A Message from ACI Academic Dean

Welcome to Advanced Computing Institute, a community of outstanding learners and educators. Whether you plan to earn a degree, diploma, take classes for personal and career enrichment, or earn a recognized, industry driven certificate, Advanced Computing Institute is here to assist you in realizing your lifelong dream.

At our institution, we have developed an infrastructure and educational delivery system that integrate effective instruction, state of the art information technology tools, highly educated and technically qualified faculty, trained and helpful support staff, modern educational facilities, culturally diverse learners, and a collaborative knowledge exchange environment.

Advanced Computing Institute has a reputation for academic excellence and technical career preparation. Our goal is to provide the best possible educational experience to each of our students. We offer real-world insight with academic and career-focused education and fast-track educational delivery system. I encourage you to take advantage of our small class sizes and get to know your professors. Our faculty, administrators, and staff strongly believe in supporting our learners. Student help and support has the highest priority in our institution.

Advanced Computing Institute educates its learners for life. We provide quality educational experience for all our students. Our graduates are highly trained and competent individuals who will make a difference in the lives of their communities. We welcome our former graduates back and provide them with special services to update their knowledge.

At ACI, you will be respected and valued. Our commitment to diversity helps us lead students on an expedition of knowledge and a voyage of discovery. Adding your diverse experiences to the campus mix enriches everyone's education. Your presence here will positively impact the campus and, conversely, ACI will help you accomplish your goals in life. Welcome to the ACI family!

We are proud of our students and their deep commitment to completing their education and improving the world we live in. I hope you, too, will want to be a part of our community, and I look forward to welcoming you on campus.

Sincerely,

Michael Rahni, M.B.A., Ph.D.
Executive Vice president
Academic Dean

DISCLAIMER STATEMENTS

- Advanced Computing Institute reserves the right to change location, modify policies, and adjust requirements and standards as described in this publication at any time and without any prior written notice.

- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Telephone (916) 431-6959; Fax; (916) 263-1897.

- Any questions a student may have regarding the national accreditation status of this institution may be directed to the Commission of the Council on Occupational Education (7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350).

- 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.

EFFECTIVE CATALOG DATES

This catalog is in effect from February 15, 2013 through June 30, 2013. Any changes to the contents of this catalog will be published with a new effective date.

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SECTION 1: GENERAL INFORMATION

1.1 MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

The mission of Advanced Computing Institute is to promote excellence in degree and diploma academic and career oriented instruction. Advanced Computing Institute provides each student with a diverse education in a safe and supportive environment that promotes self-discipline and motivates students to perform at their best. The staff and faculty at Advanced Computing Institute assist students in developing skills to become independent and employable, or to advance their education to a higher level.

1.2 VISION

Advanced Computing Institute is a premier degree and diploma academic and career oriented institution. The school continuously offers to the community the most relevant and current programs necessary to succeed and flourish in the workplace. At the same time, the school offers a platform from which its graduates can take their careers and education to the next level. The professional educators at Advanced Computing Institute are dedicated and committed to provide quality and current instruction and skills to our students.

1.3 LICENSES AND APPROVALS

* Advanced Computing Institute is approved to operate as a degree and diploma granting institution by the State of California Bureau for Private Postsecondary Education;

* Advanced Computing Institute has its Vocational Nursing program accredited by the State of California Board of Vocational Nursing and Psychiatric Technicians;

* Advanced Computing Institute is accredited by the Commission of the Council on Occupational Education, (COE) a national accrediting agency recognized by the Unites States Department of Education;

* Advanced Computing Institute is certified by the US Department of Education for participation in Title IV Federal Financial Aid programs;

* This school is authorized under Federal law to enroll nonimmigrant alien students;

* Advanced Computing Institute is a registered Microsoft Partner.

* Advanced Computing Institute had never filed for bankruptcy, had never had a petition in bankruptcy filed against it, had never operated as a debtor in possession, and had never filed a petition that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

1.4 HISTORY

Advanced Computing Institute opened its doors to the public in January of 1992. From the very beginning, one of the major school objectives was to provide academic and career oriented educational services in different technology related areas and to assist students in advancing their careers. The school developed curricula that were substantially academic in nature with sufficient lecture related review assignments and industry related practical projects. Its educational philosophy and its educational standards equipped the school to participate in a number of government and community sponsored educational projects. In 1997, the school was granted the status of One Stop Center by the City of Los Angeles to provide clients with career advancement services and to refer them to public and private schools for additional educational services when needed. This contract lasted until 2003. After 2003, the school targeted higher

education services, new programs in the health care industry, and national accreditation. In January 2006, the school received its Board approval to offer a Vocational Nursing program, which was accredited in June of 2007. Also in June of 2007, the school received the state approval to offer associate degree programs. In November of 2010, the school was granted the nationally accredited status by the Commission of the Council on Occupational Education, a national accrediting agency recognized by the US Department of Education. In December of 2012, the school was certified by the US Department of Education to participate in Federal Financial Aid Programs.

1.5 INSTRUCTIONAL FACILITIES

Advanced Computing Institute is conveniently located at 3470 Wilshire Blvd., Suite 1100, Los Angeles, CA. 90010, in the main Wilshire corridor just west of the downtown civic center. The facility occupies over 10,000 square feet in a professional setting. We have classrooms, computer labs, a nursing skills lab, a library, a Media Center, and offices for all of the departments and the school management. The institution is easily accessible by many public transportation services including the metro. The school also has available parking for employees and students at a discounted monthly fee. Advanced Computing Institute is a handicap ready facility.

Each classroom is designed to accommodate between 15-30 students. The maximum teacher/student ratio is 1:30 and the student/computer ratio is 1:1. The nursing skills lab is equipped with all the necessary medical equipment to accommodate up to 20 students at one time.

1.6 RESOURCE CENTER AND LIBRARY

Advanced Computing Institute maintains a Media Center and a Library containing relevant instructional books, periodicals, online resources, software tutorials and other pertinent publications for students' use on the school's premises. Unreserved books may be checked out overnight with the approval of the Librarian. Reserved and reference books may not be removed from the library. The school also has on-line access to larger education libraries.

1.7 ORGANIZATIONAL STRUCTURE AND OWNERSHIP

Advanced Computing Institute is organized as a corporation in the State of California. The institution is owned by Daniel Mainea who is also the School Director and CEO.

1.8 ADVISORY COMMITTEE MEMBERS

Nick Brovko, JD, Phd	Attorney at Law
Scott Castillo	Chief Technology Officer
Chris Emerick	Digital Photography Producer
Marek Kalwak	Chief Information Officer
Rafael Reyes	Convalescent Hospital Administrator
Robert Solari	Senior Media Analyst
Nancy Turner	Visual Artist
Hoyt Hilsman	Educator, Writer
Tao Sha Phalen, L.Ac., M.D.,	Health Educator
Anna Erro	Community and Educational Consultant
Yong S. Park,	University Vice president
Richard Christopher Cisneros	Graphics and Design Professional
Roya A. Nik	Educator

1.9 HOW TO REVIEW THE SCHOOL'S LICENSES AND APPROVALS

All interested persons may review the Institute's licenses and approvals at the Los Angeles campus Monday through Friday, 8:00 a.m. to 5:00 p.m. by contacting the School Director one day in advance of the requested review date.

SECTION 2: POLICIES AND PROCEDURES

2.1 ENTRANCE/ADMISSIONS REQUIREMENTS

Advanced Computing Institute requires that candidates have a high school diploma or a General Equivalency Development (GED). All potential students must take an English Placement Test and a School Entrance Test and pass them with a minimum passing score as stated by the test developer. Candidates who do not pass the English Placement Test are recommended to take ESL first to bring their language skills to a level enabling them to benefit from the school's educational programs. All potential students must be interviewed by an Admissions Representative and pass all the admissions requirements.

Handicapped students are encouraged to call for an appointment prior to visiting the school. The ACI's facility is handicap-ready.

Admission Process

Potential students should contact Advanced Computing Institute by visiting the institution and meeting with an Admissions Rep. The representative will give the prospective student a tour of the campus, will provide him/her with a copy of the school catalog and the performance fact sheet, will provide detailed information regarding the school's educational programs and student related policies, will discuss the applicant's qualifications and previous education, and will assist him/her in determining the best way to meet his/her academic and career objectives. Privately funded students will meet with an Accounting and Financial Services representative to discuss tuition and available financing options. Those applicants seeking eligibility for Title IV Funding (Financial Aid), will also meet with a Financial Aid officer to assess their eligibility and eventually to apply for Federal Student Aid. Any tuition amount not covered by financial aid will be discussed with an accounting and financial services representative.

The admissions process will continue with the following steps:

a. Submit an original high school diploma or original transcript indicating that the student graduated from high school or passed the GED. All non English transcripts must be translated into English and officially evaluated and certified.

b. Submit official copies of transcripts of all Postsecondary level institutions attended prior to enrolling at Advanced Computing Institute. All non English transcripts must be translated into English and officially evaluated and certified.

c. Pass the English Placement Test and, for candidates other than ESL and VN, attain at least the minimum passing score on all the school's entrance testing components.

d. Complete and submit a Student Application Form. After completing all these steps the applicant is ready to start the enrollment process.

Note 1: Students who apply for the Vocational Nursing program must be minimum 18 years old, have a high school diploma issued by a Board recognized school, and pass the pre-screening process required for training and licensing eligibility as follows:

e. CRIMINAL BACKGROUND CHECK: All candidates for the Vocational Nursing program must pass a criminal background check as an admission condition;

f. PHYSICAL EXAM: All candidates for the Vocational Nursing program must pass a physical exam including all current immunizations as an admission condition;

g. VN ADMISSIONS TEST: All candidates for the Vocational Nursing program must pass a VN Admissions Test as a replacement of the English Placement Test and the School Entrance Test;

h. INTERVIEW: All candidates for the Vocational Nursing program must pass a scored written and oral interview with the VN Program Director to determine their readiness to successfully attend the VN program;

i. PRE-NURSING COURSE: All candidates for the Vocational Nursing program must pass a 2 (two) weeks long Pre-Nursing course with a minimum passing score of 85%. The Pre-Nursing course is being offered at no additional cost to the nursing student candidate. To be eligible to enroll in the Pre-Nursing course the candidate must pass all the previous criteria mentioned at #1, #2, #3, and #4 of this paragraph.

Note 2: Students enrolling in the ESL program under Title IV funding are subject to additional eligibility criteria which involve the student's previous vocational education, career related college education, and professional skills achieved through work experience.

2.2 ENROLLMENT POLICY

For diploma programs, students can enroll at the beginning of any course which does not have any pre-requisite. The waiting time for a new course to start is less than three (3) months. For degree programs, students can enroll before the beginning of Spring (January/February) or Fall (August/September) semesters. Vocational Nursing candidates must complete all the VN related admissions requirements prior to the starting date of the program. The enrollment process consists of the following steps:

a. Candidates who applied for credit transfer must receive from the school an official resolution to their application prior to completing the enrollment process;

b. Review and sign the Enrollment Agreement and Installment Contract Form;

c. Sign documents acknowledging receipt of disclosure forms as required by the California New Private Postsecondary Education Reform Act of 2009;

d. Review/sign all the other documents which are part of the enrollment package;

e. Students receiving Title IV funding (if available) must attend a financial aid orientation and an enrollment counseling session.

f. Regular students pay the school's non-refundable Registration Fee stated in the school catalog;

g. Attend a New Student Orientation session;

h. After successfully completing the Admission and Enrollment processes, the student will be scheduled for the next coming start date.

2.3 CREDIT TRANSFER EVALUATION AND APPROVAL POLICY

Advanced Computing Institute will accept quality coursework previously completed at other accredited institutions and foreign colleges and universities as long as it meets the credit unit and content equivalency criteria of the courses within the program requirements.

In order to be able to provide proper academic advisement and course requirement schedule, the application must be submitted, evaluated, and approved prior to the completion of the enrollment process.

The maximum number of units that can be approved for credit transfer toward any degree or diploma program from other institutions is 25% of the total number of required semester units of the program.

The Admissions Department will submit the application for credit transfer approval to the office of the Academic Dean. The Academic Dean will evaluate and finalize the approval or denial of the credit units requested for transfer.

The evaluation of transfer request from an ACI diploma program to the associate degrees related to it or to other diploma programs will be done by the school at no cost to the student.

Based on the revised course requirements due to credit transfer approval, the enrollment documents will be prepared accordingly.

All candidates who are interested in receiving credit transfer approval must complete the Credit Transfer Approval Request Form and submit it to the Admissions Department together with copies of official transcript(s), catalogs or course syllabi of previous coursework, and other documents which could be relevant in the analysis, evaluation, and the approval of acceptable transfer credits.

Upon receipt of the documents, the Admissions Department will submit all the information to the Academic Dean for review, evaluation, and approval.

Specifically, to receive credit for previous academic learning, the applicant must provide the supporting documentation as follows:

1. All the applications must be submitted 30 days prior to enrollment;

2. The following documents must be submitted with the application:

a. Official Transcripts and the proof of prior academic work related to the application;

b. A non refundable administrative fee of $200 will be charged for the evaluation and the approval of the application for credit units transfer;

c. Official credit completion report for the College Level Examination (CLEP) completed units, if applicable;

d. No prior work or experimental units will be accepted for transfer;

e. A completion grade of C (2.00) or higher is required for credit units approved for transfer.

2.4 CREDIT TRANSFER EVALUATION AND APPROVAL APPEAL POLICY

A student who does not agree with the complete course evaluation and approval process may appeal this decision. The appeal should be filed with the Registrar Office within 10 working days from the decision. The Academic Dean will conduct a second review of all the coursework completed by the student and will notify the student through the Registrar Office prior to the completion of the enrollment process.

NOTICE CONCERNING TRANSFERABILITY OF CREDITSS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at Advanced Computing Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn at Advanced Computing Institute is also at the complete discretion of the institution to which you may seek to transfer.

If the credits, degrees, or 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 course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Advanced Computing Institute to determine if you credits, degree, diploma or certificate will transfer.

2.5 AWARDING OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING

Advanced Computing Institute does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree programs.

2.6 FINANCIAL ASSISTANCE

Students who wish to apply for private financial assistance will be required to complete the appropriate financial applications. Financial assistance personnel are available to help students to apply for private student loans. Advanced Computing Institute can offer a monthly payment plan with no financing charges.

If you obtain a loan to pay for an educational program offered to you by our school, you will have the responsibility to repay the full amount of the loan plus interest when applicable, less than the amount of any refund if applicable.

Advanced Computing Institute is certified by US DOE to participate in title IV Financial Aid programs. Candidates who intend to apply for Federal Financial Aid are advised to contact the school's Financial Aid Office for eligibility determination.

2.7 NON-DISCRIMINATION POLICY

Advanced Computing Institute does not discriminate in admissions, advising, education, placement, employment, or in any other activity on the basis of gender, age, race, national origin, creed, religion, or a handicap which would not prohibit the achievement of the student's theoretical and practical skills.

2.8 SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must comply with the published satisfactory academic progress (SAP) requirements established by the school. The elements of satisfactory academic progress (SAP) include **The Grade Point Average (GPA)**, **Payment Period/Increments for Evaluation** parameters, and **Completion Within the Maximum Time Frame** parameters.

Note: Advanced Computing Institute measures the SAP factors for each student at the end of each increment for evaluation (semester for semester credit programs and module for clock hour programs). This coincides with the US DOE definition of Payment Period used for students enrolled in school under Title IV Financial Aid. Since the terms "Increment for Evaluation" and "Payment Period" coincide for each of the programs the school is offering to the public and in order to simplify this presentation, we will use the generic word "Term" to define both of the above.

