

Addendum A to San Diego College Catalog / Handbook 2012-2013

Effective January 1, 2013

Please note revised Program Tuition Cost breakdown amounts from page 23 of the San Diego College Catalog. Effective January 1, 2013, there has been a change to the Student Tuition Recovery Fund for residents in the state of California.

PROGRAM TUITION COST

Program	Registration Fee (Non-Refundable)	Student Tuition Recovery Fund (Non-Refundable)	Tuition	Books & Tools	TOTALCOST*
Office Assistant	\$75.00	\$8.00	\$14,781.00	\$1,036.00	\$15,900.00
Medical Administrator	\$75.00	\$0.00	\$16,199.00	\$1651.00	\$17,925.00
Medical Administrator (California)	\$75.00	\$9.00	\$16,199.00	\$1651.00	\$17,934.00
Medical Assistant**	\$75.00	\$8.00	\$14,935.00	\$882.00	\$15,900.00
Medical Billing**	\$75.00	\$8.00	\$14,656.00	\$1,161.00	\$15,900.00

* Charges for the period of attendance and the entire program.

**Uniforms are included.

The College reserves the right to change tuition and fees, make curriculum and/or textbook changes as required at any time. Any changes in tuition will not affect students in attendance.

Addendum B to San Diego College Catalog / Handbook 2012-2013

Effective January 1, 2013

**SAN DIEGO COLLEGE
GAINFUL EMPLOYMENT PROGRAM DISCLOSURE
OPEID NUMBER: 04134500
JULY 1, 2013**

Name: _____

Medical Assistant

Program Length: 8 months

CIP (Classification of Instructional Program) Code: 51.0801

SOC (Standard Occupational Classification) Code: 31-9092

Link to U.S. Department of Labor, Occupational Profile: <http://www.onetonline.org/link/summary/31-9092.00>

Credential Level: 01 – Undergraduate Certificate

Tuition: \$ 14,935.00

Fees: \$ 83.00, total fees includes a State of California mandated Student Tuition Recovery Fund (STRF) fee of \$ 8.00

Room and Board: College does not offer on-campus living

Books and Supplies: \$ 882.00

Total Program Cost: \$ 15,900.00

Completion and Placement Rates for Period 07/01/2011 to 06/30/2012

On Time Completion Rate: 12 %. Due to the Externship Course assignment being affected by site operational hours, and the need to complete all 160 hours of Externship, students of San Diego College can expect to complete past their expected graduation date.

Job Placement Rates

Council for Occupational Education (National): 60 %

Bureau for Private Postsecondary Education (State): 29 %

Median Loan Debt Incurred by Students Completing the Medical Assistant Program

Federal Loan Debt: \$ 9077.00

Private Loan Debt: \$ 0.00

Institutional Finance Plan: \$ 1607.00

SAN DIEGO COLLEGE
GAINFUL EMPLOYMENT PROGRAM DISCLOSURE
OPEID NUMBER: 04134500
JULY 1, 2013

Name: _____

Medical Billing

Program Length: 8 months

CIP (Classification of Instructional Program) Code: 51.0705

SOC (Standard Occupational Classification) Code: 43-6010

Link to U.S. Department of Labor, Occupational Profile: <http://www.onetonline.org/link/summary/31-9092.00>

Credential Level: 01 – Undergraduate Certificate

Tuition: \$ 14,656.00

Fees: \$ 83.00, total fees includes a State of California mandated Student Tuition Recovery Fund (STRF) fee of \$8.00

Room and Board: College does not offer on-campus living

Books and Supplies: \$ 1161.00

Total Program Cost: \$ 15,900.00

Completion and Placement Rates for Period 07/01/2011 to 06/30/2012

On Time Completion Rate: 1 %. Due to the Externship Course assignment being affected by site operational hours, and the need to complete all 160 hours of Externship, students of San Diego College can expect to complete past their expected graduation date.

Job Placement Rates

Council for Occupational Education (National): 26 %

Bureau for Private Postsecondary Education (State): 25 %

Median Loan Debt Incurred by Students Completing the Medical Assistant Program

Federal Loan Debt: \$9077.00

Private Loan Debt: \$ 0.00

Institutional Finance Plan: \$ 1607.00

SAN DIEGO COLLEGE
GAINFUL EMPLOYMENT PROGRAM DISCLOSURE
OPEID NUMBER: 04134500
JULY 1, 2013

Name: _____

Office Assistant

Program Length: 8 months

CIP (Classification of Instructional Program) Code: 11.0601

SOC (Standard Occupational Classification) Code: 43-9000

Link to U.S. Department of Labor, Occupational Profile: <http://www.onetonline.org/link/summary/31-9092.00>

Credential Level: 01 – Undergraduate Certificate

Tuition: \$ 14,781.00

Fees: \$ 83.00, total fees includes a State of California mandated Student Tuition Recovery Fund (STRF) fee of \$8.00

Room and Board: College does not offer on-campus living

Books and Supplies: \$ 1,036.00

Total Program Cost: \$ 15,900.00

Completion and Placement Rates for Period 07/01/2011 to 06/30/2012

On Time Completion Rate: 1 %. Due to the Externship Course assignment being affected by site operational hours, and the need to complete all 160 hours of Externship, students of San Diego College can expect to complete past their expected graduation date.

Job Placement Rates

Council for Occupational Education (National): 17 %

Bureau for Private Postsecondary Education (State): 13 %

Median Loan Debt Incurred by Students Completing the Office Assistant Program

Federal Loan Debt: \$ 9077.00

Private Loan Debt: \$ 0.00

Institutional Finance Plan: \$ 1607.00

SAN DIEGO COLLEGE
GAINFUL EMPLOYMENT PROGRAM DISCLOSURE
OPEID NUMBER: 04134500
JULY 1, 2013

Name: _____

Medical Administrator/Billing and Coding Specialist

Program Length: 50 weeks

CIP (Classification of Instructional Program) Code: 51.0705

SOC (Standard Occupational Classification) Code: 43-6010

Link to U.S. Department of Labor, Occupational Profile:

<http://www.onetonline.org/link/summary/31-9092.00>

Credential Level: 01 – Undergraduate Certificate

Tuition: \$ 16,199.00

Fees (for CA state residents only): \$ 83.00, total fees includes a State of California mandated Student Tuition Recovery Fund (STRF) fee of \$ 8.00

Fees (for non-CA residents): \$ 75.00

Room and Board: College does not offer on-campus living

Books and Supplies: \$ 1651.00

Total Program Cost: \$17,970.00 for CA state residents

Total Program Cost: \$17,925.00 for non-CA residents

Completion and Placement Rates for Period 07/01/2011 to 06/30/2012

This program is a new offering for San Diego College. Reporting on this program will begin in 2013-2014.

Job Placement Rates

Council for Occupational Education (National): New Program – No Statistics

Bureau for Private Postsecondary Education (State): New Program - No Statistics

Median Loan Debt Incurred by Students Completing the Medical Administrator/Billing and Coding Specialist

Federal Loan Debt: 10,898

Private Loan Debt: 0

Institutional Finance Plan: \$ 580.00-680.00

Addendum C to San Diego College Catalog / Handbook 2012-2013

Effective February 26, 2013

To be added to p. 18

Social Media:

No student or student group shall be required to:

1. Disclose a user name or password for any accessing personal social media;
2. Access personal social media in the presence of a San Diego College employee or representative;
3. Divulge any personal social media information;

No student or student group will be penalized for refusing to comply with any demand or request for access to personal social media.

To be added to p. 28

Federal Loans:

Federal Student Loans provide a range of flexible repayment options, including, but not limited to income-based repayment and income-contingent repayment plans, and loan forgiveness benefits which other student loans are not required to provide.

Federal direct loans are available to students regardless of income.

Addendum F to San Diego College Catalog / Handbook 2012-2013

Effective May 8, 2013

Pre-able to the Attendance Policy

The College recognizes that regular attendance has a positive impact on a student's success in his or her program of study. Students are expected to be in class for all regularly weekly scheduled online live lectures and virtual labs as defined below.

Live lectures involve students watching and listening to instructor presentations and interacting as appropriate with the instructor.

Virtual labs are scheduled so that students may complete all of their activities and assignments in an environment which is monitored by a lab instructor. Whereas the instructor will proactively interact with each student, observe and provide feedback, students are also encouraged to reach out to the instructor for assistance and two way interaction. Instructor and students can observe each other visually and share computer screens and projects while conversing with each other, which greatly adds to the student's learning environment, and the learning environment as a whole.

Due to the nature of the online education environment, whereas lectures and supervised labs have been scheduled, students may also work at any time outside of these scheduled hours to review work done, prepare for class, and any additional work or catch up work as needed. The online learning environment is available 24/7 and accordingly students with questions/issues, during these times, may communicate via emails, and text.

In addition to the above instructors also reach out to students via the telephone.

Attendance Policy: To be marked present, or in attendance, the student must: 1.) Log in, and 2.) while logged in, must complete a "meaningful activity" or work product for that day. A student can only be marked present or in attendance once per day regardless of the amount of time, number of times that day logged in, or amount of number of work product completed. Meaningful activity or assigned work product is described in the course syllabus. Although it may be possible to complete all assigned work assignments, quizzes, tests (work product) for the week in one day, this is not acceptable and violates San Diego College's attendance policy. Students are required to log in not less than three (3) days each week, and during time logged in, the student must complete a "meaningful activity(ies)", as described in the course syllabus. .

The student is marked present for the week if during the week, (Monday through Sunday) the student logs in three (3) or more days, and while logged in completes a meaningful activity or work product as explained in the course syllabus during the day logged in.

Students not meeting this requirement will be marked absent for the week. Students are warned after one week of absent attendance, Two (2) weeks of absent attendance during the course will result in further warnings and being placed on attendance probation. Three (3) or more weeks of absent attendance will result in an attendance withdrawal from the course and possibly from the program.

Addendum E to San Diego Catalog / Handbook 2013

Updated list of staff and instructors:

STAFF

Fabio Freiberg, CEO/CFO
Ronny Sussman, Vice President
Maria Simard, Campus President/DOE
Marco Quesada, Director of Operations & Marketing
Dennis Young, Business Office Manager
Mariza Ramirez, Financial Aid Director
Nailoi Savali, Financial Aid Administrator
Luis Bello, Financial Aid Administrator
Rosemary Hilliker, Director of Admissions
Beatriz Maldonado, Lead Admissions Advisor
Victor Sanchez, Admissions Advisor
Roman Sanchez, Admissions Advisor
Michelle Cesena, Online Admissions Advisor
Pinky Mitchell, Online Admissions Advisor
Sonia Corrales, Online Admissions Advisor
Sandra Gracia, Online Program Director
Leo Q. Fitch, Registrar
Sacha Glassner, Online Student Support Specialist, Virtual Lab Instructor
Sue Cole, Student Success & Retention Coordinator, Ground Students
Debbie Bennett, Asst. Director of Education
Dawn Square, Lead MA Instructor
Quenton Miller, Manager of Online Instructors
Phyllis Du'Gas, Online Placement Director
Debbie Fernandez, Director of Career Services
Hugo Malave, IT Support
Jeanne Neal, Administrative Assistant
Estela Munguia, Front Desk Office Assistant

FACULTY

Dawn Square, Medical Assistant Instructor. Ms. Square graduated from Valley Career College with a 4.0 GPA and has 10+ years' experience working in the medical field as a Medical Assistant, Phlebotomist, and Medication Technologist. She has been a Medical Assistant Instructor for 7 years.

Joy Anacleto, Medical Assistant Instructor. Ms. Anacleto has been a Medical Assistant Instructor for 6 years and worked in the Medical field before that. She is a CA Certified Medical Assistant, a National Certified Phlebotomy Technician, and also an AHA Course Certified BLS Instructor.

Matthew Porter, Career Development Instructor. Mr. Porter has been working in Career Services for 10+ years.

Paul Andrade, Office Assistant Instructor. Mr. Andrade has 9 years' experience in the field including 2 years as an Office Assistant Instructor.

Terie Trenchard, Medical Assistant Instructor. Ms. Trenchard has 10+ years working in the medical field as well as 3 years' experience as a Medical Assistant Instructor.

Jusac Suryanata, Medical Assistant Instructor. Mr. Suryanata was a Navy Medical Corpsman and has worked as a Medical Assistant Instructor for 2 years.

Emil Guilas, Medical Assistant Instructor. Mr. Guilas has over 10 years' experience in the medical field and has also been a Medical Assistant Instructor for over 10 years.

Rosemary Robertson, Medical Billing Instructor. Ms. Robertson has over 10 years' experience in the medical field as both a medical biller and office manager.

Donnie Ward, Medical Billing Instructor. Ms. Ward has 10+ years' experience in the medical billing field.

Kelly Titus, Medical Administrator: Billing & Coding Specialist Instructor. Ms. Titus has 10+ years in the medical billing and coding field. She has earned her CPC and CPC-1 as well as becoming an AHIMA approved ICD-10 Trainer. She has also been a medical billing and coding instructor for more than eight years.

Donna Fine, Medical Administrator: Billing & Coding Specialist Instructor. Ms. Fine has 9 years' experience as a medical billing and coding specialist and 7 years as an instructor. She earned her AA Degree in Applied Science from Nassau Community College and is a current member of the NCICS and the AAPC.

Reyna Arthur, Medical Administrator: Billing & Coding Specialist Instructor. Ms. Arthur has earned her BA in Integrative Studies at Arizona State University and has been teaching for 2 years.

Sharon Mejia, Medical Administrator: Billing & Coding Specialist Instructor. Ms. Mejia has 15+ years' experience in the medical field. She has been working in medical education for the last 7 years.

Karen Anderson, Medical Administrator: Billing & Coding Specialist Instructor.

