



CES COLLEGE

2012 CATALOG



**401 S Glenoaks Blvd., Suite 211
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This catalog is the official announcement of the programs, requirements, and regulations of CES COLLEGE. Students enrolling in CES COLLEGE are subject to the provisions stated herein and therefore should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of CES College, and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

GENERAL INFORMATION

MISSION

The CES COLLEGE's mission is "offer education opportunities to address the unique needs of individuals and communities served by CES by providing adults with the knowledge and skills necessary for employment, skill upgrades, career changes and/or advanced education." To accomplish its mission, CES COLLEGE has established the following objectives: To provide lifelong learning opportunities for students; To recognize the uniqueness of each student and provide students with the knowledge, skills, and strategies necessary to meet his/her career and academic needs; To provide intensive and comprehensive quality training programs that meet student, employer, and community needs; To provide a supportive, student-centered learning environment that contributes to instructional effectiveness and student success.

EDUCATIONAL PHILOSOPHY

CES believes in making a long-lasting impact on its students by putting emphasis on the achievement of students' goals. CES COLLEGE stresses outcomes over the process, results over good intentions. We measure our accomplishment by the actual results demonstrated by the graduates.

HISTORY

Community Enhancement Services (CES) is a non-profit multi-program community based organization. CES has been providing a range of social and human services since 1982. CES COLLEGE was founded in 1995. The School has been successfully offering English language and vocational training to a diverse student body. In November 1997 the California Bureau of Private and Post-Secondary Vocational Education (BPPVE) licensed CES to operate. In August 2002 CES was granted accreditation by the Accrediting Council for Continuing Education & Training (ACCET). In 2006, the school received accreditation from the Western Association for Schools and Colleges (WASC). The same year the school started using the name of CES COLLEGE to better reflect its educational activities. CES College is accredited by the Council on Occupational Education (COE) and is licensed by the State of California Bureau for Private Postsecondary Education to operate as an accredited school.

CES COLLEGE **does not** have a pending petition in bankruptcy, is **not** operating as a debtor in possession, has **not** filed a petition within the preceding five years, and has **not** had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the US Bankruptcy Code.

FACILITIES

CES COLLEGE is located at 401 S. Glenoaks Blvd., Suite 211, Burbank, CA 91502. All classes, except for the clinicals for the VN program and externships for the Medical Assistant and Office Administration programs, are held at this location. The facility is easily accessible by public transportation routes and is close to freeways. The students can walk to restaurants, shops, and libraries, as well as a wide variety of entertainment, cultural, and media institutions. The campus has administrative offices, student lounge and resource center, computer labs, air conditioned classrooms and laboratories where students can practice their skills based upon their individual program requirements.

EQUIPMENT

CES COLLEGE classrooms and labs are equipped for lecture and hands-on exercises. Equipment includes multimedia and overhead projectors, TVs, DVD players, CD players, computers, etc. CES COLLEGE also has program-specific equipment, including simulation manikins, hospital beds, examination tables, medication cart, etc. Please ask your admissions representative for the information specific to your program.

ACCREDITATION

CES COLLEGE is accredited by the Council on Occupational Education (COE) and Western Association of Schools and Colleges, Accrediting Commission for Schools (WASC ACS).

CES COLLEGE is offering the following programs:

- **Advanced Vocational English as a Second Language (AVESL)**
- **English as a Foreign Language (EFL)**
- **Medical Assistant (MA)**
- **Office Administration (OA)**
- **Vocational English as a Second Language (VESL-725)**
- **Vocational Nursing (VN)**

Vocational Nursing program is also accredited by the California Board for Vocational Nurses and Psychiatric Technicians. CES COLLEGE is also approved by BVNPT to offer IV Certification and Blood Withdrawal course for LVNs.

Prospective students are invited to visit CES COLLEGE located at 401 S Glenoaks Blvd., Suite 211, Burbank, CA 91502 and receive all necessary information about the school and the programs we offer prior to enrolling to classes.

SAFETY COMPLIANCE

The institution, the facilities it occupies, CES classrooms, and the equipment it utilizes comply with federal, state, and local ordinances and regulations.

GOVERNANCE

A private, non-profit corporation, CES is governed by a Board of Directors. The Board members and their titles are listed below:

Dr. Irving Lebovics	Chairman of the Board
Mr. Eric Roth	Secretary
Mr. William Last	Treasurer
Mr. Douglas C. Spencer	Board Member
Mr. Zigmund Vays	President/CEO

ADMINISTRATION

CES COLLEGE is administered by an experienced team consisting of:

Zigmund Vays	President/Chief Executive Officer (CEO)
Lusin Kuyumjian	Chief Financial Officer (CFO)
Eleanor Webster	Fiscal Manager
Alla Kogan	Director
Marina Goldshteyn	Director of Education
Oleg Khilkevich	Vocational Nursing Program Director
Irina Rhatz	Financial Aid Officer
Olena Tukulova	Student Services

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FACULTY:

NAME	MOST ADVANCED DEGREE	EXPERIENCE In Field and/or In Classroom	Courses TAUGHT	Part Full	
				Time	Time
VESL:					
Ms. Marina Goldshteyn	MA, Education, Kyrgys State University	26 years	VESL/EFL		X
Mr. Christopher Alford	BBA, University of Texas, Austin, TX	13 years	VESL/EFL	X	
Ms. Tsoleen Donoyan	BA, English, UCLA. Pursuing MA at CSULA	4 years	AVESL/EFL	X	
Mr. Wancy Young Cho	MFA, Creative Writing, Columbia University	6 years	AVESL/EFL	X	
Office Administration & Bookkeeping:					
Ms. Irina Rhatz	BA, teaching, Saratov State Conservatory	14 years	Office Administration Program		X
Ms. Tsoleen Donoyan	BA, English, UCLA. Current: MA at CSULA	4 years	Business Writing	X	
Mr. Christopher Alford	BBA, University of Texas, Austin, TX	13 years	Business Writing	X	
Vocational Nursing:					
Mr. Oleg Khilkevich, RN	BS, History/Social Studies OSU, Healthcare Studies, RN-ASN, Excelsior College Albany, NY	14 years	Theory and Clinical		X
Ms. Sondra Gomez, RN	Excelsior College <i>Associate Of Science in Nursing/ASN</i>	17 years	Clinical Instructor	X	
Medical Assisting: Mr. Christopher Yoosefi	AA in Arts, Sierra College, M A Certificate	15 years	MA, front and back office procedures	X	

CES COLLEGE instructors are highly qualified, with a minimum of 3 years of experience. Many of them have advanced degree. All our instructors are professional, patient, caring and dedicated individuals who are sensitive to the needs and cultural differences of the students. CES COLLEGE also has an Advisory Board which provides advice and expertise to further improve education services provided by CES.

CLASS SIZE

CES COLLEGE limits the size of its classes in order to provide high quality instruction and individualized attention to each student. Class size may vary by subject area. Regardless of the class size, CES College always ensures that the students receive individual attention and high quality educational services. Please ask your Admissions Representative regarding the class size for your specific program of interest.

LEARNING RESOURCES

Reference materials are available in the student lounge and in each particular department and are accessible during business hours. Materials can be checked out with the instructor or the Student Services representative. CES COLLEGE has two computer labs that are Internet-connected and are available for student use after classes. Access to various materials is also available for specific programs through publishers' websites.

ADMISSION REQUIREMENTS AND PROCEDURES

CES College admits persons who have graduated from high school or persons who are beyond the age of compulsory school attendance and who have a General Education Diploma (GED) or High School Diploma equivalent. All applicants must take an entrance test administered by CES COLLEGE and meet specific programmatic requirements as listed in the catalog. If you are applying for the Vocational Nursing program, you must have a High School diploma or the equivalent.