The SAP critical factors measured at the end of each Term are as follows:

a. The Grade Point Average (GPA)

The GPA is measured at the end of each Term according to the school grading systems and GPA calculation presented in this catalog under Scholastic Regulations.

In order to maintain compliance with the school SAP standards, students must maintain a minimum GPA of 2.0, 2.5 for the VN program, at all times.

b. The Payment Period/Increment for Evaluation Factor (Term)

The SAP requirements are monitored during and measured at the end of each. Term the factors taken into consideration are the attendance and the Academic Completion Pace (ACP).

Students are required to maintain the ACP factor at 0.67 or higher. Students are also required to maintain a minimum of 66.67% composite as well as per Term attendance ratio.

c. Completion Within the Maximum Time Frame Factor

Advanced Computing Institute encourages all its students to complete their program of study as scheduled. However, the student must complete his/her program of study within one-and- one-half (1.5) times or one hundred fifty percent (150%) its normal duration. Based on this, a student must maintain a Program Completion Ratio (PCR) at a minimum 0.67.

This completion ratio will enssure the program completion to occur in maximum 150% of the normal completion time.

Violations of any of the above SAP factors will result in Academic and Financial Aid Warning, Academic and Financial Aid Probation, and Termination.

2.9 ADMINISTRATIVE ACTIONS DUE TO SAP VIOLATIONS

1. Academic and Financial Aid Warning

If a student is in violation of any of the components making up his/her SAP, the following will occur during the next (second) Term:

A. The student will be placed on Academic and Financial Aid Warning for the second Term and he/she will be required to attend mandatory academic advising and tutoring.

B. During this second Term, the Academic Dean will evaluate the student and analyze the reasons for the poor performance.

C. Students receiving financial aid will be notified that they have been placed on Academic and Financial Aid Warning and that failure to meet SAP standards at the end of this second Term will lead to them losing their financial aid eligibility and potential Termination.

2. Academic and Financial Aid Probation

If the student fails to bring his/her SAP up to the school's required standards by the end of the second Term when he/she in on Academic and Financial Aid Warning, then he/she must petition, via an appeal, to remain in school academically, and receive financial aid under an Academic and Financial Aid Probation status. If all the appeal options are exhausted and the appeal is denied, the student will be terminated. If the appeal is granted, the following will happen during the next (third) Term:

A. The student will be allowed to remain enrolled but he/she may be required to take a minimal schedule which must include the repeating of all the failed courses since the SAP violation occurred. This schedule must take into consideration the Maximum Completion Time Factor and will be decided upon the approval from the Academic Dean.

B. The student will continue to be required to attend mandatory tutoring and academic advising. The student's SAP will be monitored based on the Academic Remediation Plan developed by the school as part of the appeal granting process.

C. During this third Term where the student is still not meeting SAP requirements, the Academic Dean will continue to analyze the reasons for the poor performance. Failure to bring his/her SAP at the school standards at the end of this third Term will result in student Termination.

3. Termination Due to Unsatisfactory SAP

If at the end of the AFAW period the student is still not meeting the school's SAP standards, and fails to petition via an appeal to remain in school academically and receive financial aid under an Academic and Financial Aid Probation (AFAP) status, or if his/her appeal is not granted, he/she will be Terminated from the school.

Students with fourteen (14) consecutive required class attendance days of unexcused absences will be terminated from the school. Once the student is terminated from the school, he/she will not be allowed to re-enroll for one Term congruent with the program he/she is enrolled in, allowing the student time to rectify the matters which had been affecting his/her ability to maintain SAP at the school's standards.

If the student returns to school, he/she will be allowed one (1) Term congruent with the program he/she is enrolled in, to achieve SAP standards or face academic dismissal again.

If the student was a former financial aid recipient, he/she will not be eligible to receive financial aid during this first Term of his/her reentry. Two (2) academic dismissals will be grounds for permanent non-reentry into the school.

2.10 ACADEMIC AND FINANCIAL AID APPEAL PROCESS

Students who believe they are the subject of an incorrect evaluation, i.e. Academic and Financial Aid Warning, Academic and Financial Aid Probation, loss of financial aid eligibility, Attendance Notices, failing grades and Termination, may file for an appeal. The appeal process consists of the following steps:

Step 1. Filing an Appeal Letter.

The student must file a written appeal through the Registrar Office. The appeal must present all the mitigating circumstances which were contributing factors for the SAP violation.

Step 2. Evaluating the Merit of the Appeal Letter.

The Appeal Committee will review the appeal and will objectively evaluate all the mitigating circumstances presented by the student in the appeal letter.

Step 3. The Decision Process.

The Appeal Committee will decide whether the appeal will be granted or denied. During the decision process they may need to contact the student, request information from other departments, etc. The Registrar will inform the student of the committee's decision.

Step 4. The Process Following the Decision.

If the appeal is granted, the student will be re-instated subject of agreeing with maintaining full compliance with the Academic Remediation Plan developed by the Academic Dean as part of the appeal granting process.

If the appeal is denied, the student has the option to file a second and last appeal through the Registrar Office directly with the School Director. The School Director will convene the Appeal Board which is the highest authority regarding this second evaluation of an initially denied appeal. After consulting with the Appeal Board, the School Director will decide to grant or deny the appeal.

If this second appeal is denied, the student will be terminated. If the appeal is granted, the student will be re-instated subject of agreeing with maintaining full compliance with the Academic Remediation Plan developed by the Academic Dean.

Step 5. Student's Responsibilities If Appeal Is Granted.

If an appeal is granted, the student will be placed on Academic and Financial Aid Probation for the next Term. If the student is a financial aid recipient, his/her financial aid eligibility will be re-instated. The student's responsibilities during this probationary period are as follows:

* Be in compliance with all the terms and conditions pertaining to his/her probationary status.

* Be in compliance with all the terms and conditions pertaining to his/her Academic Remediation Plan.

* Students whose appeals are granted, but still fail to maintain SAP requirements at the end of the Term will be terminated.

2.11 ATTENDANCE POLICY

1. Attendance - Students must attend classes according to their established schedules and are required to maintain a sixty six point sixty seven percent (66.67%) incremental and cumulative measurement attendance rate to meet SAP requirements. Frequent tardiness, unexcused absences and failure to maintain the required 66.67% attendance rate is cause for disciplinary action up to and including academic dismissal. This requirement is measured during each Term. Non compliance with the attendance requirements, if not corrected after the student has been officially notified by the school, could lead to Academic and Financial Aid Warning which may lead to Academic and Financial Aid Probation and ultimately, termination.

2. Absences - Absences will be considered excused under the following circumstances: illness, death or birth in the immediate family (for the purpose of this policy immediate family includes spouses, parents, children, step children, sisters, brothers step sisters, and step brothers), and other valid reasons substantiated in writing and at the discretion of the Student Services Department. All other absences will be considered unexcused. Students are advised to call the school to notify the Student Services Department of their absence.

3. Tardiness - Tardiness is a disruption of the learning environment and is discouraged. Excessive tardiness or leaving early may cause the student to be placed on Academic and Financial Aid Warning which may lead to probation and ultimately termination.

4. Cutting classes - Cutting classes will be considered unexcused absences and could lead to Academic and Financial Aid Warning which may lead to probation and ultimately Termination.

5. Make-up Time - Students who are found not to be maintaining the required 66.67% attendance during a Term are encouraged to make up the missed class time. Some regular class hours missed by a student may be cleared with make-up time before the end of the

current Term the student is enrolled in, at the discretion and approval of the instructor. However, the amount of make-up time cannot exceed three (3) school days per Term.

Additional make-up time, for documented emergency situations, may be granted with the approval of the School Director, the Academic Dean, or the Assistant School Director. Students enrolled in the Vocational Nursing program are subject to attendance rules and regulations as mandated by the Nursing Board.

6. Leave of Absence (LOA) - A written request for an LOA will be considered once it has been submitted to the Student Services Department. At the recommendation of the Student Services Department and the Academic Dean, the School Director may grant an LOA for a student. An LOA may not exceed a cumulative one hundred and eighty (180) days within any consecutive twelve (12) month period. For international students enrolled under an F1 visa, the maximum LOA time is sixty (60) days and cannot be requested more than two (2) times per academic year. The LOA request must be submitted prior to the time period the leave is to occur, unless unforeseen circumstances prevent the student from doing so. The request must contain the reason for the LOA, and have a return date. If the student takes a leave that is not approved, the student is considered to have ceased attendance at the school, and therefore to have withdrawn from the program. If a student fails to return on his/her scheduled LOA return date, the student will be terminated. Students who have been terminated for not returning from their LOA must apply for re-entry into the school at the prevailing institutional charge rates. International students can apply for re-entry in the school only after their re-instatement has been granted by the approving agency. Re-entry applications for international students are not encouraged by the school.

2.12 SEMESTER CREDIT UNIT SYSTEM

Advanced Computing Institute adopted the Carnagie definition of credit hour and is measuring the student's academic achievements in semester credit units (SCU), with the exception of the English as a Second Language and the Vocational Nursing programs which are measured in clock hours. This definition is compliant with the US DOE Program Integrity Regulations of October 29, 2010 and the State of California Bureau for Private Postsecondary Education. In addition to this, the Carnagie method, which is the method used nationwide by many higher education institutions, could make it easier for students and graduates to obtain credit transfer when transferring to another educational institution.

One clock-hour (also called one hour) is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work.

One credit hour is defined as 1 (one) hour of lecture (LEC), 1 (one) hour of laboratory projects (PROJ), and 1 (one) hour of Academic Mastery Research & Review assignments.

One semester credit unit (SCU) is defiant as 15 credit hours.

" **For each 1 SCU course students are required to attend 15 hours of Lecture; (LEC.). Additionally, students must complete 15 hours of lab projects (PROJ.). and 15 hours of measured, evaluated, and documented out of class Academic Mastery Research & Review (AMRR) assignments.**"

The requirements for a 4 Semester Credit Units course are:

Course	LEC	PROJ	AMRR
4 SCU	60	60	60

2.13 SCHOLASTIC REGULATIONS

In order to simplify the presentation of this catalog, we will use in the next paragraphs the word "Term" which, for programs measured in semester credit units, means "one semester", for programs measured in clock hours, means "one module", and for financial Aid students means "Payment Period".

1. The Grading System

Advanced Computing Institute uses the following grading system:

90-100%	(A)	4.0	**Excellent**
80-89%	(B)	3.0	**Above Average**
70-79%	(C)	2.0	**Satisfactory**
60-69%	(D)	1.0	**Unsatisfactory**
59-59%	(F)	0.0	**Failing**
(I)	N/A	N/A	**Incomplete**
(W)	N/A	N/A	**Withdrawn**

Note: For the Vocational Nursing program the grade of C is defined as a rate completion of the subject from 75% to 79%. Anything under 75% is considered as F. The symbols "I" and "W" are used under the same definitions as the above ones.

2 The Grade Point Average Calculation

A "weighted grade point average" is computed by assigning a numerical value of 4, 3, 2, 1, or 0 to the letter grade of A, B, C, D, and F respectively. For semester credit units programs multiply the numerical value of each grade by the number of credit units for each course completed to determine the grade units. The total number of grade units are then divided by the total number of completed credit units to determine the weighted grade point average.

For clock hour programs the above numbers will be multiplied by the number of clock hours of their corresponding completed courses and then they will be added up to determine the total number of grade hours. The total number of grade hours is then divided by the total number of clock hours of these completed courses to determine the weighted grade point average.

An F (Failing) grade which is repeated will remain on the transcript but will not be factored into the weighted grade point average. The new grade for the repeated course will be factored into the weighted grade point average.

A "W" (Withdrawal) grade or an "I" (Incomplete) grade will not be factored into the cumulative grade point average but will be used in the computation of credit units attempted.

3. Re-Entry After a Termination Procedure

Any student wishing to re-enter Advanced Computing Institute after leaving under good standing, must first obtain an approval from the Student Services Department and the Academic Dean. Students who were withdrawn or terminated must present a written appeal. If a student is terminated for being in non-compliance with his/her financial obligations, the previous account balance must be settled first and/or payment arrangements made before the student is re-instated. Financial aid recipients must take care of outstanding balances as present financial aid cannot be used to fund past balances.

4. Non-credit Remedial Courses

Advance Computing Institute does not offer non-credit remedial courses.

2.14 REPEATED COURSES AND MAKE-UP WORK

A student must repeat and obtain a passing grade for all failed or incomplete courses prior to graduation. Make-up assignments and repeats of failed courses must take place within 150% of the program time.

Students have the option to repeat one course in which a grade of "C" or less was earned in order to improve their grade point average. The higher of the two grades will be considered in the overall GPA calculation. The improved grade will appear on the student's academic transcript among other non-repeated courses.

2.15 CHANGES IN A PROGRAM

Advanced Computing Institute reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials and books necessary to remain current with industry standards and advancements in technology and to stay competitive with other reputable higher education nationally accredited institutions. Any changes in tuition will not affect those students already enrolled.

2.16 GRADUATION REQUIREMENTS FOR ALL PROGRAMS

To graduate, a student must have a cumulative minimum grade point average of 70% ("C" or 2.0) or better, successfully complete each course or course with a minimum grade of 60% (D) or better, maintain an 66.67% attendance ratio, fulfill all other requirements stated in this catalog, and be in good financial standing with the school. In addition, all Title IV loan recipients must complete a financial aid exit interview. Upon graduation, a Diploma will be awarded within 30 days from the date of program completion. Students enrolled in the Vocational Nursing Program must pass the Exit Exam in order to graduate.

Note 1: Students graduating from the Vocational Nursing program who are preparing for the state licensing examination will be eligible to take the examination when the following requirements are met:

1. The candidate must be at least 18 years or older;
2. The candidate must pass each of the courses with a minimum passing score of 75% and pass the Exit Exam with a score of 85% or higher;
3. The candidate must provide the Board with a valid Social Security Number prior to the examination;
4. The candidate must not have committed any criminal act that would disqualify him or her for licensing;
5. After successful completion of the examination, the candidate must pay or submit proof of payment for the initial licensing fee.

Note 2: To graduate the ESL program students are required to pass the commercially available TOEFL IBT IBt practice test provided by ETS with a minimum composite score of of 80.

2.17 STUDENT RECORDS/RIGHT TO PRIVACY

The Federal Right to Privacy Act of 1964 enables all students to review their academic records, including grades, attendance and advising reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission from the student. State law requires that the school maintain these records for five (5) years. Transcript of Records will be kept for 50 years. Graduates can review their records during regular business hours by appointment. Copies of transcripts are made available to students at a minimal charge. Receipt of written consent from the student is required before records are released to a third party.

2.18 STUDENT ADVISING

Academic advising is available for all students while attending school. Students receive motivation and encouragement to successfully complete the program.

2.19 HOUSING AND TRANSPORTATION

Advanced Computing Institute does not maintain housing for students, nor does it make specific recommendations regarding housing. Advanced Computing Institute assumes no responsibility for housing. However, housing accommodations are available within the community. Public transportation is easily available on Wilshire Boulevard and at our major cross streets, Normandie and Vermont, making Advanced Computing Institute accessible to students who need to commute to the school from other areas of the city. The school also assists students in obtaining a student monthly bus pass.

