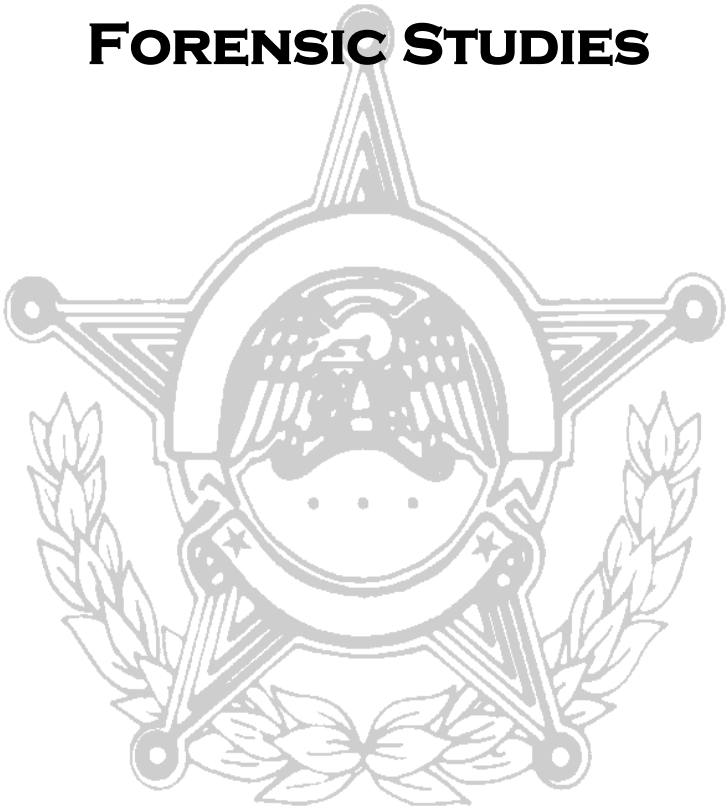
American College of Forensic Studies



School Catalog
2013-2014

2975 Wilshire Blvd., No. 001, 430
Los Angeles, CA 90010
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SCHOOL OVERVIEW

CAMPUS ADDRESS

2975 Wilshire Blvd., Suite 001, 430
Los Angeles, CA 90010
(Tel) 213-736-5835 (Fax) 213-736-5865

PERIOD OF TIME CATALOG COVERS

All information and content in this college catalog is current and correct for the period of 07/01/2013 through 12/31/2014.

MISSION STATEMENT

At American College of Forensic Studies it is our mission to instill in our students the professionalism, knowledge, and dedication necessary to succeed in today's job market.

HISTORY

The College was developed in 2002, although the foundation for its existence, was laid over 30-years ago. The founder, Joseph Paolella, served honorably with four Presidents during his years in the U.S. Secret Service. The knowledge gained over this period, plus, his years in private practice, has allowed the College to meet the high demand for qualified Private Investigators, Polygraph Examiners, Security Officers and office personnel to serve in the exciting and lucrative fields of security and investigations.

OBJECTIVES

The objectives of American College of Forensic Studies is to create superior vocational training through:

- Employing qualified faculty and staff.
- Generating a curriculum that exhibits the needs of the professional communities served.
- Using modern equipment and teaching techniques.
- Sustaining close relationships with potential and current employers of our graduates.
- Consecutive participation in national, state, and local professional organizations.

AVERAGE CLASS SIZE

Instruction is on campus, with normal class sizes of no more than 20-students per instructor.

CERTIFICATES

A Certificate of Completion is awarded for successful completion of the total course. Prospective students are encouraged to visit the college to discuss personal education and occupational plans with a college representative, before enrolling or signing an enrollment agreement.

AFFILIATIONS

- National Polygraph Association
- Bureau of Security & Investigative Services
- California Association of Private Postsecondary Schools

GENERAL INFORMATION

FACILITY AND EQUIPMENT

American College of Forensic Studies is located in Los Angeles on the corner of Wilshire and Virgil Street. The campus is within easy commute of the Hollywood (101), and the Santa Monica (10) freeways. A structured parking is provided on the side of the building on Virgil Street.

