tuition sheet, Insert C of this catalog for your program tuition.

Books and Supplies

All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc. Note: Classroom reference textbooks are not issued to students but are supplied in sufficient numbers to complete assignments. Books that are lost, mutilated or not returned in a timely manner will be replaced at the expense of the student.

Transportation costs

Local transportation costs are estimated at \$28.00 per week and may vary in specific areas. There are no fees for parking.

Delinquent Accounts

Delinquent accounts may result in suspension or termination from the program and may be submitted for collection with collection agencies. Any checks returned for non-sufficient funds will be charged an additional \$15 to the students account.

Federal Financial Aid Information

Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at UEI College.

To receive financial assistance you must:

1. Usually have financial need
2. Be a U.S. citizen or eligible non-citizen
3. Have a social security number
4. If male, be registered with selective service
5. While attending school, be making Satisfactory Academic Progress

Academic Policies & Procedures

UEI College will provide a Free Application for Federal Student Aid (FAFSA) and other financial aid related forms to assist in determining funding eligibility.

Financial Aid Programs

The following are brief descriptions of the Federal financial aid programs available at UEI College under the Title IV program:

Federal Pell Grant

A Federal Pell Grant is an award that does not have to be repaid. Funds are awarded to students with “exceptional need.”

Federal Supplemental Educational Opportunity Grant (FSEOG)

An FSEOG is an award that does not have to be repaid. These funds are allocated to UEI College by the federal government and available funds are limited. Funds are awarded to students with “exceptional need.”

Direct Subsidized Loan

This loan is a low interest loan made by the U.S. Department of Education to students. The federal government pays the interest on the loan during school attendance, for a six-month grace period following school attendance, and during any periods of deferment. Eligibility for a Direct Subsidized Loan is based on “financial need.”

Direct Unsubsidized Loan

This loan is a low interest loan made by the U.S. Department of Education to students. The student pays all the interest on the loan. A student does not have to demonstrate “need” in order to obtain this loan.

Direct Plus Loan

This loan is a low interest loan made by the U.S. Department of Education to parents of a “dependent” student. The loan application is subject to the U.S. Department of Education’s approval of the borrower’s credit report.

Federal Work-Study Program

This program allows eligible students to work part-time to meet a portion of their educational expenses. The federal government allocates these funds to UEI College and available funds are limited. Application for a work-study position will be accepted once the student has started school and will be awarded based on availability.

Return of Federal Financial Aid Funds

If the student is a recipient of the “Title IV” funds previously described (federal work-study excepted) and withdraws from school prior to completing the program of

study, the student may not be able to keep all the financial aid funds received in order to pay the educational expenses.

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate “Title IV” program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Federal Perkins Loan
4. Direct Plus Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other “Title IV” loan or grant assistance

Institutional Aid Programs

IEC Family Scholarship

This scholarship of \$500 is available to students for tuition and who enroll and start school while a member of his or her immediate family is currently enrolled in UEI and is considered an active (attending) student or is a graduate of the school. This scholarship cannot be used in conjunction with any other tuition reduction programs.

Partners Education Scholarship

This scholarship of \$350 is available to UEI students only. Students must submit a scholarship application to Financial Planning and if awarded, the student must be actively enrolled at the time the scholarship is credited to student’s account. First generation college students, students with academic excellence, perfect attendance in the first (1st) module, or those who are Pell Grant eligible are encouraged to apply. This scholarship cannot be used in conjunction with any other tuition reduction programs.

Patriot Scholarship

This scholarship of \$500 is for tuition and is available to qualified veterans, active duty military, reservists, and eligible dependents. Students must submit a scholarship application with a written narrative illustrating military service and outlining future educational and professional goals. This scholarship cannot be used in conjunction with any other tuition reduction programs.

Student Success Scholarship

This scholarship of \$500 is for tuition and is available to re-entry students. Applicants who have re-entered their program of study within a twelve month period at any UEI campus are eligible for this scholarship upon uninterrupted completion of their program. This scholarship can only be awarded one time. Students are considered a “re-entry” if there is a break of enrollment greater than 45 days and the student re-enrolls in the same program within the same campus for program completion. This scholarship cannot be used in conjunction with any other tuition reduction programs.

Academic Policies & Procedures

UEI Tuition Options Institutional Loan Program

This loan program is available to students who need additional financial assistance for tuition and fees. The minimum loan amount is \$600 with repayment terms between 12 to 48 months.

UEI Tuition Flex Institutional Loan Program

This loan program is available to students who need additional financial assistance for tuition and fees. The student does not have to be the borrower. Family members, spouse and friends can borrow on behalf of the student. In addition, nursing students qualify for extended loan amounts and terms of up to 60 months.

Other Available Financial Assistance Programs

Veterans Benefits

The GI Bill and Post 9-11 are a few of the VA programs available for our veteran students. If you believe you may qualify, contact your local Veterans Administration Office for assistance.

Agency Programs

Work Incentive Act, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

Academic Standards

Definition of a Clock and Credit Hour

The conversion from clock hours to credit hours is 15 clock hours of lecture, 30 of lab, or 45 of externship equals one semester credit hour. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Grading System

UEI College uses the following scale as its standard grading system.

Percent	Grade Point Average
90 - 100	4.0
80 - 89	3.0
70 - 79	2.0
0 - 69	0.0

Student Progress Reporting

At the end of each module, students receive a Progress Report. Students have up to seven (7) days after the module ends to appeal any attendance or grade. No changes will be made after seven (7) days. While on externship students are evaluated on their performance and receive a letter grade.

Make-up Work

Make-up work must be arranged between the student and the instructor. All make-up work must be completed within the current module.

Graduation Requirements

To be eligible for graduation and receive a diploma or an Associate degree the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and satisfy all financial obligations to the school.

Copyright Policy

Students are responsible for reading and understanding copyright policies posted above every copy machine on campus. Failure to follow copyright law will result in disciplinary action up to and including termination from the program.

Attendance Policy

Attendance

1. UEI encourages all students to attend class on a regular and consistent basis, as good attendance will enhance a student's ability to successfully complete their respective program. Therefore, to be eligible for graduation, students must:
 - a. Achieve a minimum overall program attendance rate of 80%
 - b. Complete all required externship hours, as applicable
2. If a student is absent for more than 25% of the scheduled hours for any module, the student will be given a failed grade for that module and will be required to repeat the module. Exceptions to the 25% maximum absence, though rare, are at the discretion of the Director of Education and/or the Executive Director/Campus President and are based on extenuating circumstances. "Extenuating circumstances" must be documented and are defined as:
 - a. Death of an immediate family member
 - b. Medical emergency regarding the student or an immediate family member
 - c. Military assignment
3. If a student is absent from their in-school portion of the program for more than 10 consecutive school days (day and evening programs) or for more than 5 consecutive school days (weekend programs), excluding school holidays, the student will automatically be considered as withdrawn from the program.
4. If a student is absent from externship for more than 12 consecutive work days, excluding holidays, the student will automatically be considered as withdrawn from the program.

Academic Policies & Procedures

Tardy

If a student is tardy for class, as defined below, points will be deducted from the professional development grade he/she receives each day and time missed will be counted toward the total hours missed.

Definition of a tardy: Arriving late for class, (recorded in 15 minutes increments) including returning late from breaks or leaving early from class.

Externship Attendance for Diploma Programs

For most programs the final module of training is externship. Externship is held at an approved site. Students in all programs with the exception of Criminal Justice, are expected to complete 200 hours of externship within a five-week period. The Dental Assistant program externship is 170 hours. The Career Readiness Seminar is training that delivers information critical to career success in the student's chosen field and is required prior to starting externship. During externship, the student is required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week, during externship and will need to make plans accordingly. Most externships are unpaid. While the school will try to accommodate any special scheduling needs, the school does not guarantee evening or weekend externship sites. If, for any reason, the student must miss hours during externship, the student must call the extern site prior to the absence and is required to make up the missed hours in order to successfully complete the externship. If a student fails his/her externship they must repeat the entire 200/170 hours for a new grade. Students who are unable to secure an extern site within twelve calendar days will be dropped from the program.

Leave of Absence

If an emergency situation arises, such as family tragedy, medical, or military obligation, making it necessary for a student to briefly interrupt his/her education. The school permits a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request and state a reason that assures the school that there is a reasonable expectation that the student will return at the end of the LOA .
2. Granting an LOA is done on a change of status form and is at the discretion of the Campus Executive Director/President
3. An LOA will not be granted during the first module.
4. Students must return on a start date of a module with the exception of externship (*students may reenter from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to re-*

turn from an LOA when returning to an externship.)

5. Students may request an extension of an LOA but the total LOA time must not exceed 120 calendar days within a 12 month period.

6. Students who fail to return to class on the first day of the module in which they are scheduled to return and/or fail to get an approved extension in advance will be dropped from the program.

If a student needs a module of training out of the normal cycle he/she may request an "Administrative LOA" to allow the school to schedule them for the next module they need to complete the program. To be eligible for this LOA the previous criteria (1-5) must also be met.

No additional charges will be made for taking a Leave of Absence.

Re-admission Policy

A student who has withdrawn or has been suspended may apply for re-admission by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry will be given credit for any class that was successfully completed within the last twelve months.

Satisfactory Academic Progress

Students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average and progress academically at a rate that allows them to complete the program in a timely manner. Progress is measured at the end of each module.

Withdrawals, Incompletes and Repetitions

A student who fails a module must repeat that module and pass with a grade point average of 2.0 in order to graduate. When repeating a module, the highest achieved grade for that module becomes the official grade.

Diploma Programs

Students may fail no more than four modules and still be considered making academic progress.

Degree Programs

Students may fail no more than seven courses and still be considered making academic progress.

