AGAPE COLLEGE of BUSINESS & SCIENCE

Catalog

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2013-2014 School Catalog

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APPROVAL DISCLOSURE STATEMENT

Agape College of Business and Science approval to operate as a private postsecondary institution 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. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818, 888.370.7589.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

CATALOG POLICY STATEMENT

Each prospective student shall be provided a catalog in writing or on a CD, prior to enrollment, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The following programs are approved by the Bureau:

The following Associate of Applied Science Degree Programs can be completed in a minimum time of 18 months (6 Quarters):

• BUSINESS ADMINISTRATION (changed to 980hrs in Oct 2013)	AAS DEGREE	1230 HRS	90 CREDITS
• HOSPITALITY MANAGEMENT	AAS DEGREE	1230 HRS	99 CREDITS
• FOOD & BEVERAGE MGMT.	AAS DEGREE	1230 HRS	99 CREDITS
• MEDIA COMMUNICATIONS	AAS DEGREE	1230 HRS	96 CREDITS

The following Programs offer a Certificate of Completion and can be completed in a minimum time of 9 months (3 Quarters):

• BUSINESS ADMINISTRATION	CERTIFICATE	610 HRS (changed to 320hrs in Oct 2013)	46 CREDITS
• FOOD & BEVERAGE MGMT.	CERTIFICATE	600 HRS	48 CREDITS

SCHOOL GOVERNING BODY

Agape College of Business and Science is governed by the Agape Corporation, a non-profit, public benefit corporation 501(c)(3) that was founded in 1999. The corporation is governed by the Board of Directors.

INSTRUCTIONAL FACILITIES

Agape College of Business and Science's class are held at 1313 P Street, Fresno, California 93721.

The school consists of approximately 11,000 square feet of classroom and office space located in the heart of downtown Fresno. There are 8 classrooms and 15 administrative offices with options to convert offices to classrooms. The maximum capacity for the courses offered and classroom student/teacher ratio is 25:1. The school is equipped with calculators, computers, printers, networked Internet access, and other equipment sufficient to meet educational needs. Our student lounge is equipped with refrigerator, and microwave oven, for the students' convenience. There are handicapped accessible classrooms and restrooms for women and men.

SCHOOL MISSION, VISION AND PURPOSE, PHILOSOPHY, AND OBJECTIVES

Mission: Our mission at the Agape College of Business and Science is to provide, associate of applied science degrees, vocational certification, certificate programs and quality professional career training in the fields of business, hospitality, and multi-media. We plan to fulfill our mission by offering our program to diverse learning communities while empowering students to become workforce ready and economically independent.

Vision and Purpose: Our vision and purpose is to produce skilled and trained individuals by establishing partnerships with local businesses and alliances with community organizations, as well as becoming a leader within the workforce development arena by providing educational opportunities that break down the existing barriers to individuals seeking entry level positions in the work place.

Objectives: We intend to accomplish our mission and realize our vision by completing the following objectives:

- Prepare students to find meaningful career related employment
- Create a skilled labor pool for the local economy
- Demonstrate civic and community involvement by specializing in meeting the vocational and career training needs of the community.
- Offer Associate of Applied Science Degrees and certificate programs

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Philosophy: We believe that every person has the potential to be successful within the community. It is our responsibility at Agape College of Business and Science to provide each of our students the opportunity to realize that potential. Through a caring faculty, resources, and a positive environment conducive to learning, every graduate has a chance to expand their abilities and make a successful contribution to society.

AGAPE HISTORY

Agape Corporation, a non-profit, public benefit corporation 501(c)(3) was formed in 1999 with the mission to provide an education to economically disadvantaged students who are most in need by establishing adequate resources for children to succeed. The corporation's focus is on core academics, vocational training, technology, leadership, and social development skills to ensure the success of young families in becoming educated, self-sufficient, and economically independent. On November 10, 1999 the W.E.B. Dubois Public Charter School was developed and approved as a public school by the West Fresno School District and the California Department of Education. A second school, The Carter G Woodson Public Charter School was developed and approved on May 10, 2001 by the Fresno Unified School District and the California Department of Education. Agape is currently a Microsoft Certified Testing Center, which provides training to parents and community members in the areas of Microsoft suite, and employability skills.

At its inception the Agape Corporation had envisioned a private postsecondary institution that would provide quality vocational training with authority to award Associate Degrees and Certificates of Completion to some of those same students that were originally attracted to Agape's Public Charter Schools as well as to the general public.

Agape College of Business and Science will serve as a provider of services to youth, adults, and families, which increase their likelihood of becoming resilient, productive, prosperous, self-reliant and successful members of their community.

ADMISSION POLICIES AND PROCEDURES

A. ADMISSION REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN THE FOLLOWING:

- BUSINESS ADMINISTRATION – AAS DEGREE
- HOSPITALITY MANAGEMENT – AAS DEGREE
- FOOD AND BEVERAGE MANAGEMENT – AAS DEGREE
- MEDIA COMMUNICATIONS – AAS DEGREE

Students must have a High School diploma or its equivalent for admission to the Associate of Applied Science Degrees (undergraduate degree). A High School transcript will be requested. Prospective students will be interviewed by a School official before a decision will be made regarding their admission to the program. Students will be advised to supply complete and accurate information on the Application of

Admission, Confidential Questionnaire, and financial forms. Failure to complete documents accurately may result in denial of admission.

Prospective students without a high school diploma will be given an entrance examination, independently administered, to determine their ability to complete the program successfully. Students may not enroll unless they take and pass the relevant examination as required by section 94904 of the Ed. Code. The school will use the Wonderlic Basic Skills Test (WBST) exam as the entrance exam. The approved passing score on the Wonderlic Basic Skills Test (WBST) accepted by the school as well as by the Federal Department of Education is Verbal: 200, and Quantitative: 210. Students must have a passing score in order to demonstrate that the student may benefit from the education and training being offered.

ADMISSION REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION IN THE FOLLOWING:

- BUSINESS ADMINISTRATION - CERTIFICATE
- FOOD AND BEVERAGE MANAGEMENT - CERTIFICATE

Students need not have a High School diploma for admission to Agape College of Business and Science's non-degree programs. If a prospective student is not a High School graduate, he or she must be at least 16 years of age, have a GED or its equivalent or to demonstrate the ability to succeed in the program. A High School transcript or diploma will be requested. Students will be interviewed by a School official before a decision will be made regarding their admission to the program. Students who are concurrently enrolled in high school must have proof of enrollment documentation and parent or guardian signatures if under 18 years of age.

Students will be advised that they must supply complete and accurate information on the Application of Admission, Confidential Questionnaire, and financial forms. Failure to complete documents accurately may result in denial of admission. Prospective students without a high school diploma or GED will be given an entrance examination to determine their ability to complete the program successfully. The Wonderlic Basic Skills Test (WBST) will be used as the entrance examination. The approved passing score by the Federal Department of Education is Verbal: 200, and Quantitative: 210.

B. ADMISSION INTERVIEW

Prospective students will be interviewed by the Admissions Director before a decision will be made regarding their admission to Agape College of Business and Science. A Confidential Application Form will then be completed and reviewed by the Admissions Department.

C. ADMISSION DOCUMENTS

A high school diploma or its equivalent will be required in the AAS programs or High School diploma or GED for a certificate program. Prospective students are advised

that they must supply complete and accurate information on the Application of Admission, Confidential Questionnaire, and financial forms, if required. Failure to complete documents accurately may result in denial of admission.

D. ADMISSION EXAMINATIONS

Prospective students without a high school diploma or GED will be given an entrance examination that is independently administered, to determine their ability to complete the program successfully. Examinations are broad and cover abilities in the areas of mathematics, reading, and English. The passing score on the Wonderlic Basic Skills Test (WBST) is Verbal: 200, and Quantitative: 210.

E. EVALUATION OF PREVIOUS EDUCATION, TRAINING, AND EXPERIENCE

Students interested in obtaining credit will need to complete an academic evaluation form prior to the first day of class. The form will be reviewed along with the proper transcripts a determination made by the school within ten days. Challenge examinations for credit testing must be completed as part of the enrollment process. Students are required to complete a test or series of tests to measure their current level of knowledge. Each test is correlated with the final test administered in a course. Students are granted credit equal to the most advanced test completed with a minimum grade of 70 %. In the case of our AAS Degree programs the maximum number of units for prior learning will be a total of 38 Units. The maximum about a credit accepted for certificate programs is 9 units.

Agape College of Business and Science does not grant credit based on achievement tests or experiential learning.

Agape College of Business and Science has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABLITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Agape College of Business and Science is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in Business Administration, Hospitality Management, Food and Beverage Management, or Media Communications or the certificate you earn in Business Administration or Food and Beverage Management is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or certificate 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 Agape College of Business and Science to determine if your credits or degree or certificate will transfer.

F. ENGLISH LANGUAGE PROFICIENCY / VISA SERVICES

All Agape College of Business and Science programs are conducted in the English language. The school does not offer visa services to prospective students from other countries.

PAYMENT SCHEDULE

Students may pay by check, money order, credit card, or by a third party payment from a guarantor/agency.

Consumer Loan Agreements: Agape College of Business and Science does not loan students funds to attend school. Students may voluntarily choose a Third Party Private Lending Institution to receive a loan to pay for the cost of A.C.B.S. programs. The third party lender is responsible to provide all disclosures to students according to the Truth in Lending Act of Title 15 of the United States Code.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

Agape College of Business and Science does not participate in federal or state financial aid programs.

BANKRUPTCY DISCLOSURE

Agape College of Business and Science does not have a pending petition of bankruptcy, is not operating as a debtor in possession, has not filed a petition in the preceding five years, or has not had a petition in bankruptcy filed against it the preceding five years that resulted in reorganization under chapter eleven of the United States Bankruptcy Code.

INSTRUCTIONAL SCHEDULE

Training is offered Monday through Friday, excluding legal holidays. Classes will be held from 12:45 pm to 6:00 pm Monday through Thursday and from 9:00 am to 2:00 pm on Friday (make up).

Program Start Dates:

Summer	June 10, 2013 – August 16, 2013
Fall	September 30, 2012 – December 9, 2013

Winter	December 16, 2013- March 7, 2013
Spring	March 17, 2013 - May 16, 2013

Not all programs are offered each quarter.

OBSERVED HOLIDAYS

New Year's Day
Martin Luther King Jr. Day
Lincoln's Birthday
President's Day
Caesar Chavez Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

ATTENDANCE POLICY

Students are expected to attend classes as scheduled, just as they would be expected to be present for work. Roll will be taken at the beginning of each session. Any student not in attendance at that time will be considered absent. If a student arrives to class after roll has been taken, it is their responsibility to inform their teacher of their presence. At this time their "absence" will be changed to a "tardy". Absences and tardiness, both excused and unexcused, will be recorded and attendance points will be deducted.

Agape College of Business and Science requires students to maintain at least an overall 80% attendance level while attending the school. Students failing to maintain satisfactory attendance will be counseled by the School Director and put on academic probation. If attendance fails to improve during probation, the student will be suspended from school pending a determination hearing to evaluate the student's enrollment status.

Absences will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing or by permission of the School Director. All other absences will be considered unexcused. It is the student responsibility to inform the school of any situation that would cause an absence. Prior notice should be given when possible. If permission has not already been given, the student must call the school by the beginning of class time to give the reasons for failure to attend. If a student fails to inform the school in a timely manner, the absence will be considered unexcused regardless of the reasons. Leaving class early without permission will be considered as a class cut and will be recorded as an

unexcused absence. Students with more than two unexcused absences during a course will be put on attendance probation.

Arriving late to class twice in one week will be considered as one unexcused absence. It is the student's responsibility to inform the school office both of their arrival and to give clear reasons for their tardiness. A pattern of frequent tardiness is cause for concern and may lead to academic probation or expulsion.

Students with more than three excused absences or more than two unexcused absences in any one course will receive an incomplete grade. To receive a final passing grade, a student will be required to make up all work and class time and may be required to repeat the course.

