

Student Success is Our Success Catalog



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www.uei.edu

UEI Gardena Group

Gardena – Main

661 West Redondo Beach Blvd.
Gardena, CA 90247
Phone: 424.246.3000
Fax: 424.246.3099

Program offered

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

Riverside – Branch of Gardena

1860 University Ave.
Riverside, CA 92507
Phone: 951.300.5500
Fax: 951.784.1494

Program offered

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

Fresno – Main

2002 N. Gateway Blvd.
Fresno, CA 93727
Phone: 559-456-0623
Fax: 559-456-0188

Programs Offered

Business Office Administration
Medical Billing and Insurance Coding
Medical Assistant
Dental Assistant
Pharmacy Technician

**Additional campuses owned and operated
by International Education Corporation
under the UEI Brand****Accredited by ACCET****Huntington Park (HP) - Main**

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

Chula Vista – Branch of HP

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

El Monte- Branch of HP

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

Ontario - Branch of HP

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

San Bernardino- Branch of HP

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

San Diego- Branch of HP

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

Van Nuys- Branch of HP

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

Anaheim – Branch of HP

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

Accredited by ACCET**Jacksonville (JAX) - Main**

3563 Philips Highway, Building C,
Suite 300
Jacksonville, Florida 32207
Phone: 904.391.6500
Fax: 904.448.0280

Morrow – Branch of JAX

1564 Southlake Parkway
Morrow, Georgia 30260
Phone: 678.422.4500
Fax: 678.422.4501

San Marcos – Branch of JAX

2085 Montiel Road Suite D100
San Marcos, CA 92069
Phone: 760.690.5200
Fax: 760.739.0668

Stockton – Branch of JAX

4994 Claremont Ave.
Stockton, CA 95207
Phone: 209.774.5300
Fax: 209.472.0513

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 in Gardena, CA was founded in September of 1991 as American Auto Institute. In March 2005 the school became accredited by Accrediting Commission of Career Schools and Colleges of Technology. The school was acquired by International Education Corporation (IEC) in July 2009 and renamed UEI College. The campus was relocated to its present location in Gardena, California in January of 2011. The Riverside campus is located in the heart of Riverside near the University of California, strategically located between the 60 and the 91 freeways. The campus is in a two story retail complex close to shops and food. The Campus serves populations in Riverside, Moreno Valley and parts of Ontario. Classes started in April of 2011 and the first graduating class completed in December of 2011. 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 College 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 Commission of Career Schools and Colleges (ACCSC) ACCSC 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.

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:

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

Approvals

The Dental Assistant program has not yet gained approval from the Dental Board of the state of California. This program is 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.

Class Schedules

Class Start Schedule

UEI College campuses offer year-round enrollment. 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 most modules 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, will 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 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. The ratio of student to teacher is listed with each program outline.

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.

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 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

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.

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

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

Additional Admissions Requirements for Pharmacy Technician and Criminal Justice 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.

ATB Eligible Programs

Students who are not high school graduates or have not passed the GED may apply for the following programs: Automotive Technician, Business Office Administration, Computer Systems Technician, Dental Assistant, Medical Assistant, and Medical Billing and Insurance Coding.

Entrance Assessment Score Requirements

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

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

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

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 College 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 may be accepted.
6. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the UEI College system.
7. Students transferring from another UEI College 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 Directors/President's decision will be final.

Transfer of Credit, Program Costs & Financial Aid Information

9. UEI College 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 the institution to which you may seek to transfer. Acceptance of the diploma you earn in your program is also at the discretion of the institution to which you may seek to transfer. If the credits of the diploma 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 will transfer.

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

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

Academic Policies & Procedures

Financial Aid Programs

The following are brief descriptions of the Federal financial aid programs available at UEI College under the Title IV program. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest less the amount of any refund.

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.

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 or 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 the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the training as stated in the attendance policy, successfully complete all elements of externship, if required, and satisfy all financial obligations to the school.

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:

- Achieve a minimum overall program attendance rate of 80%
- 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:

- Death of an immediate family member
- Medical emergency regarding the student or an immediate family member
- 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

In School Attendance

Students may repeat any incomplete or failed module and can repeat no more than four (4) modules during his/her training.

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 most programs the final module of training is externship. Externship is held off campus at an approved site. Students in all programs except Automotive Technician and 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 re-enter from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to return 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 above 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.

Academic Policies & Procedures

Students may fail no more than four modules 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.

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 2.0 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 CJ	47.25 units
DA program	52.50 units
CJ program	54.00 units

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

The student must earn at least 12 semester credits by the 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.

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.

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.

Academic Policies & Procedures

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
 - 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.