Incomplete work must be turned in within seven (7) days of the end of the module. After seven (7) days an F grade will be assigned to all incomplete work.

Academic Policies & Procedures

Withdrawal

Students may be withdrawn from the program by the Executive Director/Campus President for any of the following reasons:

- Excessive absenteeism or tardiness
- Failure to achieve Satisfactory Academic Progress
- Cheating
- Conduct that reflects poorly upon the school, staff or other students
- Failure to meet financial obligations
- Possession of drugs, alcohol or weapons on school premises
- Behavior creating a safety hazard to other persons at the school
- Any other determined infraction of conduct

Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the Executive Director/Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. When an appeal is granted an academic plan will be presented to the student.

Required Grades

Students must achieve a cumulative 2.0 grade point average by the time they have completed the program to graduate. To be considered making academic progress toward graduation, a student must achieve a cumulative grade point average of 1.5 by the end of the fifth successfully completed module.

Required Completion Rate

A student must progress toward completion of the program at a specified rate and must complete the program within one and one-half times the published program length. This would represent the following number of credits:

All program except DA and CSA	47.25 units
DA program	52.50 units
CSA program	54.00 units

The student must earn at least 12 semester credits by mid point of the program which is considered to be the end of the fifth successfully completed module in all program except Dental Assistant where they must earn at least 13.5 semester credit units. Time taken for an approved Leave of Absence will not be included in the calculation of a student's maximum time to complete the program. Transfer Credits will be counted as attempted and completed credits.

Students dropped for lack of satisfactory academic progress may apply for re-admission after a waiting period of one module. If accepted for re-admission, the student will be enrolled for a probationary grading period. The student must complete the probationary grading period with a minimum module grade point average of 2.0 before financial aid eligibility will be reestablished. This applies only to students dropped for lack of academic progress. It does not apply to voluntary withdrawals.

If the program consists of 8 modules the student must complete the program within 12 attempted modules.

Sample completion chart

Modules Attempted	Min. Mod Completed	Modules Attempted	Min. Mod Completed
1	0	7	3
2	1	8	4
3	1	9	4
4	2	10	6
5	2	11	7
6	3	12	8

Students who change their educational objectives by changing programs will calculate only the current program in the completion time calculation.

UEI College does not offer remedial courses.

Cancellation and Refund Policy

Cancellation Policy

The student applicant has the right to cancel the enrollment agreement until midnight of the seventh business day after the day on which the applicant takes any of the actions indicated in items below.

Students may use any means to notify the school. If the Notice of Cancellation is received by mail, it is effective when deposited in the mail properly addressed with postage prepaid.

The applicant will be returned all monies paid (with the exception of the registration fee) if:

- (a) The applicant cancels the enrollment agreement within seven (7) business days after the latter of:

1. The first day of class of the program of instruction; or

Student Services

- 2. The date the applicant received a copy of the enrollment agreement
- (b) The school does not accept the applicant
- (c) The applicant does not attend the first class day.
- (d) The school cancels the enrollment agreement within seven (7) business days after the first class day of the program of instruction

All monies paid will be returned (with the exception of the registration fee) within ten (10) business days after the school receives the applicant's Notice of Cancellation; or if the school cancels this agreement within ten (10) days after the school's cancellation date.

All monies paid will be returned to the applicant if the school cancels the program.

Tuition Refund Policy

A student has the right to withdraw from a program of instruction at any time. Notification of intent to withdraw must be made to the Director of Education. Upon withdrawal, the tuition refund amount is calculated in the following manner:

- a) the total tuition program cost is divided by the number of hours in the program to obtain an hourly tuition charge for the program.
- b) the total scheduled hours, as of the student's last date of attendance, are multiplied by the hourly tuition charge calculated in step (a) to determine the amount of tuition owed to the school.
- c) The amount of tuition paid by the student is determined.
- d) If the amount of the tuition paid by the student as determined in step (c) is more than the amount owed to the school as determined in step (b) the difference is the refunded amount.

The withdrawal date for refund calculation purposes is the last date of recorded attendance.

The table below illustrates the application of the refund policy. The example assumes an original tuition charge of \$10,000 and assumes the student paid the entire \$10,000.

Percent of Program Completed	10%	25%	50%	60%	75%
Tuition Paid by Student	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Tuition Owed by Student	\$1,000	\$2,500	\$5,000	\$6,000	\$7,500
Refund Amount	\$9,000	\$7,500	\$5,000	\$4,000	\$2,500

Payment of the Refunds

Refunds will be paid within forty five (45) days from

the date of determination of withdrawal.

Cancellation of Classes/Course and Program Changes

The school reserves the right to cancel any course or program for which there are insufficient enrollments. The school reserves the right to change course curriculum, textbooks, schedules, prerequisites and requirements.

Student Services

Student Academic Advisement

UEI College's faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to special counseling or additional services when required. An Achievement Club that meets weekly is also available to any student who wishes assistance in areas such as study skills, test taking, time management and support and motivation while attending.

Career Services Assistance

The school maintains a policy of providing career development assistance for all of its graduates. No school can ethically promise or guarantee a job. However, UEI College does assist with resume writing, interviewing techniques, job-search skills, arranging appointments for job interviews and subsequent follow-up.

Career development assistance is available to any graduate who requests it and who follows UEI College's guidelines. If a student/graduate does not successfully complete all of the required classes, and/or is uncooperative with the campus staff, placement assistance may be denied.

Academic Coaching and Tutoring Support

UEI College instructional staff is available to assist students with academic coaching and additional tutoring to support student success. Students are encouraged to contact the Director of Education to schedule coaching or tutoring appointments.

Student Appreciation and Recognition

UEI College believes that student success is our success and we support the acknowledgement and recognition of our outstanding students. Students may aspire to be recognized at their school for perfect attendance, President's List recognition, serving as a Student Mentor and additional awards and recognition. Please contact the Director of Education for information on student appreciation and recognition.

Student Services

Student Mentoring

UEI College provides student mentoring to support new students to assimilate into the school and their program. Student mentors are selected based on their leadership, attitude, attendance, grades and overall school performance. Please contact the Director of Education for additional information on student mentoring programs.

Library Services

Based on course offerings, campuses provide ample reference materials required to complete assignments for each program curricula. Resources include access to Internet and printing along with various periodicals, videos/DVDs and volumes housed on campus.

Student Complaint/Grievance Procedure

Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Director of Education. The Director of Education will investigate and assess the issue and make a resolution, notifying the Executive Director/Campus President. If the issue cannot be resolved by the Director of Education, the Executive Director/Campus President is contacted.

If the determination made by the Executive Director/Campus President is not satisfactory to the student, the student may make an appeal in writing to the company's Complaint Hotline, "The Answer Program", send an email to:

Answerprogram@iecglobal.com or call toll free 1-866-591-8588. The appropriate individual in the corporate office will be assigned to the concern immediately and will contact the student to discuss the situation.

Answer Program
International Education Corporation
16485 Laguna Canyon Road, Suite 300
Irvine, California 92618

In the event the complaint or concern has not been resolved at the school level or by the Company Answer Program, the student may consider contacting the school's accrediting entity, the Accrediting Council for Continuing Education and Training (ACCET) located at 1722 N. Street N.W., Washington, D.C., 20036, Phone (202) 955-1113.

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education (BPPE) by calling the Bureau at 1.888.370.7589 or 916.431.6959 or by completing a complaint form, which can be obtained on the bureau's Internet Web site bppe@dca.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the BPPE at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, bppe@dca.ca.gov, 1.888.370.7589 or 916.431.6959, fax 916.574.8648

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the BPPE at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA

GED Referral Program

Currently UEI College does not offer any GED courses. However, for the benefit of students who do not have a high school diploma or GED, the school provides a referral service on the available GED programs near the campus.

Arbitration

Any controversy, dispute or claim which cannot be resolved through the school's internal dispute resolution process shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) is a federal law designated to protect the privacy of the students' educational records. Students have the right to review their records and request changes to any records believed to be inaccurate, approve the release of information in their records, and file a complaint with the U.S. Department of Education if the student believes the school failed to comply with requirements of FERPA. Records will be released without student's consent to a governmental agency as required by law or pursuant to a subpoena, court order or other compulsory legal process.

State law requires this educational institution to maintain school and student records for a period of not less than five (5) years.

Student Services

Crime Awareness and Campus Security

UEI College annually publishes a Campus Security Disclosure that contains detailed information regarding crime statistics for each campus. Additionally, the school distributes pertinent information related to the school's policies and procedures for maintaining campus security. This report provides the student with detailed information regarding the school's procedures and measures for crime prevention and instructions for reporting crimes.

Drug Prevention Program

UEI College annually publishes and distributes information on the Drug and Alcohol Abuse Awareness Program to all enrolled students and to new students enrolled after the annual distribution date. UEI College has established a referral service for drug abuse prevention programs. Any student who wishes counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

Housing

The institution does not offer any dormitory facilities nor does it offer any assistance locating off-site housing. To check on the availability and cost of local housing please check Internet sources for local listings and prices.

Business Office Administration Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, and PowerPoint along with gaining a basic understanding of Marketing and Human Resources, Customer Service, and thorough knowledge of Communication, Organization and Accounting skills.