2.20 DRUG AND ALCOHOL POLICY

Advanced Computing Institute promotes and encourages a drug-free and alcohol-free learning and working environment. The student Enrollment Package contains the policy and the acknowledgment by the student. The Employee Handbook includes the policy and the acknowledgment by employees and contractors. Advanced Computing Institute has zero tolerance related to individuals being under the influence, the use, possession and/or distribution of drugs and alcohol while on the school premises. The Student Services Department is responsible for the enforcement of this policy. Information relating to this policy could be found in the School's Policies & Procedures Manual. Any student, employee, or contractor found to be under the influence, using, in possession of, or distributing illicit drugs or alcohol in the school campus will be disciplined immediately. Disciplinary actions could range from immediate suspension up to and including termination.

The school has a drugs and alcohol prevention procedure which includes incident reporting, counseling, treatment and/or rehabilitation. Additional information could be obtained by accessing the following website:
http://publichealth.lacounty.gov/supc/contractprovider/ProviderListby:Name.pdf.
Drugs, alcohol, and substance abuse in general can create very serious problems at work, home, school, and in relationships, as well as physical problems. Refer to the following website for more information:
http://www.helpguide.orh/mental/drug_substance_abuse_addiction-signs_effects_treatment.htm.

Materials outlining the school's drugs and alcohol abuse and prevention policies and procedures are given to new students and employees during the employee/student orientation and annually thereafter. A biannual review of the institution's drugs and alcohol abuse prevention policies and procedures is conducted to evaluate and maintain the effectiveness, relevancy, and the integrity of the program.

2.21 STUDENT GRIEVANCE PROCEDURES

Important notice to all students:

Students are encouraged to settle disputes, misunderstandings, and complaints amicably with the other person involved. Students may file a complaint by communicating verbally or in writing to any teacher, administrator, admissions personnel, or counselor. If a student delivers the complaint verbally and the complaint has not been resolved either within a reasonable period of time or before the student again complains about the same matter, the institution will advise the student to visit the Academic Dean's Office to discuss his/her issue. If the student still feels that his/her grievance or complaint has not been resolved, he/she may submit the grievance or complaint in writing to the School Director. The institution will, within 10 days of

receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the institution shall provide the reasons for the rejection.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (Toll Free Number: 1(888) 370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (http://www.bppe.ca.gov/).

Definition: A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof will rest with the complainant.

Steps towards Resolution: Based upon the information presented in the grievance, steps toward resolution will begin with informal discussions headed by the School Director. A resolution of the complaint will be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period of time, the grievance shall be scheduled for presentation to the Student Grievance Committee for hearing and appropriate action. Informal discussions between persons directly involved in a grievance is essential in the early stages of the dispute reconciliation and will be encouraged at all stages of the grievance procedure.

Procedures for Official Hearings: If an informal recourse fails to resolve the grievance within a reasonable time after filing, the School Director will schedule a Student Grievance Committee meeting. The voting members of this Committee shall be comprised of the School Director, the Director of Student Services, and one faculty member who is a current or former instructor of that particular student.

A copy of the grievance will be given in writing to the person(s) against whom the complaint is brought. The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members will arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendations, as appropriate, for disciplinary actions or for changes in the policy.

Recourse after Hearing: If a student has exhausted these procedures and the problem has not been resolved to his or her satisfaction, he, she, or any member of the public can write or call the Bureau for Private Postsecondary Education,1625 North Market Blvd. Suite S-202, Sacramento, CA 95834; Telephone: (916) 547-7720; Fax: (916) 547-8650. The student can also contact Council for Occupational Education 41 Perimeter Center East, NE, #640, Atlanta, GA 30346, Tel 1-800 917-2081; 1-770-396-3898; Fax 1-770-396-3790.

Complaints should be made in writing and mailed, faxed, or emailed to the Bureau. The letter of complaint must contain the following:

* A detailed description of the problem(s);
* The approximate date(s) that the problem(s) occurred;
* The full name(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
* Evidence demonstrating that the institution's complaint procedure was followed prior to contacting the Bureau for Private Postsecondary Education;
* The name and mailing address of the complainant.

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded (e.g., the student's enrollment agreement, correspondence between the student and the institution, or school catalog).

For Vocational Nursing Students: Complaints may also be directed to the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945; Telephone Number: (916) 263-7800; FAX: (916) 263-7859; Internet Address: <http://www.bvnpt.ca.gov>.

Advanced Computing Institute maintains a Complaint Log documenting names of complainants, dates of complaints, dates of resolutions, and staff members responsible for resolving the issue.

2.22 CONDUCT POLICY

Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition. Violations of this rule represent a just cause for dismissal. While in attendance at Advanced Computing Institute students are required to comply with the following standards:

1. Willful disobedience to directions of school officials acting in the performance of their duties;
2. Dishonesty, such as cheating or knowingly furnishing false information;
3. Forgery, alteration, or misuse of school documents, records, or identification;
4. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities;
5. Dress Code and Behavior: Advanced Computing Institute is an academic and career oriented degree granted institution providing educational services to adults to help them to be successful in their careers and lives. It is expected that students will groom, attire, and behave in a professional manner consistent with standards of the workplace. This includes cleanliness in dress and personal hygiene. Appearance is vitally important in the technical and business world. Students enrolled in any of the healthcare programs are expected to comply with the special dress codes set forth by the respective departments;
6. The use or sale of "controlled substance" drug(s), including but not limited to marijuana, cocaine, stimulants, and depressants, will not be tolerated at Advanced Computing Institute or at any school sponsored function off campus. Any student believed to be under the influence or in possession of a non-prescribed controlled substance" drug will be temporarily prohibited from attending classes pending investigation of the incident. Should it be determined that the student was under the influence, in possession, or involved in the purchase and/or sale of controlled substances while on or off the premises, will be dismissed. Should it later be determined that the student was not involved, he or she will be reinstated and lost class time will be added to the normal completion date;
7. Food and Drinks: No food or drinks are allowed on the school premises;
8. Cell Phones, Pagers, and Electronic Devices: As a courtesy to the other students and to the instructor, all cell phones must be deactivated (in silent mode) while class is in session.

2.23 GROUNDS FOR DISCIPLINARY ACTION

A student may be suspended, placed on probation, or dismissed/ terminated for the following infractions:

a. Falsification of previous educational status on the Enrollment Agreement;
b. Failure to maintain satisfactory academic progress as specified in this school catalog;
c. Failure to fully pay the program costs as agreed in writing;

d. Destruction or damage to any property of the Institute (the student will also be liable for repair and/or replacement of any damaged property);
e. Any unlawful or improper conduct as described at #2.24 (including but not limited to the unlawful possession, use, or distribution of illicit drugs or alcohol), conduct contrary to the best interests of the Institute, or any conduct that discredits or mars the Institute or its reputation;
f. Disruption of normal classroom instruction or any act of disrespect or insubordination towards administrative staff or faculty;
g. Breach of any term of the Enrollment Agreement or this catalog.
h. Cheating or dishonesty, such as during examinations, etc.
i. Possession of explosives, guns, other weapons, or any other materials or devices which could be used to injure or threat another person or group of people will result in immediate dismissal of the student. Should such an incident occur, the school will immediately inform the appropriate law enforcement agencies.

All disciplinary matters will come before the Student Grievance Committee, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, dismissal of the student, probation or other appropriate action.

2.24 HOURS OF OPERATION

Office Hours:	8:00 a.m. - 7:00 p.m., Monday-Thursday
	8:00 a.m. - 5:00 p.m., Fridays
	8:00 a.m. - 5:00 p.m., Saturdays
School Hours:	
	8:00 a.m. - 10:00 p.m., Monday-Thursday
	8:00 a.m. - 5:00 p.m., Fridays
	8:00 a.m. - 5:00 p.m., Saturdays

Spring Semester	January - June
Fall Semester	August - December
Summer School	offered based on demand

The actual start and end dates for each semester is announced at least 60 days prior to the start date of the semester.

2.25 HOLIDAY CALENDAR

Advanced Computing Institute observes the following holidays:

Day before New Year's Day	Labor Day
New Year's Day	Thanksgiving Day
Presidents' Day	Friday following Thanksgiving
Memorial Day	December 24
Independence Day	December 25

2.26 ACADEMIC ADVANCEMENT AND CAREER DEVELOPMENT

The Academic Advancement and Career Development Department conducts career and job preparation workshops on a regular basis. The objective of these workshops is to enable the student to effectively use job search techniques, complete an employment application (with supporting documents), prepare a cover letter and a resume, use effective interview techniques, use career networking techniques, effectively conduct the post interview activities, etc. However, neither Advanced Computing Institute nor any of its staff members can guarantee or promise job placement and any job related compensation or benefits.

The Academic Advancement and Career Development Department is continuously collecting valuable data on student career preparation, placement, and job opportunities.

2.27 INTERNATIONAL STUDENTS

This school is authorized under Federal law to enroll non-immigrant alien students (Title 8 Code of Federal Regulations Section 214.3(j)).

Any prospective student who wants to enroll in any program at Advanced Computing Institute must satisfy all the admission requirements, fully described in this school catalog including an internally administered English Proficiency Test and a School Entrance Test.

Advanced Computing Institute offers to any interested student an English as a Second Language program (ESL). Please review this catalog about the ESL program, tuition, and fees.

Advanced Computing Institute conducts all its educational services only in the English Language.

2.28 CANCELLATION, WITHDRAWAL, INCOMPLETE, TERMINATION, RE-ENTRY

Cancellation

For programs in excess of 50 days, the student has the right to cancel his or her Agreement for a course of instruction including any equipment, until midnight of the fifth business day after the day on which the student did any of the following: a) attended the first class of the program of instruction that is the subject of the agreement, b) received a copy of the notice of cancellation, c) received a copy of the agreement and disclosures as required by subdivision (a) of Section 94859, whichever is later.

For programs of 50 or fewer days, the student has the right to cancel his or her Agreement until midnight of the day that is one business day for every 10 days of scheduled program length, rounded up for any fractional increments thereof. Business day means, except for home study or correspondence, a day on which the student was scheduled to attend a class session.

Cancellation shall occur when the student gives written notice of cancellation to the school at the address shown on the cover page of this catalog. He or she can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective the date of the postmark once it is received by the school.

If the school has given the student any equipment, including books or other materials, he/she must return them to the school within 30 days following the date of his/her notice of cancellation. If the student fails to return all the equipment, including books or other materials in an "as a new condition" within the 30-day period, the school may deduct its documented cost from any refund that may be due to him/her. Once the student pays for the equipment, it is his/hers to keep without further obligation.

If the student cancels his/hers Enrollment Agreement, the school will refund any money that the student paid, less any deduction of equipment not timely returned in good condition, within 30 days after his/her notice of cancellation is received.

Program Withdrawal

Students must submit a written request to the Student Services Department for processing a program withdrawal. The request must be approved by the School Director. Students who withdraw before completing 33.3% of the course/module they are attending, will receive for that course/module a grade of "W" which will not be factored in the GPA. Students who withdraw after completing 33.3% and before completing 61.00% of the course/module they are attending,

will receive for that course/module a grade of "F". Students who withdraw on or after completing 61.00% of the course/module they are attending, will receive for that course/module a grade calculated using the school's standard grade calculation table. The calculation will take as 0.00 all the items which have not been turned in by the student.

Course Withdrawal
The student has the right to withdraw from a course of instruction at any time. Students must submit a written request to the Student Services Department for processing a course withdrawal. The request must be approved by the Student Services Director. A student can only withdraw from the course/module he/she is attending only once per program. Students who withdraw before completing 33.3% of the course/module they are attending, will receive a grade of "W" which will not be factored in the GPA. Students who withdraw after completing 33.3% and before completing 61.00% of the course/module they are attending, will receive a grade of "F". Students who withdraw on or after completing 61.00% of the course/module they are attending, will receive a grade calculated using the school's standard grade calculation table. The calculation will take as 0.00 all the items which have not been turned in by the student.

Processing the Withdrawal with the Financial Aid Department
Regardless if the student withdraws from the program or from the course, if the student was a financial aid recipient, he/sh must have a Return to Title IV funds (R2T4) calculation processed to determine what funds must be returned to the federal government and what funds the school may retain. In cases where loan funds are retained by the school, a financial aid exit interview must also be conducted. See also the Refund Policy in this catalog.

If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement or he/she is terminated, the student is only obligated to pay for educational services rendered, the registration fee, and any books and supplies issued to him/her. See also the Refund policy in this catalog

The refund will be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of credit units or hours of instruction which he/she have not received but for which he/she paid, and the denominator of which is the total number of credit units of hours of instruction for which he/she have paid. For students who have received Title IV funding, a Return to Title IV (R2T4) will be processed. There will be no refunding of books and supplies charges.

IF THE AMOUNT THE STUDENT OWES IS MORE THAN THE AMOUNT HE/SHE HAVE ALREADY PAID, THE STUDENT MUST MAKE ARRANGEMENTS TO PAY IT.

If the student withdraws per California Education Code, Section 94820 prior to completion of the course he/she is enrolled in, a refund will be made of the unused portion of the tuition. The amount charged to the student will not exceed the pro rata portion of the total charges for tuition. The calculation is based on the length of the completed portion of the course relative to its total length.

Program Termination
Students could be terminated due to violations of the school's SAP. This type of terminations has already been covered at #2.9 Administrative Sanctions Due to SAP Violations. This type of student termination provides for a future potential re-entry in school.

Students could also be terminated due to different violations of schools policies and procedures related to student conduct. This type of terminations has already been covered at #2.24 Grounds for Disciplinary Action. For additional information, please review the above mentioned

paragraphs. This type of student termination **does not provides** for a future potential re-entry in school.

Re-Entry After a Termination Procedure
Any student wishing to re-enter Advanced Computing Institute after leaving under good standing, must first obtain an approval from the Student Services Department and the Academic Dean. Students who were withdrawn or terminated must present a written appeal. If a student is terminated for being in non-compliance with his/her financial obligations, the previous account balance must be settled first and/or payment arrangements made before the student is re-instated. Financial aid recipients must take care of outstanding balances as

If the student returns to school, he/she will be allowed one (1) Term congruent with the program he/she is enrolled in, to achieve SAP standards or face academic dismissal again.

If the student was a former financial aid recipient, he/she will not be eligible to receive financial aid during this first Term of his/her reentry. Two (2) academic dismissals will be grounds for permanent non-reentry into the school.

2.29 CAMPUS SECURITY POLICY
Advanced Computing Institute intends to maintain a safe and secure campus environment for the entire campus community. In recognition of this and in compliance with the federal regulations, the school is using the Campus Safety, Security, and Crime Reporting. The policy and its procedure are to be followed by the entire campus community for preventing, identifying, taking appropriate action, and reporting any incident. Its procedure covers: the geographical area where the school is located, crime statistics and daily log, campus security authorities and reporting, emergency response and evacuation procedures, timely warning of students faculty and staff, and fire safety log statistics and report.

SECTION 3: DEGREE PROGRAMS

GENERAL EDUCATION COURSES

3.1 Program Description, Objectives, and Completion Requirements

Description. The General Education component is made out of 4 groups of courses the Natural or Applied Science, the Behavioral Science, the Humanities and the Mathematics group 4 SCU.

Objectives. The educational objective of the General Education component of the school's degree programs is to help the student build a solid foundation for the Specialty Education courses of each program.