The college is comprised of classrooms and administrative offices and lounge. Additional space is available if needed. Classrooms are equipped with hook-ups for compatible computers, calculators, tape recorders/players, VCR, DVD, television, private investigation equipment, written materials, CD-ROMs, DVDs, videos, software, and polygraph instruments.

APPROVALS

American College of Forensic Studies is a private institution that is licensed to operate by the Bureau for Private Postsecondary Education (BPPE).

America College of Forensic Studies is approved by Student and Exchange Visitor Program (SEVP) to issue a form I-20 for F-1 visa holders.

LIABILITY

American College of Forensic Studies, ***is not***, responsible for any loss or damage to personal property, or for any personal injury that may occur while on and/or within the college's premises of Suite 001, 430, located at 2975 Wilshire Blvd., Los Angeles, California 90010. Or, if the student(s) decide(s) on his/her/their own acquiescence to voluntarily leave the aforementioned premises to venture out on possible field trips that may be pertinent and/or instructional to their chosen course of study.

COLLEGE CALENDAR

The college operates continuously throughout the year, except for the following holidays:

New Year's Day	Martin Luther King	President's Day
Good Friday	Memorial Day	Independence Day
Labor Day	Columbus Day	Veteran's Day
Thanksgiving Day (Thursday & Friday)	Christmas Eve	Christmas Day

STUDENT RIGHTS

STUDENT TUITION RECOVERY FUND

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 programs 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 costs.
4. There was a material failure to comply with the Act or this 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. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the money paid to the school. Questions regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Phone Number:(916)431-6959 Toll Free:(888)370-7589
Fax Number:(916)263-1897

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Students wishing to resolve problems or complaints should first contact his/her current instructor. Should the instructor be unable to resolve the situation, request for further action must be made to the college Director.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

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

P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
(888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

ENROLLMENT

ADMISSIONS

Admission requirements are based largely upon the student's ability to meet the requirements of his/her occupational goal. A strong motivation to learn and a desire to pursue a career, are important considerations. All persons enrolling in American College of Forensic Studies, must meet the following criteria:

a) Must be a minimum of 18-years old
b) Possess a High School Diploma, GED or equivalent, or
c) Pass an Ability to Benefit (ATB) test

ENROLLMENT

The enrollment procedure begins with an appointment to tour the college and an interview with an educational counselor. The curriculum, equipment, material and career paths of the program that the prospective student is interested in, is discussed. An assessment of the applicant's employment history, prior education, motivation, and placement potential are made. The applicant is made aware of college's policy and procedures.

All students are allowed to cancel the enrollment agreement within the cancellation period (please see the cancellation policy).

TUITION AND FEES

Cost for Tuition, Registration, Books & Supplies may be found in this catalog under each course outline.

CANCELLATION and WITHDRAWAL POLICIES

CANCELLATION

A student has the right to cancel the enrollment agreement if notice of cancellation is made through attendance at the first class session, or the seventh business day after enrollment, whichever is later. Cancellation shall occur when the student give written notice to the institution at the address specified in the agreement. The written notice of cancellation, if given by mail, is effective when deposited in the mail, properly addressed and with postage prepaid. The notice of cancellation need not take any particular form and is effective if it indicates the student's desire not to be bound by the agreement. The cancellation must be in writing. Students do not have the right to cancel by just telephoning the college or by not coming to class. If the student cancels, the school will refund 100 percent of the amount the student paid, including the STRF fee within 45 days of student's cancellation, less the registration fee of $100.

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

WITHDRAWAL

A student has the right to withdraw during a period of attendance. If the student withdraws from the course of instruction, the school will remit a refund, less a registration fee of $100 and the STRF fee within 45 days of student's withdrawal. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A student who has completed more than 60 percent of the period of attendance is not eligible for a refund. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance.