Jason Quarles, Medical Administrator: Billing & Coding Specialist Instructor.

Quentin Miller, Medical Administrator: Billing & Coding Specialist Instructor.

sdcollege

san diego college



"The secret in
education lies
in respecting
the student."

Emerson

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San Diego College's Main Campus is located at 3350 Market Street, Suite C, San Diego, CA, 92102, phone: 619.338.0813, fax: 619.338.0814

San Diego College's Branch Campus is located 15 miles north of the Main Campus at 4782 Clairemont Mesa Blvd, 2nd Floor, San Diego, CA, 92117, phone: 858.836.1591, f: 858.836.1561

The school website may be found at: www.sandiegocollege.edu

The School is Approved to offer the following programs:

Office Assistant **31.0 Semester Credit Hours (720/900 Clock Hours*)**

Medical Assistant **31.0 Semester Credit Hours (720/900 Clock Hours*)**

Medical Billing **31.0 Semester Credit Hours (720/900 Clock Hours*)**

Online program:

Medical Administrator: Billing and Coding Specialist **42.0 Semester Credit Hours (1035 Clock Hours)**

* 720 Clock Hours as per the standards and regulations of the Council of Occupational Education (COE), and 900 Clock Hours with the inclusion of Course Prep Time.

Instruction is in residence with facility occupancy level accommodating 150 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements. California Statute requires that a student who successfully completes a course of study be awarded an appropriate diploma verifying the fact.

Catalog

This catalog is effective 01.01.2013 to 12.31.2013

As a prospective student that is considering enrolling as SDC, 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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833

Mailing Address: PO Box 980818, W. Sacramento, CA 95798-0818

www.bppe.ca.gov

p: 888.370.7589, f: 916.263.1897

Accreditation

San Diego College is accredited by the Commission of the Council on Occupational Education.



7840 Roswell Rd., Bldg. 300, Ste. 325, Atlanta, GA 30350

www.council.org

p: 770.396.3898, f: 770.396.3790

1.800.917.2081

December 25, 2012

Dear Student,

The effective dates of this catalog are from 01.01.2013 through 12.31.2013

San Diego College reserves the right to make any changes to its catalog/handbook as are deemed necessary. However, no change will affect your program cost, or program length as stated in your enrollment agreement.

Any such changes will be added to the Catalog Addenda at the back of your catalog. Please carefully read these changes as they are necessary changes that have been made to the 2012 Student Handbook/School Catalog.

Should there be any questions regarding your understanding the content of this catalog/handbook, please feel free to see me or Mrs. Maritza Ramirez, Assistant Campus Director/Director of Financial Aid.

San Diego College wishes you the very best with your new endeavor, and stands ready to help you succeed in a wonderful and meaningful career.

Very truly yours,

Mark R. Bowlds

Campus Director

HISTORY/OWNERSHIP

San Diego College, formerly known as Career College of San Diego, began operations in 2003 and is located in San Diego, California. The San Diego College's Branch Campus began operations on November 22, 2011. The school name was officially changed from Career College of San Diego to San Diego College effective April 17, 2012. Mr. Fabio Freiberg is the President and CEO of San Diego College.

PHILOSOPHY

San Diego College (SDC) is dedicated to providing trade and technical training relevant to the needs of the community it serves. Since its inception, the philosophy of the school has been to:

- Offer technical programs so that students can achieve their career, educational, and personal goals.
- Provide training using actual on the job situations so graduates can have the skills and competencies needed for entry-level employment.
- Ensure only relevant equipment and materials are used in the training of students.
- Hire qualified instructors.

MISSION STATEMENT

San Diego College (SDC) will provide quality and valued-training programs and services to our students in order for them to obtain the skills and competencies needed for entry-level positions in their chosen fields; locate employment opportunities for our graduates; and promote an environment for employees and students which fosters teamwork, personal growth and respect for the individual.

STATE LICENSURE AND APPROVALS

San Diego College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). San Diego College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. San Diego College, under section 94802 (a) of CPPEA, will by operation of law, be approved until September 18, 2013. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA, 95833. p:888.370.7589

DISCLOSURE

San Diego College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal law.

FACILITY, EQUIPMENT, AND STUDENT-TEACHER RATIO

San Diego College's Main Campus is located at 3350 Market Street, Suite #C, San Diego, California 92102, with easy access to major freeways and bus stops. The 6500 square foot facility consists of lab and lecture rooms, administrative offices, and student and faculty lounges. The average student-teacher ratio in a class (lecture and lab) for all training programs is 15:1. The maximum number of students in a class is 25.

San Diego College's Branch Campus is located at 4782 Clairemont Mesa Blvd, San Diego, CA 92117. This campus is located 15 miles north of the Main Campus, one (1) mile west of Highway 805 on Clairemont Mesa Boulevard, in the Diane Shopping Center. The 8500 square foot facility consists of medical laboratories, classrooms, administrative offices, evaluation rooms, student lounge, front lobby, and faculty offices. The average student-teacher ratio is 15:1. The maximum classroom size is 25.

Both campuses are located in modern, centrally air-conditioned facilities. To provide the best training possible, the campuses have fully equipped medical and computer laboratories. The equipment includes but is not limited to: computers and printers, WiFi, medical and office software, medical equipment such as EKG machines, a centrifuge, scales, sharp containers, and blood pressure cuffs. Students acquire hands-on experiences and training in our programs. The laboratories contain workstations simulating real work environments similar to those that students will encounter in the professional setting. The student-to-computer ratio is 1:1 for each of the programs.

Students have access to a current resource library to supplement their learning experience.

Library resources include video tapes, CDs and DVDs, as well as medical, computer and business books. Resources are accessible on campus through the receptionist and online on the Intranet. Students may access the on-campus library Monday-Friday 9:00 am to 7:00 pm and the intranet 8:00 am to 9:00 pm. There is a check-in, check-out system for removing resources from the library.

Students are encouraged to increase their knowledge by use of these facilities. The school, the Facility, and equipment comply with all Federal, State, and Local Laws, regulations and ordinances including those requirements relating to fire safety, and health regulations.

LANGUAGE OF INSTRUCTION

All instruction is in English.

CLASS SESSIONS

San Diego College offers morning, afternoon, and evening classes. Appropriate breaks are scheduled during all classes. Break time is calculated at ten minutes per instructional hour.

CLASS START SCHEDULE

San Diego College offers year-round enrollment. All programs consist of several modules. The beginning of each module offers an opportunity to join the program. Please see Academic Calendar Schedule at the back of this Catalog/Student Handbook.

SCHOOL HOLIDAYS

In observance of these holidays, San Diego College does not hold classes on New Year's Day, Martin Luther King Day, President's Day, Monday following Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (3 days) and Christmas Day. The school will be closed the last week of December for the winter break.

OPERATING SCHEDULE

San Diego College's campus facility is open from 8:00 am until 11:00 pm Monday-Thursday. The administrative offices are open Monday through Friday from 8:00 am until 5:00 pm.

EQUAL OPPORTUNITY STATEMENT

It is the policy of San Diego College that all admissions, employment and promotion processes are free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation, sexual orientation, or beliefs. This policy applies to hiring for all positions and admission of students for all programs.

ADMISSION REQUIREMENTS

An applicant must:

- A. Have a High School Diploma, G.E.D, California High School Proficiency Certificate, or demonstrate the Ability to Benefit (See the Ability-to-Benefit section below).
- B. Be at least 18 years old. If younger than 18, applicant must have a High School Diploma, G.E.D., or California High School Proficiency Certificate.
- C. Pass a nationally recognized Entrance Test.
- D. Have a personal interview with an Admissions representative.
- E. Tour the campus in the company of an Admissions representative.

PROCEDURES

Interested potential applicants should schedule a personal interview with an SDC Admissions representative. At this interview, the representative will provide a complete tour of the SDC campus, provide detailed information on the College's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objective.

In order to be formally accepted to the college, a potential student must do all of the following:

1. Participate in a personal interview and tour with an Admissions representative.
2. Complete and sign an admissions application.
3. Attain an acceptable score on an admissions test.
4. Receive and read all required pre-enrollment disclosures:
 - School Catalog
 - School Performance Fact Sheet
 - Enrollment Agreement (must be read before signing)
5. Make Financial arrangements to cover tuition and fees.

ABILITY-TO-BENEFIT

Applicants, who do not possess a High School Diploma, G.E.D., or California High School Proficiency Certificate, may be considered for admission if they meet the following "Ability to Benefit" criteria.

- A. The applicant should demonstrate the interest, desire, and ability to succeed in a specific program.
- B. Successfully achieve a passing score on an approved Ability to Benefit test (a nationally recognized entrance test).

VOCATIONAL REHABILITATION APPLICANTS

SDC accepts as regular students those who are being vocationally rehabilitated, whether through a private agency or the State Department of Rehabilitation. The Admissions Office will assist in the application process and must be notified when approval has been obtained.

All prospective students should be aware that each program might have a variety of job requirements for lifting certain weights or require extensive moving, bending, or sitting. All rehabilitation prospective students will follow the above-mentioned admissions requirements and procedures.

ACADEMIC POLICY AND PROCEDURES

CREDIT EVALUATION POLICY

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon a written exam, an oral exam, or both. Credit allowed will be recorded on the enrollment agreement and the length of the course shortened proportionately. In addition, the student and third party (Rehab Counselor, DVA) shall be notified (see transfer credit below).

GRADING SYSTEM

San Diego College uses the following scale as its standard grading system.

Grade Point (Percentage)	LETTER GRADES	DESCRIPTION	GRADE POINT
90-100	A	EXCELLENT	4.0
80-89	B	GOOD	3.0
70-79	C	AVERAGE	2.0
60-69	D	BELOW AVERAGE	1.0
0-59	F	FAIL	0.0
	P	*PASS	N/A
	I	*INCOMPLETE	N/A
	W	*WITHDRAW	N/A

* No grade points are awarded for Pass, Incomplete, or Withdraw grades. A student may retake any failed exam one time.

ACADEMIC STANDARDS

All students are required to maintain the academic standards of SDC. These standards are monitored on a regular basis and consist of maintaining a cumulative Grade Point Average of 70%, or better.

ATTENDANCE STATUS

Full time students are required to attend a minimum of 20 clock hours per week.

SATISFACTORY ACADEMIC PROGRESS

San Diego College's standards for Satisfactory Academic Process (SAP) are monitored no less than 4 times during a student's program of study: 1) at the program quarter point, 2) at the program mid-point, 3) at the three-quarter point, and 4) at the scheduled program completion date, at which time the student is expected to have made progress at a satisfactory rate to allow expected program completion within the maximum time frame of 150% of the program length.

In order to maintain SAP, a student must achieve a minimum Grade Point Average (G.P.A) of 70% and must maintain satisfactory attendance. (See attendance policy for specific requirements.)

In order to graduate, the student must complete the training program within a period of time-that cannot exceed a maximum of one and one-half times the established program length. Periods of approved Leave of Absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the maximum period.

If the student is not achieving SAP at the monitoring points, the student will be placed on academic probation.

ATTENDANCE POLICY

It is the goal of San Diego College to train and prepare students for the professional work environment. To accomplish this goal, the following attendance policy is practiced.

Attendance Policy (Including Externship):

Students must attend classes according to their established schedules. Frequent tardiness and/or absences are cause for disciplinary action. A student's attendance is monitored four times during a student's program of study: 1) at the program quarter point, 2) at the program mid-point, 3) at the three-quarter point, and 4) at the scheduled program completion date. Any student falling below 70% attendance following the monitoring period will be placed on probation. If 70% attendance is not achieved at the conclusion of the probationary period, the student will be terminated, or, if mitigating circumstances are presented, will be placed on active suspension for up to one month. Suspension will give the student an opportunity to either attain a cumulative 70% attendance or be terminated. A student dismissed due to excessive absences will be readmitted only at the discretion of the Director of the school. The minimum requirement for satisfactory completion of the program is 70% attendance.

Absences:

Absences will be reviewed and given special consideration under the following circumstances: Illness, death or birth in the immediate family, and other possible reasons, which are substantiated in writing. Students are advised to call the school to inform their instructor as well as the Registrar of their absence.

Interruption for Unsatisfactory Attendance:

If a student is absent for ten (10) consecutive sessions, he/she will be terminated from the program. The date of determination of withdrawal is the next scheduled class day after ten (10) consecutive absences.

Tardiness/Leaving Early:

Tardiness is a disruption of a good learning environment and is discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action. Students arriving 15 minutes late to class or leaving 15 minutes early will be considered "tardy" or "left early", and their attendance will be so recorded.

Attendance Probation:

Attendance probation will not exceed thirty (30) calendar days. Students placed on attendance probation are expected to maintain perfect attendance during the probation period. An exception may be made due to extenuating circumstance and with written documentation by the Campus Director or President. If the student has met the terms of the probation, the Campus Director will remove the student from attendance probation at the end of the period. If the student fails to comply with the probationary conditions, the student may be suspended and/or terminated.

Make Up Work (Assignments/Tests/Time):

Regularly scheduled class hours, missed assignments, tests and/or retests may be made up if the following conditions are met:

1. All make up work must be completed no later than two weeks from the scheduled date of the missed class, assignment, or test.
2. Make-up of scheduled class hours (attendance) must be arranged between the student and the instructor and must be cleared through the Registrar's Office.
3. Make-up of assignments, tests or retests must be approved by the instructor.
4. A maximum grade of C can be given for any make-up work.