Refunds and Equipment costs

If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the School shall refund the charges for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the School may offset against the refund the documented cost to the School of that equipment. You should be liable for the amount the School has charged in the contract. In any event, you will never be charged more than the equipment charges stated in the contract.

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.

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.

Return of Federal Financial Aid Funds continued

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

Student Services

1. Federal Perkins Loan
2. Direct Plus Loan
3. Federal Pell Grant
4. Federal SEOG Grant
5. Other "Title IV" loan or grant assistance

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.

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 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 and overall school performance. Please contact the Director of Education for additional information on student mentoring programs.

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 issue.

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges. 2101 Wilson Blvd. Suite 302, Arlington, VA 22201, (703) 247.4212, or www.accsc.org

A copy of the Commission's complaint form is available at the school and may be obtained by contacting the Executive Director.

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 www.bppe@dca.ca.gov.

Student Services

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, www.bppe@dca.ca.gov, 1.888.370.7589 or 916.431.6959 or , fax 916.263.1897

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.

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

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.

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.

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.

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.

Automotive Technician Diploma

Program Objective

The Auto Technician diploma program prepares students to successfully enter the workforce in an entry-level position in automotive maintenance and repair. It consists of a well-balanced comprehensive program that combines the theoretical aspects of automotive diagnostics with direct hands-on practical training in repair procedures a shop environment. The program introduces students to basic and advanced automotive technology including engine theory, fuel systems, fuel injection theory, electrical diagnosis, ignition systems, carburetor repair, tune-up and onboard-computerized engine control. In addition, the program provides instruction in brakes, heating and air-conditioning, manual and automatic transmissions, and front-end alignment. Particular emphasis is placed on hybrid drive systems and emerging auto technologies. Students will gain professional skills such as understanding instructions, communicating effectively, and be able to complete basic automotive diagnostic, repair and safety procedures.

Career Outcomes

This program prepares students for an entry-level position as an Automotive Technician, Technician Helper, Automotive Service Technician, Assistant Service Technician, Automotive Mechanic, Assistant Mechanic, Lubrication Worker, or Trainee Technician.

The program is 36 weeks long and consists of nine modules. Each module is 80 hours and is conducted in both a classroom and shop environment on campus. There is no externship for this program as all practical experience can be conducted in a shop environment. To receive a diploma, the student must successfully complete all nine modules.

Program Outline

Module Course Number	Contact Hours	Semester Credit Units*
AT 110 Engine Theory and Systems	80	4.0
AT 120 Electrical Theory and Diagnosis	80	4.0
AT 130 Engine Performance and Ignition Systems	80	4.0
AT 140 Fuel Systems and Emission Controls	80	4.0
AT 150 Steering, Suspension and Passenger Comfort	80	4.0
AT 160 Brake Systems	80	4.0
AT 170 Manual Transmissions	80	4.0
AT 180 Automatic Transmissions	80	4.0
AT 190 Preventative Maintenance and Hybrid Technology	80	4.0
Totals	720 clock hours	36 semester credit units

A module is a self-contained unit of instruction. Classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for 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. One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory.

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 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, or 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. 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.

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. 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. 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 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. 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	32.4 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 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. 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. 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. 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:

AT Automotive Technician courses
BOA Business Office Administration courses
CST..... Computer Systems Technician courses
CJ Criminal Justice courses
DA..... Dental Assistant courses
MA Medical Assistant courses
MB Medical Billing and Insurance Coding courses
PT Pharmacy Technician courses

Legend for breakdown of hours: 00/00 lec /lab/extern
Lec: lecture hours, Lab: laboratory hours, Extern
Hours: externship hours

Automotive Technician

Module 4.0 units 40/40 lec/lab
AT 110 Engine Theory and Systems

Key events in the design and development of the automobile are reviewed, including the construction and manufacturing process. Students are introduced to the basics of engine design, evaluation, diagnosis, disassembly, and cleaning. The theory and service of the upper and lower ends of the engine are studied in detail. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. Lecture hours: 40. Lab hours: 40. Prerequisite: None.

Module 4.0 units 40/40 lec/lab
AT 120 Electrical Theory and Diagnosis

This module covers the basic principles and terms of automotive electrical systems as well as their diagnosis and service. Electrical components covered include batteries, charging systems, lighting, and electrical instrumentation. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. Lecture hours: 40. Lab hours: 40. Prerequisite: None.