Approved General Education Courses

Code	Course	SCU	Code	Course	SCU
CHEM 11	Inorganic Chemistry	4	CHEM 12	Organic Chemistry	4
PHYS 11	College Physics I	4	PHYS 12	College Physics II	4
SCN 110	Biology	4	SCN 203	Microbiology	4
SCN 201	Anatomy & Physiology I	4			
SCN 310	Anatomy & Physiology I	4			
Group B: Behavioral Science (4 SCU)					
PSY 101	General Psychology	4	SCN 220	Nutrition & Phys. Health	4
Group C: Humanities (8 SCU)					
HIS 100	American History	4	COM 200	Public Speaking	4
ENGL 12	English. and American Literature	4			
PHL 201	Critical Thinking & Creative Writing	4			
COM 110	Business Communications	4			
ENGL 11	English Grammar & Composition	4			
Group D: Mathematics (4 SCU)					
MATH 12	College Algebra	4	MATH 14	General Statistics	4
MATH 15	Linear Algebra	4	MATH 21	Analytic Geometry	4
MATH 41	Differential Calculus	4			
MATH 42	Integral Calculus	4			

* SCU: Semester Credit Units as defined at #2.10 of the catalog.

3.2 General Education Course Requirements (24 SCU)

* Natural or Applied Science 4 SCU
* Behavioral Science 4 SCU
* Humanities 4 SCU
* Mathematics 4 SCU
* Electives 8 SCU

3.2 ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION (68 SCU)

Program Description and Objectives

Description. The Associate of Science in Business Administration is a nationally accredited academic and career oriented degree program consisting of 24 General Education units and 44 Specialty Education units totaling 68 semester credit units (SCU).

For each 4 SCU course students are required to attend 60 hours of Lecture; (LEC.). Additionally, an estimated 60 hours of measured, evaluated, and documented out of class Academic Mastery Research & Review (AMRR) assignments and 60 hours of lab projects (PROJ.) are required to be individually completed by the student.

Objectives. Through its creative and well balanced design, the program has as its main objective to be able to fully accommodate students who intend to continue their education at higher level as well as students who are pursuing a career in Business Information Systems, Accounting, Finance, Office Management, Personnel, Human Resources, and other business settings. A full time student can complete the program in 5 to 6 semesters.

Specialty Education Course Requirements (44 SCU)

Code	Course	LEC	PROJ	AMRR	SCU
ACC 100	Principles and practices of Accounting-Service	60	60	60	4
BUS 101	Introduction to Business Management	60	60	60	4
PERS 11	Personnel Management	60	60	60	4
MIS 101	Management Info. Systems	60	60	60	4
BL 100	Business Law	60	60	60	4
WIN 100	Inst, Config, & Admin.MS W.XP Professional	60	60	60	4
CB 101	MS Word, Desktop Publication, & PowerPoint	60	60	60	4
CB 102	Spreadsheets	60	60	60	4
ACC 300	Intro. To Entrepreneur. Partnerships, & Corp.	60	60	60	4
CB 104	Computerized Accounting	60	60	60	4
DB 100	Database Systems	60	60	60	4
Total Specialty Education Units (SCU)					44
Total General Education Units (SCU)					24
Total Program Units (SCU)					68

* SCU: Semester Credit Units as defined at #2.10 of the catalog.

3.3 ASSOCIATE OF SCIENCE IN COMPUTER INFORMATION TECHNOLOGY (68 SCU)

Program Description and Objectives

Description. The Associate of Science in Computer Information Technology is a nationally accredited academic and career oriented degree program consisting of 24 General Education units and 44 Specialty Education units totaling 68 semester credit units (SCU).

For each 4 SCU course students are required to attend 60 hours of Lecture; (LEC.). Additionally, an estimated 60 hours of measured, evaluated, and documented out of class Academic Mastery Research & Review (AMRR) assignments and 60 hours of lab projects (PROJ.) are required to be individually completed by the student.

Objectives. Through its creative and well balanced design, the program has as its main objective to be able to fully accommodate students who intend to continue their education at higher level as well as students who are pursuing a career in Database Design and Administration, Programming using SQL and PL/SQL, Programming using Java and Pearl, E-Commerce Management, etc. A full time student can complete the program in 5 to 6 semesters.

Specialty Education Course Requirements (44 SCU)

Code	Course	LEC	PROJ	AMRR	SCU
WIN 100	Inst, Config, & Admin.MS W.XP Professional	60	60	60	4
WM 600	Java	60	60	60	4
WM 800	C	60	60	60	4
PRL 100	Pearl	60	60	60	4
LIN 100	Linux	60	60	60	4
ORL 100	Oracle I (Oracle Db.11g: SQL Fundamentals)	60	60	60	4
ORL 200	Oracle II (Oracle Db.11g: PL/SQL Fund.)	60	60	60	4
ORL 300	Oracle III(Oracle Db.11g: Administration I)	60	60	60	4
ORL 400	Oracle IV (Oracle Db.11g: Admin. II)	60	60	60	4
ORL 500	Oracle V (Oracle Db. 11g: Performance Tuning)	60	60	60	4
ORL 600	Oracle 12i: Form & Reports	60	60	60	4
Total Specialty Education Units (SCU)					44
Total General Education Units (SCU)					24
Total Program Units (SCU)					68

* SCU: Semester Credit Units as defined at #2.10 of the catalog.

3.4 ASSOCIATE OF SCIENCE IN NETWORKING TECHNOLOGY (68 SCU)

Program Description and Objectives

Description. The Associate of Science in Networking Technology is a nationally accredited academic and career oriented degree program consisting of 24 General Education units and 44 Specialty Education units totaling 68 semester credit units (SCU).

For each 4 SCU course students are required to attend 60 hours of Lecture; (LEC.). Additionally, an estimated 60 hours of measured, evaluated, and documented out of class Academic Mastery Research & Review (AMRR) assignments and 60 hours of lab projects (PROJ.) are required to be individually completed by each student.

Objectives. Through its creative and well balanced design, the program has as its main objective to be able to fully accommodate students who intend to continue their education at higher level as well as students who are pursuing a career in Network Engineering, Network Administration, Network Security, Networking Platform Design and Integration, Wireless Networks, and SQL Applications and Development. A full time student can complete the program in 5 to 6 semesters.

Specialty Education Course Requirements (44 SCU)

Code	Course	LEC	PROJ	AMRR	SCU
WIN 100	Inst, Config, & Admin.MS W.XP Professional	60	60	60	4
MS 104	Planning. & Maintenance an MS Server Network Infrastructure	60	60	60	4
MS 105	Planning & Maintenance an MS Act.Dir.Infr.	60	60	60	4
MS 108	Designing & Impl. Db. with MS SQL Enterpr. Ed.	60	60	60	4
MS 110	Mobile Wireless Communication	30	30	30	4
MS 112	Mobile Communication Development	30	30	30	2
NS 100	Network Security	60	60	60	4
NS 200	Network Plus	60	60	60	2
LIN 100	Linux	60	60	60	4
CIS 100	CISCO (CCNA) Part I	60	60	60	4
CIS 200	CISCO (CCNA) Part II	60	60	60	4
ASI 100	Advanced Software Installation, A+	60	60	60	4
Total Specialty Education Units (SCU)					24
Total General Education Units (SCU)					44
Total Program Units (SCU)					68

* SCU: Semester Credit Units as defined at #2.10 of the catalog.

3.5 ASSOCIATE OF SCIENCE IN WEB DEVELOPMENT (72 SCU)

Program Description and Objectives

Description. The Associate of Science in Web Development is a nationally accredited academic and career oriented degree program consisting of 24 General Education units and 48 Specialty Education units totaling 72 semester credit units (SCU).

For each 4 SCU course students are required to attend 60 hours of Lecture; (LEC.). Additionally, an estimated 60 hours of measured, evaluated, and documented out of class Academic Mastery Research & Review (AMRR) assignments and 60 hours of lab projects (PROJ.) are required to be individually completed by the student.

Objectives. Through its creative and well balanced design, the program is able to fully accommodate students who intend to continue their education at higher level as well as students who are pursuing a career in Graphics Design, Web Development, Database Management for interactive Websites, E-Commerce applications, etc. A full time student can complete the program in 6 semesters.

Specialty Education Course Requirements (48 SCU)

Code	Course	LEC	PROJ	AMRR	SCU
WIN 100	Inst, Config, & Admin.MS W.XP Professional	60	60	60	4
ADB 100	Adobe Photoshop	60	60	60	4
ADB 200	Adobe Illustrator	60	60	60	4
FLS 100	Adobe Flash I	60	60	60	4
FLS 200	Adobe Flash II	60	60	60	4
MD 100	Adobe Dreamweaver	60	60	60	4
WM 500	DHTML	60	60	60	4
WM 600	Java	60	60	60	4
WM 800	C	60	60	60	4
ORL 100	Oracle I (Oracle Db.11g: SQL Fundamentals)	60	60	60	4
ORL 300	Oracle II (Oracle Db.11g: PL/SQL Fundamentals)	60	60	60	4
WM 900	Fundamentals of E-Commerce	60	60	60	4
Total Specialty Education Units (SCU)					48
Total General Education Units (SCU)					24
Total Program Units (SCU)					72

* SCU: Semester Credit Units as defined at #2.10 of the catalog.

SECTION 4: DIPLOMA PROGRAMS

4.1 COMPUTER AIDED DRAFING & DESIGN (24 SCU)

(27-1024.00, 15-1134.00, 43-9031.00, 51-5111.00

Program Description and Objectives

Description. The Computer Aided Drafting & Design program is a postsecondary undergraduate nationally accredited academic and career oriented diploma program consisting of 24 Semester Credit Units (SCU).

For each 4 SCU course students are required to attend 60 hours of Lecture (LEC.) and 60 hours of faculty supervised Lab Projects (PROJ). Additionally, an estimated 60 hours of measured, evaluated, and documented out of class Academic Mastery Research & Review (AMRR) assignments are required to be individually completed by the student.

The program provides the student with a thorough theoretical instruction, theory related assignments, and relevant theory and industry related practical projects. Students will learn the fundamental theoretical and practical aspects related to Photoshop, Illustrator, Flash, and Dreaweaver. The courses making up this program are among the essential subjects in any Graphics Design or Multimedia degree program.

Objectives. Among the objectives of the Computer Aided Drafting & Design program the graduate will be able to secure employment as a Graphics Design, Web Development, Desktop Publishing, Desktop Operator, etc. He/she can also advance his/her education at degree level. A full time student can complete this 24 SCU program in one year.

Program Components

Code	Course	LEC	PROJ	AMRR	SCU
WIN 100	Inst, Config, & Admin.MS W.XP Professional	60	60	60	4
ADB 100	Adobe Photoshop	60	60	60	4
ADB 200	Adobe Illustrator	60	60	60	4
FLS 100	Adobe Flash I	60	60	60	4
FLS 200	Adobe Flash II	60	60	60	4
MD 100	Adobe Dreamweaver	60	60	60	4
Total Program Units (SCU)					24

* SCU: Semester Credit Units as defined at #2.10 of the catalog.
* All SCU's completed in this program are transferable to the Associate of Science in Web Development program.

4.2 COMPUTER BUSINESS INFORMATION SYSTEMS (24 SCU)

(43-4171.00, 11-3021.00, 43-3031.00, 43-3021.00)

Program Description and Objectives

Description. The Computer Business Information Systems program is a postsecondary undergraduate nationally accredited academic and career oriented diploma program consisting of 24 Semester Credit Units (SCU).

For each 4 SCU course students are required to attend 60 hours of Lecture (LEC.) and 60 hours of faculty supervised Lab Projects (PROJ). Additionally, an estimated 60 hours of measured, evaluated, and documented out of class Academic Mastery Research & Review (AMRR) assignments are required to be individually completed by the student.

The program provides the student with a thorough theoretical instruction, theory related assignments, and relevant theory and industry related practical projects (PROJ.). Students will learn the theory and the practical aspects related to Finance, Office Automation, Database Systems, and Accounting with Quickbooks. The courses making up this program are among the essential subjects in any Business Administration or Accounting/Finance degree program.

Objectives. Among the objectives of this program the graduate will be able to secure employment as a Receptionist and Information Clerk, Computer and Information Systems Manager, Bookkeeping, Accounting and Auditing Clerk, Billing and Posting Clerk, etc. He/she can also advance his/her education at degree level. A full time student can complete this 24 SCU program in one year.

Program Components

Code	Course	LEC	PROJ	AMRR	SCU
WIN 100	Inst, Config, & Admin.MS W.XP Professional	60	60	60	4
CB 101	MS Word, Desktop Publication, & PowerPoint	60	60	60	4
CB 102	Spreadsheets	60	60	60	4
ACC 300	Intro. To Entrepreneur. Partnerships, & Corp.	60	60	60	4
CB 104	Computerized Accounting	60	60	60	4
DB 100	Database Systems	60	60	60	4
Total Program Units (SCU)					24

* SCU: Semester Credit Units as defined at #2.10 of the catalog.
* All SCU's completed in this program are transferable to the Associate of Science in Business Administration program.

4.3 COMPUTER ELECTRONIC TECHNOLOGY (24 SCU)

(15-1152.00, 49-2011.00, 15-1142.00, 17-3023)

Program Description and Objectives

Description. The Computer Electronics Technology program is a postsecondary undergraduate nationally accredited academic and career oriented diploma program consisting of 24 Semester Credit Units (SCU).

For each 4 SCU course students are required to attend 60 hours of Lecture (LEC.) and 60 hours of faculty supervised Lab Projects (PROJ). Additionally, an estimated 60 hours of measured, evaluated, and documented out of class Academic Mastery Research & Review (AMRR) assignments are required to be individually completed by the student.

The program provides the student with a thorough theoretical instruction, theory related assignments, and relevant theory and industry related practical projects. Students will learn the fundamental theoretical and practical aspects related to Computer Electronics, CPU related binary algebra, Networking Operating Systems, Network Security, Wireless Networks, System troubleshooting, and CISCO. The courses making up this program are among the essential subjects in any Computer Science degree program.

Objectives. Among the objectives of the Computer Electronics Technology program the graduate will be able to secure employment as a Computer Network Support Specialist, Computer Repair, Network and Computer Systems Administrator, etc. He/she can also advance his/her education at degree level. A full time student can complete this 24 SCU program in one year.

Program Components

Code	Course	LEC	PROJ	AMRR	SCU
WIN 100	Inst, Config, & Admin.MS W.XP Professional	60	60	60	4
NS 100	Network Security	60	60	60	4
LIN 100	Linux	60	60	60	4
CIS 100	CISCO (CCNA) Part I	60	60	60	4
CIS 200	CISCO (CCNA) Part II	60	60	60	4
ASI 100	Advanced Software Installation, A+	60	60	60	4
Total Program Units (SCU)					24

* SCU: Semester Credit Units as defined at #2.10 of the catalog.
* All SCU's completed in this program are transferable to the Associate of Science in Networking Technology program.

4.4. COMPUTER SYSTEMS AND PROGRAMMING (24 SCU)

(15-1141.00, 15-1142.00, 11-3021.00, 15-1131.00)

Program Description and Objectives

Description. The Computer Systems & Programming program is a postsecondary undergraduate nationally accredited academic and career oriented diploma program consisting of 24 Semester Credit Units (SCU).

For each 4 SCU course students are required to attend 60 hours of Lecture (LEC.) and 60 hours of faculty supervised Lab Projects (PROJ). Additionally, an estimated 60 hours of measured, evaluated, and documented out of class Academic Mastery Research & Review (AMRR) assignments are required to be individually completed by the student.

The program provides the student with a thorough theoretical instruction, theory related assignments, and relevant theory and industry related practical projects. Students will learn the fundamental theoretical and practical aspects related to Information Systems, Operating Systems, and Database Design and Administration using Oracle 11g. The courses making up this program are among the essential subjects in any Computer Information Technology degree program.

Objectives. Among the objectives of the program the graduate will be able to secure employment as a Database Administrator for Oracle, Network and Computer Systems Administrator on an Oracle platform, Computer Information Systems Manager, Computer Programmer for C, Java, and Pearl, etc. He/she can also advance his/her education at degree level. A full time student can complete this 24 SCU program in one year.