Career Outcomes

This program prepares students for positions such as Administrative Assistant, Customer Service Representative, Word Processor, or Data Entry Operator, Secretary, Human Resource Assistant, Bookkeeper and Auditing Clerk.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
BA 110	Accounting Principles	80	4.0
BA 120	Business Calculations	80	4.0
BA 130	Business Basics	80	4.0
BA 140	Marketing	80	4.0
BA 150	Office Administration	80	4.0
BA 160	Human Resources	80	4.0
BA 170	Communications	80	4.0
BA 190	Externship	200	4.4
Totals		760 clock hours	32.4 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Business Office Administration classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for computer lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Business Management Degree

Program Objective

The Associate of Applied Science in Business Management degree program enables students who have completed occupationally related training at the college level to obtain additional competencies and skills applicable to operating and managing a business. Students in the program will study a variety of topics common to the business enterprise, including management and supervision, marketing and customer service, e-commerce, accounting and finance, and practical business law. Ethical business practices will be discussed throughout the program.

The degree program comprises three components: vocational core, business major core, and general education. Students first enroll in and complete their chosen vocational field of study. Completion of the business and general education coursework takes an additional 30 weeks. Transfer students must have completed a minimum of 31 semester credits and earned a diploma in an approved vocational specialty prior to enrolling in the program.

Career Outcomes

This program prepares students for entry-level to mid-level supervisory and management positions within their chosen field.

Program Outline

Course Number	Course Title	Clock Hours	Semester Credit Units *
BUS 210	Principles of Supervision and Management	48	3.2
BUS 225	Accounting for Managers	48	2.4
BUS 240	Legal Environment of Business	48	3.2
BUS 260	Marketing and Customer Service	32	2.1
BUS 220	Fundamentals of Financial Management	32	2.1
BUS 250	Business Technology and E-Commerce	32	1.5
BUS 270	Human Resources	48	3.2
ENGL 210	English Composition	32	2.1
ENGL 225	Introduction to Literature	32	2.1
COMM 240	Effective Communication	32	2.1
MATH 260	Mathematics for Managers	48	3.2
HIST 220	20th Century U.S. History	48	3.2
ECON 250	Macro Economics	48	3.2
PSYC 270	Psychology for Managers	32	2.1
		subtotal	560
Vocational Core courses			35.7
			720
		Total	1280 clock hours
			67.2 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module and continue in the cycle until completion of the program. A typical class size for Business Management classes is 24 students in lecture and lab with a maximum student teacher ratio of 40:1 for lecture.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship.
For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours.

Computer Systems Technician Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level computer technology position with emphasis in computer networking and systems maintenance. Students are trained to install, build, configure, upgrade, troubleshoot and repair computer hardware and software.

Career Outcomes

This program prepares students for positions such as Field Technician, Help Desk Support, Network System Technician, Technical Support, PC Support & Maintenance, Computer Sales & Marketing and Quality Assurance Technician.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
CT 110	A+ Essentials	80	4.0
CT 120	A+ Practical Applications	80	4.0
CT 130	Linux and Windows 7	80	4.0
CT 140	Applied Networking	80	4.0
CT 150	Client Operating Systems	80	4.0
CT 160	Server Operating Systems	80	4.0
CT 170	MS Office Support	80	4.0
CT 190	Externship	200	4.4
Totals		760 clock hours	32.4 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Computer Systems Technician classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for computer lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Criminal Justice Diploma

Program Objective

The objective of the Criminal Justice diploma program is to prepare students to successfully enter the workforce in a variety of entry-level positions in the field of criminal justice and/or security. Upon completion of the program students will have a thorough understanding of the legal system in the U.S. as well as a solid grounding in the operational expectations and standards found in various law enforcement and security agencies. Graduates will be proficient with many of the technical skills commonly utilized in the criminal justice environment as well as developing the professional demeanor and workplace behaviors expected of entry-level employees.

Career Outcomes

This program prepares students to successfully enter the workforce in a variety of entry-level positions in the field of criminal justice and/or security

The program is 36 weeks long and consists of nine modules. Each module is 80 hours, 20 hours per week and are conducted in a classroom and laboratory environment on campus. There is no externship for this program as all practical experience will be conducted and practiced in a lab environment.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
CJ 110	Justice and Security	80	4.0
CJ 120	Corrections	80	4.0
CJ 130	Crime Scene Technology	80	4.0
CJ 140	Investigations and Surveillance	80	4.0
CJ 150	Legal Studies for Justice and Security	80	4.0
CJ 160	Homeland Security and Terrorism	80	4.0
CJ 170	Criminology	80	4.0
CJ 180	Gangs and Drugs	80	4.0
CJ 190	Communications for Justice and Security	80	4.0
Totals		720 clock hours	36 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module and continue in the cycle until completion of the program. Criminal Justice classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Dental Assistant Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level dental assisting position. Students are trained in clinical, radiographic and preventive dentistry procedures, their services are also sought by dental offices, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also eligible to take the RDA exam that is offered by the State of California Dental Board.

Career Outcomes

This program prepares students for an entry-level dental assisting position

The program is 33 weeks long and consists of eight modules. The first seven modules are 90 hours each, 22.5 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Title	Course Clock Hours	Semester Credit Units *
DA 110	Dental Science/Medical Emergencies	90	4.5
DA 120	Chair Side Assisting	90	4.5
DA 130	Radiography	90	4.5
DA 140	Dental Material	90	4.5
DA 150	Preventative Dentistry	90	4.5
DA 160	Dental Specialties	90	4.5
DA 170	Prosthodontics/ Administrative Assistant	90	4.5
DA 190	Externship	170	3.7
Totals		800 clock Hours	35 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Dental Assisting classes have a maximum student teacher ratio of 40:1 for lecture and a maximum of 5:1 per operator.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 15 hours of outside work is assigned for each didactic module.

Medical Assistant Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a front or back office medical assistant in the health care industry. Students are trained in basic medical procedures for both the front and back office in clinics, hospitals and doctor’s offices.

Career Outcomes

This program prepares students for positions such as Medical Assistant, Medical Receptionist, Medical Office Manager, Clinical Assistant, Medical Records, Medical Lab Assistant, or Medical Administrative Assistant.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
MA 110	Administrative Medical Assisting Duties	80	4.0
MA 120	Introduction to Anatomy & Physiology	80	4.0
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4.0
MA 140	Psychology and Special Senses	80	4.0
MA 150	Medical Management	80	4.0
MA 160	Clinical Medical Assisting Duties	80	4.0
MA 170	Pharmacology and Office Emergencies	80	4.0
MA 190	Externship	200	4.4
Totals		760 clock hours	32.5 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Medical Assisting classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for medical lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Medical Billing and Insurance Coding Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry. Positions are available in clinics, hospitals and private practices. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

Career Outcomes

This program prepares students for positions such as Hospital Medical Billing and Coding, Medical Office Billing and Coding, Claims Examiner, Insurance Company Reviewer, Self-Employed Medical Biller, Clinic Billing and Coding, or Medical Insurance Claims Processor.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
MB 110	Insurance Billing	80	4.0
MB 120	Insurance Coding Principles	80	4.0
MB 130	Medical Law and Ethics	80	4.0
MB 140	Documentation and Records	80	4.0
MB 150	Medical Billing & Collections	80	4.0
MB 160	Insurance Practices	80	4.0
MB 170	Medical Office Procedures	80	4.0
MB 190	Externship	200	4.4
Totals		760 clock hours	32.4 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Medical Billing and Insurance Coding classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for computer lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Pharmacy Technician Diploma

Program Objective

Upon completion of this program, students will be prepared for an entry-level pharmacy technician position in the health care industry. Positions are available in Retail Pharmacies, Hospital Pharmacies, and any Pharmaceutical Business. Students are trained in dosages and solution preparations, medication preparation in sterile and non-sterile environments, record keeping functions associated with dispensing pharmaceuticals and processing insurance claims, and maintaining drug inventory.

Career Outcomes

This program prepares students for positions such as Retail Pharmacy Technician, Hospital Inpatient Pharmacy Technician, Closed Door Pharmacy Technician, Hospital Outpatient Pharmacy Technician, Mail Order Pharmacy Technician, Home Health Care Pharmacy Technician, Purchasing Inventory Technician, or Customer Service Clerk. The State of California requires all Pharmacy Technicians be licensed with the State. Licensing includes fingerprinting and a criminal background check.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
PT 110	Sterile Preparations	80	4.0
PT 120	Internal Medicine	80	4.0
PT 130	Pharmacy Law	80	4.0
PT 140	Pharmacology and Compounding	80	4.0
PT 150	Hospital Pharmacy Procedures	80	4.0
PT 160	Retail Pharmacy Procedures	80	4.0
PT 170	Retail Pharmacy Operations	80	4.0
PT 190	Externship	200	4.4
Totals		760 clock hours	32.4 semester credit units

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Pharmacy Technician classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for pharmacy lab.

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. For Academic purposes, One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship.