LEAVE OF ABSENCE

We realize emergencies occur and we understand the impact these emergencies can have on a student's ability to learn. In cases of serious illness, death in the family, or any other emergency circumstances, you may request a leave of absence in writing. This request must be submitted to the School Director for approval. Requests for a leave of absence will be considered on an individual basis and must be approved by the School Director. One or more leave of absences cannot exceed 180-days total during the training program.

ACADEMIC PROGRESS POLICY

The school's grading system for each course is:

Excellent	100%-90%	A
Above Average	89%-80%	B
Average	79%-70%	C
Below Average	69%-60%	D
Unsatisfactory	59%-0%	F

Test Grades (Includes 2 Quizzes, 1 Mid-term, 1 Final)	30% of Grade	30 Points
Attendance	15% of Grade	15 Points
Projects (includes Critical Thinking Evaluation)	30% of Grade	30 Points
Class Participation (includes Group Learning Evaluation)	15% of Grade	15 Points
Professional Development (Includes Dress and Attitude)	10% of Grade	10 Points

A. Students must receive a grade of a least C or 70% in General Education courses and a letter grade of at least a D or 60% in Non-General Education each course of

the AAS programs and 60% in each course of the Certificate programs and a final over all GPA of 2.0 to graduate in the AAS programs.

When the grade average of a student is unsatisfactory for the Quarter, the student will be placed on academic probation and monitored throughout the next Quarter. If at the end of the next Quarter the student's grade average is still unsatisfactory, the student's program will be interrupted and a decision made through a determination hearing of the board of directors as to when the student could apply for re-admittance to the program.

B. Students must make up incomplete grades by the end of the next Quarter.

C. Re-admittance will be approved only after evidence is shown to the School Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

D. The student must complete a program within one and a half times the length of the program. Example: an 18-month program must be completed within 27 months.

MAKE-UP WORK

It is required that all make-up work be completed within one week of the completion of each individual course within each program, unless prior arrangements are made between the school and the student. Work related grades will be reduced for late work, subject to the instructor's discretion. Failed tests may be retaken, with the grade discounted one letter grade from the score actually achieved.

GRADUATION REQUIREMENTS

Students of Agape College of Business and Science that meet the following requirements will receive a degree or certificate of completion for their program of study:

1. 70% overall grade.
2. 80% overall attendance.
3. Cleared all financial obligations to the School.

WITHDRAWAL FROM PROGRAM

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 School.

STUDENT SERVICES

Agape College of Business and Science provides students with the following services:

- Academic Advising is available from the school teaching staff.

- Personal Problems – Students with personal problems will be referred to the School Director who will try to help the student resolve such problems, or may refer the student to the vocational counselor or case manager if the student was agency referred. Students may be referred to appropriate community resources.

- Substance Abuse – Students who may have a substance abuse problem (alcoholism-drugs) will be referred to the Alcoholism Council of Fresno. All students with known problems of substance abuse will be required to enroll in a treatment or maintenance program (i.e. AA) as a condition of remaining in their program at the school.

- Housing – Agape College of Business and Science does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Fresno, CA rental properties start at approximately $700 per month.

- Tutorial- Agape College of Business and Science provides tutorial to students at no cost. Students must set a schedule for tutorial sessions separately with the onsite tutor.

- Placement Assistance – Agape College of Business and Science provides the following placement assistance:

- During the final two Quarters of the Associate of Applied Science Degree programs and the final Quarter of the Certificate of Completion programs it is required to enroll in Industry/Job Search 1, (all certificate and AAS degree programs), and Professional Career Readiness or (in the AAS programs) for advanced research and interview techniques, employer networking. These courses prepare the student for the workplace months in advance of graduation. During these courses, the Director of Placement will be working directly with these students making contacts and building confidence and professionalism.

- Upon graduation, the Placement Department will be available to assist graduates, Monday-Thursday from 9:00 am to 5:00 pm and Friday from 9:00 am to 2:00 pm.

Agape College of Business and Science does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.

- **LIBRARY AND OTHER LEARNING RESOURCES**

Most resources needed for the student to learn are contained in the textbooks, workbooks, and handout materials. Since most of the courses are technological in nature, any additional research that may be required is obtainable on the Internet, which is available to each student in all classes. In addition, Agape College of Business and Science has access to the **LIRN® electronic library** which is a academic multi-disciplinary database. The **LIRN® electronic library** currently includes resources from CREDO Reference Unlimited; Infotrac Search Bank: Academic OneFile, Business and Company Resource Center with PROMT and Newsletters, Computer Database, selected Custom Newspapers, Expanded Academic ASAP, Gale Virtual Reference Library, General Business File ASAP, Health Reference Center Academic, Health and Wellness Resource Center, InfoTrac Criminal Justice Collection, **¡Informe!**, InfoTrac OneFile, LegalTrac, Literature Resource Center - LRC, Newsletters ASAP, Opposing Viewpoints Resource Center, and the Student Resource Center- Gold; ProQuest Direct Psychology Journals; The Electric Library: selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts for news and public affairs broadcasts; and Bowkers: Books in Print and RCLweb. The core package also includes LIRN*Search*®, a search engine that searches all LIRN® databases. The ACBS has also purchased ProQuest's Health & Medical Complete and the Nursing & Allied Health Source. Finally students will have additional resources to assist in the Career and job search area by having electronic library resources in the Gale Vocations and career database, and the ProQuest Career and Technical database.

Students will also be able to receive help from a Librarian electronically and at various scheduled times onsite. Students are able to access library resources by using the student resource lab to access the internet during posted school hours and by obtaining internet resources in the home, or Mobil.

For additional resources, the Fresno County Public Library is located just two blocks from the campus at 2420 Mariposa Mall, Fresno, CA 93721, and is easily within walking distance. Arrangements have been made with the Fresno County Library to allow Agape students full access to the necessary materials that may be required.

NON-DISCRIMINATION

Agape College of Business and Science does not discriminate based on race, ethnic origin, religion, sex, age, or disabilities.

STUDENT CONDUCTAND DRESS CODE POLICY

Students shall, at all times on the school premises, conduct themselves in an orderly and considerate manner. They should always appear for classes in a sober and receptive condition. Violation of this policy is just cause for probation and/or dismissal. Students are encouraged to maintain a professional appearance. A percentage of the student's grade is based upon professional appearance and grooming. Casual/Business attire is recommended. Tank tops, shorts, and flip-flop sandals will not be allowed.

STUDENT GRIEVANCE PROCESS AND PROCEDURES

Persons seeking to resolve problems or complaints should proceed with the following steps:

1. First discuss the matter with the instructor in charge to try to resolve the issue. If the problem cannot be resolved, then the student should resort to step 2.

2. Requests for further action may be made in writing to the Dean of Schools. If the problem is not resolved within ten days from the receipt of the letter, the student should proceed to step 3.

3. If the issue has not been resolved within ten days, the student may proceed to meet with the Board of Directors on the next Board meeting agenda. The student will then receive a written response from the Board after the written complaint has been forwarded to and reviewed by the school's attorneys. If the problem still has not been resolved the student should proceed to step 4.

4. A student or any member of the public may file a complaint about this institution with 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.

SAFETY COMPLIANCE

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

CAMPUS VIOLENCE

Agape believes that prevention campus violence begins with recognition of awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

- Campus violence includes: Threats of any kind;

- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempt to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Agape property, or a demonstrated pattern of refusal to follow Agape policies and procedures;
- Defacing Agape property or causing physical damage to the facilities;
- Bringing weapons or firearms of any kind on school property, or in school parking lots.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted sexual unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Prohibited unlawful sexual harassment includes, but is not limited to, the following behavior:

- Unwanted sexual advances
- Offering benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct: Making or using derogatory comments, epithets, slurs, or jokes of a sexual nature
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letter, notes, or invitations
- Physical conduct: touching, assault, impeding or blocking movements

A student who believes to be the subject of unlawful harassment or observes another student being unlawfully harassed should provide a written complaint to the instructor or Dean as soon as possible after the incident has occurred. The student should follow the steps listed in the catalog's Complaint Policy if the matter is unresolved.

If Agape College of Business and Science determines that unlawful harassment has occurred, effective action will be taken in accordance with the circumstances involved.

STUDENT RIGHTS POLICY

When a student enrolls at Agape College of Business and Science, they accept both rights and responsibilities. Under the law, students have the right to dissent or protest. This right must be protected, however, if it interferes with other students' right to learn, that right to learn must be protected. The following cannot be tolerated on campus:

- Cannot interrupt or prevent other students from pursuing their educational interests

- Cannot interfere with faculty and administration
- Cannot prevent classified employees from fulfilling their duties
- Cannot endanger the safety of anyone on campus

If Agape College of Business and Science determines that campus violence has occurred, Agape will take appropriate corrective action and will impose discipline on offending students. The appropriate discipline will depend on the particular facts but may include but not limited to written or oral warnings, probation, suspension, or immediate termination of training.

RECORDS RETENTION

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

STUDENT ACCESS TO FILES

Students may have access to their student files upon written request to the School Admissions Representative with a five day advanced request.

The Family Right and Privacy Act of 1974, Public Law 93-380 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student except for:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- A person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law; and
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A student must sign an individual release for each release of information.

TUITION AND FEES

Program	Registration Fee Non-Refundable	Student Tuition Recovery Fee* Non-Refundable	Books	Materials	Certs	Internet mobile device Fee $36 month	Tuition	Total**
A.A.S. Business Administration	$75	$10	$900	$100	$100	$650	$4065.00	$5,900.00
A.A.S. Hospitality Management	$75	$10	$900	$100	$100	$650	$4065.00	$5,900.00
A.A.S. Food & Beverage Management	$75	$10	$900	$100	$100	$650	$4065.00	$5,900.00
A.A.S. Media Communications	$75	$10	$900	$100	$100	$650	$4065.00	$5,900.00
Certificate Business Administration	$75	$5	$400	$50	$50	$300	$2,000	$2,880.00
Certificate Food & Beverage Management	$75	$5	$400	$50	$50	$300	$2,000	$2,880.00

*$2.50 for every $1,000 rounded to the nearest $1,000.
**For the period of attendance and entire program.

ADDITIONAL COSTS, AS APPLICABLE

Transcripts: $ 5
Returned Check Fee: $ 35
Bus Token: $1 per token

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, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, 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 California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF 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 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. There was an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

FEDERAL AND STATE FINANCIAL AID PROGAMS

Agape College of Business and Science does not participate in federal or state financial aid programs.

TITLE IX NON-DISCRIMINATION IN EDUCATIONAL INSTITUTIONS STATEMENT

Agape College of Business and Science (Agape), in compliance with federal and state laws, does not discriminate on the basis of sex, sexual orientation, or gender in educational programs, services, or activities. Agape is committed to maintaining a safe educational and working environment free of discrimination, harassment, or retaliation on the basis of a protected category. Title IX states:

> **"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (20 U.S.C. § 1681).**

REFUND POLICY

Student's Right To Cancel

1. You have the right to cancel your agreement for a 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 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: Agape College of Business and Science, 1313 P Street, Fresno, CA 93721. 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 $250.00, and less any deduction for equipment not returned in good condition, within 45 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 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 $250.00, and less any deduction for equipment not returned in good condition, within 45 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 School.

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. 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.

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.

ADMINISTRATION & SUPPORT STAFF

LINDA WASHINGTON: Linda Washington is the Dean of Schools for Agape College of Business and Science and serves as Executive Director of Agape Corporation. She is currently a PhD Candidate in K-12 Educational Leadership from Walden University, Minnesota with an expected completion date in 2006. She earned her Administrative Credential from Pacific University, Fresno in 1999 and her Pupil's Personnel Credential in 1998. Her Master of Arts Degree in Counseling Psychology, MFCC was received from National University, Fresno in 1996 and her Bachelor of Arts Degree in Social Work from California State University, Fresno in 1993. Ms. Washington has many years of experience connecting education to community service. She has been Founder/Executive Director of Agape Incorporated since 1999. She was Principal of Schools of Unlimited Learning in Fresno from 1997 to 1999 and prior to that, Lead Teacher for Project Fresno Pride from 1993 to 1997, also in Fresno. She has been a Counselor/Therapist for Ron Steele LCSW & Associates in Fresno from 1996 to 1998, and a Counselor/House Manager for Discovery Group Home from 1992 to 1993.