The entrance examinations as well as their cut-off scores depend on the program and are discussed during admissions. If student is transferring credits in, prior credit form is completed and academic transcripts are requested. Each candidate is counseled to determine her/his beginning point. A recommendation is then made regarding the course(s) of studies, which would allow the applicant to achieve her/his academic goals. CES COLLEGE will determine whether the applicant is qualified for admission through assessment and evaluation of career goals, prior experience, education, achievements, adaptability, and aptitude. Some programs have additional admission requirements, so please make sure to check with the admissions.

A school visitation is required prior to acceptance, except for international students. Each applicant must have a personal interview with a school representative. During the interview, the school program relative to the applicant's career preferences and her/his needs are discussed. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school and to ask questions.

Students interested in applying for financial aid meet with the Financial Aid Officer (FAO) to determine financial aid eligibility. Students are given an overview of financial aid programs and the availability of grants and/or loans is explained.

NONDISCRIMINATORY POLICY

CES COLLEGE is committed to the principle of equal opportunity. It is the policy of CES COLLEGE not to discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment within their selected program area in admissions, advising, training, placement, employment, or any other activities. Such discrimination is also prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to the attention of the Director of Education or the Director of Operations.

SPECIAL ACCOMMODATIONS FOR STUDENTS

CES COLLEGE educational facilities are accessible to the disabled. The admission requirements and procedures for students with disabilities are the same as the requirements and procedures for the general population. A candidate can be refused enrollment if his/her disability would preclude employment within his/her selected program area. If an applicant has a physical or mental disability, to the extent that she/he may require special attention or assistance, the applicant should contact the Admission Staff to determine if CES COLLEGE can accommodate her/his special needs.

VOTER REGISTRATION

You can request a Voter Registration Form by Phone (562) 466-1310 or (800) 481-VOTE, 24 hours a day. Obtain A Voter Registration Form At Most Government Buildings Voter Registration forms are available throughout Los Angeles County at most County buildings, city halls, fire stations, libraries, State Motor Vehicle Offices, Public Assistance Offices (DPSS, WIC), and post offices.

Download a Voter Registration Form – You can download a Voter Registration form in English or Spanish by visiting www.sos.ca.gov/nvrc/fedform/.

TRANSFER FROM OTHER SCHOOLS AND TRANSFER CREDITS

CES COLLEGE welcomes transfer students. Students who wish to transfer from other schools need to meet CES COLLEGE admissions requirements. Students must submit the required enrollment documentation and be approved to transfer by the School Director before starting classes.

CES COLLEGE will accept transfer credits only from institutions approved or accredited by an accrediting agency recognized by the US Department of Education. If the institution is located outside of the United States, the transcripts have to be evaluated by a recognized evaluation organization. A maximum of 50% of the credit hours in a program a student is transferring to can be accepted. The courses must be analogous to the CES COLLEGE courses and taken within five years prior to the transfer date. Courses taken at another institution after admission to CES COLLEGE are not transferable unless approved in advance in writing by the Director of Education. The tuition fee will be adjusted accordingly. The calculations will be done by the Financial Aid Officer.

Procedures: If student is transferring credits in, prior credit form is completed and academic transcripts are requested. An original transcript identifying the specific course(s) for which credit is requested must accompany the request, as well as descriptions of those courses and the number of classroom meeting hours. The student must have received a passing grade of "B", or better, or its equivalent. Director of Education, the School Director, VN Program Director, or the assigned instructor will interview the student to determine equivalency of courses taken at another institution to replace CES College courses. Students may be asked to submit course descriptions or outlines, and may be required to take a challenge exam with a passing grade of 80% to substantiate equivalency. All the requests have to be approved by the Director of Education and the School Director.

Experiential/Challenge Credit

Competency-based credit shall be granted to Vocational Nursing students for knowledge and skills acquired in related nursing or medical vocations within the last five years. CNA's must have a current active certification to meet these qualifications. The amount of credit granted shall be determined by written and/or practical exams. Per the regulations of the Board of Vocational Nursing and Psychiatric Technicians requirement to acknowledge past experience and education, the CES College Vocational Nursing Program will credit up to 16 hours of clinical experience. Any student requesting a transfer of credits must have a signed "Credit for Previous Education and Experience" form and submit it to the Director of Nursing. The student may waive credit if they so desire.

Experiential Learning Credit through External Evaluation Experiential credit through external evaluation includes knowledge gained through a course of study that has been rated by organizations such as the American Council on Education and the National Program on Noncollegiate Sponsored Instruction. Examples of this type of learning are courses sponsored by the National Emergency Training Center, LOMA, and the military. Each course will be evaluated on individual basis to make sure that the content and level is similar to the courses offered by CES COLLEGE.

For Vocational Nursing Students, the transcripts have to be evaluated by the Vocational Nursing Program Director. Please inquire regarding the specific procedures.

The transferability of credits you earn at CES COLLEGE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at CES COLLEGE is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. CES COLLEGE had not entered into an articulation or transfer agreement with any other college or university. 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 CES COLLEGE to determine if your credits will transfer. Academic transcripts will not be released until tuition charges are paid in full.

TRANSFER BETWEEN PROGRAMS

The Director of Education and/or the School Director must approve program changes. A student must attend all classes in which originally enrolled until the requested change is officially authorized. Credits will be transferred if applicable and the tuition charges will be adjusted. A new enrollment agreement or the addendum to the enrollment agreement, depending on the programs a student is transferring to/from will have to be filled out. The School reserves the right to make program changes and/or adjustments from time to time as necessary based on student needs, marketplace pressures, and/or funding agency requests. In this case, any changes in tuition will not affect those students already enrolled.

SCHEDULE AND CALENDAR

CES recommends that students plan ahead for their education. Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. Each course and level has a predetermined meeting place and time. In order to accommodate the needs of our adult students, CES COLLEGE maintains a continuous enrollment policy subject to the contract requirements of current funding sources. A student can begin VESL, AVESL or EFL courses on any Monday. A student may enroll in OA, and MA courses in the beginning of a module, with the exception of the courses that have prerequisites. Students must start the Vocational Nursing program during the first week of classes. Please consult with your admissions representative regarding the start dates.

Please plan your vacations around school holidays and breaks.

CES COLLEGE observes the following holidays:

New Year's Day	Martin Luther King's Birthday
President's Day	Cesar Chavez Day
Memorial Day	Independence Day
Labor Day	Yom Kippur
Veteran's Day	Thanksgiving (two days)
Winter Break (two weeks)	

Students will also be notified if CES COLLEGE closes for emergency or other extraordinary purpose.

STUDENT CONDUCT POLICY

Students are expected to treat school personnel, other students, and the premises with respect and consideration. Smoking, eating or visiting is not permitted in the classrooms. A student may be dismissed from school for any incident of an intoxicated or drugged state or behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises. Likewise, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, an administrator, faculty member, or any other stated or determined infraction of conduct will not be tolerated. Students are expected to behave in a mature manner suitable for an educational institution. **Vocational Nursing students should refer to the Student Handbook** for specific guidelines for the clinical setting.

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PEER-TO-PEER FILE SHARING

The Higher Education Opportunity Act (HEOA), H.R 4137, is a reauthorization of the Higher Education Act. It includes requirements for higher education institutions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing, such as might happen in a school. Students identified as illegally sharing copyrighted material through using school network, including through the use of e-mail, web pages, and peer-to-peer sharing software, will be subject to disciplinary action by the school. Students may also be subject to civil and criminal liabilities. CES COLLEGE reserves the right to block any web sites that are not required to conduct educational activities. Please check <http://www.educause.edu/legalcontent> for information on legal alternatives to unauthorized downloading.