For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

Course Descriptions

Diploma Course Numbering

Courses are listed using the following numbering system:

BA.....Business Office Administration courses
CSTComputer Systems Technician courses
DADental Assistant courses
MAMedical Assistant courses
MBMedical Billing and Insurance Coding courses
PTPharmacy Technician courses
CJCriminal Justice courses

100—199.....First level courses

Legend for breakdown of hours: 00/00 lec/lab/extern

Lec: lecture hours, Lab: laboratory hours, Extern: Externship hours

Business Office Administration

Module **4.0 units 40/40 lec/lab**

BA110 Accounting Principles

Students learn the basic accounting concepts and principles in a computer environment using the commercial accounting software QuickBooks. Students receive hands-on experience in bookkeeping and in creating types of financial statements such as the income statement and statement of owner's equity. Students will input a new company setup, enter data, prepare computerized forms and reports, and troubleshoot. *No prerequisites*

Module **4.0 units 40/40 lec/lab**

BA120 Business Calculations

In this module students learn to use the fundamentals of business math such as percentages, decimals, fractions, and increases and decreases. Students will also learn how to apply these fundamentals to Microsoft Excel. This module teaches students how to use mathematics to solve typical business problems including simple and compound interest, cash discounts, mark-up percents, pricing, depreciation, taxes, insurance, and distribution of ownership and profits. Hands-on training in the business standard for spreadsheet software is also taught. *No prerequisites*

Module **4.0 units 40/40 lec/lab**

BA130 Business Basics

This module teaches an awareness of the functions of business in society with an emphasis on understanding business ownership, competition, and the systems through which businesses operate. The module teaches aspects of Microsoft Excel. Students also gain an understanding of the World Wide Web including web browsers, research, URLs, and electronic communications. Students will create their own business plan. *No prerequisites*

Module **4.0 units 40/40 lec/lab**

BA140 Marketing

Students acquire an understanding of basic marketing concepts such as strategic planning, segmenting and target markets, developing and managing products, as well as public relations. This module introduces Microsoft Power-

Point and Publisher. Students will create marketing materials such as presentations, newsletters, and brochures. Students will also develop a business plan. *No prerequisites*

Module **4.0 units 40/40 lec/lab**

BA150 Office Administration

This module includes practical training in basic business functions such as office operations and customer service. Students will receive training in filing including analyzing filing units and correct coding. This module has an emphasis on improving grammar, spelling, punctuation, vocabulary, and usage. Students use Microsoft Word to create business documentation utilizing mail merge. *No prerequisites*

No prerequisites

Module **4.0 units 40/40 lec/lab**

BA160 Human Resources

Students will gain a fundamental understanding of the functions and purposes of the human resources department. The module includes discussions on recruiting and selection, various methods of compensation, and labor relations. Through hands-on training in Microsoft Access, students will gain knowledge in the development, maintenance, and updating of an electronic database. *No prerequisites*

No prerequisites

Module **4.0 units 40/40 lec/lab**

BA170 Communications

Students will learn the principles and styles of effective written business communications and group presentations. Case studies are examined to create appropriate documents such as letters, memos, e-mails, and reports. Students will develop their planning, organizing, outlining, and editing skills. Microsoft Word is used to create business documentation such as letters, reports, and memos. Microsoft Outlook is used to craft e-mails, as well as managing task and calendar features. *No prerequisites*

No prerequisites

Module **4.4 units 200 extern hours**

BA190 Externship

Designed to provide a realistic workplace environment in which the student will refine technological procedural, decision-making, and interpersonal skills. The entire externship is expected to last four weeks during which time the student is expected to report for full time, forty-hour per week work schedule. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and job search skills are reinforced. Then, the students will be placed with a local employer as a full-time extern.

Prerequisite: Successful completion of modules 110 through 170

Computer Systems Technician

Module **4.0 units 40/40 lec/lab**

CT110 A+ Essentials

This module covers the knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. The student is taught the basic skills needed by any entry-

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level technician regardless of job environment. Computer skills taught relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT120 A+ Practical Applications

This module covers the fundamentals of the Windows family of operating systems. Students will be taught installation, configuration and upgrading of Windows, as well as performing various optimization, configuration, monitoring, and troubleshooting tasks. The student will be introduced to Windows networking and security, printing fundamentals in addition to safety and environmental concerns. Career skills and computer skills taught relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT130 Linux and Windows 7

This module covers the installation, operation and file management of the Linux operating system and Windows 7. For Linux, it introduces students to command-line syntax, the X Windows environment and network services configuration. Students will also perform updates using package management utilities, create users and groups, and manage print services. For Windows 7, students will learn to use administration tools, such as the Microsoft Management Console, Control Panel Applets, and Computer Management. Students will learn to perform preventative maintenance and system documentation. Career skills, (including basic keyboarding) relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT140 Applied Networking

This module introduces students to network concepts and hardware. Students will build a simple network using student constructed cables to connect hubs, wireless routers, and workstations. Using Microsoft Windows, students will configure network operating systems using the TCP/IP networking protocol to learn network design, administration and troubleshooting. In addition, the OSI Model and network security will also be studied. Career skills and computer skills taught relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT150 Client Operating Systems

This module covers installing, configuring, and upgrading Microsoft Windows client operating systems such as XP Professional. Students will install Windows on workstations via the CD and from a network server. Students will learn to use administration tools, such as Microsoft Management Console, Control Panel Applets, and Computer Management to perform preventative maintenance, configuration, and system documentation. This module focuses on troubleshooting installations, solving problems with network services and establishing OS security. Career skills and computer skills taught relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT160 Server Operating Systems

This module covers installing, configuring and upgrading Windows 2008 Server. Students will install Windows 2008 Server and be introduced to MS Exchange using Active Directory to manage resources, including shared folders, printers, and net-

work services. Students will learn to manage, monitor, and optimize system performance to ensure system reliability. Career skills, the Outlook email client, and computer skills taught relate to the computer technician position.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CT170 MS Office Support

This module covers installing and configuring MS Office 2003. Students will learn Word, Excel, Power Point and Access, gaining the knowledge and skills necessary to support users. It emphasizes problem-solving and communication skills in addition to technical knowledge. Students will develop their customer service skills to help prepare them for today's team-oriented work environment. Career skills, basic keyboarding and computer skills taught relate to the computer technician position.

No prerequisite

Module **4.4 units 200 extern hours**

CT190 Externship

Externship is the final module of training students complete, immediately following successful completion of classroom training. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and search skills are taught. On the job externships are performed in approved facilities that provide students with the opportunity to apply skills and knowledge acquired during the program. Satisfactory completion of externship training is required for graduation.

Prerequisite: Successful completion of Modules 110 - 170

Criminal Justice

Module **4.0 units 40/40 lec/lab**

CJ 110 Justice and Security

This course provides an in-depth look at the criminal justice system and explores how the individual elements work together to effectively administer justice in our society. Students learn the history of private security and evaluate the business and ethical concepts involved in security. The fields of justice and security are compared and contrasted. The issue of professional conduct and special requirements of working in justice and security are also covered. This includes learning the protocols, chain of command, and communication skills typically found on the job in a justice and security setting.

No prerequisite

Module **4.0 units 40/40 lec/lab**

CJ 120 Corrections

This course explores the programs, services, facilities and organizations responsible for managing people accused, or convicted, of committing crimes. Students will compare and contrast theories of corrections as well as develop practical skills in prisoner management. The difference between detention facilities and correctional facilities will be identified. Ethical and legal implications faced in corrections and detention systems will also be assessed. Workplace skills, such as communication, problem-solving, and conflict resolution, which are typically required in a corrections setting, will be practiced throughout the course. This course also includes professional development, focusing on assessing and documenting professional skills and qualifications in preparation for job search.

No prerequisite

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Module **4.0 units 40/40 lec/lab**
CJ 130 Crime Scene Technology

In this course students will practice and develop skills in basic forensic and crime scene processing activities that may be used to investigate crimes and accidents, or for other risk management related investigations. Students will learn the fundamentals of recovering fingerprints, crime and incident scene security, protection, collection, and preservation of evidence, and how to interview witnesses, search for suspects, make arrests, interrogate suspects, and maintain a chain of custody. Emphasis is placed on communication skills, professional conduct and problem solving skills that play a vital role when working at a crime scene.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 140 Investigations and Surveillance

This course teaches the details of how criminal investigations are conducted and what role surveillance and undercover operations play in them. Students will be introduced to commonly used tools, techniques and methods of investigation, such as crime scene evidence, reports, and interrogations. Students will also learn to distinguish between different types of investigations depending on the kind of crime. Emphasis will be placed on workplace soft skills which are of particular importance in an investigation including effective communication with others, conflict resolution, problem solving, and overall professionalism. The course includes a professional development component focusing on researching potential employers.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 150 Legal Studies for Justice and Security

This course explores the manner in which criminal law is applied for justice and security. Students learn the limits of the law, aspects of criminal liability and the defenses used against that liability. Students explore out how the law is applied to different types of crimes, such as conspiracy crimes, crimes against people, crimes against property, crimes against the state, and others. Professional conduct, communication, problem-solving, and conflict-resolution skills that typically apply in a workplace setting are covered as well as networking in a job search.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 160 Homeland Security and Terrorism

This course is a study of the nature of terrorism, its past and present, and the measures being taken to fight and prevent it. Students learn the underlying reasons for terrorist activities, the methods used by terrorists, the sources of financing for terrorists, as well as the role of the media in terrorism. The terrorist activities of the past and the most current terrorist issues of today are examined. A detailed overview of the methods used to counter terrorism is also provided, with particular emphasis on Homeland Security. Throughout the course emphasis is placed on interpersonal skills such as communication with co-workers, superiors, and others, problem solving and conflict resolution typical within the workplace setting. The course includes a professional development component focusing on resume and cover letter writing.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 170 Criminology

This course focuses on the concepts and theories relating to the nature and extent of crime. The topic is examined in the context of the legal system as well as from the perspective of the victim. Students explore the main theories regarding the causes of crime, and learn to distinguish between different types of crime. The role and function of the criminal justice system is also presented. Workplace skills such as communications with co-workers, problem-solving, and conflict resolution are covered throughout the course. Job interview skills are also discussed and practiced.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 180 Gangs and Drugs

This course focuses on gangs and their criminal activity in American society. The underlying reasons for the existence of gangs are explored as well as the strategies for preventing and eliminating them. Students also learn to distinguish between different types of street drugs, explain the threats and dangers they pose, as well as identify the law enforcement measures used to prevent their proliferation. An analysis of 'drugs in the workplace' policies and their enforcement is also included. The course includes a professional development component which emphasizes workplace soft skills as well as the skills and requirements needed when starting and adopting to a new workplace after being hired.