DIANA B. PADILLA: Mrs. Padilla is the Associate Dean for Agape College of Business and Science and serves as the Assistant Superintendent of Agape Schools. She has developed and is currently directing the program that provides academic, college/career, and personal counseling for at-risk youth. She is responsible for

coordinating career and vocational programs as well as developing the master schedule, bell schedule, and creation of yearly school calendar for all school sites. She schedules classes for students, evaluates transcripts, coordinates and administers state and district assessments. Ms. Padilla received her B.A. Degree in Psychology in 1997 from California State University, Fresno and her Master of Arts in Education – Counseling and Student Services Option in 2003. She has been a High School Teacher at EOC School of Unlimited Learning in Fresno, CA and became their Guidance Counselor in 1999 and Guidance Counselor Coordinator in 2000. She joined Agape Corporation in 2000 as Guidance Learning Coordinator and later, Guidance Learning Director in 2001.

JEFFREY D. HUNT: Mr. Hunt is the Chief Academic Officer for Agape Schools. Mr. Hunt received his Bachelor of Arts degree in 1999, his Preliminary Multiple Subject Teaching Credential in 2002, and his Masters in Educational Administration and Preliminary Administrative Services Credential in 2004 from California State University, Fresno. He has been the Assistant Program Director for Agape Corporation's Carter G. Woodson Public Charter School since 2004 and before that was the Educational Director of Agape Corporation's W.E.B. Dubois Public Charter High School since 2001. He was an Instructor for the High School's Independent Study program from 2000-2001. Mr. Hunt also taught mathematics, from remedial level to Geometry and coordinated the mathematics curriculum for Fresno County E.O.C. School of Unlimited Learning from 1997 to 2000.

Sean Long: Mr. Long is the Financial Officer for Agape College of Business and Science. Mr. Long enlisted in the military from 2001 to2004. Mr. Long served as an Aviation Electronics Technician in the United States Navy. Due to injury, he was honorably discharged. After completing military service he pursued and finished his Associates Degrees in both Accounting and Business Administration from Heald College. Mr. Long was hired by Heald College as a receptionist in their Academics Office from April, 2008 until April, 2011. During his time at Heald, Mr. Long opened his own company designing and manufacturing custom products. Mr. Long continues to operate his company and is responsible for the financial accounting, budget balancing and management.

Leane Lima: Mrs. Lima is the Human Resource Coordinator for Agape College of Business and Science. After receiving a Legal Secretarial A.A. Degree from Westland College, Mrs. Lima went on to work in the Banking Industry for 12 years as an Administrative Assistant in the Training and Development Department, and the Business Commercial Loan Department of the Bank that she worked for. She then moved onto California State University Fresno and worked as a Clerical Assistant II in the Academic Innovation Center for 2 ½ years at which time she left the college to be a stay-at-home mom, while also operating a licensed small daycare facility in her home. Upon returning to the workforce outside of her home, Mrs. Lima began working with the Agape Corporation in 2005 as an Office Assistant, and has been promoted to several different positions within the organization during her tenure; which has led to her current position of Human Resource Coordinator. She is currently attending Ashford University

to complete her Bachelor's Degree in Organizational Management with a specialization in Human Resources. Her anticipated graduation date is February 2013.

Robyn Gracey: Robyn Gracey is the Accounts Payable Specialist for Agape College of Business and Science. Prior to joining Agape, she was a Manager from 2001-2008 in the service industry for H&S Services. As a Manager for H&S Services she recruited, held orientations, handled employee and customer relations and implemented labor laws. After receiving a AAS Degree in Business with an emphasis in accounting, Ms. Gracey joined the team at Agape in 2008. While working at Agape, Ms. Gracey was quickly promoted from an office assistant to her current position of Accounts Payable Specialist. She continues to pursue her education with Ashford University, and looks forward to graduating within the following year with her Bachelor's of Science in Business Management.

FACULTY

The Faculty at Agape College of Business and Science shall have bachelor's degrees when teaching the general core AAS degree program courses. Faculty teaching technology or vocational classes within the AAS degree programs may satisfy the minimum requirements with an associate's degree and experience in the subject they are teaching. Faculty teaching Certificate Programs must have 3 years experience that is relevant to the courses and classes they teach. The following is a list of faculty along with their qualifications including degrees, credentials, experience, and classes/ programs they are qualified to teach.

Linda Washington, Business Administration, Food and Beverage, Hospitality, Ethics, General Ed. Program Instructor
Bachelor of Arts, Social Work
California State University, Fresno, Fresno, CA
Master of Arts, Counseling Psychology
National University, Fresno, Ca
Marriage Family Therapist Intern
Consumer Board of Behavioral Science
Administrative Credential and Pupil Personnel Services Credential
Fresno Pacific University, Fresno, CA
PHD Educational Leadership Candidate
Walden University, Online, Minnesota
18 years' experience as an Administrator
10 years teaching experience in the areas of Sociology, Psychology, Career Readiness
15 years teaching, training, and coaching in the area of Human Resources, Leadership, Management, and Ethics
2 years experience in Catering for the Adorning.
5 years experience as director of two charter schools cafeteria programs.
10 years experience managing, renting, and/or owning residential and commercial properties

Diana Padilla, Professional Career Readiness, Psychology Instructor

Bachelors of Arts, Psychology
California State University, Fresno, Fresno, Ca
Master of Arts, in Education- Counseling and Student Services Option
California State University, Fresno, Fresno, Ca
Administrative and Pupil Personnel Services Credentials
California State University, Fresno, Fresno, Ca
10 years teaching experience in the area of Career Readiness and Exploration
2 years teaching experience in Algebra and General Math

Jeff Hunt, General Ed. Writing, Math Instructor, Media Communications, Business Administration
Bachelors of Arts, Liberal Studies
California State University, Fresno, Fresno, Ca
Masters of Arts, Educational Administration
California State University, Fresno, Fresno, Ca
Multiple Subject and Administrative Credentials
California State University, Fresno, Fresno, Ca
12 years teaching experience in the areas of English, Math, and Writing
10 years experience owning a media production business

Sean Long, Business Administration, Food and Beverage, Business Accounting, Data Base Management, Instructor
AAS Degree in Business Accounting
Heald University, Fresno, Ca
AAS Degree in Business Administration
Heald University, Fresno, Ca
3 years as a private business owner managing, operating, bookkeeping and accounting.
3 years experience working at a postsecondary college business office building data bases for student records.

Sharon Garcia, General Ed, Food and Beverage Management, Science Instructor
Bachelor of Arts, Biological Science
California State University, Fresno, Fresno, CA
Clear Multiple Subject Teaching Credential
California State University, Fresno, Fresno, CA
Clear Single Subject Teaching Credential: Life Science
California State University, Fresno, Fresno, CA
Clear Specialist Instruction Credential in Special Education
Fresno Pacific College, Fresno, CA
24 years of teaching experience in the areas of Biology, Integrated Science, Earth Science, Life Science, Physical Science and English

PROGRAMS

COURSE DESCRIPTIONS/CURRICULUM – OCCUPATIONS & DOT, OES, SOC CODES

FOR A.A.S. DEGREES IN:

BUSINESS ADMINISTRATION

Program Description
This is an 18-Month AAS degree program that is offered through direct seated and hands-on instruction. Students must complete 96 Units of coursework that include 60 Units of Business, Management, and Technology Coursework, in addition to 30 Units of General Education coursework. This includes a requirement of 850 lecture hours, 40 lab hours, and 90 practicum hours. Students will be required to access the online library resource once per week to access journal articles and other electronic resources.

Program Objectives
The Business Administration AAS Degree program seeks to equip graduates with the skills to develop into leaders in the 21st century workplace, as well as provide foundational content and theory for aspiring entrepreneurs and business owners. Specific skills taught and reinforced include: management theory and practice, Microsoft Office Suite, workplace ethics and foundations, career readiness, and effective communication. General Education coursework is required to ensure graduates demonstrate competency in reading, writing, critical thinking, and oral and electronic communication.

Equipment and Materials
Courses in this program are taught using print and digital textbooks, software, and E-College Instructional modules for on-site interactive discussions (not distance learning). Students will also be required to access the school's online Library resources for electronic journals in order to satisfy research requirements for theory-based courses.

Exit Requirement
All students in the AAS Business Administration program must pass each class with a minimum score of 70%. Required attendance must be at 80%. All students in the Business Administration AAS program must successfully complete Microsoft Office User Specialist Certification in Microsoft Word and Microsoft Excel.

Research Requirements
Students in AAS degree programs will be required to access the online library resource once per week to access journal articles and other electronic resources. Agape College of Business and Science Library resources are found at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

Business Administration AAS

	10 HRS=1 CREDIT	20 HRS=1 CREDIT	30 HRS= 1 CREDIT		
COURSE	*LEC*	*LAB*	*PRAC*	*TOTAL*	*CR*
COMPUTER FUNDAMENTALS 1	30	0	0	30	3
CRITICAL THINKING AND PROBLEMS IN THE WORKPLACE	30	0	0	30	3
WORD PROCESSING 1	30	0	0	30	3
WORD PROCESSING AND PRESENTATIONS	30	0	0	30	3
ETHICS IN THE WORKPLACE	30	0	0	30	3
OFFICE PROCEDURES 1	30	0	0	30	3
OFFICE PROCEDURES 2	30	0	0	30	3
INTRO TO HUMAN RESOURCES	30	0	0	30	3
SPREADSHEETS 1	30	0	0	30	3
SPREADSHEETS 2	30	0	0	30	3
DATABASE MANAGEMENT 1	30	0	0	30	3
DATABASE MANAGEMENT 2	30	0	0	30	3
MARKETING, NETWORKING & INTERNET	30	0	0	30	3
MANAGEMENT, THEORY, AND PRACTICE	30	0	0	30	3
LEADERSHIP AND BUSINESS MANAGEMENT	30	0	0	30	3
BUSINESS MATH	30	0	0	30	3
BUSINESS ACCOUNTING	30	0	0	30	3
QUICKBOOKS BASICS 1	30	0	0	30	3
APPLICATION CERTIFICATION	10	40	0	50	3
PROFESSIONAL CAREER READINESS	30	0	0	30	3
INDUSTRY/JOB DEVELOPMENT/ SEARCH	30	0	0	30	3
PRACTICUM	0	0	90	90	3
OCCUPATIONAL TOTAL:	**610**	**40**	**90**	**740**	**66**
GENERAL EDUCATION					
INTRO TO PSYCHOLOGY	30	0	0	30	3
INTRO TO SOCIOLOGY	30	0	0	30	3
CONTEMPORARY LITERATURE	30	0	0	30	3
INTRO TO NATURAL SCIENCES	30	0	0	30	3
WRITING AND COMPOSITION	30	0	0	30	3

ECONOMICS	30	0	0	30	3
SPEECH COMMUNICATION	30	0	0	30	3
COLLEGE MATH & ALGEBRA	30	0	0	30	3
GENERAL EDUCATION TOTAL	**240**	**0**	**0**	**240**	**24**
AAS DEGREE TOTAL	**850**	**40**	**90**	**980**	**90**

OCCUPATIONS	DOT CODE	OES	SOC
Accounting Clerk	216482010	55338	433031
Bookkeeping Clerk	210382014	55338	433031
Payroll Clerk	215382014	55341	433051
Billing Clerk	214362042	55344	433021
Statement Clerk	214362042	55126	433021
Administrative Assistant	169167010	55108	436011
Office & Administrative Support			430000
Desktop Publisher			439030
Billing & Account Collectors			433010
Tellers			433070
Correspondence Clerks			434020
Customer Service Representative			434050
Secretaries & Administrative Assistants			436010
Executive Secretaries & Admin. Assist.			436011

FOOD & BEVERAGE MANAGEMENT-AAS

Program Description

This is an 18-Month AAS degree program that is offered through direct seated and practical hands-on instruction. Students must complete 93 Units of coursework that include 69 Units of Restaurant Operations, Food Service, Business, Management, and Technology Coursework, in addition to 24 Units of General Education coursework. This includes a requirement of 690 lecture hours, 420 lab hours, and 90 practicum hours. Students will be required to access the online library resource once per week to access journal articles and other electronic resources.