Program Components

Code	Course	LEC	PROJ	AMRR	SCU
WIN 100	Inst, Config, & Admin.MS W.XP Professional	60	60	60	4
LIN 100	Linux	60	60	60	4
ORL 100	Oracle I (Oracle Db.11g: SQL Fundamentals)	60	60	60	4
ORL 200	Oracle II (Oracle Db.11g: PL/SQL Fund.)	60	60	60	4
ORL 300	Oracle III(Oracle Db.11g: Administration I)	60	60	60	4
ORL 400	Oracle IV (Oracle Db.11g: Admin. II)	60	60	60	4
Total Program Units (SCU)					24

* SCU: Semester Credit Units as defined at #2.10 of the catalog.
* All SCU's completed in this program are transferable to the Associate of Science in Computer Information Technology program.

4.5 ENGLISH AS A SECOND LANGUAGE (ESL)

Program Description and Objectives

Description. The English as a Second Language (ESL) program is a postsecondary undergraduate nationally accredited diploma program consisting of 960 clock hours. Student are provided with gradual English language instruction through 4 groups of courses: Part I Beginners 240 hours, Part II Intermediate 240 hours, Part III; Advanced 240 hours, and Part IV; TOEFL Preparation 240 hours. This program design allows the student to enroll in the program at any level based on the results of the English Placement Test. A full time student can complete the program in one year.

Objectives. One of the objectives of the English as a Second Language program is to be able to accommodate students who are at different levels of English proficiency at the time of the school enrollment. Another objective of the program is to be able to accommodate students who want to use their English language skills to continue their education at college level as well as those students who intend to use their English language skills to secure employment in a field where they already had the required technical expertise and/or education at the time of their enrollment in the program.

Program Components

Code	Course	LEC.	PROJ.	TOTAL
Part I;	**Beginners**			
ESL 100	ESL Level I	60	60	120
ESL 200	ESL Level II	60	60	120
Total Hours Part I				**240**
Part II;	**Intermediate**			
ESL 300	ESL Level III	60	60	120
ESL 400	ESL Level IV	60	60	120
Total Hours Part I I				**240**
Part III;	**Advanced**			
ESL 500	ESL Level V	60	60	120
ESL 600	ESL Level VI	60	60	120
Total Hours Part I I				**240**
Part IV;	**TOEFL Preparation**			
ESL 700	ESL Level VII	60	60	120
ESL 800	ESL Level VIII	60	60	120
Total Hours Part I I				**240**
Total Program Hours				**960**

4.6 VOCATIONAL NURSING
(079.374-014)

Program Description and Objectives

Description. The Vocational Nursing program is a postsecondary undergraduate nationally accredited academic and career oriented program that was developed and implemented based on the requirements from the State of California, Bureau for Private Postsecondary Education and the State of California, Board of Vocational Nursing and Psychiatric Technicians. The program is divided into theory, lab, and clinical hours based on regulations mandated by the Board.

Objectives. The objective of this program is to make the graduate eligible to take the Board Exam and or to continue his/her education at RN level. In fact, it is mandated by the Board that units earned at any Board-accredited school in the State of California to be fully transferable to any other Board degree or non-degree accredited school. Graduates who pass the board exam and are seeking admission in a Bridge RN Program, could get credit for the units studied in the VN program.

Due to the nature of this program and upon passing the NCLEX-PN Board Exam, graduates will also possess the necessary skills for entry-level employment as Licensed Vocational Nurses (LVN).

Program Outline

Code	Course	LEC.	CLINICAL	Total
VN-1	Fundamentals of Nursing	96	240	336
VN-2	Pharmacology	60	0	60
VN-3	Medical Surgical Nursing	238	664	902
VN-4	Anatomy & Physiology	54	0	54
VN-5	Nutrition	16	0	16
VN-6	Psychology	24	0	24
VN-7	Communicable Diseases	24	0	24
VN-8	Gerontological Nursing	24	0	24
VN-9	Rehabilitation Nursing	16	0	16
VN 10	Maternity Nursing	16	48	64
VN-11	Pediatric Nursing	16	48	64
VN-12	Leadership	8	16	24
VN-13	Supervision	8	16	24
VN-14	Growth & Development	16	0	16
TOTALS		**616**	**1032**	**1648**

SECTION 5: COURSE DESCRIPTIONS

5.1 GENERAL EDUCATION COURSES

CHEM 11 Inorganic Chemistry ***Prerequisite: None***

This course will focus on the molecular structures and properties of inorganic complexes and compounds. The course covers atomic structure, the periodic table, theories of chemical boding, structure, acid/base chemistry and non-aqueous solvents, coordination chemistry of the transition metals, spectroscopy of transition metal complexes, oxidation/reduction chemistry, mechanisms of inorganic reactions, and brief introductions to applications of inorganic chemistry. Student will get additional exposure to the experimental aspect of the subject through access to a virtual lab.

CHEM 12 Organic Chemistry (with Lab) ***Prerequisite: Chem 11***

Topics include the structure, properties, and reactions of organic functional groups, optical isomerism, stereochemistry, macro molecules, and biomolecules, such as fats, proteins, carbohydrates, and nucleic acids. The relationship between structure and properties of organic compounds are discussed, with emphasis on reaction mechanisms, stereochemistry, and synthesis. Students will get additional exposure to the experimental aspect of the course through access to a virtual lab.

COM-110 Business Communications ***Prerequisite: None***

The course is designed to help students achieve effective written communication skills in English for business transactions. Topics covered include development of letter writing principles and techniques, enrichment of general vocabulary, practical application of English in business speech. Students will learn to write business letters, memos, and reports. New communication tools will be presented and will be used by the students.

COM 200 Public Speaking ***Prerequisite: Engl 11***

Public Speaking is a course designed to meet the needs of people who wish to improve their ability to prepare and deliver effective oral presentations before an audience. This fundamental speech course emphasizes creation of ideas, audience analysis, organization skills and delivery techniques. Aside from writing speeches for different occasions, students will extemporaneously deliver a variety of speeches including informative and persuasive type speeches.

ENGL 11 English Grammar and Composition ***Prerequisite: None***

This course provides students with a complete review of English grammar suited for the college/university level. Students will be required to write essays/feature articles on assigned or self-chosen topics. In order to improve the necessary skills, students study examples of good writing, do two short summaries, participate in critical exchanges (if possible, these are done online with other course students), and complete four other short writing assignments covering a spectrum of styles and purposes. The course is designed to recognize students' personal interests, objectives, and learning styles and to provide flexible scheduling options.

ENGL 12 English and American Literature ***Prerequisite: Engl 11***

This course introduces students to English and American literature, their history and development and their rich variety of forms and techniques. It surveys English and American literature from its beginnings to the present. Through critical examination of these literary works, students will develop a deeper understanding of some of the main issues and movements that shaped the English and American culture as we see it today.

HIS 100 American History ***Prerequisite: None***

This course introduces major themes in the social, cultural, political and economic history of the United States from the European discovery of the New World to the Civil War. Students will learn how early Americans created, defined, and organized their nation. Students will examine topics such as regionalism, the creation of state and federal governments, the impact of industrialization, westward expansion, sectionalism and slavery, and the roles that race, class, and gender play in American history. When reading about the past, students should keep an open mind and realize that America's history was not foreordained; rather it is the result of individual and collective decision-making. Examining the early history of the United States enables students to evaluate the changing meaning and obligations of citizenship and the relevance of history to their everyday life.

MATH 12 College Algebra ***Prerequisite: None***

This course was designed to provide a solid foundation in algebra for students who have moderate to no previous experience with algebra, as well as to help students succeed with non- mathematical courses that require an understanding of algebraic fundamentals. The concepts examined in this course will include a review of mathematical principles, equations, problem solving, graphing, real world applications, critical thinking, decision making, and geometrical functions.

MATH 14 General Statistics ***Prerequisite: None***

The course covers the organization and analysis of data, frequency distribution, averages, measures of variability, probability, counting techniques, normal distributions, sampling methods, estimation, confidence intervals, hypothesis tests, significance levels, z-scores, t-scores, X2 test, regression and correlation, and analysis of variance. This course includes the use of software applications to analyze statistical data.

MATH 15 Linear Algebra ***Prerequisite: Math 12***

The course covers systems of linear equations, matrices, vectors in two and three dimensions, linear vector spaces, and applications of linear algebra including the simple method.

MATH 21 Analytic Geometry ***Prerequisite: Math 12***

The purpose of this course is to develop an understanding of the relationship between algebra, geometry, and trigonometry. Content will include, but not be limited to: linear equations; graphs and curve sketching; Cartesian and polar coordinate systems; analytic proofs; vectors; conic sections, including transformations of axes; equations and graphs in polar form; parametric equations; and applications to real-world problem solving.

MATH 41 Differential Calculus ***Prerequisite: Math 21***

This course is about differential calculus of functions of a single variable. The topics to be studied include limits, rates of change, continuous functions, tangent lines, derivatives, rules of differentiation, the chain rule, implicit differentiation, related rates, applications of derivatives (including optimization and curve sketching), antiderivatives, indefinite and definite integrals, and the fundamental theorem of calculus.

MATH 42 Integral Calculus ***Prerequisite: Math 41***

This course will cover the concepts of optimization; antiderivatives; applications of integration and integration techniques; inverse functions; trigonometric, exponential and logarithmic functions; and infinite sequences and series. Students will learn how to evaluate antiderivatives and integrals as well as the connection between the two. They will learn to use the integral in applications ranging from area to arc length to work to center of mass to simple differential equations.

PHIL 201 Critical Thinking & Creative Writing ***Prerequisite: ENGL 11***

The perspective of this course is that creative and critical thinking are essential components of any degree program. Students will examine the characteristics of highly creative people and explore the importance of creativity for individual growth and development as well as for the overall health of our society. The course will examine ways to encourage creative and critical thinking and ways to create challenging and nurturing learning environments. Critical components of the course include observation, analysis, and reflection in an authentic setting.

The creative writing part builds on the writing and language arts skills the students have acquired through the years. Creative writing focuses both on the writing process and the elements of the short story. All students will be given the opportunity through a variety of types of writing to develop their expression by exploring various genres of writing including short stories, poetry, and journal keeping. Skills in proof reading, peer editing, and revising are stressed. Critical thinking skills will be enhanced through patterns of language usage and reading.

PHYS 11 College Physics I ***Prerequisite: None***

This course focuses on mechanics and heat and thermodynamics. Lectures will include a presentation of physical phenomena followed by the development of the mathematical relations used to describe the phenomena. Numerical solutions to problems involving the phenomena will then be presented.

PHYS 12 College Physics II ***Prerequisite: Phys 11***

The course covers electricity and magnetism, optics, and quantum physics. Lectures will include a presentation of physical phenomena followed by the development of the mathematical relations used to describe the phenomena. Numerical solutions to problems involving the phenomena will then be presented.

PSY 101 General Psychology ***Prerequisite: None***

General psychology is a course that provides the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. Students will review and discuss the scientific nature of contemporary psychological investigation.

SCN 110 Biology ***Prerequisite: None***

The course covers the study of life and matter that makes up living organisms. The first part puts emphasis on cellular biology: how matter is organized into cells, how cells function, nucleic acids, and the genetic laws that govern how characteristics are passed from generation to generation. The next part involves the study of the five kingdoms of living organisms: Monera (bacteria), Protista (protozoans), Fungi (mushrooms and molds), Plantae (plants), and Animalia (animals).

SCN 203 Microbiology ***Prerequisite: None***

The study of microbiology is extremely rewarding, leading to advances in the welfare of the environment as well as human populations. This course covers cellular respiration, bacteria, viruses, diseases, vaccines and drugs used for medical treatment. Students will appreciate the vital roles microbes perform and become aware of the advantages and disadvantages of the presence of microbes.

SCN 220 Nutrition & Physical Health ***Prerequisite: None***

This course is a study of the basic principles of nutrition as they relate to the well-being of individuals, current concepts, and selection of food over the life span. It will also discuss the function of food, body processes and optimum diets in relation to health and physical fitness.

5. 2 SPECIALTY EDUCATION COURSES

ACC-100 Principles and Practices of Accounting—Service

Prerequisite: None

This course prepares students in obtaining accounting job skills in conjunction with generally accepted accounting practices and procedures (GAAP). The accounting skills that students will learn include understanding debits and credits, journalizing transactions, posting—recording journal entries to the ledgers, preparing financial statements, completing the adjusting and closing entries, and preparing a post-closing trial balance. Students will complete a series of job-simulated exercises in a service-related business.

ACC-300 Introduction to Entrepreneurship Partnerships and Corporations

Prerequisite: ACC 100

This course prepares students to have the basic understanding of the differences between partnerships and corporations. Students will perform accounting procedures on both types of businesses. The preparation of financial statements will be stressed. Students will be trained to interpret the financial results.

ADB-100 Adobe Photoshop ***Prerequisite: WIN 100***

This course covers the basics of digital image editing, manipulation, and creation of pixel-based imagery. Topics include photo retouching and manipulation, editing techniques, special effects, print, filters, masking, layers and composition. Upon successful completion of this course, students will be able to utilize industry-standard digital imaging software to digitally correct images, blend and composite images and create layered photographic compositions into design compositions.

ADB-200 Adobe Illustrator ***Prerequisite: WIN 100***

This course introduces the concepts of illustration techniques from the classical to the contemporary. Topics include digital illustrative techniques for traditional and digital methods of concept development, drawing, typography and design. Upon successful completion of this course, students will be able to apply illustration theory, tools, and techniques to create effective illustration and develop contemporary concepts and illustrations appropriate to a variety of professional applications including editorial content and media.

ASI-100 Advanced System Configuration A+ ***Prerequisite: WIN 100***

This course contains three core parts: Core computer's Hardware such as the motherboard, the CPU, Power Supply, Video Card etc.; Core Operating Systems Win98se, Win2000, Winxp, Windows Server 2008, Installing and Configuration of Windows XP, Managing Users and Groups, Optimizing and Troubleshooting Windows XP; Networking Fundamental wired and Wireless, LANS, WANS, Client Serve, Antivirus software, and Network Security.

BL 100 Business Law ***Prerequisite: None***

The course provides an overview of various forms of business structures including the legal environment, torts and crimes, contracts and e-contracts, domestic and international sales and lease contracts and negotiable instruments. The student will learn how to draft documents that are important to these fields of law.

BUS-100 Introduction to Business Management ***Prerequisite: None***

Business management is the rigorous and critical study of the ways in which individuals and groups interact in a dynamic business environment. It is an academic discipline that examines how business decisions are made and how these decisions make an impact on internal and external environments. This course is designed to give students an understanding of business principles, practices, and skills. Emphasis is also placed on

understanding technical innovation and day-to-day business functions of operations management, marketing, human resource management, and finance.

CB-101 MS Word, Desktop Publishing & PowerPoint ***Prerequisite: WIN 100***

Microsoft® Word 2007: Comprehensive is a complete survey of the word processing application, Microsoft Word. You will be introduced to the new Office 2007 Ribbon. Topics introduced include working text, using proofreading tools, mail merge, creating a table of contents and an index, creating headers and footers, footnotes and endnotes, templates and more. In Publisher ® 2007, you will work with tables, newsletter columns, clipart, drawing objects, creating email publications, using the Format Painter, and using Autoflow. In PowerPoint ® 2007, you will learn how to create a slideshow from the basic to the most complex using multimedia tools available and then publishing the final product via email, print and internet. In addition, you will learn how to integrate your presentation with other Office applications.