AMERICAN COLLEGE OF FORENSIC STUDIES

REFUND POLICY

REFUND

Cancellation - If the student cancels the enrollment agreement within the cancellation period, the student will receive 100 percent of the amount he/she paid including the STRF fee less the registration fee of $100. If the student received any books and supplies, they shall be returned if in good shape.

Withdrawal – If the student withdraws from a course of instruction after the cancellation period, the refund shall be on a pro-rata basis less a registration fee of $100 and the STRF fee. ***A student who has completed more than 60 percent of the period of attendance is not eligible for a refund. ****

If the student received any books and supplies, they must be returned within 10 days from the date of signing a cancellation notice or withdrawing. If the student fails to return the books and supplies on time, they become the property of the student and the student will be charged accordingly. The returned books and supplies must be in condition to be re-issued to another student. If any portion of the tuition was paid from proceeds other than the student, the refund shall be sent to appropriate agency issuing payment. Any remaining balance thereafter will be refunded to the student.

REFUND CALCULATION FORMULA

Please be advised that the below sample refund calculations are for students who withdraw after the cancellation period. Students who cancel a course of instruction within the cancellation period will receive 100 percent of the amount the students paid including STRF fee, less a registration fee of $100.

$$\text{Tuition Amount Per Enrollment Agreement} \times \frac{\text{Hours of Instruction Paid but Not Received}}{\text{Hours of Instruction Paid}} = \text{Refund Amount}$$

SAMPLE REFUND CALCULATION

Student withdraws after completing 72-hours of instruction for a 360-hour program and has paid his/her tuition and fees in full.

$$\text{Tuition Amount } \$5{,}800.00 \text{ Excluding non-refundable fee (e.g., Registration fee, STRF fee)} \times \frac{\text{Hours of Instruction Paid but Not Received } 288}{\text{Hours of Instruction Paid } 360} = \text{Refund Amount } \$4{,}640.00$$

REFUND TABLE

Examples of refunds are as follows when a student withdraws at various points in the program for a 360-hours course costing $5,800.00, plus $100.00 non-refundable registration fee, and $0.00 for books & supplies, STRF fee $3.00 and the student has paid all tuition and fees in full:

Withdraws at this percentage:	20%	25%	50%	60%	75%
Total Refund:	$4,640.00	$4,350.00	$2,900.00	$2,320.00	$1,450.00

STUDENT SERVICES

COUNSELING

Students are encouraged to bring college and personal problems to the attention of their instructors or to the Director. American College of Forensic Studies staff will attempt to assist each student in resolving those problems that are interfering with the successful completion of their program.

TUTORING

Should a student have any difficulty understanding the material presented, he/she is strongly urged to seek help from his/her instructor. American College of Forensic Studies takes pride in having a close professional relationship between students and instructors. We are always ready to offer extra assistance to those in need of tutoring.

HOUSING AND TRANSPORTATION

Furnished and unfurnished apartments are available near our campus sites. Public transportation is immediately accessible to the campus. American College of Forensic Studies does not have any responsibility to find or assist a student in finding housing. Students are responsible to find their own housing and the school has absolutely no involvement regarding this matter.

TRANSCRIPTS

A complete set of the student's records, including a transcript of his/her grades, is kept in their permanent file. The college will send out no transcript unless requested in writing by the student, and no transcript will be provided when the student's financial account is not in good standing.

DISCLOSURE NOTICE

FINANCIAL DISCLOSURES

American College of Forensic Studies does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed an petition within the preceding five years, and does not have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (U.S.C Sec. 1101 et. Seq) (CEC 94909 (a)(12))

ACCREDITATION

American College of Forensic Studies is an unaccredited institution and therefore our students are not eligible for federal/state financial aid programs.

LICENSURE EXAM

American College of Forensic Studies does not offer job placement and therefore its programs are not recognized for employment positions.