ATTENDANCE POLICY

Students must maintain an attendance level of **at least 90%**. Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day. Attendance is recorded daily. In order to graduate, your average attendance for the whole program has to be at least 90%. **Vocational Nursing students, please refer to the VN program Student handbook for specific program requirements.**

A. ABSENCE

Attendance is taken daily. To maintain Satisfactory Academic Progress, a student must maintain an attendance level of at least 90%. Student Services are required to note both excused and unexcused absences. When a student's absences exceed fourteen (14) consecutive calendar days, excluding holidays and scheduled breaks, the following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn.
- All students who state they will return must attend their next scheduled class session.
- Any student who has promised to return to school but does not attend the next scheduled class session shall be dismissed from school. If the student misses fourteen calendar days consecutively, a student will be automatically withdrawn. Lost attendance time, while a student is on an approved Leave of Absence, will not be counted as absent time. **Vocational Nursing students, please refer to the VN program Student handbook for specific program requirements.**

B. TARDINESS AND EARLY DEPARTURES

Tardiness or early departure is a disruption of a good learning environment and is discouraged. Student Services record the exact time of students' arrival and departure and it is reflected in the progress reports. A minimum of 90% attendance is necessary to meet Satisfactory Academic Progress requirements. Since the exact time is recorded, tardiness will affect your overall attendance.

C. INTERRUPTION FOR UNSATISFACTORY ATTENDANCE

Students, who fail to maintain attendance level of eighty percent (90%) for each evaluation period, will be put on probation and can be terminated from the program if the attendance does not improve in the next evaluation period. **Vocational Nursing students, please refer to the VN program Student handbook.**

D. LEAVE OF ABSENCE (LOA)

Leave of absence may be granted to a student at the discretion of the school management. All LOA requests must be in writing and must be signed by the student. The anticipated date of return must be indicated on the LOA form. In no event can leave of absence exceed 180 calendar days. Students, who fail to return to class on the day scheduled to return from the LOA, may be terminated. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required. Students who have received federal student loans should be aware that failure to return from an approved LOA,

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depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules. Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted and they will need to begin making repayments immediately. For modular programs, the date the student returns to class is normally scheduled for the beginning of a module. Students who are contemplating a leave of absence should be cautioned that there is no guarantee that the module required to maintain the normal progress in their training program will be available at the time of reentry and that they may have to wait for the appropriate module to be offered. They may also be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade.

E. MAKE-UP WORK

Make Up of Missed Work:

A student is allowed to make up missed work and/or tests. Specific ways to make up varies from program to program. The instructor may give the exact assignment or test or choose an alternate assignment/test that covers the same material as the missed work. The make-up should be completed before the final grades are submitted.

Make Up of Missed Time:

A student is allowed to make up missed hours, if the absence is excused. The missed hours can be made up as follows: the student can attend another class in the evening or in the morning, if it's available; the student can stay for a tutoring session to cover the material missed, if the instructor is available; the student can cover missed material in the computer lab using the appropriate software or in the classroom under a supervision of a staff member. An instructor should assess student progress. All make up work has to be completed before the submission of the final grades for a particular module or the satisfactory academic progress check points, depending on the program.

Vocational Nursing students, please refer to the VN program Student Handbook.

F. SUSPENSION / RE-ADMITTANCE

Students who have had their training suspended for cause may be readmitted to classes upon affirmation that the actions, which caused the suspension, will not occur again, and upon approval by the Director.

GRADING AND PROGRESS SYSTEM

Students are given regular test/quizzes to assess their progress. The School's grading system is as follows:

Grade	Test Scores
A	90-100 %
B	80-89 %
C	70-79 %
D	60-69 %
F	59 and below %
I	Incomplete

When the average test scores for a student are under 70% for an evaluation period, the student will be placed on warning status. If the test scores for the next evaluation period remain below 70%, the student may be terminated. Re-enrollment may only be approved after evidence is submitted that the conditions, which caused the interruption, have been rectified.

Vocational Nursing students, please refer to the VN program Student Handbook.

SATISFACTORY ACADEMIC PROGRESS

In accordance with the Higher Education Act of 1965, as amended, CES COLLEGE has established the following Satisfactory Academic Progress policy. CES COLLEGE applies these standards to all regularly enrolled students.

Satisfactory academic progress is defined by the following criteria:

Quantitative progress: To meet SAP standards, students must:

- ✓ Earn at least 70% of attempted credit hours.
- ✓ Complete program within a maximum of 150% of the published length of the educational program.
- ✓ Maintain at least 90% of attendance.

“Attempted” credit hours are the cumulative number of credits for which the student received a grade.

Course repetitions count as hours attempted. The courses in which a student receives a letter grade of F (Fail), W (Withdraw), or I (Incomplete) are included in the number of attempted units.

“Completed” credit hours are the cumulative number of credits for which a student received a passing grade.

Qualitative progress: Students are required to maintain a minimum of 2.0 GPA, which equals to a “C” grade or 70% test score average. Grades of "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted.

Academic Review Process: Formal evaluations of student progress occur at 50% and 100% of a program. When applicable, there will be additional evaluation points at 125% and 150% of the program. In addition, student progress is reviewed on a monthly basis. Student progress reports are created and disseminated to the students. Students who do not meet SAP requirements will be notified so and counseled by a Student Services Representative. CES COLLEGE places great importance on academic integrity and high standards. Instructors are expected to monitor student progress with standardized tests, class exams, written work and grades on oral reports.

Warning:

If a student fails to meet the SAP standards, he/she will be placed on WARNING status. The student will continue to qualify for financial aid. Students may make up incomplete or failed grades while on warning status. Grant funds will continue to be paid on the first scheduled disbursement date each semester while a student remains on warning. The student’s Warning status will be cleared at the next evaluation period if she/he meets the SAP standards.

Suspension:

If the student fails to meet SAP standards while on Warning status, he/she will be placed on SUSPENDED status and will no longer be eligible for financial aid and may be dismissed from school. The suspension may be lifted when the student meets SAP standards.

Appeal Process: Any student whose financial aid is terminated or who is dismissed from the School, will be notified in writing. The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. A copy of the appeal form may be requested at the Financial Aid Office. The appeal should be addressed to the Financial Aid Officer. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress as well as providing evidence that these circumstances will not serve as a barrier in the future.

The Director of Education, the School Director, and Financial Aid Officer will examine the appeal. A decision will be made based on the student's previous academic record, input from the instructors and Student Services Representatives, and the nature of the reasons given. SAP requirements may be temporarily waived due to:

1. The death of a student's relative
2. Student illness or injury
3. Other special circumstances resulting in undue hardship to the student

The student will be notified of the decision within ten business days of the School's receipt of the appeal. The decision of the committee is final.

Reinstatement of Aid:

For a student who has not met Satisfactory Academic Progress standards, one of the following must occur in order for that student to receive Title IV assistance:

The student can reestablish eligibility for Title IV assistance by meeting the minimum requirements for Satisfactory Academic Progress. Title IV aid funds may be reinstated for a student who has not met the minimum criteria for Satisfactory Academic Progress due to unusual or mitigating circumstances and has filed an appeal, which has granted the student continuance of financial aid eligibility.

UNCOMPLETED SUBJECTS AND REMEDIATION

Students will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remediate or make up for lost work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Vocational Nursing students, please refer to the VN program Student handbook.

