EXHIBIT B

COMPETENCIES

Title of Training: Medical Billing

Training Provider Name: Ripsi Nalbandyan

Training Length: 415 Clock Hours/ 20 weeks

***Student will be able to:** Function as Physician-Based Coders, Hospital Coders, or Medical Claims Reviewers. Today, there are many demands for coding specialists and accurately coded data from the medical record in all types of health care institutions. Coded data are used on claims for reimbursement, patient care management, and healthcare evaluation and research. The curriculum includes medical terminology, human anatomy, computer skills and CPT and ICD coding.

Competency	Measurement	Minimum Score
1. Microsoft Word XP and Windows XP	90 Hours	70% to pass
2. Medical Terminology	50 Hours	70% to pass
3. Medical Coding	50 Hours	70% to pass
4. Medical Transcription	90 Hours	70% to pass
5. Medical Billing	135 Hours	70% to pass

EXHIBIT B

COMPETENCIES

Title of Training: Office Administrator

Training Provider Name: Arman Gasparyan

Training Length: 255 Clock Hours/ 13 weeks

***Student will be able to**: Enter into the workforce as an Office Assistant or Data Entry and Information Processing Worker. This program is designed to prepare students for entry-level careers in the office environment. Students will have a wide range of skills, which will prepare them for most office careers.

Competency	Measurement	Minimum Score
1. Microsoft Word XP and Windows XP	90 Hours	70% to pass
2. Microsoft Excel XP	50 Hours	70% to pass
3. Microsoft Access XP	50 Hours	70% to pass
4. Microsoft PowerPoint XP	90 Hours	70% to pass

EXHIBIT B

COMPETENCIES

Title of Training: Web-Site Design

Training Provider Name: Felicia Goreshter

Training Length: 350 Clock Hours/ 18 weeks

***Student will be able to:** Prepare career in web design and technologies that make the Internet come to life. Enter the fast-evolving field of Web design. It integrates the elements of audio, video, still images, animation, text and data for the delivery of interactive content. Web Design & Interactive Media focuses on web site design, visual design, digital image manipulation, digital audio and video, animation, text, business and project management.

Graduate will have an individualized digital portfolio to showcase the practical and technical skills and will be prepared for entry-level career opportunities with corporations, organizations, educational institutions, government agencies, entertainment and advertising agencies in the field of Web design.

Competency	Measurement	Minimum Score
1. Microsoft Word XP and Windows XP	90 Hours	70% to pass
2. FrontPage	90 Hours	70% to pass
3. Dream Weaver	170 Hours	70% to pass

GILIGIA COLLEGE CATALOG

Jan 1st 2012
To
December 31st 2012

2361 Florencita Drive, Montrose, CA 91020
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Mission

Established in 2006 Giligia College is an independent non-sectarian institution of higher education that offers quality education in selected fields, professional studies and career-related certificate programs. In today's world many individuals require additional training and skills to compete in the job market. Giligia College addresses this development by providing quality career education that is relevant to both the current and prospective needs of society. Through its academic and vocational programs, the College provides rich educational opportunities which relate to both the academic and personal development of its students as well as their professional needs. This is enhanced by individualizing instruction and limiting class size.

Objectives

- To help students achieve a superior level of basic skills.
- To provide adults variable and accessible training opportunities that stays current with the most recent technology.
- To hire faculty members who are industry experts and demonstrated expertise in their respective fields both professionally and academically.
- To integrate into the educational process a better understanding of cultural diversity.
- To deliver educational support services that meet student life demands and schedules.
- To develop within students a desire for life-long of learning and education.

Statement of Non Discrimination

Giligia College does not discriminate in its enrollment practices on the basis of race, religion, national origin, gender or ethnicity.

Facilities

Giligia College is located at 1650 Flower Street, Glendale, CA 91201. It is located on the ground floor. The area of the institute is approximately 2,000 sq. ft. with a front entrance and back entrance. This space is divided into a reception area, one administrative office and 2 classrooms 2 computer labs. Restrooms are available.
There is frequent bus service to downtown as well as to the beach cities and other suburban areas via access to the Metro Rail Gold line. It provides service to downtown Los Angeles and direct connections to south-central Los Angeles and Long Beach on the Blue Line. For RTD and MTA riders, a student discount is available by presenting their Giligia College student I.D. and proof of enrollment.
Instruction is in residence with a facility occupancy level that will accommodate 40 students at any one time.
California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Giligia College awards its graduates an appropriate program diploma as an acknowledgement of their accomplishment and graduation from the institute.
Prospective students are encouraged to visit the physical facilities of the college and to discuss personal educational goals.

Giligia College does not provide dormitory and residential facilities.

The level of English language proficiency required of students is the Test of English as a Foreign Language (TOEFL).

All our courses are also available as distance education, the response and evaluation of student lessons, projects, or dissertations will be delivered within one week.

School Admission Policies

Enrollment Requirements

All applicants are required to complete a personal interview with a counselor in order to mutually determine whether the program meets the needs of the applicant and are given a guided tour of the facility, a thorough presentation of the training program and receive information on tuition and fees.

For our Vocational programs

Giligia College tests incoming students using the Wonderlic Admissions Examination. Each program of study has a minimum passing score requirement of 16. In addition, each prospective student will receive an admissions interview. Applicants failing to achieve the required scores may be retested no sooner than one week from the administration of the first test. Wonderlic is tied test results directly to job requirements established by the U.S. Department of Labor in the Dictionary of Occupational Titles (DOT) and subsequent O*Net system. This also applies to graduates of our VESL programs. Those graduates of the VESL program who fail to pass shall be offered additional instruction without charge, for a period of up to 50 percent of the number of hours of instruction previously offered by the institution to the student, to enable the student to attain adequate English language proficiency necessary to successful pass the Wonderlic and take the vocational program of their choice.