Re-Entry Policy:

The goal of San Diego College is to prepare the student for a successful career. Therefore, applicants re-entering the program will be evaluated by the instructor or designee for evaluation of retained skills. This evaluation will determine whether the level of retained skills and knowledge is sufficient to warrant excusing the student from repetition of certain courses within the program. Additionally, students who are dismissed or terminated must present a written appeal demonstrating evidence that the condition(s) which caused the dismissal/termination has been rectified before re-entry shall be considered. If a student is terminated for being in non-compliance for financial reasons, evidence that this problem has been resolved will be required.

Leave of Absence:

In the case of serious illness, death in the family, or other emergency circumstances, a student may apply to the Campus Director or the Registrar for a Leave of Absence (LOA). Requests for LOAs will be considered on an individual basis and must be approved by the Campus Director. LOAs are subject to the following conditions:

1. A Leave of Absence must be requested in writing and must be signed by the student.

2. A Leave of Absence in no event can exceed 180 calendar days, or half of the program length, whichever is shorter.
3. Students may take up to two (2) Leaves of Absence during any twelve (12) month period. Any student requiring more than two (2) leaves would need the Campus Director's approval.
4. Students who fail to return to class following a Leave of Absence on the day scheduled to return from the LOA, will be withdrawn from the program.
5. Students making tuition payments to the College remain under that obligation during a Leave of Absence.

GRADUATION REQUIREMENTS

A student who has completed all course work and achieved a final G.P.A of 70%, or better, and has satisfied the attendance requirements (70%), will earn a diploma. All students are required to clear their financial obligations to the college before any diploma, letter, or academic transcript can be issued.

ACADEMIC PROBATION

A student may be placed on probation if he/she does not meet the requirements for Satisfactory Academic Progress at each of the SAP monitoring points and/or anytime the student completes a unit of study (i.e. completion of a module).

Academic Probation will be for no longer than thirty (30) calendar days. Students placed on probation will receive special instructions from the Campus Director and/or designee. Probation can be lifted prior to the end of the documented probationary period if the student has met all of the probationary conditions. The probation period can only be extended by the Campus Director for students who have not completed all of the probationary conditions but have demonstrated substantial documented progress toward their educational objectives. Extensions of probation will not exceed fifteen (15) calendar days. If the student fails to comply with probationary conditions the student may be suspended and/or terminated.

SUSPENSION AND TERMINATION

Students may be suspended or terminated by the Campus Director 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 College 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 college; or any other determined infraction of conduct. (Please refer also to Student Conduct below). Students have the right to appeal suspensions or terminations. (Please refer to Appeals rights and procedures below).

COURSE INCOMPLETE

Any incomplete grade (I) cannot be given as a final grade. The student must complete the required class work, assignments, and exams within two weeks of the original completion date with the instructor's approval. If the requirements are not completed by the end of the two-week period, the student will receive the earned grade.

APPEALS

Students who feel that they have been placed on academic or attendance probation unjustly, or feel they have been suspended or terminated unjustly, may appeal in writing to the Campus Director. This written appeal must specify the basis for the request and should include documentation. The Campus Director in conjunction with the Director of Admissions, Registrar, and Instructor will review all appeals. Appeals must be submitted within five (5) days from the date of suspension or termination. The Campus Director will respond to the appeal within forty-eight (48) hours of the appeal being filed.

EXTERNSHIP

Some programs offer an externship at the completion of in-house training. The externship is considered a part of the overall course curriculum and follows the same policies and procedures as the rest of the

program. An externship supervisor will be assigned by the externship site. The supervisor will evaluate progress and performance. The course instructor will oversee the externship. The hours per day and week will vary depending on the program and externship site. Please see the program outline for the total number of hours. The specific site for externship will be determined by the school. Students with unsatisfactory progress in the in-house training will not be allowed to continue on to the externship. Students must complete the externship with a satisfactory grade.

COURSE REPETITIONS

Students with failing grades (less than 60%) in any course are required to repeat that subject with a passing score in order to graduate. Grades earned for repeated modules will replace the original grade in determining academic progress. There will be no charge for repeating a class.

TRANSCRIPTS AND RECORDS

Each Student's file is complete with copies and records, reports, and grades. Each student has the right to access review, and/or copy his/her own file at any time during his or her enrollment. Copies of transcripts are available to the student upon request. No officer, administrator, or employee of San Diego College shall release to any third party information concerning any enrolled student without prior written consent of the student, with the exception of any regulatory agency. Transcripts may be requested at the Registrar's Office. An administrative fee of five dollars will be required. SDC will withhold a student's transcript or grades if the student is in default on a student tuition contract or is not in good financial standing. If the student has made partial payment of his or her tuition obligation, the institution may only withhold that portion of the grades or transcript that corresponds to the amount of tuition or loan obligation that the student has not paid. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

As required by the State of California, San Diego College maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in this institution.

San Diego College maintains for each student granted a diploma by this institution, permanent records of all the following

- (1) The diploma granted and the date on which that diploma was granted.
- (2) The courses and units on which the diploma was based.
- (3) The grades earned by the student in each of those courses.

San Diego College maintains, for a period not less than five years, at its principle place of business in this state, complete and accurate records of all of the following information:

- (a) The educational programs offered by the institution and the curriculum for each.
- (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- (c) Any other records required to be maintained by the State of California.

San Diego College maintains student transcripts showing all of the following:

- (a) The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- (b) The final grade or evaluations given;
- (c) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;

(d) Credit for courses earned at other institutions;

(e) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;

(f) Diplomas awarded the student; and the name, address, email address, and telephone number of the institution.

CLOCK HOUR MEASUREMENT RATIO

The ratio of conversion from clock hours to credit hours is 15 clock hours of lecture, 30 clock hours of lab or 45 clock hours of externship to one semester unit. A clock hour is defined as a 60-minute span of time of lecture or lab, in which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.



STUDENT SERVICES

STUDENT CONDUCT

Students are expected to follow all the rules and regulations of SDC and to exercise respect and self-discipline at all times. The following behaviors may result in dismissal from SDC:

1. Defacing, stealing or mutilating any College Property (computer labs, classroom, restrooms, offices, etc.)
2. Falsification or misrepresentation of material information in any records, or sign-in sheets, whether inadvertent or deliberate.
3. Activities creating a safety hazard to other persons at the college-including, but not limited to, weapons possession.
4. Disobedience or disrespect towards another student, an administrator, a faculty member or staff member.
5. A single serious incident or repeated less-serious incidents of intoxication from any substance, as well as possession of drugs or alcohol on college premises.

DRUG AND ALCOHOL PREVENTION PROGRAM

In compliance with the Federal and State laws, San Diego College has implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. All enrolled students are informed that unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited and must sign the statement indicating that they are aware, and will abide by, SDC's Drug Prevention Program. Students violating this policy will be subject to immediate termination.

The program consists of:

1. Distribution of the "Drug Information" (provided at time of enrollment) describing the perils of drug abuse, health and life threatening risks associated with the use of illicit drugs and alcohol.
2. Availability of drug and alcohol counseling, community treatment or rehabilitation programs and/or services.
3. Referrals to workshops and seminars with outside experts conducting the lectures on anti-drug abuse.

SMOKING

San Diego College maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking shall be permitted in front of any doorway or any other area **around the college**.

PERSONAL PROPERTY/LIABILITY

SDC is not responsible for loss or damage to personal property or for personal injury that may occur while on the school grounds or at a school function outside the facility.

FOOD AND DRINKS

No food or drinks allowed in any classroom, unless so designated by the College Administration.

PERSONAL CALLS AND VISITS

Students are not allowed to use the College telephones for personal use. If a student receives a call at SDC, a message will be taken and sent to the class. If the call appears to be a valid emergency, every effort will be made to find the student and relay the message. Visitors are welcome at SDC, and a guided tour will be arranged by appointment. All visitors must check in at the front desk.

SOCIAL MEDIA

No student or student group shall be required to:

1. Disclose a user name or password for any accessing personal social media;
2. Access personal social media in the presence of a San Diego College employee or representative;
3. Divulge any personal social media information;

No student or student group will be penalized for refusing to comply with any demand or request for access to personal social media.

DRESS CODE

Appearance is important in the business world. It is SDC's policy that while in attendance students should maintain a professional appearance. Therefore, tank tops, shorts, and sandals are not appropriate apparel. Some programs require uniforms. Students enrolled in those programs are required to wear their uniforms each day. Students not complying with the dress code may be asked to leave the campus for that day and will be marked as absent.

STUDENT LOUNGE

The Student Lounge is open to students for relaxation. Vending machines provide a variety of snacks and refreshments. Students are encouraged to use the lounge when eating and are asked to respect the rights of all students for a clean environment.

FIELD TRIPS AND GUEST SPEAKERS

Field trips to program related medical clinics, laboratories, hospitals, businesses and manufacturing facilities may be scheduled by the instructor. The purpose of field trips is to introduce students to the working world in their respective career field and to augment classroom instruction. Guest speakers may be invited and scheduled to reinforce classroom training.

STUDENT ACADEMIC ADVISEMENT

SDC's Faculty and Staff are available to advise students on academic problems and, if necessary, provide referral to special counseling services when required. All efforts will be made to provide a supportive environment to assist each student in maintaining and continuing the program.

GENERAL ASSISTANCE (HOUSING, CHILD CARE, TRANSPORTATION)

SDC understands that students may require certain assistance regarding personal issues while attending our school. SDC's staff maintains information pertaining to local temporary housing, child care facilities, and local transportation. If you are seeking part time employment while at school, please see the Career Services Department. If other information is required, please make your request at the Registrar's Office.

San Diego College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. According to www.rentals.com for San Diego, CA, rental properties start at approximately \$900.00 per month.

COMPLAINT PROCEDURE

It is the goal of SDC to provide educational training programs of quality. When problems arise, students should make every attempt through the formal complaint procedure within the College to find a fair and reasonable solution.

Students are encouraged to bring any complaints to the attention of their instructor. The instructor will attempt to resolve any problems. If the instructor is unsuccessful, he or she will notify the Campus Director who is designated to resolve complaints. The Director will investigate complaints by gathering information and documentation. The Director will make a determination, inform the student of the decision, and place a summary of the decision in the student's file.

If the situation is still not resolved after following this procedure, the student may make an appointment with the President of SDC.

However, in the event that a student has exercised the channels available within the College to resolve the problem(s) by way of the College's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right, and is encouraged, to take further steps.

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 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov.

Unresolved Complaints may also be directed to:

Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta GA 30346
Telephone: 1.800.917.2081

For WIA participants, unresolved complaints may also be directed to their respective WIA representatives. Participants are requested to see the Registrar for their counselors' address and phone numbers.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The practices and procedures of San Diego College comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment. Students who are adults, parents of minors, and guardians of "tax dependent" students, have the right to inspect and challenge the information contained within the records for these students. Confidentiality of student and staff records is strictly protected.

The school complies with Title IX of the 1972 Educational Amendments, Equal Opportunity Act of 1972 (Title VII) of the Civil Rights Act of 1964, and Section 504, Rehabilitation Act of 1973. Student information is not available to anyone without: (1) written request or release from the student, (2) a court order, or (3) Bureau for Private Postsecondary Education requirements.

NEW STUDENT ORIENTATION

Incoming students are introduced to the College through a New Student Orientation session, which is normally held before the first day of class start.

CRIME AWARENESS AND CAMPUS SECURITY

SDC distributes pertinent information related to the school's policies and procedures for maintaining campus security. This information provides the student with detailed information of the College's procedures and measures for crime prevention, and instructions for reporting crimes.

TRANSFER OF CREDIT

Students previously enrolled in an accredited college may submit their academic record to San Diego College for review and possible transfer of credit. In lieu of accepting transfer credit, in addition to evaluation of transcript, the College, at its sole discretion, may elect to administer a comprehensive exam for each course/module that measures/affirms the student's previous education and training experience. A score of 70% or better is required for each such exam in order to receive credit for that particular course/module. The student's training period will be reduced proportionately-not to exceed 30% of the course content. Students who are granted such credit may have their tuition reduced on a pro rata basis.

The college has clearly defined guidelines on the transfer of students between programs within the institution and the transfer of students from other institutions.

These guidelines address transfer credits based on either coursework or occupational training and experience. Transfer requests are individually reviewed, and decisions are made within the established guidelines by the Campus Director. If there is not enough supporting documentation, students may receive transfer credit through written or performance-based assessments. Students also have the option to receive credit by taking a credit-by-examination test. The purpose of awarding credit by exam is to give students the opportunity to earn credits based on previous knowledge, thereby avoiding unnecessary repetition of content, which allows them to move more quickly toward graduation.

Students wishing to transfer between programs within SDC must complete the following:

Internal Transfer:

1. Request an application for transfer between programs to the Registrar.
2. Obtain a transcript from Student Services Coordinator (SSC).
3. Meet with the Director of Financial Aid to complete Financial Plan,
4. Meet with the new program advisor during pre-registration or registration in order to review course history/transcript and to schedule courses for the next start date.
5. Be in good academic standing.
6. Meet admissions requirements of the new program.

External Transfer:

Students wishing to transfer from other institutions must:

1. Request course credit or advanced placement into a program and provide official transcripts and other required records and reports to the Campus Director.
2. Be in good academic standing in order to be admitted.

All students will receive a written response from the Campus Director indicating the amount of course transfer of credit.

Experiential Learning:

Students with prior subject matter experience may request to test-out of a course. Student must meet with the Director of Education and arrange for testing before the first day of the course that the student is requesting to test out of. There will be a charge for testing out of a course. Student must score a grade of 75% or better to test out.

1) SDC may grant credit to a student for prior experiential learning only if: (A) the prior learning is equivalent to a college or university level of learning; (B) the learning experience demonstrates a balance between theory and practice and; (C) the credit awarded for the prior learning experience directly relates to the student's program of study and is applied in satisfaction of some of the program requirements.

2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.