PROCEDURES AND APPEAL PROCESS

1. Students may question the validity of a grade or any of its contents by discussing the matter with their instructor.
2. Students, if still unsatisfied or confused, may challenge the instructor's evaluation. Any challenge must be done in writing, with a full explanation, to the Student Services Department.
3. The Student Services Representative, in consultation with the Director of Education or the Director of Nursing and the instructor, will review the records.
4. Students may also meet with the Student Services Representative, the instructor, Director of Education or the Nursing Program Director before and/or after a determination is made to review the matter.
5. If the student is not satisfied with the decision, he/she may appeal with the School Director. The Director's determination will be final.

COURSE DURATION

The length of a program depends on the number of hours and the schedule. The exact duration of the course is discussed during the admission process. You can also look at the programs' descriptions on pages 22 and 25-29 for more information.

CERTIFICATE OF COMPLETION REQUIREMENTS

Upon completion of a program, students receive a Certificate of Completion. In order to receive a Certificate of Completion, students must meet the following requirements: complete required classroom and laboratory training; maintain an attendance level of at least 90%; and maintain at least a 70% test score average. **Vocational Nursing students, please refer to the VN program Student handbook.**

Graduation with Honors

Students who have a cumulative grade average of 90% or above AND average attendance of 90% or above are entitled to graduate with honors. Only grades earned in courses taken at CES COLLEGE will be entered in the grade point average calculation for honors designations. **Vocational Nursing students, please refer to the VN program Student handbook.**

PROBATION, SUSPENSION AND TERMINATION

For academic probation information, please refer to the Satisfactory Academic Policy. Students may be placed on probation, suspended or terminated for any of the following reasons: excessive absenteeism or tardiness; failure to achieve Satisfactory Academic Progress; failure to comply with probationary conditions; cheating; conduct that reflects poorly upon the school or staff; failure to meet financial obligations; possession of drugs, alcohol or weapons on school premises; behavior creating a safety hazard to other persons at the school; knowingly falsifying information to CES; disturbing order and refusing to follow rules; threatening or insulting staff members or other clients; making derogatory remarks concerning the race, religion, ethnic or national origin, sex, marital status, age or disability of any staff member or any client or any other determined infraction of conduct. Students have the right to appeal probation, suspensions or terminations as outlined in the grievance procedure. If a student misses fourteen calendar days consecutively, the student could be terminated. For the Federal Pell Grant refund purposes, the withdrawal date will be no later than two weeks (fourteen calendar days) from the last day of attendance.

Students placed on probation will receive special instructions from the Student Services Department. Probation can be lifted prior to the end of the documented probationary period if the student has met all of the probationary conditions. If the student fails to comply with probationary conditions the student may be suspended and/or terminated. **Vocational Nursing students, please refer to the VN program Student handbook.**

APPEALS

Students, who feel that they have unjustly been placed on probation, suspended or terminated, may appeal in writing to the School Director. This written appeal must specify the basis for the request and should include documentation. The Director in conjunction with the Director of Education and designated appeals officer will review all appeals. Appeals must be submitted within five (5) days from the date of probation, suspension or termination. **Vocational Nursing students, please refer to the VN program Student handbook.**

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

A student must first make every effort to resolve the problem by discussing his or her concerns with the staff member against whom the complaint is lodged. If the complaint cannot be satisfactorily resolved by the staff member or if the student is uncomfortable dealing with this individual, the student should present his/her complaint to the Student Services Representative.

If the issue cannot be resolved by the Student Services Representative, the Student Services Representative will report it to the Director of Education, VN Program Director or the School Director. In addressing information from both the student and the employee shall be solicited. The administrator may confer with

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anyone having information pertinent to the complaint, and/or may hold a meeting between the student and the employee in an effort to mediate and resolve the complaint. If the matter is unresolved, the student should file an appeal with the President/CEO in accordance with the CES appeals process. The appeal must be made within thirty (30) days after the student's initial meeting with the Student Services Representative. Decisions of the President/CEO will be final. In the event that all channels available within the school to resolve the problem are exhausted, unresolved complaints should then be addressed to: WASC 43517 Ridge Park Drive, Suite 100 Temecula, CA 92590-3615 or Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.
Vocational Nursing Students, please refer to the VN program Student Handbook.

STUDENT SERVICES

ADVISING

Those students experiencing academic problems are advised by an Instructor, Student Services Representative, the Director of Education and/or the Nursing Program Director in order to help them overcome whatever academic difficulty they experience. These staff members are working with students who struggle with school pressures and learning disabilities and need assistance with educational planning and academic or personal problems. When students need assistance in the matter other than academic, they are provided with referrals to either one of the CES departments or other specialized programs.

HOUSING

CES COLLEGE does not provide on-campus housing. The staff can provide information to help students conduct their own independent search for housing. CES COLLEGE offers housing placement assistance. The following accommodations options are available: homestay, extended stay hotel, hostel. Information about fees and approximate cost is included on the CES COLLEGE website. To learn more, please talk to a Student Services Representative.

REFERENCE MATERIALS

The school maintains a number of reference books, magazines, videotapes, audiotapes and other pertinent publications relevant to the programs offered. Reference materials are kept for use on the school premises, but can be checked out by special permission of the course instructor. In these cases, all materials must be returned the next school day.

TUTORING

Tutoring may be arranged with the individual instructor. Fees, if any, are reflected in the enrollment agreement and/or may be discussed when additional tutoring may be needed.

JOB PLACEMENT ASSISTANCE

Placement assistance is provided to active students and graduates at no additional charge. However, no guarantee for employment or level of income can be made. Classes are provided where special attention is given to such topics as resume preparation, job search techniques and interviewing techniques. Guest speakers from industry may be invited in order to provide helpful information on how to find and secure jobs. All students are encouraged to participate in all job search activities offered by the school. CES COLLEGE Job Developer will work with graduates in order to assist them with job search activities. The Job Development Office is open to students and graduates for employment counseling and guidance and to determine the students' qualifications, personal characteristics, employment interests, and general location of

employment desired. Students must aid the job development effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary and schedule expectations.

REFERRALS/SOCIAL SERVICES

CES COLLEGE is a division of Community Enhancement Services (CES), a non-profit organization. CES offers a variety of social services to qualifying clients. These services can help you overcome the barriers that you have in order to successfully complete the program. When the services are not available at CES, we can refer you to an appropriate agency. Please ask your Student Services Representative for assistance.

TUITION PAYMENT POLICY

All tuition and fees are payable in advance unless other arrangements are made with the School prior to commencing classes. Per student's request the total amount due to the school can be divided into equal amounts and paid monthly.

BOOKS AND SUPPLIES

The cost of books is different for each program. They are reflected in tuition schedule. Please refer to the Catalog and your Enrollment agreement. If a program is administered under a grant and a student qualifies under the grant requirements, the cost of books is covered by such grant. The student furnishes incidental supplies (pens, paper, etc.)

PAYMENT METHODS AND COLLECTION OF DELINQUENT ACCOUNTS

Each student is responsible for tuition, fees, and other charges. All charges are due prior to the first day of class. Any other arrangements are made at the discretion of the School. Per student's request the total amount due to the school can be divided into equal amounts and paid monthly. Delinquent accounts shall result in suspension from classes, and may be submitted for collection with a collection agency.

FINANCIAL AID

The school is currently approved to offer Federal Financial Aid. Those who qualify may receive Pell Grants, FSEOG, Subsidized Stafford Loan, Unsubsidized Stafford Loan, or Plus Loan. For more information, talk to CES COLLEGE Financial Aid Officer or consult your financial aid book. "The Student Guide," which explains each of the federal financial aid programs and is published by the U. S. Department of Education, is available in the financial aid office.