Module 4.0 units 40/40 lec/lab
AT 130 Engine Performance and Service

Fundamentals of the major engine performance systems and components are introduced. Students learn how the information gathered from on board diagnostic systems, scan testers, and symptom charts will aid them in evaluating engine problems. Ignition system diagnosis and service are reviewed. This course also discusses the importance of active and passive passenger restraint systems. The identification and use of hand tools and key shop equipment is also reviewed. Lecture hours: 40. Lab hours: 40. Prerequisite: None.

Module 4.0 units 40/40 lec/lab
AT 140 Fuel Systems and Emissions Controls

The functions of fuel delivery, electronic fuel systems and fuel injection diagnosis and services are covered in this

course. The importance of the proper operation of intake and exhaust systems is highlighted. In addition, emissions control systems diagnosis and service are also covered. Electric, hybrid and fuel cell vehicles and alternative fuels are examined. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. Lecture hours: 40. Lab hours: 40. Prerequisite: None.

Module 4.0 units 40/40 lec/lab
AT 150 Steering, Suspension and Passenger Comfort

This course centers on the single point of contact between the road and the vehicle: tires, wheels and the associated steering and suspension systems. The student will understand how the suspension and tires need to react to existing driving conditions. Manual and power-assisted steering systems are examined. The procedures for conducting an accurate wheel alignment will emphasize the benefits of proper service techniques. Diagnosis and servicing of automotive heating and air conditioning systems are also reviewed. Diagnostic equipment and tools used with these systems are discussed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. Lecture hours: 40. Lab hours: 40. Prerequisite: None.

Module 4.0 units 40/40 lec/lab
AT 160 Brake Systems

Students are introduced to the basic scientific theories and mathematical calculations underlying automotive function, design, and operation. Braking systems, including hydraulic, drum, disc, and antilock assemblies are detailed. Inspection, servicing and preventive maintenance are emphasized. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. Lecture hours: 40. Lab hours: 40. Prerequisite: None.

Module 4.0 units 40/40 lec/lab
AT 170 Manual Transmissions

The major components of manual transmission systems are explored in this course. Students will understand the functions of the clutch, flywheel, transaxle, differential, and CV joints. Transmission and transaxle design and basic gear theory are investigated. Diagnosis and service of clutch and manual transmission problems are covered including disassembly, repair, and reassembly. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. Lecture hours: 40. Lab hours: 40. Prerequisite: None.

Module 4.0 units 40/40 lec/lab
AT 180 Automatic Transmissions

The components and operation of automatic transmissions and transaxles is the focus of this course. Torque converters, planetary gear controls, linkages, transfer cases, and sensors are among the components that will be discussed. Electronic automatic transmissions are reviewed. The student will be introduced to transmission/transaxle design and function for hybrid vehicles. The components of four- and all-

Course Descriptions

wheel drive systems, and their advantages, are investigated. Diagnosis, disassembly and reassembly of systems are highlighted as well. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. Lecture hours: 40. Lab hours: 40. Prerequisite: None.

Module **4.0 units 40/40 lec/lab**
AT 190 Preventative Maintenance and Hybrid Technology

Proper preventative maintenance and basic service procedures and detailed in this course. Hybrid vehicles are reviewed, including the evolution of hybrid technology, as well as diagnostic and safety procedures. Also highlighted is the role of the automotive technician within the service facility including professional communication techniques, managing workflow and working as part of a service team. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. Lecture hours: 40. Lab hours: 40. Prerequisite: None.

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 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 PowerPoint 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

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

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

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

Course Descriptions

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-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 sys-

tem 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 network 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*

Course Descriptions

Module **4.0 units 40/40 lec/lab**
CJ 120 Corrections **4.0 units**
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

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

Course Descriptions

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 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 45/45 lec/lab**
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

Course Descriptions

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 responsibilities 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 injec-

tions, 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 explores 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.

No prerequisites

MA190 Externship **4.4 units 200 extern hours**

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

Course Descriptions

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 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

Course Descriptions

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

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

PT190 Externship 4.4 units 200 extern hours

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

Addendum for the Gardena and Riverside 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.

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.

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:
 - 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.

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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
- 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:

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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.

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Administrative Leave of Absence (ALOA)

When there is an interruption in a student's schedule due to module non-availability for a period of not less than five (5) consecutive calendar days and a period of not more than thirty (30) consecutive calendar days, the student will be placed on an Administrative Leave of Absence (ALOA). An ALOA will only be approved and processed under the following circumstances:

- a. Class consolidation
- b. Curriculum alignment
- c. Change in the student's class sequence

An ALOA is approved only upon the student's written consent. Students who fail to return from an ALOA on the scheduled return date will be withdrawn from the program. Students receiving Veterans' Administration (VA) educational benefits are not eligible for an ALOA and Federal funds cannot be disbursed to a student's ledger during an ALOA.