3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain: (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits may be granted for that experience.

TRANSFER OR ARTICULATION AGREEMENTS

This institution has not entered into any transfer or articulation agreements with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at San Diego College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your program (Office Assistant, Medical Billing, Medical Administrator: Billing and Coding Specialist, or Medical Assistant) is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending San Diego College to determine if your credits or diploma will transfer.

COURSE CHALLENGE

A \$100.00 fee per course will be charged for any courses challenged by students. If the challenge test is not passed, the student will be required to take the course for credit and the fee paid for the challenge test will be applied toward the tuition of the class. The maximum percentage of the program that a student may challenge is 30%.

TUTORIAL ASSISTANCE

San Diego College provides tutorial assistance for students experiencing academic difficulties, and such may be required to participate in remedial classes outside of regular class time. Instructors make every effort to identify students in need of assistance. Students themselves, however, are urged to take the

initiative in seeking out-of class help and to discuss their difficulties with their instructors or Campus Director.

SEXUAL HARASSMENT

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or proposition, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the College, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of San Diego College shall threaten or insinuate, either explicitly or implicitly that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other San Diego College employee should bring the matter to the attention of the Campus Director, or President, in person or at the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials.

San Diego College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action if warranted.

JOB PLACEMENT ASSISTANCE

San Diego College maintains a policy of providing job placement assistance for all of its graduates. Placement assistance is a privilege of any graduate who requests it and who follows the SDC guidelines. SDC does not guarantee placement. If an ineligible student/graduate does not successfully complete all of the Professional Development classes, and/or is uncooperative with the placement coordinator, placement assistance may be denied.

San Diego College's job placement assistance is a vital part of the student's educational program. The Career Services Departments is staffed with full-time placement professionals and offers students/graduates an active placement service and, although the securing of positions cannot be guaranteed, every avenue is pursued to assist students in obtaining desirable employment. SDC will do everything possible to provide students with the best and most up-to-date job placement opportunities. While locating a job as close to the student's home is desirable, sometimes the best jobs are located within a reasonable distance from the student's home. Prior to externship and job placement, the Career Services Department will instruct and guide students/graduates with career planning, interviewing techniques, resume preparation, completing job applications, professional job counseling, professional attire workshops, interview follow-up, networking and time management.

Placement assistance is available to all students who successfully complete the requirements for graduation in their respective programs. Students must meet the following guidelines to assist in their career placement:

- First Impressions are vital. Being neatly dressed and having a clean appearance greatly enhance your chances of making a good impression. Smoking and chewing gum are not acceptable during job interviews.
- Being punctual for your interviews is crucial. In addition, you must advise your placement coordinator promptly of any cancellation or rescheduling of your interviews.

- Your placement coordinator must be regularly informed of the status and results of your interviews, past, present, or future.
- The Career Services Department always attempts to find employment within the area of interest to the student. However, this area may not always provide opportunities. In that case, the department will look in areas within a reasonable distance from the chosen area.
- The chance of placing a student is tremendously improved if the student himself/herself also aggressively seeks employment opportunities and informs the Career Services Department of his/her contacts and activities.
- The Career Services Department never warrants, guarantees, or promises a particular compensation level. Compensation depends upon the employer.
- It is essential for the student not only to be proficient in his/her field of study, but also to be able to sell his/her abilities during an interview.

Our placement services are available on an on-going basis to SDC graduates. Placement doesn't stop with the graduate's first employment site. We encourage our graduates to return for job placement at any time.

PROGRAM TUITION COST

Program	Registration Fee (Non-Refundable)	Student Tuition Recovery Fund (Non-Refundable)	Tuition	Books & Tools	TOTAL COST*
Office Assistant	\$75.00	\$8.00	\$14,781.00	\$1,036.00	\$15,900.00
Medical Assistant**	\$75.00	\$8.00	\$14,935.00	\$882.00	\$15,900.00
Medical Billing**	\$75.00	\$8.00	\$14,656.00	\$1,161.00	\$15,900.00
Medical Administrator (California)	\$75.00	\$9.00	\$16,199.00	\$1,651.00	\$17,934.00
Medical Administrator	\$75.00	\$0.00	\$16,199.00	\$1,651.00	\$17,925.00

* **Charges for the period of attendance and the entire program.**

**Uniforms are included.

The College reserves the right to change tuition and fees, make curriculum and/or textbook changes as required at any time. Any changes in tuition will not affect students in attendance.

Student Tuition Recovery Fund Disclosures:

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

TUITION PAYMENT

SDC believes that educational cost is primarily the responsibility of students. Several different payment plan options exist, and financial arrangements are made in advance of enrollment. Although tuition for all programs is payable in advance and is due at the time of enrollment, a student may enroll under one of the College's tuition payment plans. Arrangements are made with the Admissions Department and private payments may be made through the school's Business Office. Payment may be made with cash, check, or money order made payable to San Diego College. Tuition payments should be made in person or mailed and postmarked prior to the module or class start. Checks that are returned for non-sufficient funds will be assessed a \$30 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be in cash or by money order.

PAST DUE ACCOUNT

Students who fail to make a good-faith effort to process their financial assistance paperwork in a timely manner or to make payments, may be subject to College disciplinary action. Delinquent tuition payments over 30 days may cause an interruption of a student's training program. Delinquent tuition beyond 60 days will be turned over for collection efforts. Students who have been dismissed for non-payment of

tuition will not be re-admitted until all delinquent tuition payments have been paid in full. San Diego College reserves the right to withhold a student's transcript for hours completed but not yet paid.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: San Diego College, 3350 Market Street, Suite C, San Diego, California 92102. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00 (\$10.00 for VA), and less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$75.00 (\$10.00 for VA) and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the College.
- The student has failed to attend class for 10 days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 10 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the

proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

DETERMINATION OF THE WITHDRAWAL DATE

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

FEDERAL REFUND REQUIREMENTS VS STATE REFUND REQUIREMENTS

In addition to the federal refund requirements for Title IV recipients, the institution is required to calculate a 100% pro rata refund for all students who withdraw, regardless of whether or not he/she received Title IV funds, as per California regulations, Section 94870 of the New Private Postsecondary and Vocational Education Reform Act, effective January 1, 1998. However, the federal formula for return of Title IV funds may result in a larger refund than the state refund policy, in which case the institution and the student return the sum that results in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the institution.

RETURN OF TITLE IV FUNDS POLICY

Effective October 7, 2000, all financial aid (Title IV) recipients who withdraw and who have completed 60% or less of the payment period for which they have been charged are subject to the new federal refund regulations per 34 CFR 668, 682 and 685, published November 1, 1999.

1. Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the College must calculate the following:
To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days* in the payment period.

**Days = calendar days for purposes of this formula and, therefore, includes weekends and holidays. Only scheduled breaks of five (5) days or more and approved leaves of absence (LOAs) are excluded.*

2. The net amount of Title IV funds disbursed and that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of, the student.
4. The institution will return the lesser of the total earned aid or the unearned institutional charges for the payment period.

5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
 - i. Unsubsidized Stafford Loan Program
 - ii. Subsidized Stafford Loan Program
 - iii. Stafford PLUS Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- i. Federal Pell Grant Program
- ii. Federal SEOG Program (if applicable)
- iii. Other assistance awarded under this Title for which return of funds is required.

NOTE: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

FINANCIAL ASSISTANCE

San Diego College offers students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. San Diego College participates in several types of Title IV programs, most of which are based on financial need. Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The College's Financial Aid Officer uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

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

If students withdraw from college, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the college, these funds must be restored to the federal fund account or to the lender if they received a federal loan. The priority for returning funds is as follows:

1. All monies are first applied to reduce students' FFEL.
2. Any remaining refund monies are then applied to reduce students' Federal PELL award.
3. Any remaining refund monies are then applied to reduce any non-federal sources.

FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

To be eligible for federal financial aid, a student must:

- Be a citizen of the United States or an eligible permanent resident;
- Be a high school graduate or its equivalent or pass a nationally recognized ability-to-benefit test;
- Be enrolled in an eligible program;
- Be making satisfactory academic progress toward graduation;
- Not be in default on a financial aid loan nor owe a balance to a financial aid grant received at any postsecondary college or institution; and
- Have completed U.S. Selective Service requirements, as applicable.

FEDERAL LOANS

Federal Student Loans provide a range of flexible repayment options, including but not limited to income-based repayment and income-contingent repayment plans, and loan forgiveness benefits which other student loans are not required to provide.

Federal direct loans are available to students regardless of income.

FINANCIAL AID PROGRAMS

The following is a description of the financial aid programs available at San Diego College. The U.S. Department of Education establishes maximum loan amounts at either a fixed or variable interest rate for each academic year on an annual basis. The Financial Aid Department will provide current information on loans and interest rates, including any additional information regarding Title IV funding programs.

FEDERAL PELL GRANT: Eligibility for the Federal PELL Grant Program is determined by a standard formula that is revised and approved each year by the federal government. Unlike loans, grants do not have to be paid back.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG): Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, as well as the cost of attending school for the student's program of choice.

SUBSIDIZED STAFFORD LOAN: Subsidized Stafford Loans are awarded to students who demonstrate financial need. Because the U.S. Department of Education subsidizes the interest, borrowers are not charged interest while they are enrolled in school at least half time and during grace and deferment periods.

UNSUBSIDIZED STAFFORD LOAN: Unsubsidized Stafford Loans are awarded to students regardless of financial need. Borrowers are responsible for paying the interest that accrues during any period. Independent students and students whose parents cannot get a PLUS loan have higher unsubsidized loan limits. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the regular Federal Stafford program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six months after a student ceases enrollment or fails to carry at least one-half of the normal full-time school workload.

PLUS LOANS: PLUS loans allow parents to borrow on behalf of their dependent undergraduate children who are enrolled at least half time. As with Unsubsidized Stafford loans, borrowers are responsible for the interest that accrues on PLUS Loans for the life of the loan.

DEFINITIONS

The following definitions correspond to some common terms used within financial aid terminology:

ACADEMIC YEAR: An academic year is a period of not less than 32 weeks of instructional time with a minimum of 24 semester credit hours (720 clock hours) of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 16 weeks and at least 12 semester credit hours (360 clock hours). In effect, all students enrolled in programs with an academic year scheduled to be completed in less than 32 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the program of study in relation to the academic year.

CREDIT BALANCE: A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for ensuring that funds are used for expenses related to their education.

EXPECTED FAMILY CONTRIBUTION (EFC): The Expected Family Contribution is a calculated amount that a family contributes to offset the student cost of attendance.

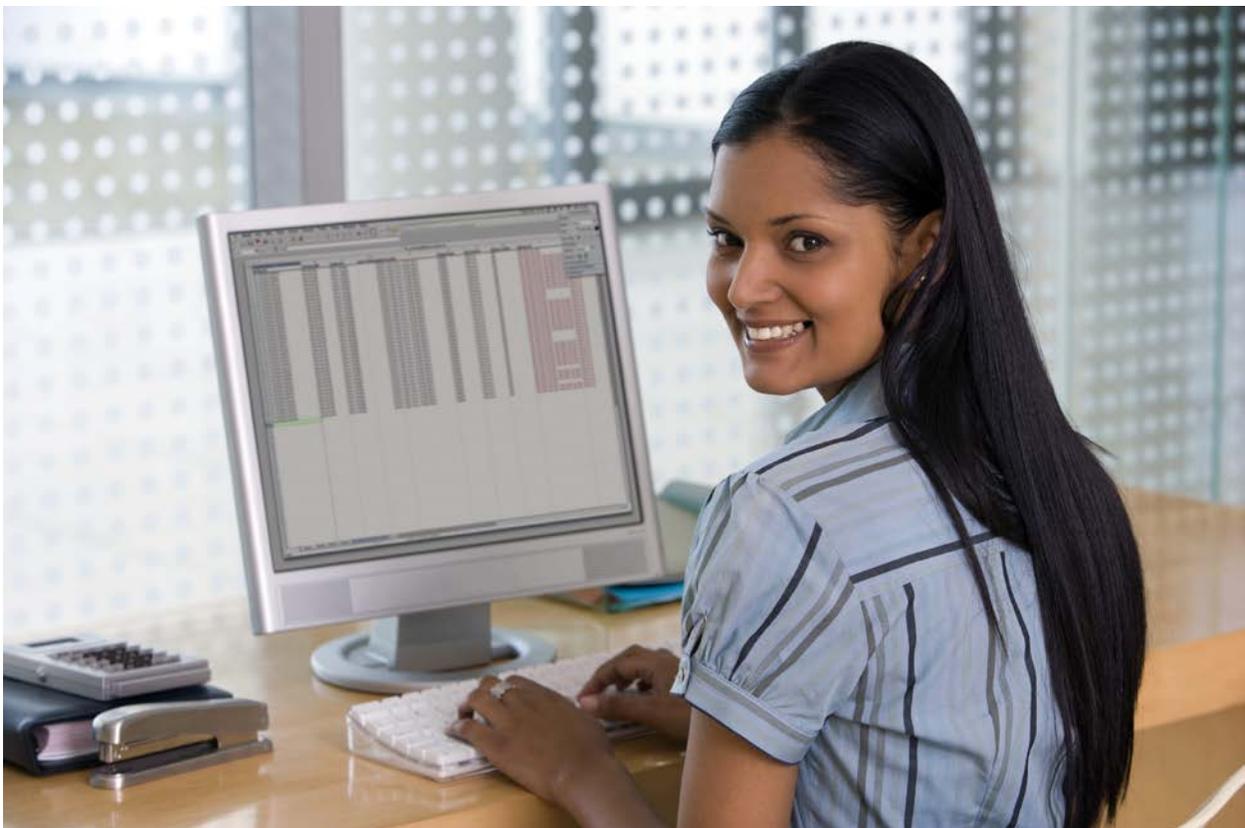
NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

VETERANS INFORMATION

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion and provides that the amount charged to the veteran or eligible person for tuition, fees and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges of tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. For information or resolution of specific payment problems, the veteran should call the DVA at 800-827-1000. Veteran students who fail to comply with probationary conditions will be terminated.