No two students are alike, so no two students' financial needs are the same. That's why all applicants planning to apply for financial aid are required to schedule an appointment with the Financial Aid Office prior to enrollment so that eligibility for financial assistance may be determined.

Financial Responsibility: Students who obtain loans for their program of instruction are responsible for full repayment of these loans plus any accrued interest, less the amount of any refund. The student must repay the loan even if the student does not complete the educational program or is not able or chooses not to get a job after completing the program. If the student is eligible for a loan guaranteed by the federal government and the student defaults on the loan, the federal government may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. Furthermore, the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Scholarships: When funds are available, CES COLLEGE offers scholarships. Currently, CES COLLEGE offers scholarships to the VN program applicants who are employees of the clinical sites utilized by the school.

STUDENT RECORDS / RIGHT OF PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the CES COLLEGE ("School") receives a request for access. A student should submit to the Student Services Department a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Student Services Department, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the CES COLLEGE in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of directors; or a student serving on an official committee. A school official also may include a volunteer or contractor outside of CES COLLEGE who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CES COLLEGE. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202.
5. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-
 - To other school officials, including teachers, within the CES COLLEGE whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
 - To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

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- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to:(a)develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to§99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

RETENTION OF STUDENT RECORDS

CES COLLEGE maintains a file for each student. Active students' files are kept at the main campus. Files for students who are no longer enrolled are kept at the main campus or the storage facility.

TRANSCRIPTS

Official transcripts are issued upon request. There is a \$10 fee for a transcript. Transcripts will not be released until the financial obligations are met.

COMPLETION and PLACEMENT RATES

CES COLLEGE complies with the Student Right to Know Act and annually reports the completion and placement rates. This information is available from the admissions staff.

CAMPUS SECURITY AND CRIME AWARENESS

CES COLLEGE strives to provide its students and employees with a secure and safe environment. The campus is equipped with alarm systems to prevent unauthorized entry. In the event a crime is committed during business hours, the incident should be reported to Administration. In the event a crime is committed after hours, the incident should be reported to the police, the Security Company, and Administration as soon as is possible. The College encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the School Director, Director of Education, Nursing Program Director, student services, or instructor. It is important that school personnel are aware of any such problems on College campuses. Students are responsible for their own security and safety both on and off campus and must be considerate of the security and safety of others. Health and Safety plan provides information about procedures for handling various incidents and is available to students and personnel. The College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any College activities.

Sex Offence: In accordance with the "Campus Sex Crimes Prevention Act" of 2000, CES COLLEGE is providing a link to the California State Sex Offender Registry. All sex offenders are required to register in

the State of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student. <http://meganslaw.ca.gov/>

In addition to the above notice to the State of California, all sex offenders are required to deliver written notice of their status as a sex offender to the Student Services department no later than three (3) business days prior to his or her enrollment in the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the CES COLLEGE community, and may be considered by the College for enrollment and discipline purposes.

Sexual assault is unlawful and may subject those who engage in it to civil and criminal penalties. Employees and students who engage in sexual assault will also be subject to applicable disciplinary action. Sexual assault is generally defined as attempted or actual unwanted sexual activity. Sexual assaults generally fall into one of two categories: forcible and non-forcible offenses. A forcible sex offense is "any sexual act directed against another person forcibly and/or against that person's will, or not forcibly or against a person's will where the victim is incapable of giving consent." These sex offenses include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," and include incest and statutory rape. A student or employee charged with sexual assault can be prosecuted under California criminal statute and/or disciplined by the College. As a victim, an individual has the right to file criminal charges with local law enforcement authorities and, upon request, is entitled to assistance from the school in notifying the local law enforcement authorities. An individual has the right to file a complaint with the school and have a sexual assault complaint investigated by the school.

STATISTICAL INFORMATION

CES COLLEGE complies with the Campus Crime and Security Act of 1990 and issues the required campus crime and security report annually. As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CES COLLEGE has established policies regarding campus security. CES COLLEGE is required to report crimes to local authorities such as murder, aggravated assault, rape, burglary, robbery, and motor vehicle theft. CES COLLEGE is responsible for reporting the number of arrests for the following crimes on campus: liquor law violations, drug abuse violations, and weapons possessions. A copy of this report is available to students, employees, and prospective students and employees upon request.

DRUG AND ALCOHOL ABUSE POLICY

CES does not tolerate any use of non-prescription drugs and/or controlled substances, and fully complies with the Drug-Free Schools and Communities Act of the United States Congress. CES also forbids the possession, distribution, sale or consumption of alcoholic beverages while on school premises. The School reserves the right to immediately dismiss any student or employee who uses alcohol, non-prescribed drugs and/or controlled substances while on school premises, or a student or an employee who comes to school while under the influence of any of the above. Students or employees in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and school disciplinary action.

SUBSTANCE AWARENESS

CES presents the following information in accordance with the understanding that informed individuals are better prepared to deal with the potential dangers that they may be exposed to.

ALCOHOL (at .08 blood alcohol concentration & above)

Impaired motor abilities; reduced judgment; sleepiness; increased sexual desire but reduced ability to perform; nausea, vomiting; liver disorders – alcoholic hepatitis, alcoholic cirrhosis; cancer of the tongue, mouth, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation).

CANNABIS MARIJUANA HASH / HASH OIL, THC

Diminished-short term memory, motivation & cognition, coordination & concentration, oral communication, reaction time; anxiety & panic reactions; carcinogenic elements in smoke; damaged lungs & respiratory system.

COCAINE (includes Crack Cocaine)

Includes likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure, even in young users; cocaine psychosis (paranoia & hallucinations); ulceration of mucous membranes in the nose; sexual dysfunction; during pregnancy – severe physical & emotional problems in babies.

DEPRESSANTS, Tranquilizers, Barbiturates, Methaqualone

Dangerous effects when mixed with alcohol; calmness & relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; during pregnancy – birth defects; tolerance develops severe withdrawal symptoms; physical & psychological dependence.

OTHER STIMULANTS (excluding cocaine), Amphetamine, Methamphetamines

Increased heart & respiratory rates; elevated blood; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis-violent behavior, hallucinations, delusions, paranoia; drug tolerance & dependency; mood swings; ulcers; mental confusion.

PSYCHEDELICS, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA

Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting & diarrhea; severe mood disorders, panic depression, anxiety; greater suggestibility & feelings of invulnerability; unpredictable reactions if drugs are "cut" with impurities; tolerance after (3-4 daily doses-higher doses are required to produce same effects).

NARCOTIC OPIUM, Morphine, Codeine, Thebaine, Heroin, Methadone, Darvon, Demerol

Feeling of euphoria followed by drowsiness; nausea & vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes – AIDS, hepatitis B, endocarditis (infection in the heart); women dependant on opiates have multiple pregnancy complications-spontaneous abortions, still births, anemia, diabetes.

STATE SANCTIONS* (CALIFORNIA)

The information is presented as guidelines for educational purposes but is not binding. Actual penalties and sanctions imposed will be determined by the facts relating to each individual.

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ALCOHOL

Under age consumption and/or possession

-Misdemeanor - 30 days (min) - 6 months (max) - and/or fine.

Open container in motor vehicle

-Misdemeanor - fine \$100

Driving under the influence

-Misdemeanor fine \$ 175 (min) - \$500 (max) - possible confinement

48 hours (min) - 6 months (max)

MARIJUANA

Amount possessed will determine the penalty

-6 months (min) - 10 years (max) - plus fine

ALL OTHER NARCOTICS

Felony; Amount possessed will determine the penalty

-2 years (min) - 10 years (max) - plus fine

SCHOOL SANCTIONS (Applied to all categories of substances)

These sanctions are in addition to any criminal sanctions, which may be imposed. Student employees are subject to both employee and student sanctions.