No prerequisite

Module **4.0 units 40/40 lec/lab**
CJ 190 Communications for Justice and Security

In this course students learn the most important skills required in justice and security communications. The various methods and means of communication are studied and practiced, including verbal and non-verbal, written language, and basic mathematics often required as documentation in reports. Students learn the communication techniques used in interviewing and interrogating criminals, suspects and witnesses. The use of modern technology in communications is discussed, as well as techniques for communicating with various types of groups. Workplace skills, such as conflict resolution and problem solving, are of particular importance in this course and are strongly emphasized. Math topics include solving simple equations and basic algebraic calculations.

No prerequisite

Dental Assistant

Module **4.5 units 45/45 lec/lab**
DA110 Dental Science/Medical Emergencies

This module encompasses the study of human development including the development of two sets of teeth: the primary and permanent dentition. Students also study facial structure, the oral cavity, anatomy of the teeth and the function of the supporting structures. Methods for taking and recording vital signs and blood pressure are introduced. Placement of the patient sensors for use with the EKG device during surgical phase of dentistry. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Students will learn the Dental Ethics and Jurisprudence as

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it effects the dental profession in the Sate of California. Career skills, basic keyboarding and computer skills taught relate to the dental office. *No prerequisite*

Module **4.5 units 45/45 lec/lab**
DA120 Chairside Assisting

Methods of disease transmission, body defenses, and diseases of major concern to dental personnel are stressed along with the prevention of disease transmission. Microbiology is covered through pathogens and modes of disease transmission. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry, including materials and instrumentation. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection using an intraoral camera. Students will practice placing and activating Chairside whitening with a non laser light curing device Introduction of tooth morphology, oral structures, and oral pathology are presented *No prerequisite*

Module **4.5 units 45/45 lec/lab**
DA130 Radiography

This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principals of intraoral radiography. Students are also introduced to digital radiography *No prerequisite*

Module **4.5 units 45/45 lec/lab**
DA140 Dental Material

Students will learn about laboratory equipment, basic laboratory procedures, and materials used in a dental office. Students receive hands-on training in taking impressions and constructing study and master casts. The casts are then used to practice dental procedures such as the fabrication of custom trays, mouth guards and bleaching trays. Study of infection control standards in the laboratory setting and OSHA regulations are stressed. Proper techniques in measuring and mixing restorative dental products such as cements and liners as well as mixing stone and plaster are covered. Students will fabricate and place temporary crowns. *No prerequisite*

Module **4.5 units**
DA150 Preventive Dentistry

This module emphasizes maintaining optimum oral health. General nutrition, food groups, dietary evaluation, and oral nutritional deficiencies are covered with an emphasis on teaching the patient personal oral hygiene, tooth-brushing techniques, plaque control, and applying fluoride. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the

teeth are removed from the coronal surfaces of the teeth. Pit and Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed Registered Dental Assistant using a caries detection device. Completion of Pit and Fissure and Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license. *No prerequisite*

Module **4.5 units 45/45 lec/lab**
DA160 Dental Specialties

This module discusses the various specialized areas of dentistry so students may determine their area of interest and establish their career path. In Endodontics the student studies diagnosis, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy. Oral Surgery and Implants is the study of surgeries of the oral cavity and advantages and disadvantages of implants. Pedodontics, the study of children's teeth, emphasizes both preventive and restorative techniques as well as the child patient. Orthodontics is covered with the different phases of orthodontic treatments. *No prerequisite*

Module **4.5 units 45/45 lec/lab**
DA170 Prosthodontics/Administrative Assistant

During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will also be introduced to Facebow transfer, denture adjustment and CAD/CAM imaging. Students are fully trained in the HIPAA guidelines. Career skills, basic keyboarding and computer skills taught relate to the dental office. *No prerequisite*

Module **3.7 units 170 extern hours**
DA190 Externship

Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. All absences during the externship must be made up. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110 - 170*

Medical Assistant

Module **4.0 units 40/40 lec/lab**
MA110 Administrative Medical Assisting Duties

In this module the student will learn the basics responsibili-

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ties of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. The student will practice the related concepts in the laboratory including injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA120 Introduction to Anatomy & Physiology

During this module the student will gain a better understanding of the anatomical system and the manner in which the body works. This module teaches students about the mechanical functions of the body and how pathophysiology takes its toll on creating illnesses. There are also descriptions on radiology and how the medical assistant may better prepare a patient for radiological procedures. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA130 Office Environment Safety, Infection Control and Laboratory

This module describes the effects of contamination on the body, as well as the effects on the patients and the medical assistant. The purpose of the module is to teach patient and staff safety against viruses and/or dangerous bacteria. The student will learn basic forms of microbiology and the lymphatic system as well as preventative aseptic technique and instruction tools for a healthy practice. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA140 Psychology and Special Senses

Student will gain a better understanding of nerves, psychology, and the effects of medications on the body, as well as where the medications target. Psychology and its effect on the patient are studied, as well as a patient's two most used sense organs; the eyes and the ears. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA150 Medical Management

This module helps the student with managerial and book-keeping techniques including finances, insurance, and accounts receivable. This helps the student understand the structure of a facility and the importance of quality work to increase revenue in their workplace. The student also ex-

plores the digestive system and the pathologies affecting it, as well as the urinary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA160 Clinical Medical Assisting Duties

This is the CPR module that prepares the student for emergencies and preparations in resuscitation in the field. The student gets an overall experience in the understanding of the cardio-pulmonary system as well as learning about nutrition and its effects on the cardio-pulmonary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.
No prerequisites

Module **4.0 units 40/40 lec/lab**
MA170 Pharmacology and Office Emergencies

This module covers the topics of reproductive health and the endocrine system. There is also a firm description that further informs the student on mathematics in the medical field dealing with pharmacology and the effects of pharmaceuticals on the endocrine system and the body. This module helps the student expand their acceptance and responsibility in their back office procedures in the workplace. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures

Module **4.4 units 200 extern hours**
MA190 Externship

Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and search skills are taught. On-the-job externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Satisfactory completion of externship training is required for graduation.

Prerequisite: Successful completion of modules 110-170

Medical Billing Insurance Coding

Module **4.0 units 40/40 lec/lab**
MB110 Insurance Billing

This module is designed to familiarize students with the insurance claims forms for a variety of providers, including Group Plan Insurances, PPOs, Worker's Compensation and Federal and State Disability. HIPAA training and the basics of health insurance are covered in this module. Students will experience hands-on training in handling claim forms such as the CMS-1500 and will learn to use one of

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the most popular billing software programs. Students will be introduced to the basic anatomy of the human body, prefixes, suffixes, abbreviations, and the organization of the body. Students will also learn to bill and code for procedures and diagnoses relating to surgery and anesthesia.

No prerequisites

Module **4.0 units 40/40 lec/lab** **MB120 Insurance Coding Principles**

This module is designed to teach students complex coding principles and the use of the CPT, ICD-9, ICD-10 and HCPCS coding manuals. Students will learn to code diagnoses and procedures accurately for the purpose of billing the responsible insurance. Students will learn to use one of the most popular billing software programs. Students will be introduced to medical terminology, word parts, abbreviations and symbols. Students will also to bill and code for procedures and diagnoses relating to the integumentary system.

No prerequisite

Module **4.0 units 40/40 lec/lab** **MB130 Medical Laws and Ethics**

In this module, students will learn the basic laws and ethics governing the medical field, including professional behavior, confidentiality, doctor-patient relationships, malpractice and breach of contract. Students will learn to use one of the most popular billing software programs. Students will become competent in CPR (cardiopulmonary resuscitation). Students will learn about oncology, the blood and lymphatic system, the respiratory system, the cardiovascular system and will also learn how to bill and code for procedures and diagnoses relating to these systems.

No prerequisite

Module **4.0 units 40/40 lec/lab** **MB140 Documentation and Records**

In this module, students will learn about the medical documentation process. Students will experience hands-on electronic health records standards and advanced techniques using EHR software. Students will learn about the paper claim and medicine. Students will learn about the skeletal system, the muscular system, the eye, ocular adnexa, auditory, and operating microscope. Students will also learn how to bill and code for procedures and diagnoses relating to these systems.

No prerequisite

Module **4.0 units 40/40 lec/lab** **MB150 Medical Billing and Collections**

This module focuses on the regulations governing the collections process. Students will learn to verify insurance information, perform pre-admission authorizations and billing follow-up. They will study receipt of payment issues in the collections area and track reimbursements. Students will learn to use one of the most popular billing software programs. Students will learn about radiology, nuclear medicine, inpatient hospital services and ICD-10 principles. Students will also learn how to bill and code for procedures and diagnoses related to these systems.

No prerequisite

Module **4.0 units 40/40 lec/lab** **MB160 Insurance Practices**

This module is designed to familiarize students with the insurance claim forms for Medicare, Medicaid, The Blue Plans, Private insurance, Managed Care Plans and the TRICARE and CHAMPVA programs. Students will learn to use one of the most popular billing software programs. Students will learn about the digestive system, the urinary system and the male reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems.

No prerequisite

Module **4.0 units 40/40 lec/lab** **MB170 Medical Office Procedures**

This module is designed to teach students basic medical office procedures. Topics covered include the use of office equipment, such as copiers, fax machines and calculators. Students will study the proper handling of patient records, filing and managing telephone calls. Students will study dental services and dental claims. Students will learn to use one of the most popular billing software programs. Students will learn about the endocrine system, the nervous system, obstetrics and the female reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems.

No prerequisite

Module **4.4 units 200 extern hours** **MB190 Externship**

Externship is the final module following successful completion of classroom training. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and search skills are taught. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the direct supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.