Program Objectives

The Food & Beverage Management Degree program seeks to equip graduates with the skills to develop into leaders in the food services industry, as well as provide foundational content and theory for aspiring restaurant owners and managers. Specific skills taught and reinforced include: food service management, restaurant management theory and practice, food service technology applications, business management aspects of food service, workplace ethics, and effective communication. General Education coursework is required to ensure graduates demonstrate competency in reading, writing, critical thinking, and live and electronic communication.

Equipment and Materials
Courses in this program are taught using print and digital textbooks, software, and E-College Instructional modules for on-site interactive discussions (not distance learning). Students will also be required to access the school's online Library resources for electronic journals in order to satisfy research requirements for theory-based courses.

Exit Requirement
All students in the Food & Beverage Management AAS program must pass each class with a minimum score of 70%. Required attendance must be at 80%. All students in the Food & Beverage Management AAS program must successfully pass the California Food Handler safety examination. California Food Handler safety examinations will be completed through and outside agency.

Research Requirements
Students in AAS degree programs will be required to access the online library resource once per week to access journal articles and other electronic resources. Agape College of Business and Science Library resources are found at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

FOOD & BEVERAGE MANAGEMENT					
	10 HRS=1 CREDIT	20 HRS=1 CREDIT	30 HRS=1 CREDIT		
COURSE	*LECTURE*	*LAB*	*PRACTICUM*	*TOTAL*	*CREDITS*
LEADERSHIP & BUSINESS MANAGEMENT	20	20	0	40	3
OFFICE PROCEDURES 1	30	0	0	30	3
OPERATIONS I (RESTAURANT)	20	20	0	40	3
OPERATIONS II (CATERING)	20	20	0	40	3
OPERATIONS III (CONSESSIONS)	20	20	0	40	3
F & B PLANNING	30	0	0	30	3
RESTAURANT ACCOUNTING I	20	20	0	40	3
RESTAURANT ACCOUNTING II	20	20	0	40	3
COMPUTER FUNDAMENTALS 1	20	20	0	40	3
ETHICS IN THE WORKPLACE	20	20	0	40	3
BUSINESS MATH	20	20	0	40	3
WORD PROCESSING 1	20	20	0	40	3
INTRO TO HUMAN RESOURCES	20	20	0	40	3
SPREADSHEETS 1	20	20	0	40	3
DATABASE MANAGEMENT 1	20	20	0	40	3
MARKETING, NETWORKING, AND INTERNET	20	20	0	40	3
WORD PROCESSING AND PRESENTATIONS	20	20	0	40	3
CRITICAL THINKING AND PROBLEMS IN THE WORKPLACE	20	20	0	40	3
QUICKBOOKS BASICS 1	20	20	0	40	3
FOOD SERVICE HANDLING/CERTIFICATION	10	40	0	50	3
PROFESSIONAL CAREER READINESS	20	20	0	40	3
INDUSTRY/JOB DEVELOPMENT/SEARCH	20	20	0	40	3

PRACTICUM	0	0	90	90	3
OCCUPATIONAL TOTAL:	**450**	**420**	**90**	**960**	**69**
GENERAL EDUCATION					
INTRO TO PSYCHOLOGY	30	0	0	30	3
INTRO TO SOCIOLOGY	30	0	0	30	3
WRITING & COMPOSITION	30	0	0	30	3
INTRO TO NATURAL SCIENCES	30	0	0	30	3
SPEECH COMMUNICATION	30	0	0	30	3
ECONOMICS	30	0	0	30	3
CONTEMPORARY LITERATURE	30	0	0	30	3
COLLEGE MATH & ALGEBRA	30	0	0	30	3
GENERAL EDUCATION TOTAL:	**240**	**0**	**0**	**240**	**24**
AAS DEGREE. TOTAL:	**690**	**420**	**90**	**1200**	**93**

OCCUPATIONS	*DOT*	*OES*	*SOC*
Food Preparation			351012
Food Service Manager		15026	119051
Fast Food Manager	185137010		
Director of Food Service	18716706		
Manager of Food Service	187167106		
Director of Food & Beverage	187167210		
Cafeteria Manager	319137018		
Caterer	319677010		
Food & Beverage Controller	216362022		
Waiters & Waitresses			353031
Food Preparation & Serving			350000

HOSPITALITY MANAGEMENT-AAS

Program Description
This is an 18-Month AAS degree program that is offered through direct seated and hands-on instruction. Students must complete 99 Units of coursework that include 75 Units of Hospitality, Management, Marketing, and Technology Coursework, in addition to 24 Units of General Education coursework. This includes a requirement of 770 lecture hours, 400 lab hours, and 60 practicum hours. Students will be required to access the online library resource once per week to access journal articles and other electronic resources.

Program Objectives
The Hospitality Degree program seeks to equip graduates with the skills to develop into leaders in the 21st century workplace, as well as provide foundational content and theory for aspiring managers and entrepreneurs. Specific skills taught and reinforced include: management theory and practice, Microsoft Office Suite, career readiness, and effective communication. General Education coursework is required to ensure graduates demonstrate competency in reading, writing, critical thinking, and live and electronic communication.

Equipment and Materials
Courses in this program are taught using print and digital textbooks, software, E-College Instructional modules for on-site interactive discussions (not distance learning). Students will also be required to access the school's online Library resources in order to conduct research for theory-based courses.

Exit Requirement
All students in the AAS Hospitality Management program must pass each class with a minimum score of 70%. Required attendance must be at 80%. All students in the Hospitality Management AAS program must successfully complete Microsoft Office User Specialist Certification in Microsoft Word and Microsoft Excel.

Research Requirements
Students in AAS degree programs will be required to access the online library resource once per week to access journal articles and other electronic resources. Agape College of Business and Science Library resources are found at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

HOSPITALITY MANAGEMENT	10 HRS=1 CREDIT	20 HRS=1 CREDIT	30 HRS=1 CREDIT		
COURSE	*LECTURE*	*LAB*	*PRACTICUM*	*TOTAL*	*CREDITS*
MANAGEMENT THEORY & PRACTICE	20	20	0	40	3
APARTMENT MANAGEMENT	40	0	0	40	4
PERSONNEL ADMINISTRATION	30	0	0	30	3
MAINTENANCE	20	20	0	40	3
BOOKKEEPING 1	20	20	0	40	3
BOOKKEEPING 2	20	20	0	40	3
SALES & MARKETING	20	20	0	40	3
FRONT OFFICE OPERATIONS	20	20	0	40	3
COMPUTER FUNDAMENTALS 1	20	20	0	40	3
COMPUTER FUNDAMENTALS 2	20	20	0	40	3
BUSINESS MATH	20	20	0	40	3
WORD PROCESSING 1	20	20	0	40	3
OFFICE PROCEDURES 1	40	0	0	40	4
SPREADSHEETS 1	20	20	0	40	3
DATABASE MANAGEMENT 1	20	20	0	40	3
NETWORKING & INTERNET 1	20	20	0	40	3
DESKTOP PRESENTATION 1	20	20	0	40	3
BUSINESS ACCOUNTING	20	20	0	40	3
QUICKBOOKS BASICS 1	20	20	0	40	3
QUICKBOOKS BASICS 2	20	20	0	40	3
APPLICATION CERTIFICATION	10	40	0	50	3
PROFESSIONAL CAREER READINESS	20	20	0	40	3
INDUSTRY/JOB DEVELOPMENT/SEARCH	20	20	0	40	3
PRACTICUM	0	0	60	60	2
OCCUPATIONAL TOTAL:	**500**	**420**	**60**	**980**	**73**

GENERAL EDUCATION					
INTRO TO PSYCHOLOGY	40	0	0	40	4
INTRO TO SOCIOLOGY	40	0	0	40	4
ENGLISH FUNDAMENTALS	40	0	0	40	4
INTRO TO NATURAL SCIENCES	40	0	0	40	4
WRITING AND COMPOSITION	40	0	0	40	4
COLLEGE MATH & ALGEBRA	40	0	0	40	4
GENERAL EDUCATION TOTAL:	**240**	**0**	**0**	**240**	**24**
AAS DEGREE. TOTAL:	**740**	**420**	**60**	**1220**	**97**

OCCUPATIONS	*DOT*	*OES*	*SOC*
Property Manager		15011	119141
Apartment Manager	186167018	15026	119081
Housing Project Manager	186167018		
Property Manager	186167030		
Lodging Manager	186167046		
Hotel, Motel Manager	187117038		

Front Office Manager	187137018	
Lodging Facility	320137014	
Property, Real Estate, Community Assoc	Managers	119140
Hotel, Motel, Resort Desk Clerks		
Managers, General		

MEDIA COMMUNICATIONS-AAS

Program Description
This is an 18-Month AAS degree program that is offered through direct seated, lab and hands-on instruction. Students must complete 96 Units of coursework that include 72 Units of Audio, Video, Multimedia Production, and technology applications coursework, in addition to 24 Units of General Education coursework. This includes a requirement of 710 lecture hours, 460 lab hours, and 60 practicum hours. Students will be required to access the online library resource once per week to access journal articles and other electronic resources.

Program Objectives
The AAS Media Communications program seeks to equip graduates with the skills to develop into leaders in the 21st century communications and entertainment industries, as well as provide basic to advanced technology application. Specific skills taught and reinforced include: Microsoft Office Suite, audio, video, and multi-media presentation. General Education coursework is required to ensure graduates demonstrate competency in reading, writing, critical thinking, and live and electronic communication.

Equipment and Materials
Courses in this program are taught using print and digital textbooks, software, E-College Instructional modules for on-site interactive discussions (not distance learning), audio and video recording equipment, and musical instruments. Students will also be required to access the school's online Library resources in order to conduct research for theory-based courses.

Exit Requirement
All students in the Media Communications program must pass each class with a minimum score of 70%. Required attendance must be at 80%. All students in the Media Communications AAS program must successfully complete Microsoft Office User Specialist Certification in Microsoft Word and Microsoft Excel.