MAXIMUM TIME FRAME

All programs offered have a maximum period for completion equal to 1.5 times the total length of the course. The periods of non-attendance, during which the student has formally requested and received a leave of absence, has officially withdrawn from the institution or has been dropped per college policy, will not be considered in the maximum time frame calculation.

DISCLOSURE OF EDUCATIONAL RECORDS

Students may, at any time, review their educational records. Disclosure of a student's educational record to a third party, except those permitted by law, will not be made without prior written consent of student.

GENERAL CONDUCT

Students must act with courtesy and consideration toward instructors, staff, and other students. Students must observe all college rules. American College of Forensic Studies reserves the right to suspend or dismiss any student whose behavior disrupts American College of Forensic Studies activities, fellow students, or the reputation of the college.

ADMINISTRATIVE POLICIES

PROBATION/TERMINATION

A student may be placed on probation for a determined period of time for not abiding by college rules or policies. If the student fails to rectify the problem during the probationary period, the student may be terminated at the Director's discretion. (*See* - Progress Report for probationary period).

APPEALS

Students who have been placed on probation, have been suspended, or have been terminated may petition the Director for re-instatement. The written request should contain a summary of why the student feels the decision should be reversed. The Director will review all requests on a case-by-case basis. American College of Forensic Studies reserves the right not to reverse the decision of any student that does not meet the college's academic/attendance or behavior standards. Initially, when a student is allowed to re-enter, he/she may be placed on probationary status for up to 30 days.

EVALUATION OF CREDIT FOR PREVIOUS EDUCATION AND TRAINING

American College of Forensic Studies will maintain a written record of the previous education. This record will indicate, if, credit has been granted.

ATTENDANCE POLICY

The importance of proper attendance cannot be emphasized enough. To be successful at gaining the knowledge necessary to succeed in a career, it is essential that regular, uninterrupted attendance be a habit. American College of Forensic Studies places upon its students the same demands that an employer would place upon them. Consequently, students are expected to be in class on time for each session of instruction. Excessive absenteeism or tardiness will not be tolerated. If a student is going to be late, leave early or be absent, the student should notify the college as soon as possible, just as they would their employer.

ABSENT POLICY

In order to graduate, each student must maintain a minimum of 75% attendance. If a student's number of absences exceeds 25% then he/she may be placed on probation. Students who are absent from class are expected to make up the required class work. Students should see their instructor to find out which work was missed in order to be able to continue at the same rate as the rest of the class. A student who is terminated because of excessive absences may petition the Director for re-instatement. Consideration will be based upon the problems or conditions that led to the student's termination.

TARDINESS POLICY

A student who is not in class at the start of the period or leaves before class is dismissal will be counted as tardy. If a student misses more than 50% of class time, he/she will be counted absent. Excessive tardiness may be reason for placing a student on probation.

LEAVE OF ABSENCE

Students must submit a leave of absence request in writing. One leave of absence will be granted not to exceed 60-days unless it is an approved medical leave of absence, which cannot exceed 180-days. A doctor's statement must be submitted for all medical leaves. The student may re-enter the course at the same place he/she left, providing the course has not changed and the length of time for the absence is not so long as to deteriorate understanding of material. In the case where a student takes a short leave of absence and expects to make-up the material and stay with the same class, that student must make up the work missed during the leave of absence.

GRADING POLICY

For a student to be considered maintaining "Satisfactory Progress", a student must maintain an overall minimum cumulative grade point average of 70% or better and be progressing though his/her course of study in a timely manner as to complete the course within the maximum time frame. Failure to abide by the grading policy may result in the student receiving a probationary action.

GPA PERCENT	GRADE	INTERPRETATION	GPA
90% - 100%	A	EXCELLENT	4.0
80% - 89%	B	GOOD	3.0
70% - 79%	C	SATISFACTORY	2.0
60% - 69%	D	UNSATISFACTORY	1.0
BELOW 60%	F	FAILED	0.0

When class work is not submitted on time, 10-points will be deducted from the grade. There is only one attempt to re-take a test and all re-tests will not be greater than 75%. When a phase or session is taken for a second time, the record of the second attempt will not be greater than 75%.