Prerequisite Successful Completion of Modules 110-170

Pharmacy Technician

Module **4.0 units 40/40 lec/lab** **PT110 Sterile Preparations**

The module covers aseptic technique & Universal Precautions guidelines including microbiology, oncology, and anti-infectives. Students learn how to handle needles & syringes and use of the laminar air flow hoods. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Practice in diverse pharmacy settings; including sterile & non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism are also covered.

No prerequisites

Course Descriptions

Module **4.0 units 40/40 lec/lab**
PT120 Internal Medicine

The module covers the digestive, reproductive, and endocrine systems, as well as vaccines. Students will learn internal and external customer care. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.0 units 40/40 lec/lab**
PT130 Pharmacy Law

The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn about the respiratory & cardiovascular systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.0 units 40/40 lec/lab**
PT140 Pharmacology and Compounding

The module covers the history of medicine and pharmacy, repackaging, compounding chemistry and the visual and auditory systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.0 units 40/40 lec/lab**
PT150 Hospital Pharmacy Procedures

The module covers hospital pharmacy, psychopharmacology & medical referencing, and the nervous system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.0 units 40/40 lec/lab**
PT160 Retail Pharmacy Procedures

The module covers the business and administrative section of pharmacy, pharmacy associations and the urinary system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.0 units 40/40 lec/lab**
PT170 Retail Pharmacy Operations

The module covers the operations side of retail pharmacy, over the counter medications, alternative medicine, vitamins & minerals, and anti-inflammatory & antihistamines. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

No prerequisites

Module **4.4 units 200 extern hours**
PT190 Externship

This module immediately follows the successful completion of classroom and laboratory training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation.

Prerequisite: Successful completion of modules 110-170

Course Descriptions

Degree Course Numbering

Courses are listed using the following numbering system:

Core courses

BUS..... Business Major Core courses

General Education courses

ENGL English courses

COMM..... Communication courses

MATH Mathematics courses

HIST History courses

ECON..... Economics courses

PYSC Psychology courses

100-199 First level courses—diploma

200-299 Second level courses

Core Courses

BUS 210 **3.2 units**

Principles of Supervision and Management

This course focuses on the principles, theories and practices of supervision in a workplace setting. The functions and responsibilities of supervisors are explored along with the methods and techniques used to successfully achieve desired results. A complete analysis of the relationship between supervisors and employees is presented, from recruitment and training through motivation, discipline, control, performance management and conflict resolution. The supervision of groups, diverse workforces and unionized workers is also studied, as well as the role and importance of ethics in managing employees. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 220 **2.1 units**

Fundamentals of Financial Management

In this course, students explore the elements of financial planning and management. The focus is on personal finances with references to similar or related financial issues in a business setting. Documentation, such as financial statements and tax returns, is covered. Asset management is discussed as well as using loans and credit for big ticket purchases such as homes, automobiles and major business related expenses. Life, health and property insurance are examined. Students learn about investing in stocks, bonds, mutual funds and real estate. The course also includes financial planning for retirement and estate planning. Ethical issues in financial management are examined throughout the module. Lecture hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 225 **2.4 units**

Accounting for Managers

The use of accounting information in business planning, ongoing decision making, and performance evaluation is the central focus of this course. An analysis of the various types of costs and expenses in running a business is pre-

ented, as well as the methods used to calculate and evaluate them. Financial statement analysis and cash flow are also included. The importance of ethics in accounting-related managerial decisions is emphasized. Students are introduced to a number of methods and techniques used in managerial accounting and they practice them in extensive lab activities throughout the module. Lecture hours: 24. Lab hours: 24. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 240 **3.2 units**

Legal Environment of Business

In this course, students are introduced to the principles and practices of law as they apply to business, including the latest developments in the legal field. A variety of topics are covered, with a focus on the legal aspects of contracts and sales, types of business organizations, property law, employment law, product and service liability, legal protection, as well as more specific issues such as the legal implications of conducting business on the Internet. Students learn about the different legal issues they may encounter in a typical business setting and the best ways of dealing with and resolving them. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 250 **1.5 units**

Business Technology and E-Commerce

This course is a comprehensive study of electronic commerce in which students learn about both its technological and business elements. Topics include an overview of web server hardware and software, e-commerce software, website design and development, security issues and electronic payment methods. The business aspects of e-commerce covered in the course include marketing strategies, selling methods, revenue models, techniques for conducting business on the Web, legal, ethical and tax implications, and ideas for creating an e-business implementation plan. Lecture hour: 16. Lab hours: 16. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 260 **2.1 units**

Marketing and Customer Service

In this course, students are introduced to the principles of marketing and the strategies for providing quality customer service. Topics include the four "P's of marketing and the techniques used for researching and analyzing market opportunities. The customer service portion of the course focuses on the methods, techniques and skills used in customer relations, from strategies for gaining customer loyalty to personal and communications skills essential in successfully dealing with customers. Ethics in marketing as well as the challenges of serving a diverse population of customers are also discussed. Lecture Hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

BUS 270 **3.2 units**

Human Resources

This course is a comprehensive study of the principles of managing human resources and the role of employee-related responsibilities in running a company. The strate-

Course Descriptions

gies of successful HR management are explored along with legal and ethical issues of employment equality and workforce diversity. Employee recruitment, training, development and retention are all covered, as well as compensation, benefits and worker protection. The importance of relations between company management and employees is emphasized. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

General Education Courses

COMM 240 **2.1 units** **Effective Communication**

This course introduces students to the basic concepts and techniques of successful communication in the business world. All major aspects of the communication process are covered, including verbal and non-verbal communication, interpersonal relationships, listening skills, interviewing, communicating in groups and teams, and making presentations. Common obstacles to communication are also explored and the best ways of overcoming them. Lecture hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

ECON 250 **3.2 units** **Macro Economics**

This course is a study of the fundamentals of economics with an emphasis on macroeconomics. The basic economic principles governing the market, such as supply and demand, are explored. Students learn about the effect of productivity, growth, unemployment and inflation on the economy. The role of government fiscal policies is analyzed as well as the banking system. International economics, trade and finance are also covered. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

ENGL 210 **2.1 units** **English Composition**

In this course, students learn the principles of writing effectively. Parts of speech are defined with their proper usage. Sentence creation is practiced with an emphasis on choosing the right words and style, and ensuring the correct spelling and grammar. The techniques for combining sentences into paragraphs are then explored and a variety of paragraph types introduced. The module also covers essay writing and shows students the best ways of structuring different types of essays. Lecture hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

ENGL 225 **2.1 units** **Introduction to Literature**

This course focuses on the skills needed to interpret and analyze various types of literature. Drawing from a wide variety of literary works, students learn how to interpret their meaning, recognize common themes, and effectively critique them. Emphasis is placed on using the right style and vocabulary in analyzing fiction, poetry, drama and other forms of literature. Lecture hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

HIST 220 **3.2 units** **20th Century U.S. History**

In this course, students are presented with a complete overview of American history in the 20th century. A chronological study of major events divides 100 years into distinct periods of time, explores and analyzes their characteristics and consequences. Emphasis is placed on the effect of historical events on society as whole as well as on different sectors of the American population. The latest period leading into the first years of the 21st century is also covered. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

MATH 260 **3.2 units** **Mathematics for Managers**

This course is a comprehensive study of basic mathematics with an emphasis on the skills required in a typical business environment. Students practice calculating ratios, rates, proportions, percentages and typical business quantities such as sales taxes, commissions and interest. Statistical calculations as well as charts, diagrams and graphs are explored. Basic measurements and conversions between different systems of measurement units are covered. The fundamentals of algebra are also introduced with problems involving solving simple equations. Lecture hours: 48. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

PSYC 270 **2.1 units** **Psychology for Managers**

In this course students learn the fundamentals of psychology, with an emphasis upon understanding the behaviors of people in the workplace environment. The basic concepts of psychology and psychological research are discussed, followed by a closer look at topics such as human perception, memory, intelligence, personality and motivation. Common psychological disorders are also covered, as well as the causes and impact of stress. Lecture hours: 32. Lab hours: 0. Prerequisite: Coursework leading to an approved vocational diploma.

Vocational Nursing Supplement

This supplement applies to the Vocational Nursing Program only. The standards and guidelines in this supplement are in addition to the guidelines listed in the main catalog. Students in the Vocational Nursing program are required to abide by both the main catalog and the supplement while attending UEI College.

Approvals

The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) for the state of California.

A student enrolled in a Vocational Nursing Program has the right to contact the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) on issues related to their nursing education. Student may do so without fear of retaliation from the school and/or faculty. The following is the BVNPT's contact information:

Board of Vocational Nursing & Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-7855
916.263.7800
916.263.7855 fax
Www.bvnpt@DCA.ca.gov

Class Schedules

Vocational Nursing is a 51-week linear program offered Monday through Friday with some Clinical hours on evenings and weekends. Students are expected to attend school on a varying schedule depending on the requirements of each semester. Generally, theory classes are held Monday through Thursday from 8:00am to 4:00pm. Remediation and special classes are held on Fridays. Clinical experiences are scheduled anytime between 6:00am to 11:00pm on all days during the week and weekends. Theory classes are held for no more 8 hours a day and Clinicals are held for no more than 12 hours a day. Clinical assignments are determined by the school and special requests for schedules will not be accepted.

Admissions Process

All applicants to the VN program must be personally interviewed by a representative of the Nursing Department, tour the campus and receive a catalog describing the course description and the school policies. A standardized entrance assessment is administered for the VN program. The applicants will also submit an essay and visit the financial planning department to receive information regarding funding options.

General Application Criteria

1. High School Graduate or possess a GED

2. Complete an interview with a nursing department representative to determine desire, ability and commitment
3. Receive a tour of the campus
4. Review the school catalog
5. Complete the entrance assessment
6. Submit an essay
7. Review, complete and sign the Enrollment Agreement

Acceptance Requirements

Applicants for the VN program will be ranked based on their entrance assessment scores, quality of essay submission, personal interview, previous work experience and previous educational performance (High School GPA). Applicants will be accepted in order of their cumulative ranking with additional applicants given "alternate" status, should an opening become available during the drop/add period.