MEDIA COMMUNICATIONS					
	10 HRS=1 CREDIT	20 HRS=1 CREDIT	30 HRS=1 CREDIT		
COURSE	*LECTURE*	*LAB*	*PRACTICUM*	*TOTAL*	*CREDITS*
VIDEO PRODUCTION 1	20	20	0	40	3
VIDEO PRODUCTION 2 (EDITING)	20	20	0	40	3
VIDEO PRODUCTION 3 (EDITING)	20	20	0	40	3
RECORDING - ANALOG	20	20	0	40	3
RECORDING - DIGITAL	20	20	0	40	3
STAGE AND PROPS 1	20	20	0	40	3
STAGE AND PROPS 2	20	20	0	40	3
SPEECH (BROADCAST)	20	20	0	40	3
DUPLICATION AND MARKETING	20	20	0	40	3
COMPUTER FUNDAMENTALS 1	20	20	0	40	3
COMPUTER FUNDAMENTALS 2	20	20	0	40	3
WORD PROCESSING 1	20	20	0	40	3
OFFICE PROCEDURES 1	40	0	0	40	4
SPREADSHEETS 1	20	20	0	40	3
DATABASE MANAGEMENT	20	20	0	40	3
NETWORKING & INTERNET 1	20	20	0	40	3
DESKTOP PRESENTATION 1	20	20	0	40	3
DESKTOP PRESENTATION 2	20	20	0	40	3
BUSINESS ACCOUNTING	20	20	0	40	3
QUICKBOOKS BASICS 1	20	20	0	40	3
APPLICATION CERTIFICATION	10	40	0	50	3
PROFESSIONAL CAREER READINESS	20	20	0	40	3
INDUSTRY/JOB DEVELOPMENT/SEARCH	20	20	0	40	3
PRACTICUM	0	0	60	60	2
OCCUPATIONAL TOTAL:	**470**	**460**	**60**	**990**	**72**

GENERAL EDUCATION					
INTRO TO PSYCHOLOGY	40	0	0	40	4
INTRO TO SOCIOLOGY	40	0	0	40	4
ENGLISH FUNDAMENTALS	40	0	0	40	4
INTRO TO NATURAL SCIENCES	40	0	0	40	4
WRITING AND COMPOSITION	40	0	0	40	4
COLLEGE MATH & ALGEBRA	40	0	0	40	4
GENERAL EDUCATION TOTAL:	**240**	**0**	**0**	**240**	**24**
AAS DEGREE. TOTAL:	**710**	**460**	**60**	**1230**	**96**

OCCUPATION	*DOT*	*OES*	*SOC*
Broadcast Technician		34028	274012
Video Tape Operator	194381010		
Video Operator	194282010		
Audio Operator	194262010		
TV Technician	194062010		
Broadcast Checker	249387010		
Copyright Expert	249267010		
News Assistant	209367038		
Script Supervisor	201362026		
Sports and Media Occupations			270000
Sound Engineer Tech			274014
Arts, Design, Entertainment			270000
Radio Operator			274013
Broadcast and Sound Engineer			274010
Film and Video Editors			274032
Multimedia Artists and Animators			271014
Communication Equipment Operator			432099
Television, Video, & Motion Picture			274030

COURSE DESCRIPTIONS/CURRICULUM – OCCUPATIONS & DOT, OES, SOC CODES
FOR CERTIFICATES OF COMPLETION IN:

BUSINESS ADMINISTRATION

Program Description
This is a 6-Month Certificate program that is offered through direct seated and hands-on instruction. Students must complete 30Units of coursework that includes technology applications used in the modern workplace. This includes a requirement of **290** lecture hours and 40 lab hours. Students will be required to access the online library resource once per week to access journal articles and other electronic resources.

Program Objectives
The Business Administration Certificate program seeks to equip students with the skills to develop into productive contributors in the 21st century workplace. Applications include Word Processing, Spreadsheets, and database management software.

Equipment and Materials
Courses in this program are taught using print and digital textbooks, software, E-College Instructional modules for on-site interactive discussions (not distance learning).

Exit Requirement
All students in the Business Administration program must pass each class with a minimum score of 60% and total certificate program must be passed with a total score of 70%. Required attendance must be at 80%.

Business Administration-Certificate					
Course	*LEC*	*LAB*	*PRAC*	*TOTAL*	*CR*
COMPUTER FUNDAMENTALS 1	30	0	0	30	3
WORD PROCESSING 1	30	0	0	30	3
OFFICE PROCEDURES 1	30	0	0	30	3
SPREADSHEETS 1	30	0	0	30	3
DATABASE MANAGEMENT 1	30	0	0	30	3
WORD PROCESSING & PRESENTATIONS	30	0	0	30	3
BUSINESS ACCOUNTING	30	0	0	30	3
QUICKBOOKS BASICS 1	30	0	0	30	3
APPLICATION CERTIFICATION	10	40	0	50	3
INDUSTRY/JOB DEVELOPMENT/SEARCH	30	0	0	30	3
CERTIFICATE TOTAL:	**290**	**40**	**0**	**320**	**30**
CERTIFICATE TOTAL:	**290**	**40**	**0**	**320**	**30**

Occupations	DOT	OES	SOC
Clerk-Typist	203362010	55307	439022
Word Processor	203382030	55307	439022
Office Clerk, General	209562010		439061
Secretary	201362030	55108	436014
Receptionist	237367038	55305	434171
Payroll Clerk	215382014	55341	433051
Billing Clerk	214362042	55344	433021
Statement Clerk	214362042	55126	433021
Computer Operator	213362010	56011	439011
Data Entry Operator			439020
Data Entry Keyers			439021
File Clerks			434071
Correspondence Clerk			434021
New Account Clerk			434140
Order Clerk			434150
Human Resource Assistant			434161
Shipping and Receiving Clerk			435070
Reception and Information Clerk			434170

COURSE DESCRIPTIONS/CURRICULUM – OCCUPATIONS & DOT, OES, SOC CODES
FOR CERTIFICATES OF COMPLETION IN:
FOOD & BEVERAGE MANAGEMENT

Program Description
This is a 9-Month Certificate program that is offered through direct seated and hands-on instruction. Students must complete 46 Units of coursework that includes management, restaurant operations, and food service. Technology applications in this program include word processing, spreadsheets, database management, and networks. This includes a

requirement of 360 lecture hours and 240 lab hours. Students will be required to access the online library resource once per week to access journal articles and other electronic resources.

Program Objectives

The Food and Beverage Certificate program seeks to equip students with the skills to develop into productive contributors in the 21st century Food and Beverage industry. Students will develop skills in restaurant operations, food & beverage planning, and restaurant accounting. The Microsoft Office Suite is taught and reinforced in this certificate program as well as restaurant management software.

Equipment and Materials

Courses in this program are taught using print and digital textbooks, software, E-College Instructional modules for on-site interactive discussions (not distance learning), and kitchen supplies and equipment for hands-on applications.

Exit Requirements

All students in the Food and Beverage Management program must pass each class with a minimum score of 60% and total certificate program must be passed with a total score of 70%. Required attendance must be at 80%.

COURSE	*LECTURE*	*LAB*	*PRACTICUM*	*TOTAL*	*CREDITS*
MANAGEMENT THEORY & PRACTICE	20	20	0	40	3
PERSONNEL ADMINISTRATION	40	0	0	40	4
OPERATIONS I (RESTAURANT)	20	20	0	40	3
OPERATIONS II (CATERING)	20	20	0	40	3
OPERATIONS III (CONSESSIONS)	20	20	0	40	3
F & B PLANNING	40	0	0	40	4
RESTAURANT ACCOUNTING I	20	20	0	40	3
RESTAURANT ACCOUNTING II	20	20	0	40	3
COMPUTER FUNDAMENTALS 1	20	20	0	40	3
COMPUTER FUNDAMENTALS 2	20	20	0	40	3
WORD PROCESSING 1	20	20	0	40	3
SPREADSHEETS 1	20	20	0	40	3
NETWORKING & INTERNET 1	20	20	0	40	3
DESKTOP PRESENTATION 1	20	20	0	40	3
INDUSTRY/JOB DEVELOPMENT/SEARCH	20	20	0	40	3
CERTIFICATE TOTAL:	**360**	**240**	**0**	**600**	**47**

Occupation	DOT	OES	SOC
Food Preparer		351012	
Food Preparation Worker	319484010	65038	352021
Food Caterer	319677010		
Food Servers, Non-Restaurant		353040	
Hosts, Hostesses, Restaurant		359030	
Hosts, Hostesses, Coffee Shop		359031	

Fast Food & Counter Workers	353020
Combined Food Prep. & Serving	353021
Waiters & Waitresses	353030

CLASS SCHEDULE BY QUARTER

AAS DEGREE: Summer 9:00 am – 2:00pm
M-Th 12:50pm - 6:00 pm

Business Administration - 90 Credits

1st Quarter	*Units*	*2nd Quarter*	*Units*	*3rd Quarter*	*Units*
Computer Fund. 1	3	Ethics in the Workplace	3	Office Proc.1	3
Word Proc. 1	3	Word Proc. And Pres	3	Office Proc. 2	3
Business Math	3	Spreadsheets 1	3	Spreadsheets 2	3
Business Accounting	3	Database Management 1	3	Marketing, Networking & Internet	3
Intro To Sociology	3	Contemporary Literature	3	Intro To Psychology	3
Total:	15	Total:	15	Total:	15
4th Quarter	*Units*	*5th Quarter*	*Units*	*6th Quarter*	*Units*
Speech communication	3	Database Management 2	3	Certification Application	3
Critical Think. & prob. In the Workplace	3	QuickBooks Basics 2	3	Industry/Job Dev./Search	3
Intro To Human Res.	3	Management, Theory, and Practice	3	Leadership & Bus. Management	3
QuickBooks Basics 1	3	Prof. Career Readiness	3	Practicum	2
Writing & Comp.	3	College Math & Algebra	3	Intro To Natural Science	3
Total:	15	Total:	15	Total:	14

Food & Beverage Management - 96 Credits

1st Quarter	*Units*	*2nd Quarter*	*Units*	*3rd Quarter*	*Units*
Computer Fund. 1	3	Ethics in the Workplace	3	Critical Thinking and Prob. In the Workplace	3
Word Proc. 1	3	Word Proc. And Pres.	3	Marketing, Networking, & Internet	3
Business Math	3	Spreadsheets 1	3	Personnel Admin.	3
Restaurant Accounting I	3	Database Management 1	3	F & B Planning	4
Intro To Sociology	4	English Fund.	4	Intro To Psychology	4
Total:	16	Total:	16	Total:	17
4th Quarter	*Units*	*5th Quarter*	*Units*	*6th Quarter*	*Units*
Operations 1 (Restaurant)	3	Rest Acctg 2	3	Leadership Bus. Management	3
Food Service Handling/ Cert.	3	QuickBooks Basics 2	3	Industry/Job Dev /Search	3
Intro to Human Res.	3	Operations 2 (Catering)	3	Operations 3 (Concessions)	3
QuickBooks Basics 1	3	Prof. Career Readiness	3	Practicum	2
Writing & Comp.	4	College Math & Algebra	4	Intro To Natural Science	4
Total:	16	Total:	16	Total:	15

Hospitality Management - 98 Credits					
1st Quarter	*Units*	*2nd Quarter*	*Units*	*3rd Quarter*	*Units*
Computer Fund. 1	3	Word Proc. 1	3	Management Theory & Practice	3
Computer Fund. 2	3	Office Proc. 1	4	Network & Internet 1	3
Business Math	3	Spreadsheets 1	3	Personnel Admin.	4
Business Accounting	3	Database Management 1	3	Front Office Operations	3
Intro To Sociology	4	Intro To Psychology	4	English Fundamentals	4
Total:	16	Total:	17	Total:	17
4th Quarter	Units	5th Quarter	Units	6th Quarter	Units
Apartment Mgmt	4	Maintenance	3	Application Certification	3
Bookkeeping 1	3	QuickBooks Basics 2	3	Industry/Job Dev/ Search	3
Desk Presentation 1	3	Sales & Market.	3	Bookkeeping 2	3
QuickBooks Basics 1	3	Prof. Career Readiness	3	Practicum	2
Writing & Comp.	4	College Math & Algebra	4	Intro To Natural Science	4
Total:	17	Total:	16	Total:	15

Media Communications -96 Credits					
1st Quarter	*Units*	*2nd Quarter*	*Units*	*3rd Quarter*	*Units*
Computer Fund. 1	3	Word Proc. 1	3	Video Product 1	3
Computer Fund. 2	3	Office Proc. 1	4	Network & Internet 1	3
Desktop Presentation 1	3	Spreadsheets 1	3	Recording-Analog	3
Business Accounting	3	Database 1	3	Stage/Props 1	3
Intro To Sociology	4	Intro To Psychology	4	English Fundamentals	4
Total:	16	Total:	17	Total:	16
4th Quarter	Units	5th Quarter	Units	6th Quarter	Units
Video Product. 2	3	Stage/Props 2	3	Application Certification	3
Recording-Digital	3	Video Product 3	3	Industry/Job Dev./ Search	3
Desk Pres. 2	3	Dupe/Marketing	3	Speech (Broadcast)	3
QuickBooks Basics 1	3	Prof. Career Readiness	3	Practicum	2
Writing & Comp.	4	College Math & Algebra	4	Intro To Natural Science	4
Total:	16	Total:	16	Total:	15

CLASS SCHEDULE BY QUARTER **CERTIFICATE OF COMPLETION:**
Summer 9:00 am – 2:00 am
M-Th 12:50 pm – 6:00 pm

Business Administration – 30 Credits					
1st Quarter	Units	**2nd Quarter**	Units		
Computer Fund. 1	3	QuickBooks 1	3		
Office Proc. 1	3	Application Certification	3		
Word Processing Presentation	3	Spreadsheets 1	3		
Business Accounting	3	Database Management 1	3		
Word Proc. 1	3	Industry/Job Dev/ Search	3		
Total:	15	Total:	15		

Food & Beverage Management - 45 Credits					
1st Quarter	Units	**2nd Quarter**	Units	**3rd Quarter**	Units
Computer Fund. 1	3	Word Proc. 1	3	Management Theory & Prac.	3
Computer Fund. 2	3	Rest. Acctg. 2	3	Networking & Internet 1	3
Operations 1 (Rest.)	3	Spreadsheets 1	3	Personnel Admin.	3
F & B Planning	3	Operations 2	3	Operations (Concessions) 3	3
Rest. Acctg. 1	3	Desktop Pres. 1	3	Industry/ Job Dev./ Search	3
Total:	15	Total:	15	Total:	15

COURSE DESCRIPTIONS

.BUSINESS ADMINISTRATION-AAS

Computer Fundamentals 1*:*
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to a basic introduction to the personal computer with an emphasis towards terminology, hardware, data, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

Interpersonal and Organization Communication
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course provides an introduction to various styles and applications of interpersonal communication in the workplace. Students will learn and apply active listening, effective speaking, conflict resolution, and successful workplace relationships.