GRADUATION REQUIREMENTS

American College of Forensic Studies will grant certificates to students who successfully complete a full program of study. In order to graduate, a student must have completed the course with an overall minimum-passing grade of 70% or better. Students who enroll for a portion of the program will receive a Certificate of Achievement stating the subjects they passed. American College of Forensic Studies believes excellence should not only be encouraged, but also rewarded. Students who excel and earn an overall of 95% grade point average will graduate with honors. The student grade point average is derived from the final grade of each phase. Students graduating with honors will receive a special recognition seal on their diploma and will be recognized at graduation.

CHANGE IN PROGRAMS/SCHEDULE

In order to maintain the highest possible educational standards, American College of Forensic Studies reserves the right to change the contents or sequence of its program at any time and to cancel a starting class if the number of students enrolling is deemed insufficient.

PROGRAMS

Computer Operators

Because computer operators work with other office staff, they should be cooperative and able to work as a part of a team. They should have good communication skills and pay close attention to details. They must be willing to change with the needs of the work environment or take additional responsibilities.

Since computer operations is such a general field and only requires general office skills – computer operators who exhibit strong communication, interpersonal, and analytical skills will soon be promoted to supervisory positions. For many people, a job as a typist, word processor, or data entry is their first job after graduating from high school or after a period of full-time family responsibilities, serving as a steppingstone to higher paying jobs, such as receptionist, secretarial, or administrative assistance.

Nature of the Work

The duties of computer operators are too varied and diverse for them to be classified in any specific administrative support occupation. Rather than performing a single specialized task, the duties change with the needs of their employer. General Office Clerk's duties include filing or typing, operating photocopiers, fax machines, or other office equipment; prepare mailings; proofread copy; and answer telephones and deliver messages.

Duties vary significantly depending upon the office they work and title they hold. Secretaries use computers to run spreadsheet, word processing, database management, and desktop publishing programs. The information that many of today's organizations need to process is growing. Typist, word processors, and data entry personnel help insure this work is handled smoothly and efficiently.

Typist and word processors usually set up and enter reports, letters, mailing labels, and other text material. Typist make neat, typed copies of materials written by other clerical, professional, or managerial workers. As they gain experience, they may begin work requiring a higher degree of accuracy an independent judgement, thereby, increasing responsibility, wages, and status.

Employment

Most computer operations jobs are entry-level administrative support positions, although no previous office or business experience may be necessary, employers usually require a high school diploma, typing, and basic computer skills. Familiarity with computer word processing software and applications is becoming increasingly important. Most employers will substitute experience with education, motivation, and good communication and organization skills.

Career Paths

Secretary	General Office Clerk	Data Entry
Receptionist	Administrative Assistant	Word Processor

Course Outline

Microsoft Office 2000

- Word – Computer I
- Excel – Computer II
- Access – Computer III
- PowerPoint – Computer IV
- Outlook – Computer V

Microsoft

- Windows XP – Computer VI

Exploring the Internet

- The World Wide Web using Microsoft Explorer/Netscape Communicator – Computer VII

Office Procedures

- Business Math
- Business Communications
- Office Techniques

Career Development is taught during their placement period.
Keyboarding is taught throughout the program.

Class Schedule

Monday through Thursday
9:30 AM to 3:30 P.M.
10 Weeks – 240 Hours

Cost of Course

Tuition:	$4,400.00
Registration:	100.00
Bks. & Supplies:	Inc.
Total	$4,500.00

PRIVATE POLICE

The Private Police

The private police have a responsible position with the responsibility of protecting personnel and property. Unlike police officers, the private police only have the same authority as a private citizen (citizen's arrest). Their main function is to observe and report, maintain order, serve as a deterrent for crime or violence, and maintain a fire watch.