CB-102 Spreadsheets ***Prerequisite: WIN 100***

This course is a complete survey of Microsoft Excel. In Unit 1, Excel and the new Ribbon interface will be introduced. Students will enter and edit data, select cells and ranges, print worksheets, create formulas and functions, and format cell contents. In Unit 2, students will work with large worksheets; insert clip art, pictures, and SmartArt; use templates; manage multiple-sheet workbooks; and create tables and outlines. In Unit 3, students will create PivotTables and macros, use financial functions and data analysis, create auditing and additional functions, use advanced formatting and analysis tools, collaborate with others, and integrate Excel with other Office 2007 applications.

CB-104 Computerized Accounting ***Prerequisite: WIN 100***

In this course, students will be introduced to the types of companies that use QuickBooks Pro and what the various editions of the program can do for them. They will learn basic accounting practices and understand what goes on behind the scenes. This lesson focuses on understanding basic file management operations QuickBooks Pro uses, such as starting the program, storing files, and restoring backed up files.

Students will learn to create a company. Beginning with the planning stage, students will choose a start date for the company, decide which path to take to set it up, and explore the default Chart of Accounts. They will then move on to customizing their company file and the Chart of Accounts. File management and subaccounts will also be discussed. Students will edit QuickBooks preferences, enter opening balances, record historical transactions, use account numbers, and change the Desktop view. Finally, students will work with balance sheet reports.

CIS-100 CISCO (CCNA) Part I ***Prerequisite: WIN 100***

Upon graduation of this course students will be able to understand Binary and other number systems. Setup logical IP Addressing, Setup LANs, and WANs, Install wired and wireless networks, install and configure Routers and program different internetworking devices. Topics include: Internetworking; the OSI model, Data encapsulation, Layer-2 switching, Spanning-Tree protocol STP, The TCP/IP protocol, IP Addressing, IOS management commands, Command-line interface, IP routing, Routing Information Protocol RIP, Backing-up and restoring CISCO IOS and configuration, Access lists, etc.

CIS-200 CISCO (CCNA) Part II ***Prerequisite: CIS 100***

This course is a continuation of CIS-100. Students will move on to the second level of Router configuration, Serial Configuration. Advanced Subnetting, Router Host Name Resolution and Password Recovery. They will also learn how to implement, monitor, and maintain the Cisco Discovery Protocol which is used to obtain information about neighboring devices. Telnet,

SNMP and IPCONFIG are covered at their most advanced levels. Other topics include: Managing Cisco IOS Software, Locating and Loading Cisco IOS Software, Managing Cisco IOS Software Images, Managing Configuration FILE Using TFTP, Distance Vector Routing Protocol, Load Balancing Across Multiple Paths, Route Poisoning, Network Testing, etc. The course completes the total CCNA package. The student will move up to the third level of CCNA Training. Advanced Subnetting, Spanning Tree Protocol, Network Segmentation Transparent Bridging, LAN Switching, Virtual LAN, Fast-Ethernet, Private Addressing and NAT, LAN Switching. They will also learn how to implement, monitor and maintain Cisco Wireless Routers, Firewalls and Switches. The goal is to assist the student in passing the Cisco practice test with the help of this course and the other Cisco courses that are passed.

DB-100 Database Systems ***Prerequisite: WIN 100***

This course introduces the students to the main concepts of database management systems using Microsoft Access as a database package. It includes topics such as creating a data file, sorting, indexing, creating entry forms, creating labels and reports, using functions, using memory variables, work areas, accessing information in different data files related to each other. Also, the students will learn about database programming covering topics such as loops, control statements, procedures, functions, menu-driven application designs, etc. Upon completion of this course, students will be able to create and maintain a database. They will also be able to write multiple course database programs.

ESL-100 ESL Level I ***Prerequisite: None***

The first course of the program is designed to accommodate the learning needs of students with virtually no knowledge of English. This course focuses on rapidly improving students' vocabulary, grammar and conversational fluency. Students will learn the basics of English grammar, high-frequency vocabulary and idioms, English pronunciation and articulation, and will practice using spoken and written English in day-to-day tasks. The level is Beginning I.

ESL-200 ESL Level II ***Prerequisite: ESL-100 or Placement Test***

The second course of the program is designed for students who have already successfully completed ESL-100, or are placed into this course based on the score achieved in the placement test. This course builds on the skills developed in ESL-100 and provides further development of students' spoken and written English. The level of the course is Beginning II.

ESL-300 ESL Level III ***Prerequisite: ESL-200 or Placement Test***

The third course of the program is designed for students who have already successfully completed ESL-200, or are placed in this course based on the score achieved in the placement test. Students will learn more advanced topics in English grammar, will improve their pronunciation, prosody and comprehensibility in order to sound more native-like, and will learn and practice using more advanced domain-specific vocabulary. Students will also undergo intensive guided practice in improving their speech fluency, writing proficiency, and listening and reading comprehension. The level of the course is Intermediate I.

ESL-400 ESL Level IV ***Prerequisite: ESL 300 or Placement Test***

The fourth course of the program is designed for students who have already successfully completed ESL-300, or are placed into this course based on the score achieved in the placement test. This course builds on the skills developed in ESL 300 and further develops students' abilities in speech fluency, writing proficiency and listening and reading comprehension. The level of the course is Intermediate II.

ESL-500 ESL Level V ***Prerequisite: ESL-400 or Placement Test***

The fifth course of the program is designed for students who have already successfully completed ESL-400, or are placed into this course based on the score achieved in the

placement test. This course focuses on advanced topics in English grammar, such as the proper use of the Gerund and Infinitive, the construction of complex multi-clause sentences, and the English subjunctive. Students will also develop advanced speaking and writing skills, and acquire low-frequency domain-specific vocabulary and idioms related to their career and/or academic discipline. Students will practice listening to advanced academic, technical or encyclopedic lectures and presentations, and reading advanced texts. The level of this course is Intermediate III.

ESL-600 ESL Level VI ***Prerequisite: ESL-500 or Placement Test***

The sixth course of the program is designed for students who have already successfully completed ESL-500, or are placed into this course based on the score achieved in the placement test. This course builds on the skills developed in ESL 500 and provides further practice in conversation, public speaking, formal and informal writing and listening and speaking comprehension. The level of this course is Advanced I.

ESL-700 ESL Level VII ***Prerequisite: ESL-600 or Placement Test***

The seventh course of the program is the introduction to TOEFL. Students will become familiar with the format and scoring procedures of the TOEFL iBT. Students will also develop advanced language skills in vocabulary, pronunciation and grammar and receive guided practice in speaking, writing, listening comprehension and reading comprehension.

ESL-800 ESL Level VIII ***Prerequisite: ESL-600 or Placement Test***

The eighth course of the program is the Advanced level to the TOEFL test preparation. Students will further develop the skills obtained in ESL-700 and will receive intensive guided practice for each of the four sections of the TOEFL iBT. During this course students will also complete several full versions of the TOEFL iBT under actual test conditions in preparation for taking the actual test.

FLS-100 Flash I ***Prerequisite: WIN 100***

This course introduces students to the Adobe Flash software. Topics covered include understanding the fundamental components of the interface, using drawing and color, creating objects, understanding the different motion techniques, learning the timeline components, importing artwork from a vector illustration and creating flash graphics and animations. Upon completion students should be able to design and present slideshows along with technical illustrations and published animations.

FLS-200 Flash II ***Prerequisite: FLS 100***

This course presents students with an overview of multimedia graphics focusing on presentation development. Topics covered include storyboard, managing type and sound, animated buttons, implementing action script for interactive galleries and web sites. Upon completion students should be able to design and present on line interactive presentations utilizing animations, video and sound.

LIN-100 Linux ***Prerequisite: WIN 100***

This course introduces the student to the main concepts of the Linux Operating System. The student will learn how to install and configure Linux to utilize the hardware, setup the software and setup the Security needed to secure the Linux operating system. From there we examine the BASH SHELL and the terminals needed to input commands to the OS. This course also covers the files system, understanding Linux files and user permissions, taking control of the system by viewing process and controlling jobs, optimizing the Linux OS, speeding up booting, optimizing hard disk setting and adding hard drives, learning wired and wireless networks and accessing Linux and windows computers remotely.

MD-100 Adobe Dreamweaver ***Prerequisite: WIN 100***

This course introduces students to the growing field of online media. Topics include introduction to the world of internet, understanding the different codes, exploring the interface of Adobe Dreamweaver, developing an HTML page, managing a site and creating a root folder, naming documents, relative and absolute URL links, knowledge of cascading style sheets (CSS), text properties for the web, and standard website layout. Upon completion of this course, students should be able to create and understand the structure of a website using appropriate software.

MIS-100 Management Information Systems ***Prerequisite: None***

This course analyzes the role played by information systems in a successful organization at the strategic level where information technologies and systems can provide major competitive opportunities, and at the operational level where the continuous flow of useful data and information is vital to managers. Students will develop the skills to use available information channels effectively and initiate new ones when the need arises. Lecture.

MS-104 Planning and Maintaining an MS Server Network Infrastructure

Prerequisite: None

This course prepares the student for the MCSE Exam 70-293. Topics include the following: A Technology Primer in Planning a Network Infrastructure, Planning a TCP/IP Network Infrastructure, Planning a Network Connectivity Strategy, Planning a DNS Strategy, Planning a WINS Strategy, Planning Secure Network Access, Planning Server-Level Strategy, Planning Certificate Services, Planning High Availability Services, Planning Network Monitoring, Remote Administration, Recovery, etc. In addition to this, the course provides a complete and essential overview of mobile and Wireless communications technologies. Topics include mobile telephony, devices, Drivers for mobile communications M-commerce, technologies, alternative mobile voice and data networks, applications, market and services, standards and regulations, the evolution and the future of mobile communications technology and Present equipment and services.

MS-105 Planning and Maintaining an MS Active Directory Infrastructure

Prerequisite: WIN 100

Topics include the following: Overview of the Active Directory, Planning and Installing the Active Directory; Installing and Managing Trees and Forests; Configuring Sites and Managing Replication; Administering the Active Directory; Planning Security for Active Directory; Active Directory Optimization and Reliability; Planning, Planning, Implementing, and Managing Group Policies; and Software Deployment through Group Policy.

MS-108 Designing and Implementing Databases with MS SQL Server Enterprise Edition Infrastructure

Prerequisite: None

Topics include the following: Analyzing the Administrative Structure, Determining Business and Technical Requirements, Designing the Active Directory Forest Structure, Designing the Active Directory Domain Structure, Designing the Organizational Unit Structure for Administrative Purposes, Designing Organizational Units for Group Policy, Designing Accounts Access and Management, Designing the Site Topology, Designing Remote Access, and Analyzing Name Resolution

MS-110 Mobile Wireless Communications I ***Prerequisite: MS 104***

This course covers fundamental technologies of mobile information systems and wireless communications. Topics of study include, characteristics of the mobile radio environment, radio Communications, radio spectrum, the causes/effects of radio interference, the principles of radio communications and the essentials of cellular

mobile communications propagation phenomena, cellular concept and channel allocation, dynamic channel allocation and power control, multiple access techniques: FDMA, TDMA, CDMA system capacity comparisons. In addition to this, the course involves the study of mobile information systems and wireless communications technology. Topics of study include, Mobile IP and IPv6, Mobile networks versus wireless LANs, Mobile IP Security. Coding for error detection and correction, second-generation, digital, wireless systems, performance analysis, admission control and handoffs, 2.5G and 3G packet-switched wireless systems, access and scheduling techniques in cellular systems, and wireless LAN and personal-area networks.

MS-112 Mobile Communications Devices ***Prerequisite: MS 110***

This course provides an understanding of the mobile communication devices (such as terminals, phones, etc.) from both hardware and software aspects. Topics of study include, but are not limited to, the evolution of mobile communication devices, mobile computers, personal digital assistant/enterprise digital assistant, graphic calculator, handheld game consoles, digital camera and camcorder, portable media player, e-book reader, mobile phone, pager, personal navigation devices Bluetooth usage models Cordless accessories: headsets and Bluetooth data rates and security

NS-100 Network Security ***Prerequisite: WIN 100***

This course introduces the student to the main concepts of Security from both a hardware and software Prospective. The student learns how to harden the XP Server and Workstation, Configure Windows XP Workstation, the File System, the Security System, An Introduction to Network Security, Learn how to create a secure network, Wireless Network Security with the Basic of IEEE 802.11, Access Control Fundamental, The TCPIP Protocol, Performing Security Audits, Network Monitoring, Basic Cryptography, Applying Cryptographic, Policies and Training and CompTIA Security+ Examination Objectives.

NS-200 Network Plus ***Prerequisite: NS 200***

The Network+ course is designed to give students a detailed knowledge of networking administration and support. The Network Plus course covers critical knowledge of media and topologies, protocols and standards, network implementation and network support. The course also covers domains such as security, safety and environmental issues and communication and professionalism. Students will learn the knowledge and skills needed to install, manage and troubleshoot a variety of networks on any platform. This course prepares the student to take Network+ 2009 exam, which measures the necessary competencies for an IT professional. Students will learn the knowledge and skills needed to install, manage and troubleshoot a variety of networks on any platform.

ORL-100 Oracle I: Oracle Database 11g: SQL Fundamentals 1

Prerequisite: WIN 100

This course introduces students to the main concepts of the distributed database management system, presenting ORACLE 11g as one of the leaders in the field. The course covers Exam No: 1Z0-051 Oracle Database 11g: SQL Fundamentals 1 of the OCA certification training. This course introduces students to the fundamentals of SQL using the Oracle 11g database technology. In this course students use Oracle SQL*Plus as the main tool and SQL Developer is introduced as an optional tool.

ORL-200 Oracle II: Oracle Database 11g: PL/SQL Fundamentals

Prerequisite: ORL 100

This course introduces students to PL/SQL and explains the benefits of this powerful programming language. Students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Students also learn how to create anonymous PL/SQL blocks, and are introduced to stored procedures and functions. Students learn about declaring identifiers and trapping exceptions. Demonstrations and hands-on practice reinforce the fundamental concepts. Students are trained to use Oracle SQL Developer to develop these types of program units.

ORL-300 Oracle III: Administration I ***Prerequisite: ORL 200***

This course is designed to give students a strong foundation related to the administration of Oracle Database 11g. Students will be able to prepare for the 1Z0-052 exam. In this course, students will learn how to install and maintain Oracle Database 11g. Students gain a conceptual understanding of the Oracle database architecture and how the components work and interact with one another. Students also learn how to create an operational database and properly manage the various structures in an effective and efficient manner including monitoring, database security, user management, and backup and recovery techniques.

ORL-400 Oracle IV: Administration II ***Prerequisite: ORL 300***

This course covers in detail the concepts and the architecture that support the backup and recovery processes along with the steps to carry them out in various ways and situations. This includes how to define and test newly designed backup and recovery scenarios. Students will also learn how to manage memory effectively and how to employ various system performance and tuning tasks, including using some of the advisors. The course will also cover all types of flashback technologies, scheduling jobs inside and outside of the database, control system resources, etc. Students can prepare for 1Z0-053 exam.

ORL-500 Oracle V (Oracle Database 11g: Performance Tuning)

Prerequisite: ORL 400

The course focuses on the tuning tasks expected of a DBA: reactive tuning of SQL statements, maintaining SQL statement performance, and tuning the Oracle Database Instance components. Database Administrators, support engineers, and technical consultants will learn how to use Oracle Database 11g automatic tuning features such as SQL Tuning Advisor, SQL Access Advisor, Automatic Workload Repository and Automatic Database Diagnostic Monitor, and practice these tuning methods. This course makes use of many features that require the Enterprise Edition and optional Packs.