Critical Thinking and Problems in the workplace
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by written assessments and final exam
This course focuses on instruction and practice in critical thinking and problem-solving through analysis of case studies and workplace scenarios. Students learn to work in teams, to identify and resolve problems, and to use research effectively to gather and evaluate information relevant to solving problems.

Word Processing 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides a basic introduction into word processing using Microsoft Word. Emphasis will be on text entry, document editing and formatting, and creating simple business letters. Group projects as well as individual learning will be emphasized.

Word Processing and Presentations
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Students will learn and apply advanced word-processing tools and techniques to develop and enhance communication skills. Students will apply skills to create a multimedia presentations using presentation software. Students will also incorporate graphics, fonts, styles, layout techniques, and online resources in both electronic and print presentations.

Ethics in the Workplace
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by written assessments and final exam
This course introduces and reinforces the ethical responsibilities of management in the workplace. Topics include: legal and ethical issues in business, whistle blowing, privacy and technology, diversity, sexual harassment, workplace safety, environmental protection, marketing and advertising, and product liability.

Office Procedures 1
4 Units (40 Lecture Hours)
Evaluated by skills assessments and final exam
Will introduce the student to the basics of modern office procedures and operations through the use of the latest office technology.
Emphasis will be on understanding the duties of an office and what is expected of the employee, organizing various duties into a daily routine, preparing reports, telephone answering techniques, call transfers, and message

taking, understanding shipping and mail services used in the workplace.

Office Procedures 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
A continuation of intermediate modern office procedures and operations through the use of the latest office technology. Emphasis will be on setting up and using a basic filing system, using a photocopier, understanding and using facsimile machines and procedures for sending a FAX, and continuation on letter writing, reports, telephone answering techniques, and taking messages. Group projects will be assigned to encourage teamwork.

Intro to Human Resources
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course introduces students to legal and managerial implications of human resource functions in the areas of recruitment and employee selection, training, evaluation, professional development, and document preparation and management.

Management Theory & Practice
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course explores the field of management in theory and practice. Students learn to apply management concepts to current workplace issues. Students apply theories to case studies and practical scenarios to achieve desired outcomes in the workplace.

Spreadsheets 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces students to the basics of spreadsheet applications through the use of Microsoft Excel. The student will learn to format and edit worksheets, apply patterns and borders to a worksheet, create and print out reports, discover Conditional Formatting, and use Auto format and pre-designed templates.

Spreadsheets 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Exposes the student to more intermediate and advanced usage of Excel. The student will create and print more advanced reports, use intermediate and advanced formulas and functions, use several operators, generate multiple totals with AutoSum, use IF Function, run a Macro, and freeze columns and rows. Teamwork will be encouraged through assigned group projects.

Database Management 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to the basics of database operations through the application of Microsoft Access. Emphasis will be on understanding what a database is and when to use one, creating a database, create and modify a table, create a form, create and modify queries, and set field properties.

Database Management 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to the intermediate and advanced usage of Microsoft Access. Focus will be on relational databases, planning and creating related tables, One-to-Many relationships, multiple table queries, forms and sub forms, the Database Wizard, using Format Painter, and inserting images into the database. Group learning will be introduced through team projects assigned throughout the course.

Marketing, Networking and Internet
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course covers the foundations of designing, building, and maintaining a network with an emphasis on marketing technology. It provides students with an understanding of network basics and emerging local area network technologies. Students will apply their knowledge of networking and the internet to the use of Social Media, email, and other internet-based communication tools.

Leadership and Business Management
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Leadership and Business Management: This course explores historical foundations of leadership theory. Students will learn and apply principles of leadership theory to various workplace environments and scenarios. Students will identify their leadership styles and traits and develop a plan to improve their leadership skills.

Business Math
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, written assessments, and final exam
A basic introduction to the 10 key calculator as well as the basic mathematical formulas used in businesses. Emphasis will be on correctly setting up and operating a 10 key, perform basic math skills using the 10 key, work with fractions, decimals, and conversions, calculate various percentages and averages, perform mark-ups and mark-downs, understand and perform Measures of Central Tendency.

Business Accounting
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, written assessments, and final exam
Provides a basic introduction into business accounting through the use of double-entry manual accounting. The student will learn the difference between Cash and Accrual accounting methods, debits and credits, understand the information on the Profit and Loss Statement and Balance Sheet, analyze transactions, understand reports, and understand GAAP (Generally Accepted Accounting Principles).

QuickBooks Basics 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Students will be introduced to business accounting through the use of QuickBooks accounting software. Emphasis will be on accounting basics applied to electronic data entry in QuickBooks. Students will create a small business using the “Easy-Step Interview”, understand and set up Accounts Receivable and Accounts Payable, create and edit an invoice, record and pay bills, and create Customer and Vendor Lists.

QuickBooks Basics 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides intermediate and advanced features of the QuickBooks software. Students will set up “Items” in the Accounts Receivable module, create and understand Profit and Loss statements as well as Balance Sheet reports, set up Payroll for a small business, pay virtual employees, and create and analyze Payroll Reports.

Applications/Certification
3 Units (10 Lecture, 40 Lab Hours)
Evaluated by skills assessments and final exam
This course provides an opportunity to reinforce the previous learning with instructor-monitored review of computer hardware, software, with an emphasis on the Microsoft Office suite including

all levels of Word, Excel, Access, PowerPoint, and Publisher. This is also an excellent preparation for the Microsoft Office User Specialist examination.

Professional Career Readiness
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course provides an examination of career development and career readiness literature. Students will learn career readiness skills to apply to their personal lives as well as provide guidance for others. Students will examine and apply print and electronic resources related to career choices, education and experience requirements, and trends in local job markets.

Industry/Job Development/Search
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

Practicum
2Units (60 Practicum Hours)
Evaluated by written assessments and final exam
Students gain work experience through on-the-job training situations relevant to their major field of study. Internships give students the opportunity to put theory into practice and to apply the knowledge and skills they have learned to actual work situations.

GENERAL EDUCATION

Introduction to Psychology
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.

Introduction to Sociology
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This course introduces the student to the fundamentals of Sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied as well as the effect of society on people and people on society.

English Fundamentals
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This basic skill course reviews word analysis, language mechanics, sentence and paragraph structure, grammar, spelling and punctuation.

Introduction to Natural Sciences
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

Writing and Composition
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This course is designed to provide the student with practice in the techniques

of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

College Math and Algebra
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra, and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities

FOOD & BEVERAGE MANAGEMENT-AAS

Leadership and Business Management
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by written assessments and final exam
Leadership and Business Management: This course explores historical foundations of leadership theory. Students will learn and apply principles of leadership theory to various workplace environments and scenarios. Students will identify their leadership styles and traits and develop a plan to improve their leadership skills.

Personnel Administration
3 Units (30 Lecture, 0 Lab Hours)
Evaluated by written assessments and final exam
This course examines relationships and issues in personnel administration within a broad range of organizations. Students study personnel management, organizational development, team building, recruitment and selection, performance evaluation and improvement techniques, and legal and ethical aspects of corrective action.

Operations I (Restaurant)
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course explores food operations as they apply to restaurant management. Topics covered include: Menu planning, types of menus, components of the menu, food purchasing, purchase specifications and methods, storeroom management and operations, food production management, kitchen organization, techniques of cookery, food cost control, beverage merchandising, purchase selection, table service and dining room management.

Operations 2 (Catering)
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Topics covered include: food purchasing, purchase specifications and methods, storeroom management and operations, food production management, kitchen organization, techniques of cookery, food cost control, beverage merchandising, purchase selection, and sanitation, as they relate to food pricing, preparation, and delivery.

Operations 3 (Concessions)
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Topics covered include: food purchasing, purchase specifications and methods, food production management, kitchen organization, techniques of cookery, food cost control, beverage merchandising, purchase selection, sanitation, and legal aspects as they relate to food pricing, choice, and concessions.

Food & Beverage Planning
4 Units (30 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Topics covered will include marketing strategy and planning, financial strategy of sources and capital requirements, costs of management, designing and pinpointing profits, sites and locations, kitchen designs and layout, equipment, and pricing. Group projects and team assignments will encourage students to work together and learn as a team.

Restaurant Accounting 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, written assessments, and final exam
This course is an introduction to basic accounting concepts, branches of accounting, basic cost concepts, sales-costs-profits relationships, break-even analysis, decision accounting, pricing and some practical applications, concepts of profitability, ROI, profit multipliers, beverage cost control, variance analysis, food cost control, budgetary control, accounting and operating ratios, management of working capital, income tax planning and management, quantitative decision and planning tools.

Restaurant Accounting 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, written assessments, and final exam
This course is an advanced study in accounting concepts, branches of accounting, basic cost concepts, sales-costs-profits relationships, break-even analysis, decision accounting, pricing and some practical applications, concepts of profitability, ROI, profit multipliers, beverage cost control, variance analysis, food cost control, budgetary control, accounting and operating ratios, management of working capital, income tax planning and management, quantitative decision and planning tools.

Computer Fundamentals 1*:*
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to a basic introduction to the personal computer with an emphasis towards terminology, hardware, data, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

Ethics in the Workplace
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by written assessments and final exam
This course introduces and reinforces the ethical responsibilities of management in the workplace. Topics include: legal and ethical issues in business, whistle blowing, privacy and technology, diversity, sexual harassment, workplace safety, environmental protection, marketing and advertising, and product liability.

Business Math
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, written assessments, and final exam
A basic introduction to the 10 key calculator as well as the basic mathematical formulas used in businesses. Emphasis will be on correctly setting up and operating a 10 key, perform basic math skills using the 10 key, work with fractions, decimals, and conversions, calculate various percentages and averages, perform mark-ups and mark-downs, understand and perform Measures of Central Tendency.

Word Processing 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides a basic introduction into word processing using Microsoft Word. Emphasis will be on text entry, document editing and formatting, and creating simple business letters. Group

projects as well as individual learning will be emphasized.

Intro to Human Resources
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by written assessments and final exam
This course introduces students to legal and managerial implications of human resource functions in the areas of recruitment and employee selection, training, evaluation, professional development, and document preparation and management.

Spreadsheets 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces students to the basics of spreadsheet applications through the use of Microsoft Excel. The student will learn to format and edit worksheets, apply patterns and borders to a worksheet, create and print out reports, discover Conditional Formatting, and use Auto format and pre-designed templates.

Database Management 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to the basics of database operations through the application of Microsoft Access. Emphasis will be on understanding what a database is and when to use one, creating a database, create and modify a table, create a form, create and modify queries, and set field properties.

Marketing, Networking and Internet
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course covers the foundations of designing, building, and maintaining a network with an emphasis on marketing technology. It provides students with an understanding of network basics and emerging local area network technologies. Students will apply their knowledge of networking and the internet to the use of Social Media, email, and other internet-based communication tools.