Students

Possession, use, sale of any amount on school property or as part of any school activity is prohibited.

Sanctions for this violation could lead up to expulsion.

1. Disciplinary Probation - A specified period of time, during which the student's activities may be curtailed, for which an active student is advised in writing of probable suspension or expulsion for future misconduct.
2. Suspension - Temporary exclusion from any extra-curricula activities for a specified period of time with the student advised in writing of probable suspension or expulsion for future misconduct. Conditions for terminating period and appeal will be stated in the written order of suspension.
3. Expulsion - Termination of student status for an indefinite period; usually a permanent dismissal from the school. Conditions of expulsion and appeal will be stated in the written order of expulsion.

Faculty & Staff

Performing school business under the influence, possession, use, sale, or furnishing to a minor any alcohol, non-prescribed drugs and/or controlled substances is prohibited. Sanctions for this violation will lead to dismissal.

LOCAL TREATMENT RESOURCES

The following is a sampling of local area information and treatment resources. CES COLLEGE does not endorse any of the institutions referenced below.

Valley Community Clinic

6801 Coldwater Canyon Avenue, Suite 1-B, North
Hollywood CA, 91605
(818) 763-1718x392

CRI Help Inc The George T Pflieger Center

11027 Burbank Boulevard North Hollywood CA, 91601
(818) 985-8323

Van Nuys Drug and Alcohol Abuse Program

15015 Oxnard Street Van Nuys, CA 91411
Tel: (818) 787 - 4151

Alcoholics Anonymous (Los Angeles)

(323) 936-4343

Narcotics Anonymous (Los Angeles)

(310) 390-0279

Drug Abuse & Crises Intervention

(800) 234-0246

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REFUND POLICY

Right to cancel: all funds paid will be returned if the student is rejected for enrollment. The student has the right to cancel the enrollment agreement and obtain the refund of charges paid through attendance at the first class session, or the seventh day after enrolment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

Equipment: if the school has given you any returnable equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

Withdrawal from course: you have the right to withdraw from a course of instruction at any time. You can withdraw by sending the notice in writing or in person. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the fifth business day following the first class you have attended, the school will remit a refund, less a registration fee not to exceed \$75.00 if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition allowing for reasonable wear and tear within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the front page of this agreement. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

Hypothetical refund example according to the state prorata policy. Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the equipment he/she obtained. The prorata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the-equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total paid	\$7,400.00	Tuition cost	\$6,800.00	Paid for instruction	\$6,800.00
Less registration fee (not refundable)	75.00	Hours in the course	1,600	Hours attended	600
Less cost of Non-returnable equipment	525.00	Hourly charge	4.25	Tuition owed 600 x \$4.25	\$2,550.00
Equals amount paid for instruction	\$6,800.00			Refund due	\$4,250.00

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
For California Schools: If you are absent for three consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

Refunds: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG. This order would apply in accordance to the aid programs available at the institution. The student is entitled to a refund of moneys not paid from financial aid programs funds.

Please note: The refund policy for EFL program is different. It is included in the welcome package and is also furnished upon request. Please contact your admissions representative.

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STUDENT TUITION RECOVERY FUND (STRF)

STRF is a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of school closure, the institution's breach or anticipatory breach of the agreement for the course of instruction, or a decline in the quality of the course of instruction with a 30 day period before the instruction closure. The fund protects only California students. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and, 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. **You are not eligible for protection from the STRF** and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident. 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. **Amount of STRF Assessment:** (a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50).

INTERNATIONAL STUDENTS

CES COLLEGE is authorized to enroll non-immigrant alien students with F-1 and M-1 visas.

Students applying for admissions to the English as a Foreign Language program (F-1) do not need to have any knowledge of English language as English language instruction is the purpose of this program. Therefore no English Language Proficiency exam is required. An assessment test will be given upon arrival for proper level placement. All training is conducted in English language only. Students applying for vocational training programs (M-1) must demonstrate English proficiency. This can be proved by submitting evidence of TOEFL scores (minimum score of 45 iBT 450 PBT/133 CBT / OR IELTS scores (minimum band score of 4.5) or taking admissions test at CES COLLEGE. We do not require proof of an English proficiency exam if you are a native citizen of a country where English is a first language (Australia, Canada, Ireland, New Zealand, and the United Kingdom), or if you have studied in a high school or college for a minimum of 3 years in which the primary language of instruction is English (with a letter from the school). Students applying for vocational training programs must meet admissions requirements for each particular program. Please consult this catalog and/or Student Services department for detailed information about the application process, entrance requirements and cost information. If you are accepted, CES COLLEGE will send you a SEVIS generated Form I-20, which has to be provided to the embassy/consulate during your visa interview. Please note, CES COLLEGE does not issue visas, neither does the school guarantee that you will receive the visa; this is a prerogative of the US embassies/consulates.

TUITION AND FEE SCHEDULES*

PROGRAM TITLE: ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/_Suppl.	CA STRF	Total Cost
AVESL	725	48	\$75	\$4,349	\$60	\$10	\$4,494

PROGRAM TITLE: OFFICE ADMINISTRATION (OA)

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/_Suppl.	CA STRF	Total Cost
OA	900	39.5	\$75	5,260	\$190	\$15	\$5,540

PROGRAM TITLE: MEDICAL ASSISTANT (MA)

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/Suppl.	Unif.	CA STRF	Total Cost
MA	900	40.6	\$75	\$7,850	\$390	\$50	\$20.0	\$8,385

PROGRAM: VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL-725)

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/_Suppl.	CA STRF	Total Cost
VESL	725	48	\$75	\$4,335	\$50	\$10	\$4,470

PROGRAM: VOCATIONAL NURSING

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/Suppl.	Unif.	Insur.	CA STRF	Total Cost
VN	1560	72	\$75	\$23,988	\$475	\$50	\$27	\$62	\$24,677

All credit hours are semester credit hours.

PROGRAM: ENGLISH AS A FOREIGN LANGUAGE (EFL)

Registration fee	\$75 (one-time fee)
I-20 fee	\$100 (one-time fee)
Books	\$100 (per level)
Tuition*	\$500 (1 month)-Day program \$390 (1 month) –Evening

*CES reserves the right to change tuition schedule

STATEMENT OF FINANCIAL OBLIGATION A student who has applied, is accepted, and has begun classes at CES College assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. Any student who is delinquent in a financial obligation to the school is subject to disciplinary action on this basis, including suspension or termination of enrollment.

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PROGRAMS OF STUDY

CES COLLEGE currently offers instruction in the following programs of study:

- **ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVESL);**
- **ENGLISH AS A FOREIGN LANGUAGE (EFL)**
- **MEDICAL ASSISTANT (MA)**
- **OFFICE ADMINISTRATION (OA)**
- **VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL-725)**
- **VOCATIONAL NURSING**

ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVESL)

The Advanced VESL program is a comprehensive course with a special emphasis on employment related applications. It is designed to meet the job-specific English language requirements, develop ability to use English in everyday personal and workplace situations, and acquire advanced proficiency in the four language skills: reading, writing, listening, and speaking. The course will provide the students with the skills necessary for better employment opportunities, job retention and upward mobility by allowing them to gain a higher level of English competency required for successful employment. The course is 42/24 semester credit hours (725 clock hours.)