ORL-600 Oracle VI (Oracle Apps R12) ***Prerequisite: None***

This course provides students with exposure to Oracle's world-class software, giving them a competitive advantage as they prepare to enter the workforce, or if they are looking to upgrade their skill. In this course students will learn how to access and navigate within Oracle Applications, Release 12. Students learn to enter data, retrieve information in the form of a query, maintain data, use flexfields, and access online help. Additionally, this course covers concurrent processing and standard report submission. This course is the first step for all R12 learning paths and is relevant for all levels of Oracle Applications users.
This comprehensive course will provide exposure to how IT applications are used in industries such as finance, retail, telecommunications, health care, and manufacturing.

PRL-100 Perl ***Prerequisite: WIN 100***

Perl has evolved from its beginnings as an eclectic scripting tool for UNIX administrators into one of the most popular, influential, and widely used computer languages in history. It incorporates all the functionality of C (including a UNIX system interface), the Shells, grep, sed, and awk. The topics in the course will aid all computer users - from end user to programmer to

administrator alike. In this course, students will learn how to fully utilize the Perl programming language.

PERS-11 Personnel Management ***Prerequisite: None***
This course includes the following topics: Human Resource Management, Human Resource Management Process, Organizational Behavior, Work and Employment, Organizations, Jobs and Roles, Employee Resourcing, Performance Management and Human Resource Development. Students will also learn topics on rewarding people, employee relations, health, safety, welfare and employment and human resource management services.

VN-1 Fundamentals of Nursing ***Prerequisite: None***
Fundamentals of Nursing is one of the core courses making up the Licensed Vocational Nursing program. It takes 11 and ½ weeks of theory, lab, and clinical practice to build part of the foundation of this profession. Among the topics included are as follows: Ethical and Legal Requirements; Medical Records; Medical Asepsis; Infection Control; Body Mechanics; Physical Impairments; Microbes, Germs, and Viruses; Spread of Infections; Assessment of Client Health-Illness Problems; Vital Signs; Critical Thinking; Communications; and Nursing Practice and the Nursing Process.

VN-2 Pharmacology I ***Prerequisite: None***
This first part of Pharmacology introduces the student to the concept of drugs used in the treatment of the patient. It also includes a math presentation to assist the student in understanding dosage calculations for different ages and illnesses.

VN-3 Medical/Surgical Nursing I ***Prerequisite: VN-1***
The objective of this course is the application of the nursing process to patients with common health-illness problems according to Maslow. It focuses more on the chronic stage of the illness. Topics covered are as follows: Care of the Preoperative Patients; Care of the Patient during Surgery; Post Operative Patient Care; Medication Used with the Surgical Patient; Patients with Impairment of the Endocrine System; Diagnostic, Tests, Disorder of the Endocrine Glands; Diabetes Mellitus; Medication for Treatments of Endocrine Disorders; Musculo-Skeletal Disorders; Fractures; Osteo-Arthritis; Rheumatoid Arthritis; Anti-Inflammatory and Pain Control Medication; Cardiac Disorders; Inflammatory Disorders for the Heart, etc.

VN-4 Anatomy & Physiology I ***Prerequisite: None***
This course familiarizes the student with the human body anatomy and physiology. This particular course will expose the student to the following topics: Organization of the Human Body; Basic Chemistry; Cells, Tissues, and Membranes; the Integumentary System; the Skeletal System; the Muscular System, etc.

VN-5 Pharmacology II ***Prerequisite: VN 2***
This second Pharmacology course addresses the specifics of drugs utilization for health problems and diseases including commonly used drugs and their actions, preparation, administration, observation, documentation, etc.

VN-6 Medical/Surgical Nursing II ***Prerequisite: VN 1, VN 2, and VN 3***
The objective of this course is the application of the nursing process to patients with common health-illness problems according to Maslow. It focuses on the chronic stage of the illness. Topics covered are as follows: Occlusive Disorders of the Heart, Right and Left side Heart Failures, Drugs for Cardiac Disorders, Disorders of the Peripheral Vascular System, Thrombophlebitis, Thrombosis, Varicose Veins, Buerger's and Raynaud Disease, Aneurysms, Hypertension, Blood Disorders, Anemia, Polycythemia Vera, Coagulation Disorders, Lymph

Disorders, Blood Component Transfusion, Upper and Lower Respiratory Diseases, Asthma, Bronchitis, Emphysema, Chest Trauma and Cancers, etc.

VN-7 Anatomy & Physiology II ***Prerequisite: VN 4***

This course will expose the student to the following topics: the Nervous System, the Endocrine and Lymphatic Systems and Blood Generating Organs, the Urinary and Reproductive Systems, the Digestive System, the Heart and the Blood, the Vascular and Respiratory Systems, etc.

VN-8 Pharmacology III ***Prerequisite: VN 5***

This third component of Pharmacology covers the application and drugs utilization for specific diseases concentrating on IV medication preparation and administration.

VN-9 Family ***Prerequisite: VN 1***

This course concentrates on family-related health care aspects. Topics include the following: Introduction to Family Nursing especially the Reproduction Cycle, Male and Female Sexuality and Reproduction, Care and Management of Mother and Fetus in the Ante-Partum Period, Growth and Development of the Fetus, Preparation for Parenthood and Labor and Delivery, Care and Management of Mother and Fetus during the Intra-Partum Period, Care and Management of the Mother and Newborn in the Post-Partum Period, High Risk Maternal, Fetal and Newborn Conditions.

VN-10 Pediatrics ***Prerequisite: VN 1***

This course emphasizes the normal growth and development and common conditions which may affect the pediatric patient. The course will also present current theories and nursing principles related to the care of the pediatric patient. Topics include Nutrition Requirements, Children and the Family, Growth Rates at different Ages, Immunization, Age-Related Nutritional Needs, Client Assessment, Recordkeeping and Reporting, etc.

VN-11 Leadership ***Prerequisite: VN-1***

This course is designed to be presented in the final stage of the Vocational Nursing program. It combines theory instruction, skills lab, and clinical experience in an acute/long-term clinical facility. Among the topics covered are Leadership Styles, Time Management, Communication, Legal Aspects, Procedures and Preparation for Licensing, Career Mobility, Interview Instructions, and Computer Applications.

VN-12 Specialty Areas ***Prerequisite: VN 1***

This course combines theory instructions, skills lab, and clinical experience in the long-term clinical facility and retirement homes. The student will be trained to provide basic assessment and nursing management with clients experiencing mental health and rehabilitation needs as well as preparing them for home care and hospice.

WIN-100 Installing, Configuring, and Administering MS W/XP Professional
Prerequisite: None

Topics include the following: Getting Started with XP Professional, Automating the Windows XP Installation, Upgrading to Windows XP Professional, Configuring the Windows XP Environment, Managing the Windows XP Professional Desktop, Managing Users and Groups, Managing Security, Managing Disks, Accessing Files and Folders, Managing Network Connections, Managing Printing, Dial-Up Networking and Internet Connectivity, Optimizing Windows XP, Performing System Recovery

WM-500 DHTML ***Prerequisite: WIN 100***

Topics include Introduction to HTML, Cascading Style Sheets, Starting a Web Page, Text Formatting, Creating Images, using Images in the Web Page, Page Layout, Links, Lists, Tables, Frames, Forms, Multimedia, Setting up Style Sheets, Formatting Text with Styles,

Layout with Styles, Introduction to Scripts, Scripting with HTML, Publishing, Tools, Tags, and Colors.

WM-600 Java ***Prerequisite: WIN 100***

This course introduces the fundamentals of Programming, problem-solving and general knowledge of Java platforms and technologies. During the program, students will learn the syntax and the structure of Object-Oriented Programming, GUI Programming, Advanced GUI Programming, and Web Programming to create applications that run on server and desktop systems using J2SE. Students will become familiar with the basic tools contained in the Java SDK and also with more advanced Integrated Development Environments (IDEs) such as Eclipse and JBuilder.

WM-800 C ***Prerequisite: WIN 100***

This course introduces computer programming using the C programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

WM-900 Fundamentals of E-Commerce ***Prerequisite: WIN 100***

Topics include Introduction to E-Commerce, Interacting with the Customer, U sing Application and Session Objects, Working with Files, Building a Product Catalog, Displaying/Searching Catalog Products, Building the Transaction Database and the Shopping Cart, Working with Credit Cards, Tracking Orders, Creating a Subscription-Based Site, Customizing the Shopping Experience, Securing the Store, Debugging an E-Commerce Application, Remote Management with ASP, Using E-Mail from Active Server Pages, Generating Store Reports, Working with Wallets, Managing Banner Advertising.

SECTION 6: TUITION AND FEES

6.1 TUITION AND FEES FOR DEGREE PROGRAMS

Degree Program	Total Semester Units	Cost Per Unit	Registration Fee	Tuition Fee
Associate of Science in Business Administration	68	$187.50	$ 250	$13,000.00
Associate of Science in Computer Information Technology	68	$187.50	$ 250	$13,000.00
Associate of Science in Networking Technology	68	$187.50	$ 250	$13,000.00
Associate of Science in Web Development	72	$187.50	$ 250	$13,750.00

*A full time student must take a minimum of 12 units per semester.

*Books prices are being frequently changed by vendors. Purchasing books, equipment, and supplies represents the student's responsibility. The school maintains a list of all student books including title, author, ISBN, and price (new books, used books, and e-books). A list of equipment and supplies is also available.

6.2 OTHER FEES FOR DEGREE AND DIPLOMA PROGRAMS

For the degree and diploma programs, the following is an overview of fees charged for goods, services, equipment, and supplies not included in the tuition and registration charges:

Description	Cost
Course Challenge[1]	$100
Returned Check[1]	$50
Late Payment Fee[1]	$50
Evaluation of Foreign Transcripts[1]	$100
Transcript Fee[2]	$50

[1]These charges are mandatory where applicable.
[2]First 2 sets of the official transcripts are free.

6.3 SCHEDULE OF CHARGES—DIPLOMA PROGRAMS

Program	Total Semester Units	Cost Per Unit	Registration Fee	Tuition Fee
Computer Aided Drafting & Design (CADD)	24	$187.50	$ 250	$4,750.00
Computer Business Information System	24	$187.50	$ 250	$4,750.00
Computer Electronics Technology	24	$187.50	$ 250	$4,750.00
Computer Systems and Programming	24	$187.50	$ 250	$4,750.00
English as a Second Language	N/A	N/A		$4,750.00
Vocational Nursing	N/A	N/A	$ 250	$28,900.00

*A full time student must take a minimum of 12 units per semester.

*Books prices are being frequently changed by vendors. Purchasing books, equipment, and supplies represents the student's responsibility. The school maintains a list of all student books including title, author, ISBN, and price (new books, used books, and e-books). A list of equipment and supplies is also available.

6.4 PAYMENT METHODS AND TERMS OF PAYMENT

6.4.1 Privately Funded Students

Cash-paying students can arrange for monthly or weekly payments, if necessary. Payments may be made by check, money order, or by debit or credit cards. Tuition and other fees must be paid in advance. If a student chooses to pay weekly, the first payment will include the Registration Fee and one week of Tuition Fee before the class starts. The last and final payment will be made a week before the program ends. Contract students sponsored by various agencies will be charged based on the terms of the contract the school has with each respective agency.

Students sponsored by different private agencies will be charged based on the contract the school signs with that particular agency.

6.4.2 Federal Financial Aid Students (if offered by the school)

Students who elect to apply for Title IV funding (financial aid) will only be required to pay the program registration fee, however their financial aid "package" (funding) must be completed prior to their start date, otherwise they will be considered a cash paying student.

To apply for financial aid the student must meet the following criteria:

* Be a U.S. citizen or eligible non-citizen;
* For males, be registered, or have registered with the Selective Service between the ages of 18-25;
* Be enrolled as a regular student in an eligible program;

* Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
* Have the recognized equivalent of a high school diploma, such as a general educational development or GED certificate;
* Completed homeschooling at the secondary level;
* If an ATB student, passed a Department-approved ability-to-benefit test; or
* Satisfactorily completed six semester credits or 225 clock hours of college work that are applicable to a degree or certificate offered by the school.

If the student meets these criteria the next step is the application process. Federal Title IV funds, or financial aid, are a combination of **grants** and **loans**. Grants are free money and do not have to be repaid, whereas loans are borrowed money and must be paid back. ACI participates in and receives funding from the following Federal Title IV programs:

Federal PELL Grant
The Federal PELL Grant is a need based grant that does not have to be repaid. It is available to students who exhibit financial need. Financial need is determined by the income and asset information submitted on the FAFSA (Free Application for Federal Student Aid).

FSEOG (Federal Supplemental Educational Opportunity Grant)
The Federal Supplemental Educational Opportunity Grant is also a need based grant that does not have to be repaid. It is available to students who exhibit exceptional financial need. To be eligible for an SEOG grant, you must first be eligible to receive a PELL grant.

Federal Work Study (FWS)
The Federal Work Study program allows students to earn money while attending school to help pay for their tuition. It is also only available to students who exhibit financial need.

Federal Direct Subsidized Stafford Loan
The Federal Direct Subsidized Stafford loan is a low interest rate loan (3.4% fixed), awarded on the basis of financial need. As a result, no interest is charged as long as the student is attending school on at least a half-time basis, or during their six month grace period after they stop attending at least half-time, withdraw, or graduate. The loan goes into repayment six (6) months after the student has stopped attending at least half-time, withdraws or graduates. Students wishing to take advantage of this low interest rate loan should apply to school and be enrolled in a program before July 1, 2012, as the Subsidized Stafford loan may not be offered for the 2012-2013 financial aid year. The financial aid year is from July 1 to June 30 of the next year, so your loan will have a fixed lifetime interest rate based when you begin school.

Federal Direct Unsubsidized Stafford Loan
The Federal Direct Unsubsidized Stafford loan is a low interest rate loan (6.8% fixed), awarded regardless of need. In other words, regardless of income, if all other eligibility requirements are met, the student is eligible. As a result, interest is charged from the time the loan is disbursed (paid to the school or student) until it is paid in full. This includes the time the student is attending school, as well as during the six month grace period after they stop attending at least half-time, withdraw, or graduate. Students have the option of paying the interest while they are attending school and during the six month grace period, or allow it to be added to the principle loan amount (this is called capitalization). Here at ACI, we highly encourage our students to pay their accruing interest so they do not end up **paying interest on top of interest**, which is what happens when the loan is capitalized. The loan goes into repayment six (6) months after the student has stopped attending at least half-time, withdraws or graduates.

Federal Direct PLUS (Parent Loan for Undergraduate Students)

The Federal Direct PLUS is available to the credit worthy parent(s) of dependent undergraduate students. This is a low interest rate loan (7.9% fixed), awarded regardless of financial need, but the parent(s) must have a reasonably good credit history and the student must be enrolled on at least a half-time basis. The loan goes into repayment sixty (60) days after the full amount of the loan has been disbursed (paid to the school or student). This means payments begin on principle and interest while the student is still attending school. In some cases, the parent may defer repayment for up to six (6) months after the student stops attending at least half-time, withdraws or graduates. You can find out more information regarding this loan by accessing the referenced websites below.

The standard repayment period for all of these loans is ten (10) years and can be, under certain circumstances, extended to twenty-five (25) years. Please keep in mind, the longer you take to pay off your loan(s), **the more interest you will incur**. In addition, if you would like to pay off your loan early, there is no pre-payment penalty; this saves you money as you do not incur the interest charges that accrue over time.