Entrance Assessment

The COMPASS test developed by ACT is used as the assessment tool for Vocational Nursing applicants. The cut off scores to be considered for acceptance are as follows:

Writing.....	32
Reading.....	62
Pre-Algebra.....	25

Note: Receiving a passing score does not necessarily guarantee acceptance. The higher the score the more points toward acceptance will be given.

Additional Requirements

Students accepted into the Vocational Nursing program will be required to have a 1) Physical examination, 2) TB clearance and 3) Proof of immunizations prior to the first day of class.

Prior to the start of the Clinical Experience students will be required to pass a criminal background check and/or drug screening as required by the Clinical host site. The cost for these additional items is the responsibility of the student.

Transfer of Credit Policy

Transfer credit shall be granted for related previous education completed within the last five years. This includes the following courses:

Vocational Nursing supplement

- Accredited vocational/practical nursing courses
- Accredited registered nursing courses.
- Armed services nursing courses
- Certified nurse assistant courses

Competency-based Credit

Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

Waiver

A student who is eligible for credit for previous education or experience but wishes to attend any or all portions of the course for which credit was earned, will be asked to sign a waiver form which outlines the student's options.

Academic Standards

Definition of a Clock and Credit Hour

The conversion from clock hours to credit hours is 15 clock hours of lecture, 30 of lab, or 45 of externship equals one semester credit hour. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Grading System

UEI College uses the following scale as its standard grading system for the Vocational Nursing program only.

Grade	Percentage
A	91-100%
B	83-90%
C	75-82%

No Ds or Fs are permitted due to the critical nature of the content being taught.

Graduation Requirements

To be eligible for graduation and receive a diploma Vocational Nursing students must achieve a 2.5 average cumulative grade and meet all attendance and financial obligations.

Licensure Requirements

In order to work as a Vocational Nurse in the state of California, graduates of the Vocational Nursing Program must take and pass the National Council Licen-

sure Examination (NCLEX-PN). The graduate is responsible for completing an application, being fingerprinted, paying the application fee and submitting the application in a timely manner. Once the application is accepted, the graduate will schedule to take the exam. Graduates who pass the NCLEX-PN are considered Licensed Vocational Nurses (LVN) and are eligible to work as LVNs in the state of California.

Attendance Policy

Attendance

Attendance in the Vocational Nursing Program is vital to the successful passing of the licensing exam. Students must achieve at least 90% attendance throughout the program in order to continue. Missed hours can not be made up but all content missed must be completed in a timely manner. See the student handbook for details.

Tardy

If a student is tardy for class, as defined below, points will be deducted from the professional development grade he/she receives each day and time missed will be counted toward the total hours missed.

Definition of a tardy: Arriving late for class, (recorded in 15 minutes increments) including returning late from breaks or leaving early from class or clinicals.

Clinical Sites

Clinical assignments are made according to the educational needs of the student. Assignments can not be changed to accommodate ride sharing or personal preferences. Each student is responsible for his/her own transportation to and from the site. During the Clinical experience the student will interact with professional staff, patients and family members at the medical facility. Professional behavior is required at all times. Prior to the first clinical experience all students will receive an orientation including HIPAA training.

Re-admission Policy

Re-admission into the Vocational Nursing program is based on space availability. Student wishing to re-enter must meet with the Director of Nursing prior to the next course start to determine whether the student is eligible to re-enter and will benefit from the program.

Satisfactory Academic Progress

Students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average and progress academically at a rate that allows them to complete the program in a timely manner. Progress is measured at the end of each course.

Withdrawals, Incompletes and Repetitions

A student who fails a subject must repeat that subject and pass with a grade point average of 75% in order to graduate. When repeating a course, the highest achieved grade for that course becomes the official grade.

Withdrawal

Students may be withdrawn from the program by the Executive Director/Campus President for any of the following reasons:

- Excessive absenteeism or tardiness
- Failure to achieve Satisfactory Academic Progress
- Cheating
- Conduct that reflects poorly upon the school, staff or other students
- Failure to meet financial obligations
- Possession of drugs, alcohol or weapons on school premises
- Behavior creating a safety hazard to other persons at the school
- Any other determined infraction of conduct

Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the executive Director/Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed.

Required Grades

Students must achieve a cumulative 2.5 grade point average by the time they have completed the program to graduate. To be considered making academic progress toward graduation a student must achieve a minimum of 75% in each course

Required Completion Rate

A student must progress toward completion of the program at a specified rate and must complete the program within one and one-half times the published program length.

Time taken for an approved Leave of Absence will not be included in the calculation of a student's maximum time to complete the program.

Students dropped for lack of satisfactory academic progress may apply for readmission on a space available basis, the next time the failed course is offered. Prior to readmission the student will meet with the Director of Nursing to draft a plan of correction. If accepted for re-admission, the student will be enrolled for a probationary grading period. The student must complete the probationary grading period with a minimum course grade point average of 75% before financial aid eligibility will be reestablished. This applies only to students dropped for lack of academic progress. It does not apply to voluntary withdrawals.

Student Services

The Vocational Nursing program offers Specialized Student Services called Individualized Student Support Services or the **I-3/S** Program.

Each week throughout the program there will be three to four hours of remediation: make-up and one-to-one tutoring available. During this time students can access the nursing skills lab; interactive computer programs and obtain individualized assistance from and instructor.

Students who have been placed on academic or clinical probation will be required to attend **I-3/S**. All other students are encouraged to attend in order to get the maximum benefit from all the program has available. Instructors will be available during this time to answer questions and assist students.

Instructors have posted office hours. Students are encouraged to use this time to meet with their instructors if they have a specific need or concern. An appointment may be scheduled with the Director of Nursing by contacting the program secretary.

Vocational Nursing Diploma

Program Objective

Upon completion of this program, students will be prepared to take and pass the NCLEX exam allowing them to work as an entry-level Licensed Vocational Nurse in the state of California in skilled nursing facilities, Doctor's offices, clinics and in some entry-level positions in hospitals.

Career Outcomes

Licensed Vocational Nurse, Licensed Practical Nurse, Charge Nurse in a Skilled Nursing Facility, Staff Development Director in a Skilled Nursing facility.

The program is 51 weeks long and consists of four semesters and are conducted both on campus in lecture classes and skills lab and on clinical sites. Each semester must be successfully completed in order to advance to the next semester. Clinical experiences throughout the program will be conducted at a variety of health care facilities throughout the area. Observation experiences will be scheduled with various clinical sites in accordance with the area of study. All Classes will be conducted at UEI and /or at approved clinical sites.

Program Outline

Course Number	Course Title	Clock Hours	Semester Credit Units *
Semester One			
VN 114	Anatomy & Physiology/Medical Terminology	33	2.2
VN 110	Fundamentals of Nursing	392	15.0
VN 112	Psychology	15	1.0
Semester Two			
VN 120	Medical Surgical Nursing I	375	14.0
VN 122	Pharmacology	75	4.0
Semester Three			
VN 132	Maternal/Child Nursing	141	5.8
VN 134	Mental Health Nursing	26	1.5
VN 130	Medical Surgical Nursing II	205	7.9
VN 136	Gerontology/Rehabilitation Nursing	78	2.8
Semester Four			
VN 140	Medical Surgical Nursing III	105	3.0
VN 142	Leadership and Supervision	90	3.0
Totals		1535	60.02

* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. One semester credit unit is equivalent to 15 clock hours of lecture, and 30 clock hours of laboratory. For Financial Aid calculations, one semester credit unit is equivalent to 37.5 clock hours.

Vocational Nursing

Course Descriptions

Course descriptions include the course number, title, and synopsis, a listing of the lecture/theory hours, laboratory / clinical hours and credit units. For example, the listing "30/30 2.0" indicates that the course consists of 30 hours of lecture/theory, 30 hours of laboratory or clinical work, and provides a total of 2.0 semester units.

VN 110 – FUNDAMENTALS OF NURSING **122/270 15.0**

Classroom instruction and skills lab/clinical experience Nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, anatomy and physiology overview, health assessment, vital signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death.

VN 112 -- PSYCHOLOGY **15/0/1.0**

In this course, students are introduced to psychological theory and the development of the human mind as well as the outside forces that influence it. Psychosocial assessment and mental health status exams will be discussed. Students will develop an understanding of the psychosocial responses to physical illness.

VN 114 - ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY **33/0/2.0**

This course provides instruction on the structure and function of body systems and related terminology. Students will learn to build words related to the body and disease process and nursing care of each system. Instruction will occur in the classroom and with computer reinforcement.

VN 122 – PHARMACOLOGY **55/20/4.0**

This course provides information on medications, their source and uses, calculation of dosage and safe administration of prescribed medications, and classifications of drugs according to body systems. Extensive skills lab experience is provided to prepare the student to safely administer medications to patients/clients in the clinical setting. Prerequisites: Fundamentals of Nursing

VN 120 – MEDICAL SURGICAL NURSING 1 **136/239/14.0**

The course covers the anatomy and physiology of the integumentary system as well as the care of patients with problems of the skin, including dermatological conditions, infections, ulcerations, and tumors, dermatological and plastic reconstructive surgery. Basic respiratory anatomy and physiology; care of patients with diseases or conditions of the nose throat and lungs, including acute and chronic respiratory disorders are covered in this course. Basic musculoskeletal anatomy and physiology, care of patients with musculoskeletal problems from trauma and inflammatory diseases, and pre and post-op care of patients with surgical interventions are covered in this course. Basic cardiovascular anatomy and physiology, assessment, intervention and evaluation of cardiovascular diseases and disorders, as well as patient/client teaching of healthy heart living are covered in this course. *Prerequisites: Fundamentals of Nursing*

VN 130 - MEDICAL SURGICAL II **75/130/7.9**

Basic neuro anatomy and physiology and intervention/management of common neurological diseases and disorders of hospitalized patients are discussed. The course covers sensory organs and their functions such as the eye and ear. Basic renal system anatomy and physiology, and diagnostic, treatments and nursing care of the patients with urinary and renal diseases/disorders of the system are covered. Anatomy and physiology of the endocrine system; and nursing care and pre/post-operative care for patients with diseases of the thyroid, diseases of the adrenal glands, diabetes mellitus, and complications associated with these conditions are taught. This course covers anatomy and physiology of the G.I. system as well as signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas).