Schedule*: The day class meets five times a week: Monday through Thursday, 8:30-1:30 and Friday, 8:30-12:30 for a total of 24 hours a week (31 weeks of instruction). The evening class meets 4 times a week, Monday through Thursday, 6:00-10:00PM for a total of 16 hours/week (45 weeks of instruction.)

Admissions Requirements: Applicants are required to have a high school diploma or its equivalent. They also need to have a minimum score of 221 on the CASAS assessment test.

Method of Instruction: Classroom. CES utilizes a combination of instructional methods to promote active student participation and ensure that students' different needs and learning modalities are addressed. Specifically, the methods of delivery utilized at this institution are: The Direct Method; The Audio-Visual Method; The Communicative Approach; The Natural Approach; Lectures; Interactive.

Graduation Requirements:

Minimum 70% GPA. Minimum 90% attendance. Minimum 70% earned credits

Occupations and Job Titles: All occupations and titles apply

ENGLISH AS A FOREIGN LANGUAGE (EFL)

CES COLLEGE EFL program is designed for international students who desire to improve their command of English for professional reasons or to be able to attend an American University or college. Whether you never studied English, have some basic understanding of everyday vocabulary and sentence structure, or even if you are an advanced student, our EFL program is designed for you. The length of your program will depend on your level of English at the start of the program and your goal. When you arrive, CES staff will assess your level and place you at the correct level for the optimum learning experience. CES College is registered with the Educational Testing Service (ETS) and is a Certified TOEFLib Test Center. Please refer to EFL Student Handbook for more information.

Schedule*: The day class meets five times a week: Monday through Thursday, 8:30-1:30 and Friday, 8:30-12:30 for a total of 24 hours a week. The length of your training will depend on your current level of English and your goals. *CES reserves the right to modify the time required to complete its programs of study and class schedules at its discretion without any further notice.

MEDICAL ASSISTANT

The Medical Assistant program prepares students to provide allied health services in medical offices, clinics and hospitals. Emphasis is placed on both front office administrative skills and back office clinical skills. Medical Assistants participate in Diagnostic, Clinical, and Administrative functions. Diagnostic functions include drawing blood, performing basic laboratory tests, taking EKG's and X-Rays. Clinical functions include obtaining vital signs, preparing patients for and assisting with examinations and procedures, administering medications and performing treatments. Administrative functions include managing records, completing insurance coding, and providing for billing and collecting as well as serving as receptionist, and scheduling appointments. Medical Assistants are taught computer applications to manage records, billing and other aspects of a medical office or clinic. The program includes externship to allow students apply the skills learned in the classroom to the real world and gain first-hand experience. The program is 900 clock hours. The program has modular enrollment: students can enroll at the beginning of each course except for the courses that have a prerequisite.

Students have to complete all of the following courses in order to graduate.

Course	Lecture	Lab		Total
Introduction to Medical Assisting The course introduces the student to the medical practice environment.	30	10		40
Anatomy and Physiology	65	0		65
Clinical Medical Assistant The course provides medical assistant students with theory and hands-on instruction in patient care. Within this course of study the students will focus upon various clinical procedures utilized within the medical offices, including infection control, patient education, vital signs, patient assessment, medication administration, diagnostic procedures, and assisting with physical examination.	255	195		450
	20	10		
Administrative Medical Assistant The course instructs students in the practice of the management of a medical office in areas such as receptionist duties, medical records, medical insurance, billing and collection, telephone techniques, appointment scheduling, verbal and written communications, care of equipment and supplies, security, office management, and professionalism.	95	130		225
Section 5 Internship The medical assistant students get a chance to apply and solidify the skills previously discussed and practiced in class.			120	120
Total hours	445	335	120	900

Externship: The program incorporates a mandatory externship component. Students will not receive compensation for externship experience. Students are eligible for graduation and employment assistance only after successful completion of all coursework and the required number of hours for their externship.

Schedule*: The day class meets five times a week: Tuesday through Friday, 8:30AM-2:30PM for a total of 24 hours a week. Externship schedule may be different.

**CES reserves the right to modify class schedules at its discretion without any further notice.*

Admissions Requirements:

All students must be at least 18 years old or be a High School Graduate or equivalent and pass an entrance examination. Students must receive at least 221 on the CASAS Appraisal Test and at least 70% on TABE Math test. Applicants who do not have a HS Diploma or GED and want to apply for Title IV funds need to take an “Ability-to-Benefit” (ATB) Entrance Exam administered by an Independent Test Administrator.

Method of Instruction:

Theory: Classroom

Skills: Skills Lab

Internship

Graduation Requirements:

Minimum 70% GPA

Minimum 90% attendance

Minimum 70% earned credits

Occupations and Job Titles:

SOC Code: 31-9092 Medical Assistants

ONET Code: 31-9092.00 - Medical Assistants

CIP Code: 51.0801 Medical/Clinical Assistant

[51.0710](#) Medical Office Assistant/Specialist.

Sample of reported job titles: Medical Assistant, Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Outpatient Surgery Assistant

OFFICE ADMINISTRATION

CES COLLEGE has developed the Office Administration program to prepare students for a career in office administration. Master the skills you need to tackle the challenges of the fast-paced office environment. In this program, you will learn how to organize and maintain an efficient office. You will develop the knowledge of computer software, including word processing, desktop publishing, spreadsheets, and database programs. This program also prepares students for the job search by developing their resume and honing their interviewing skills. At the end of the program, you will apply the skills you've learned in the classroom to the real world and gain first-hand experience in an office environment, through a supervised internship at a local business. The program is 900 clock hours. The program has modular enrollment: students can enroll at the beginning of each course except for the courses that have a prerequisite.

Students have to complete all of the following courses in order to graduate.

Course Title	Description	Hours	Prerequisite
Computers Concepts and Windows	The course is an introduction to computer technology. It provides basic information about use of computer technology, PC hardware, Windows operating system, the Internet, and Outlook.	50 clock 2.3 credit	Pass entrance examination
Word	This is a comprehensive Word 2007 training course. The course provides theory and hands-on training in basic and advanced skills needed to create a wide range of documents utilizing MS Word. Business writing component reviews grammar and instructs students in creating original written communication.	202 clock 8.7 credit	Pass entrance examination
Access	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. This course provides theory and hands-on training in basic and advanced concepts of Microsoft Access.	96 clock 4.7 credit	Pass entrance examination
Power Point		102 clock 4.9 credit	Pass entrance examination
Excel		193 clock 9 credit	Pass entrance examination
Comprehensive Integration		24 clock 1.2 credit	Completion of Word, Excel, Access, and PowerPoint courses
Accounting Fundamentals	This course provides instruction in accounting fundamentals so that the students could perform basic bookkeeping tasks.	60 clock 3.4 credit	Pass entrance examination
Office Procedures	This course provides instruction in customer service	24 clock	Pass entrance

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	skills, operating telephone system, operating office equipment, and utilizing various methods of recordkeeping.	1.3 credit	examination
	This course provides an overview of theory and practical skills covered during the program and prepares students for the externship and job search.	20 clock 1 credit	Completion of all courses in the program
Externship	The students get a chance to apply and solidify the skills previously discussed and practiced in class.	120 clock 2.7 credit	Completion of all courses in the program

Externship: The program incorporates a mandatory externship component. Students will not receive compensation for externship experience. Students are eligible for graduation and employment assistance only after successful completion of all coursework and the required number of hours for their externship.

Schedule*: The day class meets five times a week: Monday through Thursday, 8:30AM-1:30PM and Friday, 8:30AM-12:30PM for a total of 24 hours a week (38 weeks of instruction). Externship schedule may be different.