To remain eligible for veteran's benefits, veterans and eligible persons must complete their program of study in the originally contracted length of time. (Not 1 1/2 times as stated in the catalog) Veterans and eligible persons who have not met the conditions of Attendance or Academic probation by the end of the 30-day probation period will be promptly reported to the VA and their benefits will be interrupted.

OFFICE ASSISTANT



OFFICE ASSISTANT

(D.O.T.203.582-054/219.362-010)

❖ Educational Objective

This course provides the students with the basic knowledge and skills that will qualify him/her to work as an entry-level office employee. Upon successful completion of the training, the graduate will be able to operate a computer terminal, apply commands using computer hardware to enter, store, retrieve, edit, format or delete data; perform any combination of the following clerical tasks; type or create correspondence or business documents; use table, tab, and/or column formatting to organize information; sort, file and retrieve records using various programs; sort and filter information from various sources.

PROGRAM OUTLINE

Course Number	Course Title	Clock Hours	Semester Credit
CD 100	Career Development	20	1.00
CBA101	Basic Keyboarding	40	2.00
CBA102	Math Skills	40	2.00
CBA200	Computer Operations	40	2.00
CBA201	MS Word	60	3.00
CBA202	MS Excel	60	3.00
CBA203	MS Access	60	3.00
CBA204	MS PowerPoint	40	2.00
CBA205	MS Outlook	40	2.00
CBA301	Business English	60	3.00
CBA302	Office Procedures/Customer Service	40	2.00
CBA401	Accounting Principles	60	3.00
CBA500	Externship	160	3.55

TOTAL CLOCK HOURS = 720

TOTAL SEMESTER UNITS = 31.00

Course length is 32 weeks.

NOTE: ONE CLOCK HOUR is defined as 50 minutes actual class time. **ONE SEMESTER CREDIT UNIT** is equivalent to 15 clock hours of lecture or 30 clock hours of laboratory work, or 45 hours of externship.

OFFICE ASSISTANT COURSE DESCRIPTIONS

CD100 –CAREER DEVELOPMENT: This course relates the principles and professional practices for positive career actions and behaviors. It deals with planning of the student's career and preparation for actual employment that includes the assessment of skills, application of human relations, attitudes, and appearance. Students learn time management, dress code, personal financial management and generally accepted behavior that is consistent with professional etiquette.

Prerequisites: None.

CBA101 – BASIC KEYBOARDING: This course promotes efficiency and skill in effective utilization of the computer keyboard and related functions. The development of this skill requires constant application and practice.

Prerequisites: None.

CBA102 - MATH SKILLS: This course instructs the student in the four fundamental math operations (addition, subtraction, multiplication, and division) involving whole numbers, fractions, and decimals. The objective of this course is to provide the student with instruction in and the development of mathematical skills relating to general business math. Instruction will also reinforce skills in the conversion to and from percentages. The student will learn both Metric and English systems of measurement. The student will learn how to resolve basic problems with bank records, payroll, discounts, and interest calculations, as well as long division and operations with fractions.

Prerequisites: None.

CBA200 – COMPUTER OPERATIONS: The student will learn the basic functions and set up of the computer. The student will be provided with the knowledge of what happens when turning on a computer, the difference between hardware, and software and how to maneuver using the Windows environment.

Prerequisites: None.

CBA201 – MS WORD: This course provides the student with the ability to develop proficiency in Word Processing utilizing the best known and market dominant program in the industry, Microsoft Word. The objective of this course is to provide the student with hands-on knowledge and skills for formatting of business documents. The student will learn to utilize the various MS Word features to enhance appearance and efficiency in producing complex business forms and communications.

Prerequisites: None.

CBA202 – MS EXCEL: This course provides hands-on training to assist the student in developing skills and knowledge in using one of the business profession's most commonly used spreadsheet programs, Excel 2000. The objective of this course is to provide the student with instruction and skill development enabling the student to understand and use the major components of the Excel program. The student will learn how to enter formulas and format a worksheet; how to work with the functions and formulas; how to format, manipulate, and edit information, and how to create and edit charts and graphs.

Prerequisites: None.

CBA203 – MS ACCESS: This course provides hands-on training to assist the student in developing skills and knowledge in using one of the business profession's most commonly used database management programs, ACCESS. The objective of this course is to provide the student with instruction and skill development enabling the student to be able to format a database and enter various types of data. The student will also learn how to manipulate various types of data; to edit, merge, and print data information using other software programs such as MS Word and MS Excel; as well as to perform queries on the database and to learn the criteria for such queries.

Prerequisites: None.

CBA204 – MS POWERPOINT: This course provides the student with skill development for client presentation processing. The student will also develop knowledge and skills in the production of business presentations utilizing one of the most popular presentation programs, Microsoft PowerPoint . The objective of this course is to provide the student with hands-on knowledge and skills used in the management of a client's presentation information. The student will develop knowledge and proficiency in the use of MS PowerPoint for various types of business presentation, learning how to design and use transitions and animations to enhance the presentations when they are run on screen or on the monitor.

Prerequisites: None.

CBA205 – MS OUTLOOK: The student will learn how to use Outlook: setting contacts and appointments and managing the e-mail client and organizing folders for the efficient use of an e-mail program. The student will also learn how to effectively manage his/her time and the general principles of time management, which can be integrated with the interface of M.S. Office. The student will also learn how to access information and conduct searches, to locate specific sites, to research and gather information on the Internet, to use some of the major search engines, to save and process information, and to download and print it when needed.

Prerequisites: None.

CBA301 – BUSINESS ENGLISH: The objective of this course is to improve the student's use of the English language and to increase his/her proficiency in business English communication by reviewing the rules of syntax and proper English grammar. The curriculum will be based largely upon exercises the student will complete in Word where they will review the correct usage of subject, object, verb tenses and syntax. Short essays may also be assigned for improvement in the language.

Prerequisites: None.

CBA302 – OFFICE PROCEDURES/CUSTOMER SERVICE: The student will be introduced to office equipment and its use, office etiquette and procedures, ways of resolving conflicts in the office and learning to get along with other workers in a diverse ethnic and even global office. Ethics in business procedures will also be touched upon. In addition, the student will receive instruction and develop skills to be used during basic office functions, including telephone techniques and clerical duties, such as filing, appointment setting and general customer service duties. The student will complete various activities and tasks utilizing hands-on training and role-playing.

Prerequisites: None.

CBA401 – ACCOUNTING PRINCIPLES: This course provides the student with a broad overview of the accounting process, focusing on the most commonly used practices. The student will take a hands-on approach and learn the basic financial procedures for using a double entry accounting system, a general ledger, journalizing and posting to a ledger, using the basic accounting processes of adjusting, closing, and reversing entries. The student will also learn how to prepare and use financial statements, how to perform basic banking functions and how to determine and prepare payroll taxes. The objective of the course is to familiarize the student with the basic accounting system and its processes.

Prerequisites: None.

CBA500-EXTERNSHIP: The purpose of an externship assignment is to provide the student, upon successful completion of the "classroom" portion of the program, the opportunity to work within an office environment. This work allows the student to continue the learning process about the profession and provides the opportunity to apply the knowledge and skills gained in the classroom. The externship work also serves as job experience when the time comes to begin the search for regular employment.

Prerequisites: CBA100, CBA101, CBA102, CBA200, CBA201, CBA202, CBA203, CBA204, CBA205, CBA301, CBA302, and CBA401.

Medical Assistant



Medical Assistant

(D.O.T079.367-010)

❖ Educational Objective

The overall objective of this program is to prepare the student for an entry-level position in the medical field as a front and/or back office assistant. Positions are available in clinics, hospitals and doctor's offices. Upon successful completion of the training, the graduate will be able to perform EKGs; prepare strips for evaluation; perform venipuncture; collect specimens; collect patient data; perform vital signs, CPR, and First Aid; perform simple lab tests (Urinalysis, Hematocrit); prepare patients for physical examinations; and assist physicians in minor surgeries. Anatomy & Physiology along with Medical Terminology will be emphasized.

PROGRAM OUTLINE

Course Number	Course Title	Clock Hours	Semester Credit Units
CD 100	Career Development	20	1.00
MA102	Medical Office Management	40	2.00
MA103	Medical Insurance and Coding/Financial Office	40	2.00
MA201	Medical Law and Ethics/Intro to Lab	40	2.00
MA202	Anatomy & Physiology I	60	3.00
MA203	Anatomy & Physiology II	40	2.00
MA204	Anatomy & Physiology III	60	3.00
MA205	Anatomy & Physiology IV	40	2.00
MA206	Anatomy & Physiology V	60	3.00
MA207	Anatomy & Physiology VI	40	2.00
MA301	Clinical Assistant I	40	2.00
MA302	Clinical Assistant II	40	2.00
MA303	Clinical Assistant III	40	2.00
MA401	Externship	160	3.55

TOTAL CLOCK HOURS = 720

TOTAL SEMESTER UNITS = 31.0

Courses length is 32 weeks.

NOTE: ONE CLOCK HOUR is defined as 50 minutes actual class time. **ONE SEMESTER CREDIT UNIT** is equivalent to 15 clock hours of lecture, or 30 clock hours of laboratory work, or 45 hours of externship.

MEDICAL ASSISTANT COURSE DESCRIPTIONS

CD100 –CAREER DEVELOPMENT: This course relates the principles and professional practices for positive career actions and behaviors. It deals with planning of the student's career and preparation for actual employment that includes the assessment of skills, application of human relations, attitudes, and appearance. Students learn time management, dress code, personal financial management and generally accepted behavior that is consistent with professional etiquette.

Prerequisites: None.

MA 102 - MEDICAL OFFICE MANAGEMENT: The student will learn the importance of creating a medical office environment that welcomes patients. The student will learn the role of a medical receptionist and fundamentals of scheduling appointments, managing correspondence and mail, managing office supplies, maintaining patient records/medical records, maintaining the schedule, and following up on appointments. Proper telephone techniques and the importance of interpersonal skills will be discussed along with effective written communication for the medical office. The student will also learn various basic records filing systems and their uses.

Prerequisites: None.

MA 103 – MEDICAL INSURANCE AND CODING/FINANCIAL OFFICE: This module is designed to teach the student the importance of creating and maintaining medical & business records that are both accurate and secure. Various financial practices in the medical office, which include the pegboard/"write it once" system, billing and collection of patient accounts and terminology relating to accounting, will also be covered. The student will learn the various credit arrangements for patient fees and banking procedures, which include types of accounts and services. The student will learn the terminology necessary to understand and submit medical insurance claims (including using CMS form). Various types of medical insurance and billing and coding procedures will be covered also.

Prerequisites: None.

MA 201 THROUGH MA 207 - ANATOMY & PHYSIOLOGY: These modules give the student an overview of the integral workings of the human body. The student will learn common diagnostic examinations utilized to diagnose diseases and disorders and also basic information on diseases and disorders of the specific body systems. Medical terminology relating to each system will be covered along with the importance of accurate and complete medical record entries. The student will begin training in skills such as EKGs, urinalysis, vital signs, injections, venipuncture, capillary samples, and microscope use.

Prerequisites: None.

MA 301 THROUGH MA 303 - CLINICAL ASSISTANT: These modules are designed to teach the student the proper procedures for assisting the physician with office surgeries, which will include instrument identification, sterilizing, sterile tray setups, and maintaining the sterile field. The student will be taught the correct procedures for inoculating the various types of culture media utilized in the medical office. Instruction in basic pharmacology will begin with the use of the Physician's Desk Reference and learning the names of basic medications and how they are used and properly stored. The student will be taught medical mathematics to ensure accuracy in calculating medication dosages. The student will learn medical terminology with emphasis on pharmacology abbreviations and medication names. The student will learn to about care for laboratory instruments and equipment, OSHA regulations, CLIA 88 regulations, and other federal regulations that apply to the medical office Specialty laboratory will be covered. These modules are also designed to teach the student CPR and First Aid for the health care worker.

Prerequisites: None.

MA 401 - EXTERNSHIP: The purpose of the externship assignment is to provide the student, upon successful completion of the classroom portion of the program, the opportunity to work within an actual medical environment. This work allows the student to continue the learning process about this profession

and provides the opportunity to apply the knowledge and skills gained in the classroom. The externship work also serves as job experience when the time comes to begin the search for regular employment.

Prerequisites: MA101, MA102, MA103, MA201, MA202, MA203, MA204, MA205, MA206, MA207, MA301, MA302, and MA303.

Medical Billing



Medical Billing

(D.O.T.214.362-022)

❖ Educational Objective

This course provides the students with the basic knowledge and skills that will qualify them to work as an entry-level Referrals and Authorization Clerk, Patient Services Representative, Medical Front Office Clerk, Patient Financial Service Representative, Medical Billing Support Clerk, and Medical Collections Clerk to name a few titles in the medical front or business office. Students will be exposed to billing forms, eligibility guidelines for Medicare, Medicaid/Medi-Cal, and billing procedures for CHAMPUS, Blue Shield/Blue Cross, and Workers' Compensation. Students will learn the use of ICD-9 and CPT books for coding diagnoses and procedures. Students will use computers to perform medical billing simulated practice using medical billing software.