Word Processing and Presentations:
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Students will learn and apply advanced word-processing tools and techniques to develop and enhance communication skills. Students will apply skills to create a multimedia presentations using presentation software. Students will also incorporate graphics, fonts, styles, layout techniques, and online resources in both electronic and print presentations.

Critical Thinking and Problems in the Workplace
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by written assessments and final exam
This course focuses on instruction and practice in critical thinking and problem-solving through analysis of case studies and workplace scenarios. Students learn to work in teams, to identify and resolve problems, and to use research effectively to gather and evaluate information relevant to solving problems.

QuickBooks Basics 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Students will be introduced to business accounting through the use of QuickBooks accounting software. Emphasis will be on accounting basics applied to electronic data entry in QuickBooks. Students will create a small business using the “Easy-Step Interview”, understand and set up Accounts Receivable and Accounts Payable, create and edit an invoice, record and pay bills, and create Customer and Vendor Lists.

Food Service Handling/ Certification:
3 Units (10 Lecture, 40 Lab Hours)
Evaluated by skills assessments and final exam
This course covers the principles of safe food handling, the three types of hazards, and the most common causes of foodborne illness. A focus is placed on standards for safe food handling throughout the industry and the principles for managing sanitation in a foodservice operation. Students are introduced to and review the latest laws and safety regulations related to food handling.

Professional Career Readiness
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course provides an examination of career development and career readiness literature. Students will learn career readiness skills to apply to their personal lives as well as provide guidance for others. Students will examine and apply print and electronic resources related to career choices, education and experience.

Industry/Job Development/Search
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

QuickBooks Basics 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides intermediate and advanced features of the QuickBooks software. Students will set up “Items” in the Accounts Receivable module, create and understand Profit and Loss statements as well as Balance Sheet reports, set up Payroll for a small business, pay virtual employees, and create and analyze Payroll Reports.

Practicum
2 Units (60 Practicum Hours)
Evaluated by skills assessments and final exam
Students gain work experience through on-the-job training situations relevant to their major field of study. Internships give students the opportunity to put theory into practice and to apply the knowledge and skills they have learned to actual work situations.

GENERAL EDUCATION

Introduction to Psychology
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.

Introduction to Sociology
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This course introduces the student to the fundamentals of Sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied as well as the effect of society on people and people on society.

English Fundamentals
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam

This basic skill course reviews word analysis, language mechanics, sentence and paragraph structure, grammar, spelling and punctuation.

Introduction to Natural Sciences
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

Writing and Composition
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

College Math and Algebra
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra, and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities

HOSPITALITY MANAGEMENT-AAS

Sales & Marketing:
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by written assessments and final exam
The student will learn techniques of selling, marketing the product or service, and ways to determine the market in order to reach it through various forms of advertising. Group projects and teamwork will be assigned this module.

Apartment Management
4 Units (40 Lecture Hours)
Evaluated by skills assessments and final exam
An introduction to the basics of the management of multi-unit residential properties. Also covers apartment bookkeeping procedures through the safeguard record system. Survey projects and reports will be assigned to experience the real world of apartment management.

Personnel Administration
4 Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This course examines relationships and issues in personnel administration within a broad range of organizations. Students study personnel management, organizational development, team building, recruitment and selection, performance evaluation and improvement techniques, and legal and ethical aspects of corrective action.

Maintenance
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
The student will learn about various maintenance problems and teaches him or her how to set up a preventative maintenance program. The student will learn the basics of painting, plumbing, electrical, roofing, and how to perform as a general contractor when hiring subcontractors. Group projects and team analysis will be assigned this module.

Bookkeeping I
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
The student will learn the basics of hotel/motel bookkeeping using the hand transcript method. Students will learn to post, total, and balance folios and transcripts, as well as completing various financial and statistical reports. The second module will continue the hand transcript with more advanced situations allowing the student to determine their solutions.

Bookkeeping II
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, written assessments, and final exam
This course is an advanced study of hotel/motel bookkeeping using the hand transcript and software applications. Students will enhance their ability to complete transcripts with more complex financial scenarios.

Front office Operations:
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, written assessments, and final exam
This course covers hotel front office and facilities operations. Students examine all stages of guest pre-arrival, stay over, and departure. Students learn aspects of reservations, reception, telecommunications, housekeeping, and security. This course examines interpersonal dynamics of staff and guests.

Computer Fundamentals 1*:*
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to a basic introduction to the personal computer with an emphasis towards terminology, hardware, data, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

Computer Fundamentals 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides the student with a basic introduction to the personal computer working within the Windows environment. Emphasis will be on effectively manipulating the Windows environment, file hierarchy, save versus save-as, troubleshooting Windows, and a continuation of keyboarding skills.

Business Math
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, written assessments, and final exam
A basic introduction to the 10 key calculator as well as the basic mathematical formulas used in businesses. Emphasis will be on correctly setting up and operating a 10 key, perform basic math skills using the 10 key, work with fractions, decimals, and conversions, calculate various percentages and averages, perform mark-ups and mark-downs, understand and perform Measures of Central Tendency.

Word Processing 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, and final exam
Provides a basic introduction into word processing using Microsoft Word. Emphasis will be on text entry, document editing and formatting, and creating simple business letters. Group projects as well as individual learning will be emphasized.

Office Procedures 1
4 Units (40 Lecture Hours)
Evaluated by skills assessments, written assessments, and final exam
Will introduce the student to the basics of modern office procedures and operations through the use of the latest office technology.
Emphasis will be on understanding the duties of an office and what is expected

of the employee, organizing various duties into a daily routine, preparing reports, telephone answering techniques, call transfers, and message taking, understanding shipping and mail services used in the workplace.

Spreadsheets 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, and final exam
Introduces students to the basics of spreadsheet applications through the use of Microsoft Excel. The student will learn to format and edit worksheets, apply patterns and borders to a worksheet, create and print out reports, discover Conditional Formatting, and use Auto format and pre-designed templates.

Database Management 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to the basics of database operations through the application of Microsoft Access. Emphasis will be on understanding what a database is and when to use one, creating a database, create and modify a table, create a form, create and modify queries, and set field properties.

Networking and Internet 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, and final exam
This course covers the foundations of designing, building, and maintaining a network. It provides students with an understanding of network basics and emerging local area network technologies. Topics include: integration of hardware and software components, network architecture, protocols, interconnection of networks using bridges and routers, network links using cable modems and DSL and IEEE 802 network access standards. TCP/IP will also be reviewed within the context of network protocols.

Desktop Presentation 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, and final exam
Introduces the students to the basics of desktop publishing and computer presentations using Microsoft PowerPoint and Publisher. The course will focus on creating and editing a presentation, inserting and editing various objects, creating templates, aligning and grouping objects, formatting charts, editing and enhancing graphics, and presenting a slideshow.

Business Accounting
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments, written assessments, and final exam
Provides a basic introduction into business accounting through the use of double-entry manual accounting. The student will learn the difference between Cash and Accrual accounting methods, debits and credits, understand the information on the Profit and Loss Statement and Balance Sheet, analyze transactions, understand reports, and understand GAAP (Generally Accepted Accounting Principles).

QuickBooks Basics 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Students will be introduced to business accounting through the use of QuickBooks accounting software. Emphasis will be on accounting basics applied to electronic data entry in QuickBooks. Students will create a small business using the “Easy-Step Interview”, understand and set up Accounts Receivable and Accounts Payable, create and edit an invoice, record and pay bills, and create Customer and Vendor Lists.

QuickBooks Basics 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam

Provides intermediate and advanced features of the QuickBooks software. Students will set up “Items” in the Accounts Receivable module, create and understand Profit and Loss statements as well as Balance Sheet reports, set up Payroll for a small business, pay virtual employees, and create and analyze Payroll Reports.

Personnel Administration
3 Units (30 Lecture, 0 Lab Hours)
Evaluated by written assessments and final exam
This course examines relationships and issues in personnel administration within a broad range of organizations. Students study personnel management, organizational development, team building, recruitment and selection, performance evaluation and improvement techniques, and legal and ethical aspects of corrective action.

Applications Review
3 Units (10 Lecture, 40 Lab Hours)
Evaluated by skills assessments and final exam
This course provides an opportunity to reinforce the previous learning with instructor-monitored review of computer hardware, software, with an emphasis on the Microsoft Office suite including all levels of Word, Excel, Access, PowerPoint, and Publisher.

Professional Career Readiness
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course provides an examination of career development and career readiness literature. Students will learn career readiness skills to apply to their personal lives as well as provide guidance for others. Students will examine and apply print and electronic resources related to career choices, education and experience requirements, and trends in local job markets.

Industry/Job Development/Search
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

Practicum
2 Units (60 Practicum Hours)
Evaluated by skills assessments and final exam
Students gain work experience through on-the-job training situations relevant to their major field of study. Internships give students the opportunity to put theory into practice and to apply the knowledge and skills they have learned to actual work situations.

Management Theory & Practice
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by written assessments and final exam
This course explores the field of management in theory and practice. Students learn to apply management concepts to current workplace issues. Students apply theories to case studies and practical scenarios to achieve desired outcomes in the workplace.

GENERAL EDUCATION

Introduction to Psychology
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence,

motivation and emotion, personality, stress and social behavior.

Introduction to Sociology
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
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English Fundamentals
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This basic skill course reviews word analysis, language mechanics, sentence and paragraph structure, grammar, spelling and punctuation.

Introduction to Natural Sciences
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

Writing and Composition
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

College Math and Algebra
4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra, and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities

MEDIA COMMUNICATIONS-AAS

Video Production 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
First, learn how to capture and edit digital video. Then, learn creative ways to include digital videos in DVDs, web sites and other multimedia projects. Topics covered include storyboarding, camera shots, lighting, sound, compression formats, special effects, output video for the Web, CD-ROM, DVDs, and video. Software and hardware being used include Final Cut Pro, Adobe Premiere, Live Type Animation, Internet Design, Boris FX, digital video cameras, microphones, lighting kits, tripods, and DVD burners. Teamwork will be introduced with assigned projects using small groups of students.

Video Production 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam

This video-editing course covers a comprehensive range of video editing/production techniques from capturing video onto a Mac through to rendering the final result onto DVD discs playable in standard DVD players. Topics covered include a standard range of editing functions such as insertion of titles, still images, video re-ordering, transitions, effects,

DVD chaptering, audio overlay etc. The software used will be Final Cut on a Mac system. For students with specific needs, we can consider other packages on request. However, the principles and techniques are similar in all of the standard packages available

Video Production 3
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course continues with video editing techniques and introduces the student to more elaborate special effects in the world of video. Music video production and editing is introduced and audio/video synchronization is developed.

Recording – Analog
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduction to a revived recording medium that is preferred among many recording artists because of its warm sound quality that is lost during the digital process. Learn real world studio engineering you can apply, not just book theory. Learn microphone placement, brands and types. Use microphone preamps, equalizers, tube compressors, digital reverbs and effects processors. Edit, pan, automate fader moves, and much more in the Pro Tools domain. Record live musicians and electronic instruments, then perform several "mixdowns" of your final recording.

Recording – Digital:
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduction to the recording process utilizing the use of Digital Audio Workstations. Also, the mixing process, setting up a mixing room studio, selecting the right mixers, software for mixing, monitoring basics for mixing, selecting the right monitors/speakers and amps for mixing, advanced monitoring for mixing, mixing basics, effects overview, selecting and finding the right effects and plug-in, compression, equalizers, space, acoustics and reverb, the sound field, stereo Basics, mixing Stereo, Music Production, Composing and writing Music on a computer, MIDI Sequencing,
Hard-Disk Recording and Editing, and Editing MIDI Sequences

Stage and Props 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Prop-making course provides comprehensive training in the use of a multitude of materials and techniques, such as fiberglass, casting, modeling, upholstery and furniture making. Drama school courses equip the student not only for a career in theatre but also in film, television and video. Groups will be assigned to work together on projects where teamwork is essential.