**CES reserves the right to modify class schedules at its discretion without any further notice.*

Method of Instruction:

Classroom; Computer Lab, Internship

Admissions Requirements:

All students must be at least 18 years old or be a High School Graduate or equivalent and pass an entrance examination. Students must receive at least 221 on the CASAS Appraisal Test. Applicants who do not have a HS Diploma or GED and want to apply for Title IV funds need to take an “Ability-to-Benefit” (ATB) Entrance Exam administered by an Independent Test Administrator.

Graduation Requirements:

Minimum 70% GPA Minimum 90% attendance Minimum 70% earned credits

Occupations and Job Titles:

CIP Code: 52.0408—General Office Occupations and Clerical Services

SOC Code: 43-6014 Secretaries and Administrative Assistants

ONET Code: Office Clerks, General - 43-9061.00

Additional occupations:

CIP Code: 52.0401—Administrative Assistant and Secretarial Science, General

CIP Code: 52.0406—Receptionist

CIP Code: 52.0407—Business/Office Automation/Technology/Data Entry

CIP Code: 11.0602—Word Processing

[Sample of Reported Job Titles:](#) Administrative Assistant, Clerk, Office Manager, Receptionist. Office Coordinator, Secretary, Office Assistant, Office Clerk, Customer Service Representative

VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL-725)

CES COLLEGE has created a specialized VESL program that assists immigrants and refugees find meaningful employment in the U.S. labor market by providing them with sufficient training in ESL and workplace skills so that they are able to utilize education and technical skills, which they bring from their native countries. VESL-725 curriculum gives students the language they need to identify transferable job skills, their strengths and weaknesses and possible job goals as well as to become better communicators in a work setting.

Curriculum includes lessons in English grammar, reading, writing, listening and speaking as well as American business culture and employability. The course is 47.5/24 semester credit hours (725 clock hours).

Schedule*: The day class meets five times a week: Monday through Thursday, 8:30-1:30 and Friday, 8:30-12:30 for a total of 24 hours a week (31 weeks of instruction). Evening class meets four times a week, Monday-Thursday, 6:00pm-10pm for a total of 16 hours a week (45 weeks of instruction).

**CES reserves the right to modify the time required to complete its programs of study and class schedules at its discretion without any further notice.*

Admissions Requirements: Applicants are required to have a high school diploma or its equivalent.

Method of Instruction: Classroom

CES utilizes a combination of instructional methods to promote active student participation and ensure that students' different needs and learning modalities are addressed. Specifically, the methods of delivery utilized at this institution are:

- The Direct Method;
- The Audio-Visual Method;
- The Communicative Approach;
- The Natural Approach;
- Lectures;
- Interactive

Graduation Requirements:

Minimum 70% GPA

Minimum 90% attendance

Minimum 70% earned credits

Occupations and Job Titles: All occupations and titles apply

VOCATIONAL NURSING

Vocational Nursing Program provides students with the theory, laboratory, and clinical experiences to prepare them for a career as a vocational nurse. The clinical assignments of the program provide students with actual hands-on experience in providing nursing care to clients of various ages, ethnic and cultural groups, and stages of wellness/illness. Upon successful completion of the program, the students will be eligible to sit for the NCLEX-pn examination. Upon passing the exam, the student will be eligible for employment as a Licensed Vocational Nurse. The program consists of 1560 clock hours. Students have to complete all the courses in the sequence of the approved curriculum.

Module 1

Prerequisite: Meet program admissions requirements.

Content: Fundamentals of Nursing. Anatomy & Physiology. Pharmacology

Module 1 is designed to provide the beginning student with an introduction to basic nursing skills for direct patient care in nursing. Emphasis is placed upon the application of the nursing process and Maslow's Hierarchy of Needs utilized within the context of the Vocational Nursing scope of practice, the healthcare environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical assessment. This includes integrated anatomy and physiology, and basic pharmacology topics.

Module 2

Prerequisite: Successful Completion of Module 1

Content: Medical-Surgical Nursing. Anatomy and Physiology. Pharmacology

Module 2 is designed to provide the student with a foundation in medical-surgical nursing. Topics include general care of patients having problems with pain, fluid and electrolyte imbalance and urinary system problems. Emphasis is placed upon care of patients with disorders of the skin, endocrine system, blood and cardiovascular system. The nursing process and Maslow's Hierarchy are utilized as a unifying framework. General pharmacology and pharmacology related to systems problems and treatment is covered.

Module 3

Prerequisite: Successful Completion of Module 2

Content: Medical-Surgical Nursing. Anatomy and Physiology. Pharmacology

Module 3 is a continuation of Medical-Surgical Nursing. Emphasis is placed upon care of patients with respiratory, musculoskeletal, gastrointestinal, neurological, eye and ear disorders as well as cancer and steroid related problems and home health and hospice. Again, the nursing process and Maslow's Hierarchy are the unifying framework for the studies. Pharmacology includes systems problems as well as the nursing process.

Module 4

Prerequisite: Successful Completion of Module 3

Content: Maternity and Fetus/ Infant. Pediatrics. Mental Health. Anatomy & Physiology. Pharmacology
Leadership/ Supervision

Module 4 is designed to provide the senior student with the basic knowledge in several specialty areas: family nursing, pediatrics, mental health, including pharmacology for these areas, and to give the core information for Leadership and Supervision. In addition, career issues for the vocational nurse are discussed during preparation for professional practice.

Schedule: Theory: 5:30pm-10:30pm, 2 days a week. Clinicals: clinical are offered on Saturdays and Sundays, eight hours each day. Clinical schedule depends on assigned clinical site. Program has 60 weeks of instruction.

**CES reserves the right to modify the time required to complete its programs of study and class schedules at its discretion without any further notice.*

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Admissions Requirements:

1. Student must have graduated from high school, or earned a Graduate Equivalency Diploma (G.E.D.) and be at least 18 years of age.
2. If the student has a Foreign (out of the United States) high school diploma, this diploma and transcripts must be translated into English, and evaluated for United States acceptance for High School equivalence. The fee for foreign student transcript evaluation is the Student's responsibility.
3. CES COLLEGE will use TABE admission test. The students need to have a minimum of 70% on the entrance examination.
4. Physical examination, drug testing, immunization completion, and TB testing as required by clinical facilities. Students must be physically capable of fulfilling the objectives of the nursing program. The school will make reasonable accommodation to assist a student with a disability to advance through the program. However, students should have sensory function adequate for client assessment and care and must possess the physical status to provide all aspects of nursing care in a safe manner.
5. Personal interview with Program Director after meeting required admission standards.

Ability to Benefit Examinations. All VN students must have a high school diploma or its equivalent in order to be eligible for the licensing examination upon completion of the program.

Method of Instruction:

Theory: Classroom

Skills: Skills Lab and Clinical setting (long-term care facilities, acute care facilities, specialty clinics)

Graduation Requirements:

Minimum 75% GPA

Completion of 100% required hours.

Please refer to the VN Program Student Handbook for additional information.

LVN License requirements: To earn a Licensed Vocational Nurse (LVN) license, students, upon completion of this program, must pass a state administered nursing examination, called the NCLEX-PN, (National Council Licensure Examination – Practical Nurse).

Occupations and Job Titles:

Licensed practical and licensed vocational nurses

SOC Code 29-2061

Licensed Practical/Vocational Nurse

CIP Code 51.3901

Licensed Practical and Licensed Vocational Nurses

ONET Code- 29-2061.00

Please talk to our Admissions Representatives for further information

Questions: If you have any questions about this catalog, please feel free to ask your Admissions Representative, your Student Services Representative, or the School Director. 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, www.bppe.ca.gov Phone Number: (916) 431-6959, Fax Number: (916) 263-1897