PROGRAM OUTLINE

Course Number	Course Title	Clock Hours	Semester Credit Units
CD100	Career Development	20	1.00
MB101	Basic Keyboarding	40	2.00
MB102	Computer Applications	40	2.00
MB103	Business Math	20	1.00
MB201	Medical Terminology I	60	3.00
MB202	Medical Billing	40	2.00
MB301	Medical Terminology II	60	3.00
MB302	Managed Care Coding	60	3.00
MB303	Law, Ethics & Cal-OSHA	20	1.00
MB304	Medicare & Medi-Cal Coding	40	2.00
MB305	Medical Office Procedures	20	1.00
MB306	Workers' Compensation Coding	20	1.00
MB307	Disability Coding	20	1.00
MB308	CPR / First Aid	20	1.00
MB401	Medical Terminology III	60	3.00
MB402	Hospital Billing	20	1.00

MB500	Externship	160	3.50
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TOTAL CLOCK HOURS = 720	TOTAL SEMESTER UNITS =	31.0
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NOTE: ONE CLOCK HOUR is defined as 50 minutes actual class time. **ONE SEMESTER CREDIT UNIT** is equivalent to 15 clock hours of lecture, or 30 clock hours of laboratory work, or 45 hours of externship.

MEDICAL BILLING COURSE DESCRIPTIONS

CD100 – CAREER DEVELOPMENT: This course relates the principles and professional practices for positive career actions and behaviors. It deals with the planning of the student's career and the preparation for actual employment that includes the assessment of skills, application of human relations, attitudes, and appearance. Students learn time management, dress code, personal financial management and generally accepted behavior that are consistent with professional etiquette.

Prerequisites: None.

MB101 - BASIC KEYBOARDING: This course promotes efficiency and skill in effective utilization of the computer keyboard and their relative functions. The development of this skill requires constant application and practice.

Prerequisites: None.

MB102 -COMPUTER APPLICATIONS: Students will learn to create and edit documents, format text/documents, merge documents, create macros, create and edit tables & columns.

Prerequisites: None.

MB103 –BUSINESS MATH: This course instructs the student in the four fundamental math operations (addition, subtraction, multiplication, and division) involving whole numbers, fractions, and decimals. The objective of this course is to provide the student with instruction and the development of mathematical skills relating to general business math. Instruction will also reinforce skills in the conversion to and from percentages. The student will learn both Metric and English systems of measurement. The student will learn how to resolve basic problems with bank records, payroll, discounts, and interest calculations, as well as long division and operations with fractions.

Prerequisites: None.

MB201 - MEDICAL TERMINOLOGY I: The class in Medical Terminology I provides a basic knowledge of the different prefixes, combining forms and suffixes of medical terms that are associated with the following body systems: Integumentary, nervous, cardiovascular, lymphatic and immune, respiratory, skeletal, and muscular systems. Likewise, the terms related to the eyes and ears are studied. The class focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body.

Prerequisites: None.

MB 202 - MEDICAL BILLING: This class focuses on one of the popular billing programs available in many medical billing settings. Students will learn to correctly complete the HCFA 1500 utilizing insurance billing software program.

Prerequisites: None.

MB 301 - MEDICAL TERMINOLOGY II: The class in Medical Terminology II provides a basic knowledge of the different prefixes, combining forms and suffixes of medical terms that are associated with the following body systems: digestive, reproductive, endocrine, and urinary systems. The class focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems.

Prerequisites: None.

MB 302 - MANAGED CARE CODING: Students are introduced to and become familiar with CPT, ICD9 and HCPCS coding procedures, learning the billing practices of HMOs, PPOs, IPAs, and groups like Blue Cross/Blue Shield and Tricare. Basic math exercises will also be completed in association with billing practices.

Prerequisites: None.

MB 303 - LAW & ETHICS/CAL-OSHA: The various regulations guiding the medical office within the hospital or medical clinic are reviewed and discussed. Students will learn emergency billing codes, earthquake safety rules, hazardous materials use regulations, and communication standards. Additionally, material safety rules, blood borne pathogen standards, labor laws, patient privacy & confidentiality, and the influence of the court system on the medical practice are studied.

Prerequisites: None.

MB 304 - MEDICARE & MEDI-CAL CODING: Students are introduced to and become familiar with CPT, ICD9 and HCPCS coding procedures as they relate to both Medicare and Medi-Cal. Students will learn the two different types of coverage available under these programs, who is eligible and what services are covered, including EDS and county aid. Students will also become familiar with the Medicare and Medi-Cal manuals.

Prerequisites: None.

MB305 - MEDICAL OFFICE PROCEDURES: Students will learn front office management procedures, develop customer service skills, alpha & numeric filing, proper telephone techniques, and maintaining a functional and comfortable office setting for all patients. Students will also develop the skills necessary for appointment scheduling, handling various types of mail, office inventory, assisting in obtaining patient information, and completing encounter forms.

Prerequisites: None.

MB306 - MEDICAL CODING/WORKERS' COMPENSATION: Students are introduced to and become familiar with CPT, ICD9 and HCPCS coding procedures as they relate to Workers' Compensation. Students will learn the State regulations, use of the fee schedule, benefit periods, and completion of all necessary forms in the eligibility process.

Prerequisites: None.

MB307 – DISABILITY CODING: Students are introduced to and become familiar with CPT, ICD9 and HCPCS coding procedures as they relate to disability. Students will learn the different types of disability, State regulations, use of the fee schedule, benefit periods, and completion of all necessary forms in the eligibility process.

Prerequisites: None.

MB308 - CPR/FIRST AID: Students will be trained in CPR and First Aid techniques including burns, acute illnesses and injuries, choking victims, and other such emergencies.

Prerequisites: None.

MB401 - MEDICAL TERMINOLOGY III: The student will develop knowledge and skills, consistent with anatomy, physiology, and medical terminology as relate to both structural and system orientation used in medical field.

Prerequisites: None.

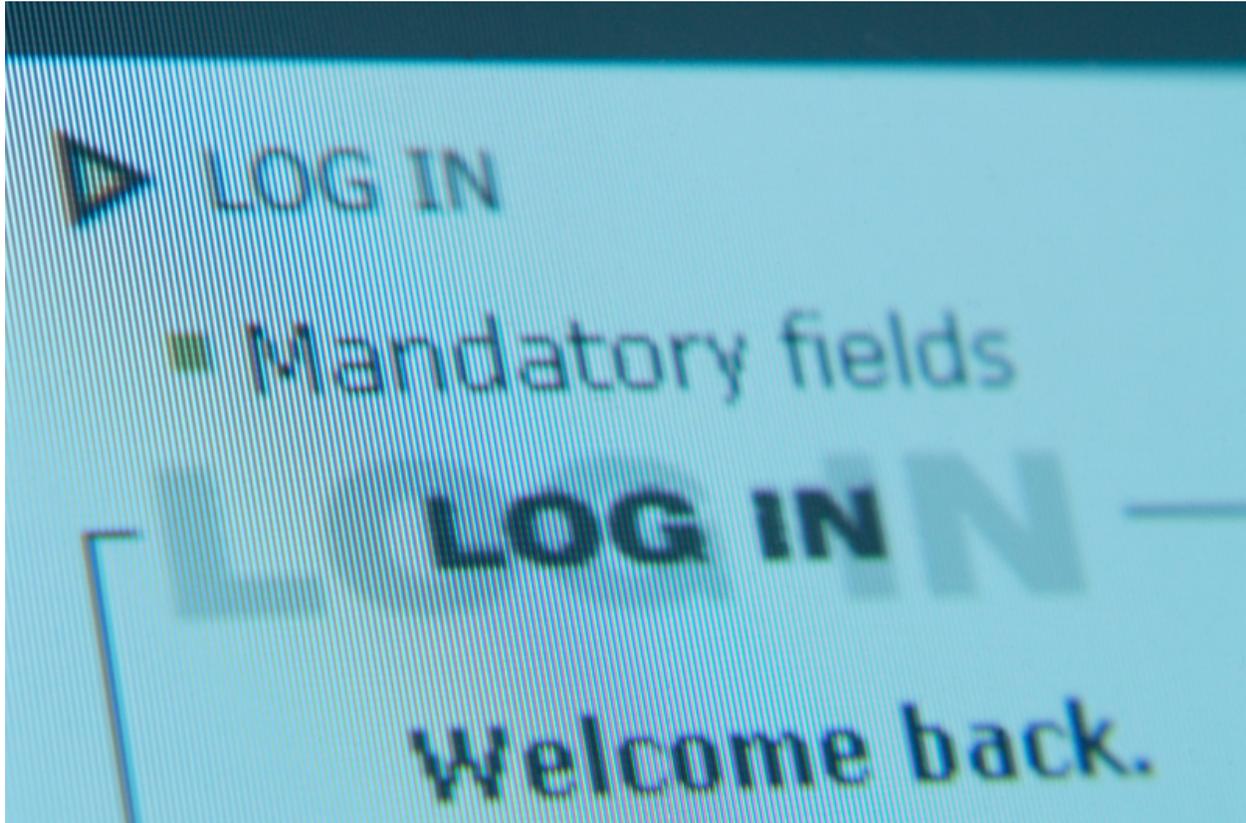
MB402 - HOSPITAL BILLING: Students will learn to complete the UB 92 claim form for services received in a hospital setting, including all procedures and regulations for various health care coverage. Students will also learn the differences between inpatient and outpatient levels of care and hospital services available through convalescent homes, hospice facilities, surgery centers, and home health care (including regulations and billing procedures for these services).

Prerequisites: None.

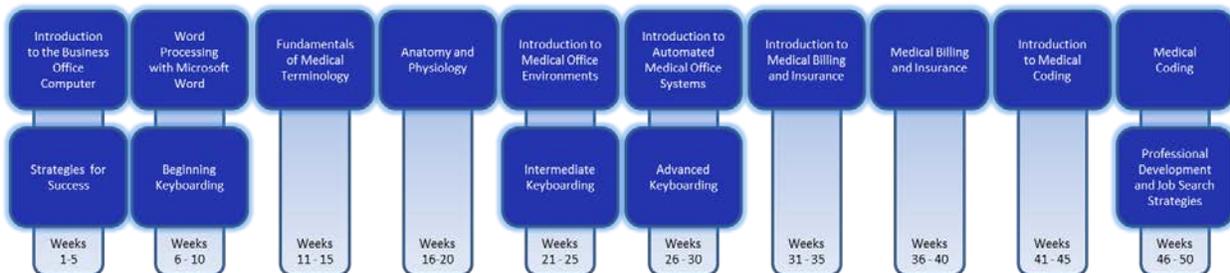
MB500 - EXTERNSHIP: The purpose of the externship assignment is to provide the student, upon successful completion of the classroom portion of the program, the opportunity to work within a medical billing environment. This experience allows the student to continue the learning process about the profession as well as the opportunity to apply the knowledge and skills they have gained from the classroom. The externship also serves as a job reference when the time comes to begin the search for regular employment.

Prerequisites: All above courses must be completed.

Distance Education - Online Program



Diploma in Medical Administrator: Billing & Coding Specialist



Medical Administrator: Billing and Coding Specialist

PROGRAM ONLINE

(D.O.T.214.362-022)

❖ Educational Objective

This course provides the students with the basic knowledge and skills that will qualify them to work as an entry-level Referrals and Authorization Clerk, Patient Services Representative, Medical Front Office Clerk, Patient Financial Service Representative, Medical Billing Support Clerk, and Medical Collections Clerk to name a few titles in the medical front or business office. Students will be exposed to billing forms, eligibility guidelines for Medicare, Medicaid/Medi-Cal, and billing procedures for CHAMPUS, Blue Shield/Blue Cross, and Workers' Compensation. Students will learn the use of ICD-9 and CPT books for coding diagnoses and procedures. Students will use computers to perform medical billing simulated practice using medical billing software.

Course Number	Course Title	Clock Hours	Semester Credit Units
COA101	Introduction to the Business Office Computer	80	3.33
COA102	Word Processing with MS Word	80	3.33
MBC 101	Fundamentals of Medical Terminology	80	3.33
MBC 102	Anatomy & Physiology	80	3.33
MBC 103	Introduction to Medical Office Environments	80	3.33
MBC 104	Introduction to Automated Medical Office Systems	80	3.33
MBC 105	Introduction to Medical Billing & Insurance	80	3.33
MBC 201	Medical Billing & Insurance	80	3.33
MBC 202	Introduction to Medical Coding	80	3.33
MBC 203	Medical Coding	80	3.33
ANC 101	Strategies for Success	50	2.16
ANC 102	Beginning Keyboarding	45	1.50
ANC 103	Intermediate Keyboarding	45	1.50
ANC 104	Advance Keyboarding	45	1.50
ANC 110	Professional Development & Job Search Strategies	50	2.16

TOTAL CLOCK HOURS = 1035 TOTAL SEMESTER UNITS = 42.00

NOTE: ONE CLOCK HOUR is defined as 50 minutes actual class time. **ONE SEMESTER CREDIT UNIT** is equivalent to 15 clock hours of lecture, or 30 clock hours of laboratory work, or 45 hours of externship.

Distance Education - Online Program

COA 101 Introduction to the Business Office Computer - This course provides an introduction to computers and personal management and collaboration applications programs, using the Microsoft Office suite of software. The basics of computer hardware are taught including functions, connectivity, and a discussion of selected peripheral devices. Microsoft Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint are introduced and descriptions of their appropriate uses and the basic functions of each are discussed. These applications are described as representative of word processing, spreadsheets, e-mail service, and graphical presentation software, with specific instruction of the use of these applications in a Microsoft Windows 7 environment. A basic introduction of Word is taught to provide the ability to create and save Word documents as required in this and future courses. Time is spent on Microsoft Outlook discussing the concept of mail services, calendars, and contacts. OneNote is also discussed in some detail to allow the student to have a digital notebook on hand for course activity throughout the program.