Prerequisites: Pharmacology; Medical Surgical Nursing I

VN 132 – MATERNAL/CHILD NURSING **57/84/5.8**

Reproduction and developmental changes, stages of pregnancy and delivery, complications of pregnancy, nursing care of postpartum mother and newborn, contraception and sexually transmitted diseases are covered in this course as well as life span development (newborn, infant, toddler, preschool child, school-age child, adolescent); nursing care of the hospitalized child, for both acute, chronic and terminally ill chil-

Vocational Nursing supplement

VN132 – MATERNAL/CHILD NURSING CON'T.

dren; and health problems related to body systems are explained.

VN 134 – MENTAL HEALTH NURSING

21/5/1.5

Legal and ethical issues, mental health concepts, communication and interpersonal skills, and major mental disorders addressing the psychosocial issues of the physically ill patient are discussed. The major focus of this course is care of the individual with mental health issues in a non-psychiatric setting.

VN 136 – GERONTOLOGY/REHABILITATION NURSING

24/54/2.8

The student will study the aging process, psychosocial changes and needs of the elderly, nursing care of the elderly hospitalized patient and promotion of healthy elders.

VN 140 – MEDICAL SURGICAL NURSING III

15/90/3.0

The student will conclude their medical surgical nursing studies by acquiring knowledge about alternate practice settings such as Emergency Room and Urgent care and community nursing including but not limited to physician's office and clinics, hospice and home care. Clinical assignments will be in and inpatient or outpatient setting with a Preceptor.

Prerequisites: Medical Surgical Nursing II

VN 142 – LEADERSHIP AND SUPERVISION

25/65/3.0

Communication, legal-ethical issues in the workplace, preparation for licensure, career opportunities, professional nursing organizations, and team leading and supervision are covered in this course. Clinical experience will include responsibilities of the charge nurse, medication and or treatment nurse in a skilled nursing facility.

Addendum for the Huntington Park Group of Campuses 2012 Catalog, Volume 37 – Effective January 1, 2012 to December 31, 2012

Business Office Administration

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Computer Systems Technician

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Medical Assistant

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Medical Billing and Insurance Coding

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Pharmacy Technician

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Dental Assistant

Program Objective

Upon completion of this program, a student will be prepared for an entry-level dental assisting position. Students are trained in clinical, radiographic and preventative dentistry procedures. Their services are also sought by dental offices, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also eligible to take the RDA exam that is offered by the State of California Dental Board (with the exception of the San Bernardino and Anaheim campuses).

Career Outcomes

This program prepares students for entry-level dental assisting positions.

The program is 34 weeks long and consists of eight modules. The first seven modules are 90 hours each, 22.5 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

Approvals

The Dental Assistant program gained approval from the Dental Board of the State of California with the exception of the new programs at the San Bernardino and Anaheim branches. These programs are new and not yet approved; therefore, students will not be immediately eligible to sit for the RDA exam as a graduate of the San Bernardino or Anaheim branch campuses.

Agency Programs

Work Investment Act, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

Revised Attendance Policy (effective 7/15/12)

UEI and UEI College encourage all students to attend class on a regular and consistent basis by adhering to the following attendance policy:

1. To be eligible for graduation, a student must:

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- a) Achieve a minimum overall attendance rate of 80% for the entire program
 - b) Complete all required externship hours, as applicable
2. If a student is absent for more than 25% of the scheduled hours for any module (excluding externship), he/she will be given a failed grade for that module and will be required to repeat the module. Attendance activity from the repeated module will replace the attendance activity from the failed module upon successful completion of the repeated module. Calculation of the 25% absence includes time marked as “tardy” and “left early” as well as full days of absence. Exceptions to the 25% maximum absence rate may be considered only for extenuating circumstances and are subject to review and approval by the Corporate Education department. “Extenuating circumstances” must be supported by verifiable documentation and are defined as the following:
- a) Death of an immediate family member
 - b) Medical emergency regarding the student or an immediate family member
 - c) Military assignment
 - d) Unexpected and severe life or financial conditions which required a brief period of adjustment (e.g., loss of housing, loss of job, etc.)
3. If a student is absent from school for 14 consecutive calendar days (excluding school-scheduled holidays and non-scheduled school days based on the school calendar), the student will be dropped from school. The 14 consecutive calendar day maximum applies to all program modules (in-school and externship) and for students awaiting placement on an externship site.
4. To ensure students complete their externship in a timely manner, every effort should be made to schedule students on externship at a rate of 40 hours per week.
5. Attendance is entered into the ESD daily for in-school modules and weekly for externship modules, at a minimum.

Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal to the Executive Director/Campus President within 48 hours of the status change date, stating the basis for the appeal

and including any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. If an appeal is granted, an academic plan will be presented to the student.

Revised Satisfactory Academic Progress Policy (effective 7/15/12)

Students must maintain a minimum cumulative grade point average and progress academically at a rate that allows them to complete the program in a timely manner. Progress is measured at the specified check points defined in the Required Completion Rate charts included in the following pages of this policy.

Required Grades

Students must successfully complete and pass all modules and achieve a cumulative 2.0 grade point average by the time they have completed the program in order to be eligible for graduation. Additionally, to be considered making satisfactory academic progress toward graduation, a student must pass and achieve an overall cumulative grade point average of 2.0 for all successfully completed modules.

Grade Changes and Repeats

Within 48 hours from the last day of a module, a final module grade will be calculated and entered into the ESD. Any change to a final module grade must be completed within seven (7) calendar days from the last day of the module. Requests to change a final grade must be reviewed and approved by the Corporate Education department.

A student who fails a module must repeat that module and pass with a minimum grade point average of 2.0. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA.

Withdrawals

Students may be withdrawn from the program for any of the following reasons:

- Excessive absenteeism or tardiness
- Failure to maintain Satisfactory Academic Progress
- Cheating
- Conduct that reflects poorly upon the school, staff or other students
- Failure to meet financial obligations

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- Possession of drugs, alcohol or weapons on school premises
- Behavior creating a safety hazard to other persons at the school
- Any other determined infraction of conduct

Required Completion Rate

A student must progress toward completion of the program at a specified rate and must complete the program within 150 percent of the published program length. This would represent the following maximum number of semester credits attempted:

All programs except DA and CJ	48.60 credits
DA program	52.50 credits
CJ program	54.00 credits

The student must successfully complete at least 12 semester credits by mid-point of the program, which is considered to be the end of the fifth attempted module in all programs except Dental Assistant, where a student must successfully complete at least 13.5 semester credits (end of the first payment period).

Actual time taken for an approved Leave of Absence (LOA) will not be included in the calculation of a student's maximum time to complete the program; however, if a student takes an LOA during a module, is withdrawn from a module he/she is currently attending, or receives an incomplete, the module will be included as an attempted module for calculation of a student's maximum time to complete the program if the student has attended (has been present) for more than 25% of the required standard module hours. Additionally, transfer credits, failed modules, and repeated modules will be counted as attempted; and transfer credits and repeated modules will be counted as completed credits.

The following completion charts will be used to assess and determine a student's rate of completion to ensure the student will complete the program within 150 percent of the published program length. Any student not meeting the criteria included in these charts will be withdrawn for not meeting satisfactory academic progress. As such, Title IV recipients will no longer be eligible for assistance under the Title IV programs. Students who are withdrawn for not meeting satisfactory academic progress will be notified of such in writing via a letter mailed to their home address.

Below are tables to illustrate the required rate of completion for 8- and 9-month programs:

8-Month Program Completion Chart

Modules Attempted	Minimum Modules Completed	Minimum GPA for Completed Modules	Minimum Cumulative Attendance for Completed Modules
3	1	2.0	75.0%
4	2	2.0	75.0%
5	3	2.0	75.0%
8	4	2.0	75.0%
10	6	2.0	75.0%
12	8	2.0	80.0%

9-Month Program Completion Chart

Modules Attempted	Minimum Modules Completed	Minimum GPA for Completed Modules	Minimum Cumulative Attendance for Completed Modules
3	1	2.0	75.0%
4	2	2.0	75.0%
5	3	2.0	75.0%
8	4	2.0	75.0%
10	6	2.0	75.0%
12	8	2.0	77.5%
13	9	2.0	80.0%

Mid-point – SAP is verified for second disbursement eligibility purposes.

For students who change their educational objectives by changing programs, only the current program will be calculated in the completion time calculation.

UEI College does not offer remedial courses.

Re-Entry after SAP Withdrawal

Students who are withdrawn for not meeting satisfactory academic progress may apply for re-admission to the school after a waiting period of one month. A student who is withdrawn for not meeting satisfactory academic progress is not eligible for re-entry into that same program but may enter into a different program. The student would then be eligible for assistance under the Title IV programs in the new program. In total, a student may attempt a maximum of three different programs before being permanently denied re-admission to the school.