Nature of the work

The private police personnel may work retail, business establishments, and private and public functions. Their employment may consist of armed or unarmed assignments. Driving a patrol car protecting homes and businesses is not unusual. They sometimes act as receptionist for banks, hi-rise buildings and retail establishments as well as shipping and receiving.

Employment

Employment is excellent. An applicant should be responsible, alert, and courteous. Most employers will require an applicant to be neat and have common sense. Applicants will be required to obtain a "guard-card" and firearms training if he/she wishes to work as an "armed-guard".

Since **9-11**, the private security officer is becoming a valuable asset in our society, including airport security and personal protection, and because of the heightened state of alert and sophisticated methods used by terrorists, the security officer can now command a larger wage and salary. Almost every business school, public institution, commercial and retain stores need an educated security person to meet the needs of today's security problems.

Career Paths

Armed & Unarmed Patrol | Security Officer | Loss Prevention

Course Outline

Unarmed Private Police

- Principles of Security
- Business and Professional Code
- Legal Issues, Search & Seizure
- DAR Report Writing & Terminology
- Equipment: Communications, Locks & Alarm Systems
- Facility Protection & Patrol Procedures
- Security & Safety Inspections
- Handling Emergency Situations
- Sexual Harassment & Cultural Awareness
- Public Relations & Self Defense
- Powers to Arrest Permit

Armed Private Police

- Firearms: Preparation, Testing, & Permits
- Firearms: Dismantling & Cleaning

Career Development is taught during their placement period.

Class Schedule

Monday through Friday
9:30 AM to 3:30 P.M.
6 Weeks – 180 Hours

Cost of Course

Tuition:	$3,400.00
Registration:	100.00
Bks. & Supplies:	Inc.
Total	$3,500.00

The Investigator

Is flexible, preserving, and curious by nature. Attention to detail and patience is necessary. No formal training, prior law enforcement background or citizenship is required. Investigators come from diverse backgrounds and are not restricted by age, physical appearance, gender, or race.

The Profession

Assignments are not routine. Each day brings new developments and the work is performed indoors and outdoors. The jobs are not dangerous and in no way does it parallel today's Television and movie investigators. Guns, climbing, jumping, and car chasing are not part of the job.

Cases usually consist of locating missing persons, discretely checking into backgrounds of individuals and business, or investigating activities and obtaining criminal or public records. Cases may involve investigating insurance fraud, performing surveillance or going undercover to reveal employee theft, drug activity, or embezzlement.

Locating telephone taps using electronic detection equipment and computer searching to locate and retrieve information are fast becoming an investigators daily activity.

Employment Opportunities

Insurance companies, private detective companies, attorneys, department stores, hotels, and hospitals seek investigators. An investigator may work full time or as an independent contractor.

Career Paths

Private Investigator
Collections & Recovery Agent
Process Server
Loss Prevention Agent
Undercover Operative
Researcher

Course Outline

Criminal Investigations
- The Criminal Court Systems
- Courtroom Testifying
- Evidence & Fingerprint Procedures
- Pretext Information Gathering
- Undercover Investigations
- Electronic Devices

Insurance Investigations
- Automobile Accidents
- Personal Injury & Product Liability
- Worker Compensation & Hazardous Material
- Interviewing & Statement Taking

Field Investigations
- Surveillance & Driving Techniques
- Photography & Video
- Sexual Harassment & Cultural Awareness
- Shopping Service & Loss Prevention

Research Investigations
- Document Research – Computer
- Background & Pre-Employment Checks
- Locate & Missing Children

Civil Investigations, Courthouse Visitation

Class Schedule

Monday through Friday
9:30 AM to 3:30 PM
8 Weeks – 240 Hours

Cost of Course

Tuition	$4,800.00
Registration	100.00
Bks. & Supplies	Inc.
Total	$4,900.00

POLYGRAPH EXAMINER

Characteristics of a Polygraphist

The Polygraphist is a people person who can at all times stay in control. He/she must have a good memory, especially when it relates to conversations. They must be totally ethical, honest, truthful and a moral person. Polygraphist deal with people's lives and livelihoods, therefore, must be reliable and have a certain measure of curiosity and satisfaction in solving problems.