Prerequisites: None

COA 102 Word Processing with MS Word - This course provides a beginning through intermediate level of understanding of word processing using Microsoft Word 2010. Students will learn how to navigate within the Ribbon used in Microsoft Word 2010 and customize Word to suit the individual's needs. Other topics covered will include basic functions (opening, editing, saving, proofreading, sharing and printing documents); integrating visual elements (columns, tables, graphics, charts, diagrams); creating business documents using mail merge; collaborating with other users and creating documents to be used outside of the Word environment.

Prerequisites: None

MBC 101 Fundamentals of Medical Terminology - This course provides foundational knowledge of the structure and definition of medical terms. The four parts of medical terms (Root, Prefix, Suffix, Combining Form) are defined and used to analyze and create medical terms. Terms are discussed in the context of the bodily systems and functions that they are used to describe. The importance of proper spelling and pronunciation are emphasized and the problems associated with improper spelling or pronunciation are discussed.

Prerequisites: None

MBC 102 Anatomy & Physiology - This course provides fundamental knowledge of the anatomy and physiology of the human body and the distinction between the two terms and two fields. Function, structure, and interrelationships of the body systems are explored. Examples of both normal and abnormal conditions are used to illustrate how the body functions in the healthful or diseased states. The use of proper terminology is emphasized in describing the various structures and systems.

Prerequisites: MBC 101

MBC 103 Introduction to Medical Office Environments - This course provides an introduction to the skills, specialties, and career opportunities which fall into the general category of Medical Assistant. General office skills such as telephone courtesy, interpersonal behavior, file management, and written communication are discussed as they relate to the medical front office. Basic knowledge of law, ethics, information management, and professionalism is provided as related to medical practices. Scenarios are provided to illustrate common issues and processes handled in support of medical administration.

Prerequisites: None

MBC 104 Introduction to Automated Medical Office Systems - This course provides hands-on experience using software in support of the typical work flow of a medical office. Exercises include appointment scheduling, medical office accounting procedures, and creating various reports used in the medical office. An introduction to the basic concepts of medical coding and billing procedures is also included. Software is used to simulate the typical computer tasks to be accomplished and to provide examples of most aspects of medical office work flow.

Prerequisites: MBC 101, MBC 102, MBC 103

MBC 105 Introduction to Medical Billing & Insurance - This course is the first of two classes which provides the fundamentals of insurance billing and coding procedures for the medical field. Basics of the health insurance industry are covered, including its history, types of coverage, privacy practices, and documentation requirements. Introductory material related to coding is covered as are the fundamentals of submitting claims electronically and on paper. The importance of efficient and effective billing procedures is discussed as is the role of insurance collections in the overall financial stability of the organization.

Prerequisites: MBC 101, MBC 102

MBC 201 Medical Billing & Insurance - This course is the second of two classes which provides the fundamentals of insurance billing and coding procedures for the medical field. Building on the knowledge of the first course, this course continues to present the necessity of sound billing practices in the medical field. Specific health care payers are discussed including Medicare, Medicaid and other federal and state programs. Some discussion is held concerning the nuances of hospital billing.

Prerequisites: MBC 105

MBC 202 Introduction to Medical Coding - This course is the first of two classes that provides practical knowledge and exercises in using current medical coding systems including: Current Procedural Terminology (CPT), International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM), ICD-9-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding System and the application of the rules to code for client services. Selection and appropriate use of the various coding manuals is covered as well as efficient methods for finding the proper codes. Codes specific to anesthesia will be reviewed as well as those of several body systems, such as: integumentary, musculoskeletal, respiratory, and cardiovascular to name a few.

Prerequisites: MBC 201

MBC 203 Medical Coding - This course is the second of two which provides practical knowledge and exercises in using current medical coding systems including: Current Procedural Terminology (CPT),

International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM), ICD-9-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding System and the application of the rules to code for client services. Selection and appropriate use of the various coding manuals is covered as well as efficient methods for finding the proper codes. Codes specific to pathology, laboratory, radiological, and medicine services will be reviewed as well as those of several body systems, such as: hemic and lymphatic, digestive, endocrine, nervous, eye, ocular adnexa and auditory to name a few.

Prerequisites: MBC 202

ANC 101 Strategies for Success - This course prepares you for the challenges of higher education. It introduces you to various strategies for learning and other skills that are often overlooked when planning to undertake higher education. You will conduct self-assessments to become familiar with the styles of learning that best suit you. You will become proficient in new learning strategies, time management, memory abilities, and balancing good lifestyle practices. You will also explore the following topics: self-management techniques, the "Adult Learning Cycle," goal-setting parameters, relationship building, remaining healthy, and developing positive habits. All of these skills will provide you with the tools necessary to be successful in today's collegiate environment.

Prerequisites: None

ANC 102 Beginning Keyboarding - This course provides the fundamentals of computer, specifically keyboarding and the use of the mouse. Various types of keyboards and mice and their advantages will be discussed. Touch typing skills will be taught using online tutorial software, concentrating on proper technique and accuracy. Discussions and assignments will emphasize the importance of ergonomics. The symptoms and types of repetitive stress injuries, avoidance, and treatment will be reviewed.

Prerequisites: None

Textbook(s):

None. Students will use *TypingMaster* Online Touch Typing Course

ANC 103 Intermediate Keyboarding - This course provides further enhancement of computer keyboarding skills. Touch typing skills will be improved in both speed and accuracy using online tutorial software, working towards a speed of 35 words per minute (wpm) at 96% accuracy. Numbers will be added to the typing skill set, using the number keys on a standard keyboard as well as the keys on a twelve-key pad. Additional peripheral devices for computer input will be discussed such as foot pedals, scanners, optical character readers, tablets, and others.

Prerequisites: ANC 102

ANC 104 Advanced Keyboarding - This course provides further enhancement of computer keyboarding skills. Touch typing skills will be improved in both speed and accuracy using online tutorial software, working towards a speed of 45 words per minute (wpm) at 96% accuracy. Special characters will be added to the typing skill set, including Internet characters, mathematical symbols, and brackets. Control key shortcuts, function keys, Alt functions, and other special purpose keys will be discussed as well.

Prerequisites: ANC 103

ANC 110 Professional Development & Job Search Strategies - The course offers our students the knowledge and skills for researching, finding, and then obtaining the position to launch a future career. Key topics include: goal-setting, personal assessment, developing a customized resume (traditional and web resumes) and cover letter, job-search techniques, strategies and implementation, preparing and conducting the interview, post-interview strategies, and developing competitive advantages in the workplace.

Prerequisites: None

GRADING SYSTEM

Alpha Numerical

Grading scale – from the catalog

A 90-100 %

B 80-89 %

C 70-79 %

D 60-69 %

F Below 60 %

R Repeated Class not factored into GPA

W Withdrawn

T Transfer Credit

Late Work

All assignments turned in after the Sunday at Midnight deadline will receive a 5% deduction of points off the final grade. The reduced grade will be posted.

Assignments turned in after the Wednesday grading deadline will receive a 10% deduction of points off the final grade. The reduced grade will be posted.

Assignments turned in one (1) week late (weeks begin on Monday and end on Sunday) will receive a 15% deduction of points off the final grade. The reduced grade will be posted.

Assignments turned in two (2) weeks late will receive a 20% deduction of points off the final grade. The reduced grade will be posted.

No assignments will be accepted after two weeks late.

Online Attendance Policy:

San Diego College has a mandatory attendance policy for all courses, including online courses, to improve student learning and comply with federal regulations and financial aid policies.

An online course is considered as “meeting” at least five (5) times per week. Students are required to “attend” an online course through communication or submission of some work, as defined by the course instructor, every 7 days.

Students are required each week to:

1. Attend the online lecture either live or via the archive
2. Attend the online workshop live
3. Submit that week’s homework assignment (case study)
4. Attend the online discussion forum, live only, and;
5. Submit that week’s quiz or test.

Student must complete at least three (3) of the five (5) forms of communication to be considered in attendance for the week. Students who do not communicate or submit work at a minimal level as determined herein for one full week (that is, for one 7-day period) will be counted as unexcused absence for that week. Online courses allow for a maximum of two unexcused absence per course. The third unexcused absence the instructor will notify the registrar and the student will be withdrawn from the course and will receive a grade of “F”, and the course will need to be repeated.

Classroom Support

Instructor Information:

Instructor Name: Ms. Sandra St. John-Large

Office Contact Number: 1.619.338.0813 or 1.888.331.5141

Instructor Email:

Ms. St-John-Large: [sstjohn@sandiegocollege.edu](mailto:ssjohn@sandiegocollege.edu)

Office Hours: Monday - Thursday, 12:00 noon - 2:30 p.m. PST

Virtual Classroom Schedule: To be determined.

Chat Sessions: To be determined.

IT Support: Mr. Malave: Monday - Friday, 10:00 a.m. to 7:00 p.m. PST, or via email:

hmalave@sandiegocollege.edu

Phone Number: 1.858.207.8054 or 1.836.1591 or 1.888.331.5141

Program Director: Ms. Sandra Gracia, Ph: 858.836-1591 or 1.888.331.5141

Director of Education: Ms. D. Bennett, Ph: 619.338.0813 or 1.888.331.5141

Campus Director: Maria Simard, Ph: 619. 338.0813, 858.836.1591 or 1.888.331.5141

Response Time: San Diego College will respond to all student questions within 24 hours. Students that are experiencing responses taking longer than 24 hours are to contact the Program Director or Director of Education.

Live lecture – Each week the instructor conducts at least four (4) one-hour live lectures via the Virtual Classroom. This is conducted using an on-line service which allows two way video and audio communications, thus allowing the instructor to see and hear the student(s) as well as the students seeing and hearing the instructor. The use of several interactive tools are built into the presentations, such as polls, quizzes, whiteboard use, and what we call “hand-raising” quizzes, where the students raise their electronic hands in response to questions (e.g. “How many of you have ever been greeted poorly at a physician’s office?”) Instructors are trained to monitor the student videos to look for signs of boredom or confusion. Up to four students at a time can also be brought up “on stage” where their image and sound can be broadcast to the rest of the class.

Chat room – Each class has its own chat room, which allows students to interact with one another and the instructor. Specific chat room hours are set for each class when the instructor will be present, but students can also arrange to “meet” each other in the chat room for homework sessions or just to socialize. The chat room feature allows for limited audio and video capability, but is typically used for text messaging.

Study groups – Students are encouraged to form study groups. The student profiles allow you to see if there is someone geographically close to you and the instructor will help to form a group if requested. (E-mail addresses are not *required* in the Student Profile, so the instructor may have to assist in group formation.) Instructors will also consider forming study partners if a student is having difficulties.

OFFICE ASSISTANT, MEDICAL ASSISTANT & MEDICAL BILLING CLASS HOURS:

Classes are offered Mondays through Thursday from 8:00 a.m. to 1:00 p.m., 1:00 p.m. to 6:00 p.m., and 6:00 p.m. to 11:00 p.m.

GAINFUL EMPLOYMENT PROGRAM DISCLOSURES

OPEID Number: 04134500

July 1, 2012

Medical Assistant Program

Program Length: 8 months

CIP (Classification of Instructional Program) Code: 51.0801

SOC (Standard Occupational Classification) Code: 31-9092

Link to U.S. Department of Labor, Occupational Profile:

<http://www.onetonline.org/link/summary/31-9092.00>

Credential Level: 01- Undergraduate Certificate

Tuition: \$14,935.00

Fees: \$83.00, total fees includes a State of California mandated Student Tuition Recovery Fund (STRF) fee of \$0.50 per \$1000 institutional cost.

Room and Board: San Diego College does not offer on-campus living

Books and Supplies: \$882.00

Total Program Cost: \$15,900.00

Completion and Placement Rates for Period: 07/01/2011 to 06/30/2012

On Time Completion Rate: 29.7%. Due to the Externship Course assignment being affected by site operational hours, and the need to complete all 160 hours of Externship, students of San Diego College can expect to complete past their expected graduation date.

Job Placement Rates:

Council for Occupational Education (National): 100%

Bureau for Private Postsecondary Education (State): 36%

Median Loan Debt Incurred by Students Completing the Medical Assistant Program

Federal Loan Debt: \$ 8708.00

Private Loan Debt: \$ 0 .00

Institutional Finance Plan: \$ 871.00

Office Assistant Program

Program Length: 8 months

CIP (Classification of Instructional Program) Code: 11.0601

SOC (Standard Occupational Classification) Code: 43-9000

Link to U.S. Department of Labor, Occupational Profile:

<http://www.onetonline.org/link/summary/31-9092.00>

Credential Level: 01- Undergraduate Certificate

Tuition: \$14,781.00

Fees: \$83.00, total fees includes a State of California mandated Student Tuition Recovery Fund (STRF) fee of \$0.50 per \$1000 institutional cost.

Room and Board: San Diego College does not offer on-campus living

Books and Supplies: \$1,036.00

Total Program Cost: \$15,900.00

Completion and Placement Rates for Period 07/01/2011 to 06/30/2012

On Time Completion Rate: 5%. Due to the Externship Course assignment being affected by site operational hours, and the need to complete all 160 hours of Externship, students of San Diego College can expect to complete past their expected graduation date.

Job Placement Rate:

Council for Occupational Education (National): 100%

Bureau for Private Postsecondary Education (State): 75%

Median Loan Debt Incurred by Students Completing the Office Assistant Program

Federal Loan Debt: \$ 8708.00

Private Loan Debt: \$ 0.00

Institutional Finance Plan: \$ 928.00

Medical Billing Program

Program Length: 8 months

CIP (Classification of Instructional Program) Code: 51.0705

SOC (Standard Occupational Classification) Code: 43-6010

Link to U.S. Department of Labor, Occupational Profile:

<http://www.onetonline.org/link/summary/31-9092.00>

Credential Level: 01- Undergraduate Certificate

Tuition: \$14,646.00

Fees: \$83.00, total fees includes a State of California mandated Student Tuition Recovery Fund (STRF) fee of \$0.50 per \$1000 institutional cost.