Student and Parent Eligibility Requirements

These federal monies are available to all students that qualify. To qualify you must be a U.S. citizen or eligible non-citizen and not be in default on a prior Federal loan, or owe a refund on a prior Federal grant. Please keep in mind if you meet these qualifications, income does not disqualify you from eligibility. Anyone who meets these qualifications is eligible to receive Title IV funds. Your income and asset information will determine whether you will receive need based or non-need based aid.

The first step you must take to determine your financial aid eligibility is to complete the FAFSA (Free Application for Federal Student Aid). You have a choice to either do this online at the following website: **www.fafsa.ed.gov**; our school code is ; or you may bring in your income and asset information as required (usually your Federal income tax return) and work with one of our Financial Aid Officers who will be glad to assist you.

If you worked in 2010, you will need to bring in your 2010 Federal income tax return (your 1040 form). If you worked but didn't file an income tax return, you will need to bring in your W-2(s) which show the wages you earned in 2010. If you did not work in 2010, you must bring in documentation of the income you received, such as AFDC (welfare), general relief, unemployment, disability, social security, child support, etc. Documentation of these amounts can be obtained from the agency that awarded you the money.

If you are considered dependent under federal financial aid regulations (if you answer "No", to the question, "Were you born before January 1, 1988"), in most cases you will be considered dependent and you will also need to bring in your parent(s) 2010 Federal income tax return. If your parent(s) worked in 2010 but did not file an income tax return, you must bring in their W-2(s) which show the wages they earned in 2010. If your parent(s) did not work in 2010, they must bring in documentation of the income they received, such as AFDC (welfare), general relief, unemployment, disability, social security, child support, etc. Documentation of these amounts can be obtained from the agency that awarded them the money, or in the case of child support, from the court(s).

In addition, dependent students are required to have one of their parents complete and bring to their financial aid appointment, the PLUS Pre-Screen Application form which needs to be submitted to determine your parents borrowing eligibility, which will then determine your borrowing eligibility.

If you are a dependent student, if at all possible, please have your parent(s) accompany you. This way the financial aid process can usually be completed in one visit. Dependent students who are not accompanied by their parent will have the FAFSA printed out for you to take home for your parent(s) to answer questions and supply their signature. It must then be returned before your financial aid eligibility can be determined.

Once your eligibility has been determined, our Financial Aid Officer will design the financial aid package that is best for you with the grants and/or loans which you qualify for.

6.5 ENROLLMENT AND TESTING FEES

Enrollment for any course or program is a non-refundable fee. Advanced Computing Institute does not sponsor any testing with any testing agency.

6.6 FEES FOR PROGRAM/COURSE CHANGE AND SPECIAL FEES

Students who transfer from one program or course to another may do so upon approval from the School Director. Students are given financial credit for all the units earned which are common to both programs. For the remaining number of units in the new program, the student will pay a prorated fee. Fees for special seminars offered through the year are based on a one-time fee. These fees are posted in the Admissions Department when a seminar is being offered.

APPENDIX A

A-1 STUDENT TUITION RECOVERY FUND (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California student who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges were 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 STRF and you are not required to pay the STRF fee, if either of the following applies:

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

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-Term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

It is stated in the California Law that: "Students, who are temporarily residing in California for the sole purpose of pursuing an education, are not considered California residents."
To qualify for STRF reimbursement, you must file the STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file the STRF application. If a judgment is obtained, you must file the STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents monies paid to the school. Questions

regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Blvd. Suite S-202, Sacramento, CA 95834; telephone number (916) 574-7720.

A-2 BUYER'S RIGHT TO CANCEL

You may cancel your enrollment agreement and receive a full refund without any penalty or obligation within five business days from the date you attended your first class. If you cancel, any payment you have made will be returned to you within 10 days following the school's receipt of your cancellation notice. To cancel the school contract, mail or deliver a signed and dated copy of the Cancellation Notice (or other written notices) or send a telegram to the school. REMEMBER, YOU MUST CANCEL IN WRITING. In the event of a cancellation, books and other supplies received from school must be returned in an "as new" condition within 10 days. Otherwise, their cost will be deducted from the refund amount.

A-3 REFUND POLICY

Students withdrawing after more than five business days are entitled to a partial refund. The amount of that refund shall be pro-rated according to the uncompleted portion of the course. The refund will be calculated on the tuition fees only. Books, other supplies and the registration fees will not be part of the pro-rated calculation. Refunds will be made within 30 days of determining that the student is no longer enrolled in school.

1. The student has the right to cancel his or her agreement for a course of instruction without any penalty or obligation and the college will refund 100% of the amount paid by the student less the registration of $75, if notice is made prior to or on the first day for instruction. Notification of cancellation is required to be made in writing.

2. The written notice of cancellation needs not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Agreement with the school. The student will be given a form to use on the first day of class, but he or she can use any written notice that he or she wishes.

3. If the school has given the student any books or equipment, he or shall return it to the school within 30 days following the date of his or her notice of cancellation. Refund will be made within 30 days following the date upon which the student's withdrawal has been determined.

4. When a student withdraws prior to completion of the course, or otherwise fails to complete the period of enrollment, a refund shall be provided for the unused portion of tuition fees.

5. The student is not entitled to a refund if the tuition and fees are paid by a third-party payer. Any amount in excess of the total charges incurred shall be returned to the third-party payer, e.g., Workmen's Insurance Compensation.

6. The institution's refund policy for students who did not cancel pursuant to paragraph 1 shall be a pro-rata basis. The refund under this paragraph shall be the amount the student paid for the instruction (minus the registration fee) multiplied by a fraction, the numerator of which is the number of hours of instruction in the course which the student has not received, for which the student has paid, and the denominator of which is the total number of instruction hours for which the student has paid.

7. **Refund Due Dates**:
   a. If an applicant never attends class (no show) or cancels the contract prior to the class start date, all refunds due will be made within the 30 calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

   b. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within 30 calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

8. **Rejection and Cancellation before the Start of Class**:
   a. If an applicant is rejected for enrollment, a full refund of all tuition monies paid will be made to the applicant.
   b. If the school cancels a program subsequent to a student's enrollment, the school will refund all monies to the student.
   c. If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no show), the school will refund all monies paid, less the registration fee.

For the purpose of determining the amount the student owes for the time he or she attended, the student shall be deemed to have withdrawn from the course when any of the following occurs: a) The student notifies the school of his or her withdrawal or the actual date of withdrawal, b) The school terminates his or her enrollment, c) The student fails to attend classes for a three-week period (In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.), and d) The student fails to return from a leave of absence (LOA).

If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs for which he or she received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to him or her. If there is a balance due, the student will be responsible to pay that amount.

The student is not entitled to receive a refund if: a) all of the student's tuition and fees are paid by a third-party organization, such as a Job Training Partnership Act agency, a Regional Occupational Program or Regional Occupational Center, a Private Industry Council or a vocational rehabilitation program, if the student is not obligated to repay the third-party organization or does not lose time-limited educational benefits, and b) the third-party organization and the institution have a written agreement, entered into on or before the date the student enrolls, that no refund will be due to the student if the student withdraws prior to completion.

Hypothetical Refund Example--Degree: Assume you enrolled in a 2010-hours (67 semester units) course, which costs $18,000.00 for tuition, $100.00 for registration fee (if applicable), and $65 for books (if applicable). Assume you made a payment of $6,000.00 ($5,925.00 and the $100.00 registration fee). Assume you withdrew after completing 600 hours, which represents 29.85% of the 2010 hours. The cost of 600 hours of training is $5,373.13. With the registration fee and the books returned, the total refund you are entitled to is $626.87 (6,000.00 – 75.00 – 5,373.13). Otherwise the refund will be $562.87 (book not returned).

PROGRAM INFORMATION			
Total Cost	**Registration Fee**	**Tuition**	**Books**
$10,140.00	$75.00 (if applicable)	$10,000.00	$65 (if applicable)
HOW THE INITIAL PAYMENT OF $3,000.00 WAS APPLIED			
Amount Paid	**Registration Fee**	**Tuition**	**Books**
$3,000.00	$75.00 (if applicable)	$2,860.00	$65 (if applicable)
TOTAL CHARGED FOR THE ATTENDED 600 CLOCK HOURS = 29.85% (600/2010)			
Amount Paid	**Registration Fee**	**Tuition Charged**	**Books Charged**
$3,000.00	$75.00 (if applicable)	$2,985.00 ($10,000.00*29.85%)	$65 (if applicable)

REFUND CALCULATION		
Description	**Refund with Books Returned & Accepted**	**Refund with Books Not Returned**
Amount Paid	$3,000.00	$3,000.00
-Registration Fee (if applicable)	-$75.00	-$75.00
-Tuition Charged	-$2,985.00	-$2,985.00
-Books Charged (if applicable)	-$0.00	-$65.00
Total Refund	**$**	**$**

Hypothetical Refund Example—Diploma: Assume that a student in Computer Systems and Programming, which is a 720-hour course, made a first payment of $2,000. Assume that the student withdraws after only 100 clock hours of instruction and the supplies received by the student up to that point cost $65. The following tables describe how the refund will be pro-rated if the returned books are or are not accepted by the school. The school reserves the right to not accept returned books and supplies if they are not in a usable condition—they cannot be sold to another student under the status of "new books and supplies." Complete charts of tuition refund amounts by day of attended instruction are available in the school for any student to consult them

PROGRAM INFORMATION			
Total Cost	**Registration Fee**	**Tuition**	**Books**
$3,725.00	$75.00 (if applicable)	$3,400.00	$250.00
HOW THE INITIAL PAYMENT OF $2,000.00 WAS APPLIED			
Amount Paid	**Registration Fee**	**Tuition**	**Books**
$1,000.00	$75.00 (if applicable)	$ 860.00	$65.00 (if applicable)

TOTAL CHARGED FOR THE ATTENDED 100 CLOCK HOURS = 13.9% (100/720)			
Amount Paid	**Registration Fee**	**Tuition Charged**	**Books Charged**
$1,000.00	$75.00 (if applicable)	$472.60 ($5,500.00*13.9%)	$65.00 (if applicable)

REFUND CALCULATION		
Description	**Refund with Books Returned & Accepted**	**Refund with Books Not Returned**
Amount Paid	$1,000.00	$1,000.00
-Registration Fee (if applicable)	-$75.00	-$75.00
-Tuition Charged	-$472.60	-$472.60
-Books Charged (if applicable)	-$0.00	-$65.00
Total Refund	**$ 452.40**	**$ 387.40**

APPENDIX B

ADMINISTRATIVE STAFF AND FACULTY

B-1: Administrative Staff

Daniel Mainea, M.S.	School Director, CEO
Michael Rahni, MBA, Ph.D.	Executive Vice President Academic Dean
Jason Isaac Halasa, M.S., Ph.D.	Vice President Academic Advancement and Career Development Job Placement Director
Myrna Dionco, B.S.	Student Services Director Accounting/Financial Services Director
George McPhatter	Financial Director
Luisa Balza, LLB	Admissions/Clinical Coordinator
Elizabeth Ngassa, RN, NP, BSN, MAT	Vocational Nursing Program Director
Arnold Backstrom, M.S.	Community Outreach Director
Vlad Chirianu, B.S.	Admissions Director
Elizabeth Mainea	Registrar
Asuncion Totora, B.S.	Vocational Nursing Administrative Assistant
Germain Cubias B.S.	Computer Lab Assistant

B-2: Faculty List

Daniel Mainea, Professor, Mathematics – Part Time
M.S., Electrical Engineering, M.S., Applied Mathematics

Jason Isaac Halasa, Professor, Computers and Related Technologies– Part Time
B.S. in Mathematics &Computer Science, M.S. in Education & Technology
Ph.D. in Adult Education, Microsoft Certified Systems Engineer (MCSE)

Michael Rahni, Professor, Business Administration and Accounting– Part Time
B.S. In Accounting and Finance, M.S. in Management Science, M.B.A. in Multinational Operations and Marketing, Ph.D in Management Information Systems. Microsoft Certified Systems Engineer (MCSE)

Robert A. Khachatoorian, Professor, Mathematics/ General Education– Part Time
B.S. Petroleum Engineering, M.S. Petroleum Engineering, M.S. in Environmental Engineering, Ph.D. in Petroleum Engineering, Ph.D. in Environmental Engineering

John R. Phalen, Professor, General Education– Part Time
A.B. in Economics; M. Div. in Religious Studies; S.T.D. in Philosophy and Psychology

Elizabeth Ngassa, Vocational Nursing Instructor- Full Time
B.S. in Nursing, Nurse Practitioner, MAT

Ed Holsinger, ESL Instructor- Full Time
Ph. D. Linguistics

Rodie Abejero, Computer Business Information Systems Instructor- Full Time
B.S. in Elelctrical Engineering, Tarlac State University, Philippines

Stanley Ivey, Computer Instructor (Non-degree Program)- Full Time
B.S. Candidate, California State University, Los Angeles; Major: Computer Science
A.S., Los Angeles Trade Technical College; Major: Computer Science
Certified Network Administrator, A+ Certified

Johanna Coria, Computer Graphics Instructor (Degree and Non-degree Programs) - Full Time
B.A. in Visual Communications, Westwood College, Los Angeles, California

Carmen Torres, Computer Graphics Instructor (Non-degree) – Part Time
B.S. in Animation, Westwood College, Los Angeles, California

Germain Cubias, Computer Instructor (Degree & Non-degree Program)- Full Time
B.S. in Engineering Technology, Candidate for M.S. in Education,
California State University, Los Angeles, California

Dwiguna Vijay Surabhi, Computer Instructor (Degree and Non-degree Programs)- Full Time
M.S. Economics and Commerce, Oracle Certified Database Administrator

Caroline T. Leva, ESL Instructor (Degree and Non-degree Programs) – Part Time
B.A. in Communication Studies, California State University, Long Beach, California
ESL/TEFL Certified

Kathryn S. Kupanoff, ESL Instructor (Degree and Non-degree Programs) – Full Time
B.A. in English; Minor: Philosophy, York University, Toronto, Canada
Bridge Linguatec; Specialized in ESL

Helen Abafi, Vocational Nursing Instructor- Full Time
B.S. in Human Biology, School of Nursing and Midinifery, Nigeria, Africa
B.S. in Community and Public Health, Western Michigan University

Claudia Mae Bean, R.N., Vocational Nursing Instructor- Full Time
A.A. in Nursing, Wallace Community College, Selma, Alabama

Adelwissa Vidal Blanco, RN, Vocational Nursing Instructor- Full Time
M.S., Health Care Administration, University of La Verne, La Verne, CA,B.S., Professional Arts, Education, and Personnel Administration, St. Joseph College, Maine, Diploma in Nursing, Philippines

APPENDIX C

List of State Approved and Nationally Accredited Programs

C-1: Diploma Programs

Computer Systems and Programming (CSP)

Computer Electronics Technology (CET)

Computer Aided Drafting and Design (CADD

Computer Business Information Systems (CBIS)

English as a Second Language (ESL)

Vocational Nursing

C-2: Degree Programs

General Education:

Associate of Science in Business Administration

Associate of Science in Computer Information Technology

Associate of Science in Networking Technology

Associate of Science in Web Development

APPENDIX D

Class and Semester Schedule

D-1: Diploma Programs

Day Schedule:
Mondays-Thursdays 8:00AM-1:00PM

Evening Schedule:
Mondays-Thursdays 5:00PM-10:00PM

Note: Vocational Nursing schedule could be altered based on the availability of clinical facilities to accommodate clinical training.

D-2: Degree Programs

Spring Semester: January – June

Fall Semester: August- December

Note: Actual start dates and end dates of each semester to be announced prior to the starting date of the semester. For additional information regarding semester start and end dates, contact the school's Admission Department.