What is a Polygraph?

The term "polygraph" literally means "many writings." The name refers to the manner in which selected physiological activities are simultaneously recorded. Polygraph examiners may use conventional instruments, referred to as analog instruments, or computerized polygraph instruments.

It is important to understand what a polygraph examination entails. A polygraph instrument will collect physiological data from at least three systems in the human body. Convoluted rubber tubes that are placed over the examinee's chest and abdominal area will record respiratory activity. Two small metal plates, attached to the fingers, will record sweat gland activity, and a blood pressure cuff, or similar device will record cardiovascular activity.

The examinee is familiarized with test procedures and then questioned. The examiner then analyzes a number of charts developed from the questions asked and renders an opinion as to the truthfulness of the person taking the test.

Employment Opportunities

Polygraph exams are most widely used today by the law enforcement community. All federal law enforcement agencies either employ their own polygraphist or use the services of examiners employed in other agencies. Staff examiners exist in the FBI, Secret Service, U.S. Army, Marines, Air Force, Navy, U.S. Customs, Marshal's Defense Criminal Investigation Service, Internal Revenue Service, Food & Drug Administration, and the Department of Energy. In addition, U.S. intelligence agencies and Police departments use polygraph test in the pre-employment screening process. In the private sector, attorneys use polygraph exams to help assist with their case or to strike a deal with the District Attorney. Private Investigative companies use polygraph exams when disputes arise regarding the truthfulness of suspects in investigations.

Career Paths

Polygraphist

Course Outline

Polygraph Examiner

- History & Development of the Detection & Deception through Scientific Means
- Mechanics of Instrument Operation
- Test Question Construction
- Polygraph Techniques
- Test Data Analysis
- Interviewing/Post-Test Procedures
- Ethics
- Development of Student Skills
- At the Discretion of the Director
- Legal Issues
- Psychological & Physiological Issues
- Student Performance Evaluation

Class Schedule

Monday through Friday
9:30 AM to 3:30 PM
8 Weeks – 240 Hours

Cost of Course

Tuition:	$4,400.00
Registration:	100.00
Bks. & Supplies:	Inc.
Total	$4,500.00

ACADEMIC CALENDAR 2013-2014

This academic calendar is subject to change at any time during quarter or prior to quarter.

Summer Quarter 2013

Quarter begins	Monday, July 1
Independence Day Holiday	Thursday, July 4
Labor Day Holiday	Monday, September 2
Quarter Ends	Friday, September 13
Fall Break	September 16-30

Fall Quarter 2013

Quarter begins	Tuesday, October 1
Columbus Day Holiday	Monday, October 14
Veterans Day Holiday	Monday, November 11
Thanksgiving Break	November 28-29
Quarter Ends	Friday, December 13
Christmas Break	December 25
New Year's Break	January 1
Winter Break	December 16-January3

Winter Quarter 2014

Quarter begins	Monday, January 6
Martin Luther King, Jr. Day Holiday	Monday, January 20
Presidents' Day Holiday	Monday, February 17
Quarter Ends	Friday, March 21
Spring Break	March 24- April 4

Spring Quarter 2014

Quarter begins	Monday, April 7
Memorial Day Holiday	Monday, May 26
Quarter Ends	Friday, June 20
Summer Break	June 23- July 4
Independence Day Holiday	Friday, July 4

Summer Quarter 2014

Quarter begins	Monday, July 7
Labor Day Holiday	Monday, September 1
Quarter Ends	Friday, September 19
Fall Break	September 22-October 3

Fall Quarter 2014

Quarter begins	Monday, October 6
Columbus Day Holiday	Monday, October 13
Veterans Day Holiday	Monday, November 11
Thanksgiving Break	November 27-28
Quarter Ends	Friday, December 19
Christmas Break	December 25
New Year's Break	January 1
Winter Break	December 19-January 3