Stage and Props 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
More advanced techniques in the world of theatre, film, television, and video with planning and scheduling as well as scenic design with techniques such as marbling, ragging, wood-graining and texturing, as well as teaching you to organize your materials, your budget and your time. Introduction to lighting and sound for live performance on the stage. The student will learn how to produce a cue synopsis and lighting plan for a show. Many schools now use computer-based sound equipment; the emphasis in both lighting and sound is clearly in digital formats.

Speech (Broadcast)
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam

This course introduces the student to the fundamentals of public speaking, which carries into creative techniques, procedures, and practices in production and performance of contemporary radio and television. Practical experience in these mediums gives the student hands-on involvement in both virtual as well as campus radio and television stations.

Duplication and Marketing
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
The final phase in the world of recording. The student will learn the technique of mass-producing the finished product. This module will include CD burning, tape duplication, label design and an introduction to publishing and marketing within a highly competitive music industry. Group projects and team assignments will be encouraged within this module.

Computer Fundamentals 1*:*
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to a basic introduction to the personal computer with an emphasis towards terminology, hardware, data, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

Computer Fundamentals 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides the student with a basic introduction to the personal computer working within the Windows environment. Emphasis will be on effectively manipulating the Windows environment, file hierarchy, save versus save-as, troubleshooting Windows, and a continuation of keyboarding skills.

Word Processing 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides a basic introduction into word processing using Microsoft Word. Emphasis will be on text entry, document editing and formatting, and creating simple business letters. Group projects as well as individual learning will be emphasized.

Office Procedures 1
4 Units (40 Lecture Hours)
Evaluated by skills assessments and final exam
Will introduce the student to the basics of modern office procedures and operations through the use of the latest office technology.
Emphasis will be on understanding the duties of an office and what is expected of the employee, organizing various duties into a daily routine, preparing reports, telephone answering techniques, call transfers, and message taking, understanding shipping and mail services used in the workplace.

Spreadsheets 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces students to the basics of spreadsheet applications through the use of Microsoft Excel. The student will learn to format and edit worksheets, apply patterns and borders to a worksheet, create and print out reports, discover Conditional Formatting, and use Auto format and pre-designed templates.

Database Management 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to the basics of database operations through the application of Microsoft Access. Emphasis will be on understanding what a database is and when to use one, creating a database, create and

modify a table, create a form, create and modify queries, and set field properties.

Networking and Internet 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course covers the foundations of designing, building, and maintaining a network. It provides students with an understanding of network basics and emerging local area network technologies. Topics include: integration of hardware and software components, network architecture, protocols, interconnection of networks using bridges and routers, network links using cable modems and DSL and IEEE 802 network access standards. TCP/IP will also be reviewed within the context of network protocols.

Desktop Presentation 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the students to the basics of desktop publishing and computer presentations using Microsoft PowerPoint and Publisher. The course will focus on creating and editing a presentation, inserting and editing various objects, creating templates, aligning and grouping objects, formatting charts, editing and enhancing graphics, and presenting a slideshow.

Desktop Presentation 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Involves the student in the intermediate and advanced level of desktop publishing and computer presentations through formatting masters, enhancing charts, creating and modifying Organizational Charts, embed pictures and link to and Excel Worksheet, insert Animated GIF and sound files, and send a presentation via e-mail. Teamwork will be encouraged through group projects and assignments.

Business Accounting
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides a basic introduction into business accounting through the use of double-entry manual accounting. The student will learn the difference between Cash and Accrual accounting methods, debits and credits, understand the information on the Profit and Loss Statement and Balance Sheet, analyze transactions, understand reports, and understand GAAP (Generally Accepted Accounting Principles).

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Applications Review
3 Units (10 Lecture, 40 Lab Hours)
Evaluated by skills assessments and final exam
This course provides an opportunity to reinforce the previous learning with instructor-monitored review of computer hardware, software, with an emphasis on the Microsoft Office suite including all levels of Word, Excel, Access, PowerPoint, and Publisher.

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2 Units (60 Practicum Hours)
Evaluated by written assessments and final exam
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4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This basic skill course reviews word analysis, language mechanics, sentence and paragraph structure, grammar, spelling and punctuation.

Introduction to Natural Sciences
4Units (40 Lecture Hours)
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Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

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4Units (40 Lecture Hours)
Evaluated by written assessments and final exam
This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing

assignments to demonstrate their grasp of these principles.

College Math and Algebra
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Evaluated by written assessments and final exam
An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra, and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities

BUSINESS ADMINISTRATION- Certificate of Completion

Computer Fundamentals 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to a basic introduction to the personal computer with an emphasis towards terminology, hardware, data, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

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3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides the student with a basic introduction to the personal computer working within the Windows environment. Emphasis will be on effectively manipulating the Windows environment, file hierarchy, save versus save-as, troubleshooting Windows, and a continuation of keyboarding skills.

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3 Units (20 Lecture, 20 Lab Hours)
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A basic introduction to the 10 key calculator as well as the basic mathematical formulas used in businesses. Emphasis will be on correctly setting up and operating a 10 key, perform basic math skills using the 10 key, work with fractions, decimals, and conversions, calculate various percentages and averages, perform mark-ups and mark-downs, understand and perform Measures of Central Tendency.

Word Processing 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides a basic introduction into word processing using Microsoft Word. Emphasis will be on text entry, document editing and formatting, and creating simple business letters. Group projects as well as individual learning will be emphasized.

Word Processing 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Requires student to perform intermediate word processing skills in Microsoft Word with emphasis on file merging, converting files, understanding the purpose and function of imbedded codes, and creating documents containing both columns and tables.

Office Procedures 1
4 Units (40 Lecture Hours)
Evaluated by skills assessments and final exam
Will introduce the student to the basics of modern office procedures and operations through the use of the latest office technology. Emphasis will be on understanding the duties of an office and what is expected of the employee, organizing various duties into a daily routine, preparing reports, telephone answering techniques, call transfers, and message taking, understanding shipping and mail services used in the workplace.

Office Procedures 2

3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
A continuation of intermediate modern office procedures and operations through the use of the latest office technology. Emphasis will be on setting up and using a basic filing system, using a photocopier, understanding and using facsimile machines and procedures for sending a FAX, and continuation on letter writing, reports, telephone answering techniques, and taking messages. Group projects will be assigned to encourage teamwork.

Spreadsheets 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces students to the basics of spreadsheet applications through the use of Microsoft Excel. The student will learn to format and edit worksheets, apply patterns and borders to a worksheet, create and print out reports, discover Conditional Formatting, and use Auto format and pre-designed templates.

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3 Units (20 Lecture, 20 Lab Hours)
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3 Units (10 Lecture, 40 Lab Hours)
Evaluated by skills assessments and final exam
This course provides an opportunity to reinforce the previous learning with instructor-monitored review of computer hardware, software, with an emphasis on the Microsoft Office suite including all levels of Word, Excel, Access, PowerPoint, and Publisher. This is also an excellent preparation for the Microsoft Office User Specialist examination.

Industry/Job Development/Search
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

FOOD & BEVERAGE MANAGEMENT-Certificate of Completion

Management Theory & Practice
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course explores the field of management in theory and practice. Students learn to apply management concepts to current workplace issues. Students apply theories to case studies and practical scenarios to achieve desired outcomes in the workplace.

Personnel Administration
4 Units (40 Lecture, 0 Lab Hours)
Evaluated by written assessments and final exam
This course examines relationships and issues in personnel administration within a broad range of organizations. Students study personnel management, organizational development, team building, recruitment and selection, performance evaluation and improvement techniques, and legal and ethical aspects of corrective action.

Operations I (Restaurant)
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course explores food operations as they apply to restaurant management. Topics covered include: Menu planning, types of menus, components of the menu, food purchasing, purchase specifications and methods, storeroom management and operations, food production management, kitchen organization, techniques of cookery, food cost control, beverage merchandising, purchase selection, table service and dining room management.

Operations 2 (Catering)
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Topics covered include: food purchasing, purchase specifications and methods, storeroom management and operations, food production management, kitchen organization, techniques of cookery, food cost control, beverage merchandising, purchase selection, and sanitation, as

they relate to food pricing, preparation, and delivery.

Operations 3 (Concessions)
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Topics covered include: food purchasing, purchase specifications and methods, food production management, kitchen organization, techniques of cookery, food cost control, beverage merchandising, purchase selection, sanitation, and legal aspects as they relate to food pricing, choice, and concessions.

Food & Beverage Planning
4 Units (40 Lecture, 0 Lab Hours)
Evaluated by written assessments and final exam
Topics covered will include marketing strategy and planning, financial strategy of sources and capital requirements, costs of management, designing and pinpointing profits, sites and locations, kitchen designs and layout, equipment, and pricing. Group projects and team assignments will encourage students to work together and learn as a team.

Restaurant Accounting 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course is an introduction to basic accounting concepts, branches of accounting, basic cost concepts, sales-costs-profits relationships, break-even analysis, decision accounting, pricing and some practical applications, concepts of profitability, ROI, profit multipliers, beverage cost control, variance analysis, food cost control, budgetary control, accounting and operating ratios, management of working capital, income tax planning and management, quantitative decision and planning tools.

Restaurant Accounting 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course is an advanced study in accounting concepts, branches of accounting, basic cost concepts, sales-costs-profits relationships, break-even analysis, decision accounting, pricing and some practical applications, concepts of profitability, ROI, profit multipliers, beverage cost control, variance analysis, food cost control, budgetary control, accounting and operating ratios, management of working capital, income tax planning and management, quantitative decision and planning tools.

Computer Fundamentals 1*:*
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the student to a basic introduction to the personal computer with an emphasis towards terminology, hardware, data, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

Computer Fundamentals 2
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides the student with a basic introduction to the personal computer working within the Windows environment. Emphasis will be on effectively manipulating the Windows environment, file hierarchy, save versus save-as, troubleshooting Windows, and a continuation of keyboarding skills.

Word Processing 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Provides a basic introduction into word processing using Microsoft Word. Emphasis will be on text entry, document editing and formatting, and creating simple business letters. Group projects as well as individual learning will be emphasized.

Spreadsheets 1

3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces students to the basics of spreadsheet applications through the use of Microsoft Excel. The student will learn to format and edit worksheets, apply patterns and borders to a worksheet, create and print out reports, discover Conditional Formatting, and use Auto format and pre-designed templates.

Networking and Internet 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course covers the foundations of designing, building, and maintaining a network. It provides students with an understanding of network basics and emerging local area network technologies. Topics include: integration of hardware and software components, network architecture, protocols, interconnection of networks using bridges and routers, network links using cable modems and DSL and IEEE 802 network access standards. TCP/IP will also be reviewed within the context of network protocols.

Desktop Presentation 1
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
Introduces the students to the basics of desktop publishing and computer presentations using Microsoft PowerPoint and Publisher. The course will focus on creating and editing a presentation, inserting and editing various objects, creating templates, aligning and grouping objects, formatting charts, editing and enhancing graphics, and presenting a slideshow.

Industry/Job Development/Search
3 Units (20 Lecture, 20 Lab Hours)
Evaluated by skills assessments and final exam
This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

INSTRUCTIONAL SCHEDULE

A. Training is offered Monday through Thursday for AAS Degree Programs and Monday through Thursday for Certificate Programs, excluding legal holidays. Fridays may be used for make-up work.

B. Classes are held on a rotating schedule beginning with morning to afternoon, from 9:00 am to 2:00 pm, and afternoon to evening classes from 12:50 pm to 6:00 pm starting with the Winter Quarter 2013. Fridays may be used for make-up work from 9:00 am to 12:00 noon.

C. Schedule A: (Mornings: 9:00 am to 2:00 pm).
Schedule B: (Afternoons: 12:45 pm to 6:00 pm).

D. Quarters
Program Start Dates:

Program Start Dates:

Summer	June 10, 2013 – August 16, 2013
Fall	September 30, 2012 – December 9, 2013
Winter	December 16, 2013- March 7, 2013
Spring	March 17, 2013 - May 16, 2013