Room and Board: San Diego College does not offer on-campus living

Books and Supplies: \$1,611.00

Total Program Cost: \$15,900.00

Completion and Placement Rates for Period 07/01/2011 to 06/30/2012

On Time Completion Rate: 38.4%. Due to the Externship Course assignment being affected by site operational hours, and the need to complete all 160 hours of Externship, students of San Diego College can expect to complete past their expected graduation date.

Job Placement Rate

Council for Occupational Education (National): 100%

Bureau for Private Postsecondary Education (State): 62.5%

Median Loan Debt Incurred by Students Completing the Medical Billing Program

Federal Loan Debt: \$ 8708.00

Private Loan Debt: \$ 0.00

Institutional Finance Plan: \$ 1226.00

Medical Administrator/Billing and Coding Specialist

Program Length: 50 weeks

CIP (Classification of Instructional Program) Code: 51.0705

SOC (Standard Occupational Classification) Code: 43-6010

Link to U.S. Department of Labor, Occupational Profile: <http://www.onetonline.org/link/summary/31-9092.00>

Credential Level: 01 – Undergraduate Certificate

Tuition: \$ 16,199.00

Fees (for CA state residents only): \$ 84.00, total fees includes a State of California mandated Student Tuition Recovery Fund (STRF) fee of \$0.50 per \$1000 institutional cost.

Fees (for non-CA residents): \$ 75.00

Room and Board: College does not offer on-campus living

Books and Supplies: \$ 1651.00

Total Program Cost: \$17,934.00 for CA state residents

Total Program Cost: \$17,925.00 for non-CA residents

Completion and Placement Rates for Period 07/01/2011 to 06/30/2012

This program is a new offering for San Diego College. Reporting on this program will begin in 2013-2014.

Job Placement Rates

Council for Occupational Education (National): New Program – No Statistics

Bureau for Private Postsecondary Education (State): New Program - No Statistics

Median Loan Debt Incurred by Students Completing the Medical Administrator/Billing and Coding Specialist

Federal Loan Debt: \$ New Program – No Statistics

Private Loan Debt: \$ New Program – No Statistics

Institutional Finance Plan: \$ New Program – No Statistics

STAFF

Fabio Freiberg, President

Ronny Sussman, Vice President

Lucy Rauch, Campus Director

Mark R. Bowlds, Assistant/Advisor to the Campus Director

Mariza Ramirez, Assistant Campus Director & Financial Aid Director, Main Campus

Jeanne Neal, Assistant Campus Director, Branch Campus

Marco Quesada, Marketing Director, IT Support Manager

Terie Trenchard, Finance Manager

Daniel Madrigal, Financial Aid Representative

Luis Bello, Financial Aid Assistant

Beatriz Maldonado, Admissions Director, Main Campus

Victor Sanchez, Admissions Representative

Sandra Gracia, On-line Program Director

Michelle Cesena, On-line Admissions Rep Supervisor

Pinky Mitchell, On-line Admissions Representative

Sara Wali, On-line Student Support Services

Susan Cole, Student Success & Retention Coordinator

Leo Q. Fitch, Student Services Coordinator, Registrar

Debbie Bennett, Director of Education

Dawn Square, Assistant Director of Education

Debbie Fernandez, Placement Director

Hugo Malave, IT Support / Maintenance, Branch Campus

Estela Munguia, Front Desk, Main Campus

Angel Maldonado, Maintenance, Main Campus

Holly Foster, Student Outreach Coordinator

FACULTY

Dawn Square, Medical Assistant Instructor. Ms. Square graduated from Valley Career College with a 4.0 GPA and has over 10 years' experience working in the medical field as a Medical Assistant, Phlebotomist, and Medication Technologist. She has been a Medical Assistant Instructor for 7 years.

Danya Ayers , Office Assistant / Medical Billing Instructor. Ms. Ayers is a graduate of Maric College, receiving a diploma in Medical Administration and Insurance Specialist. She is also a National Certified Medical Office Assistant and National Certified Phlebotomy Technician. She has 10+ years' experience in the medical field and has been an Instructor for 6+ years.

Joy Anacleto, Medical Assistant Instructor. Ms. Anacleto has been a Medical Assistant Instructor for 6 years and worked in the Medical field before that. She is a CA Certified Medical Assistant, a National Certified Phlebotomy Technician, and also an AHA Course Certified BLS Instructor.

Sandra St. John, Medical Billing Instructor, Medical Administrator: Billing & Coding Specialist Instructor. Ms. St. John studied both Medical Administration and Insurance Billing at Valley Career College. She has been a Medical Billing Instructor for 10+ years.

Matthew Porter, Career Development Instructor. Mr. Porter has been working in Career Services for over 10 years.

Michelle Benson, Medical Assistant Instructor, Phlebotomy Instructor. Ms. Benson has 14 years' experience in the field, with a BA in Health Administration from Ashford University. She is a certified Medical Assistant as well as a CA Certified Phlebotomist (CPT-1).

Paul Andrade, Office Assistant Instructor. Mr. Andrade has 9 years' experience in the field including 2 years as an Office Assistant Instructor.

Terie Trenchard, Medical Assistant Instructor. Ms. Trenchard has 10+ years working in the medical field as well as 3 years' experience as a Medical Assistant Instructor.

Jusac Suryanata, Medical Assistant Instructor. Mr. Suryanata was a Navy Medical Corpsman and has worked as a Medical Assistant Instructor for 2 years.

Emil Guilas, Medical Assistant Instructor. Mr. Guilas has over 10 years' experience in the medical field and has also been a Medical Assistant Instructor for over 10 years.

Rosemarie Robertson, Medical Billing Instructor. Ms. Robertson has 10+ years' experience in the field of Medical Billing and Coding as well as the role of Office Manager.

Janet McKenna, Medical Administrator: Billing & Coding Specialist Instructor/Microsoft Certified Trainer. Ms. McKenna has worked with the Microsoft Office programs since 1995. She is currently certified in Excel, Word, Powerpoint and Access. She has conducted training sessions on these courses as well as other programs, including proprietary software, for 13 years.

Kelly Titus, Medical Administrator: Billing & Coding Specialist Instructor. Ms. Titus has 20+ years in the medical billing and coding field. She has earned her CPC and CPC-1 as well as becoming an AHIMA approved ICD-10 Trainer. She has also been a medical billing and coding instructor for more than eight years.

Jennifer Macapagal, Medical Billing Instructor. Ms. Macapagal has been in medical practice administration for over 15 years. She has worked for a variety of medical practices including emergency room, physical therapy, vascular, and regular family practice. In addition to teaching, she is President & CEO for her own medical billing, coding, and administrative consulting company.

ADVISORY BOARD MEMBERS

Terry Bowlds

Arron Ellis

Adell Bateman

Alma Vega

Lorna Pallares

Elizabeth Estrada

Kathy La Belle

Lee Bennett

Linnette Swanson

Dr. Luna

Karen Trishman

Joseph Avaizo

Suzanne Caurter

Tasha Lieburd

Candace Freidman

Scott Gayes



SDC Academic Calendar

See following pages for Program Course Module Start Dates

Guide to Program Module Class Codes

Medical Assistant Program:

MAM#1 Medical Assistant Morning Session #1
MAM#2 Medical Assistant Morning Session #2
MAM#3 Medical Assistant Morning Session #3
MAM#4 Medical Assistant Morning Session #4
MAA#1 Medical Assistant Afternoon Session
MAE#1 Medical Assistant Evening Session

Medical Billing Program:

MBM#1 Medical Billing Morning Session #1
MBM#2 Medical Billing Morning Session #2
MBA#1 Medical Billing Afternoon Session
MBE#1 Medical Billing Evening Session

Office Assistant Program:

OAM#1 Office Assistant Morning Session
OAA#1 Office Assistant Afternoon Session
OAE#1 Office Assistant Evening Session

Medical Assistant (MA):

MAM#1 Morning Session #1 w/ Ms. Square (Branch Campus)

MAM#2 Morning Session #2 w/ Mr. Jeff (Main Campus)

MAA#1 Afternoon Session #1 w/ Miss Joy (Main Campus)

Course #	Start	Externship	Graduate	Credit
MA-206	07/18/12	02/12/13	03/11/13	3
MA-201	08/08/12	03/06/13	04/02/13	2
MA-205	08/22/12	03/20/13	04/16/13	2
MA-203	09/06/12	04/04/13	05/01/13	2
MA-301	09/20/12	04/18/13	05/15/13	2
MA-102	10/04/12	05/02/13	05/29/13	2
MA-204	10/18/12	05/16/13	06/12/13	3
MA-103	11/08/12	06/07/13	07/04/13	2
MA-302	11/28/12	06/21/13	07/18/13	2
MA-207	12/12/12	07/09/13	08/05/13	2
MA-303	01/07/13	07/23/13	08/19/13	2
MA-202	01/22/13	08/06/13	09/02/13	3

Medical Assistant (MA):

MAE#1 Evening Session #1 w/ Ms. Cole (Main Campus)

Course #	Start	Externship	Graduate	Credit
MA-202	07/11/12	02/12/13	03/11/13	3
MA-206	08/01/12	03/06/13	04/02/13	3
MA-201	08/22/12	03/27/13	04/23/13	2
MA-205	09/06/12	04/11/13	05/08/13	2
MA-203	09/20/12	04/25/13	05/22/13	2
MA-301	10/04/12	05/09/13	06/05/13	2
MA-102	10/18/12	05/23/13	06/19/13	2
MA-101	11-01-12	06/07/13	07/04/13	1
MA-204	11/08/12	06/14/13	07/11/13	3
MA-103	12/05/12	07/09/13	08/05/13	2
MA-302	12/19/12	07/23/13	08/19/13	2
MA-207	01/14/13	08/06/13	09/02/13	2
MA-303	01/29/13	08/20/13	09/16/13	2

Medical Assistant (MA):

MAM#3 Morning Session #3 w/ Miss Joy (Main Campus)

Course #	Start	Externship	Graduate	Credit
MA-302	07/12/12	02/06/13	03/05/13	2
MA-102	07/26/12	02/21/13	03/20/13	2
MA-303	08/09/12	03/07/13	04/03/13	2
MA-201	08/23/12	03/21/13	04/17/13	2
MA-206	09/10/12	04/05/13	05/02/13	3
MA-207	10/01/12	04/26/13	05/23/13	2
MA-205	10/15/12	05/10/13	06/06/13	2
MA-203	10/29/12	05/24/13	06/20/13	2
MA-202	11/13/12	06/11/13	07/08/13	3
MA-301	12/06/12	07/02/13	07/29/13	2
MA-103	12/20/12	07/17/13	08/13/13	2
MA-204	01/15/13	07/31/13	08/27/13	3

Medical Assistant (MA):

MAM#4 Morning Session #4 w/ Ms. Benson (Main Campus)

Course #	Start	Externship	Graduate	Credit
MA-201	07/18/12	02/27/13	03/26/13	2
MA-205	08/01/12	03/13/13	04/09/13	2
MA-203	08/28/13	03/27/13	04/23/13	2
MA-301	09/12/12	04/11/13	05/08/13	2
MA-102	09/26/12	04/25/13	05/22/13	2
MA-204	10/11/12	05/09/13	06/05/13	3
MA-103	11/01/12	06/03/13	06/28/13	2
MA-302	11/19/12	06/17/13	07/12/13	2
MA-207	12/05/12	07/01/13	07/26/13	2
MA-303	12/19/12	07/16/13	08/12/13	2
MA-202	01/14/13	07/30/13	08/26/13	3
MA-206	02/05/13	08/20/13	09/16/13	3

Medical Billing (MB):

MBM#2 Morning Session #2 w/ Ms. D (Branch Campus)

MBA#1 Afternoon Session #1 w/ Miss Sandra (Main Campus)

Course #	Start	Externship	Graduate	Credit
MB-101	07/11/12	02/04/13	03/01/13	2
MB-202	07/25/12	02/20/13	03/19/13	2
MB-401	08/08/12	03/06/13	04/02/13	3
MB-307	08/29/12	03/26/13	04/22/13	1
MB-102	09/06/12	04/04/13	05/01/13	2
MB-201	09/20/12	04/18/13	05/15/13	3
MB-303	10/11/12	05/09/13	06/05/13	1
MB-308	10/18/12	05/16/12	06/12/13	1
MB-301	10/25/12	05/23/13	06/19/13	3
MB-402	11-19-12	06/14/13	07/01/13	1
MB-304	11/28/12	06/21/13	07/18/13	2
MB-305	12/12/12	07/09/13	08/05/13	1
MB-302	12/19/12	07/16/13	08/12/13	3
MB-103	01/22/13	08/06/13	09/02/13	1
MB-306	01/29/13	08/13/13	09/09/13	1

Medical Administrator: Billing and Coding Specialist

Course #	Course Title	Start Date
COA101	Introduction to the Business Office Computer	11/12/2012
COA102	Word Processing with MS Word	12/17/2012
MBC 101	Fundamentals of Medical Terminology	01/21/2013
MBC 102	Anatomy & Physiology	02/25/2013
MBC 103	Introduction to Medical Office Environments	04/01/2013
MBC 104	Introduction to Automated Medical Office Systems	05/06/2013
MBC 105	Introduction to Medical Billing & Insurance	06/10/2013
MBC 201	Medical Billing & Insurance	07/15/2013