For our VESL program

All VESL applicants are required to complete a personal interview with a counselor in order to mutually determine whether the program meets the needs of the applicant. During this process, the school administers an in-house level test to determine the correct placement into one of the three VESL programs offered. In addition, all applicants must be able to demonstrate access to fiscal resources adequate to meet the financial obligations associated with the training.

For our Certified Nursing Assistant program

1) Completion of 10th grade in high school (submit official U.S. high school transcripts or G.E.D.)
2) Age 16 or older
3) Valid American Heart Association CPR/Basic Life Support Card
4) Physical examination, including blood work and Immunization
5) TB test
6) Fingerprinting

Licensure for Certified Nursing Assistant

Upon completion of the Certified Nursing Assistant course the student will receive a Certificate of Course Completion. The student is eligible to take the State of California Department of Health Services C.N.A. exam to obtain a certificate as a Certified Nursing Assistant. A grade of C or better must be achieved to receive the Certificate of Course Completion.

Licensure for Pharmacy Technician

Upon completion of the Pharmacy Technician program the student will receive a Certificate of Course Completion. Students will have the school knowledge required to sit for the national exam (PTCB). There are two parts to being a Certified Pharmacy Technician (CPhT). First, pharmacy technicians must sit for and pass the national PTCE. Once a pharmacy technician has passed the exam, he or she may use the designation of CPhT. Second, to continue to hold certification, a CPhT is required to obtain twenty hours of continuing education for recertification within two years of original certification or previous recertification. The Pharmacy Technician Certification Board administers the National Pharmacy Technician Certification Examination. This exam is voluntary in most States and displays the competency of the individual to act as a pharmacy technician. However, more States and employers are requiring certification as reliance on pharmacy technicians grows. Eligible candidates must have a high school diploma or GED and no felony convictions, and those who pass the exam earn the title of Certified Pharmacy Technician (CPhT). The exam is offered several times per year at various locations nationally. Employers, often pharmacists, know that individuals who pass the exam have a standardized body of knowledge and skills.

A person is not eligible to sit for the PTCE, or to recertify for the CPhT credential, if convicted of a felony that occurred within the last five (5) years, and/or if the conviction was drug or pharmacy-related.

Academic Progress Policy

Giligia College's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the allied health industry. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of Giligia College consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students who are excessively absent (30% or more of classroom hours) will be placed on probation without notice. If student's attendance does not improve, the student will be dropped from the course. Students will not be readmitted without approval of the primary instructor and College Director. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the College Director. A student is considered tardy when arriving 10 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Tardiness and early departures are included in the student's attendance record of absences.

- One tardy equals one hour of absence;
- One early departure equals one hour of absence;
- One tardy and one early departure on the same day equals one hour of absence.

Maximum Time in Which to Complete

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

Grading and Evaluation Procedures

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. The grading scale is as follows:

Letter Grade	**Quality Points**	**Percentage**	**Indicator**
A	4.0	100 – 90 %	Excellent
B	3.0	89 – 80 %	Good
C	2.0	79 – 70 %	Average
D	1.0	69 – 60 %	Below Average
F	0.0	Below 59 %	Failing
I	0.0	-	Incomplete

Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating the rate of progress, grades of F (failure), W (withdrawn), and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A W will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving a F. The student must repeat any required course for which a grade of F or W is received. Students will only be allowed to repeat courses in which they received a D or below. In the case of a D or F, the better of the two grades is calculated into the CGPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

A W grade is not replaced when a student repeats the course. Full tuition will be charged for any portion of the program or course lab course that is re-taken. To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to an F and will affect the student's CGPA. The college reserves the right to extend the time needed to make-up an incomplete grade.

As Giligia College offers courses with a specific duration and a coordinated curriculum there are no policies regarding the acceptance of credits earned at other institutions. Nevertheless we have regulations for admission as explained above.

Course Retake Policy

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F). The student will be charged tuition at the appropriate rate.

Leave Of Absence

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the College Director and must include an anticipated return date and be signed by the student. Failure to return to college as scheduled without prior written notification to and approval from the College Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The College Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Attendance Probation

At least once a week, the College Director monitors the student attendance cards of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 70% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-third of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A probation letter will be sent to that student.

Student Conduct Requirements

Students are expected to dress and act properly while attending classes. At the discretion of the college administration, a student may be dismissed from college for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon college premises, possession of weapons upon college premises, behavior creating a safety hazard to other persons at college, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

Termination, Appeal and Reinstatement

Should students find it necessary to discontinue their training, they should arrange to meet with the College Director to discuss their situation and submit written notification of their request.

Students shall be terminated for failure to

- Meet minimum standards for academic progress,
- Meet the minimum conduct standards of the college, or
- Fulfill their financial obligations according to their agreement with the college.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the college based on the refund policy. Students have the right to appeal dismissal decisions made by the college administration by submitting a written request to the College Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the College Director. Apart from the registration fee of $75 there are no other administrative costs associated with withdrawal or termination.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, 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 (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.

Unofficial Withdrawal

If the student fails to attend college for more than three weeks, the college will consider the student a drop and automatically withdraw him/her from the program.

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend college than three weeks.
- Failure to return from an approved leave of absence on the scheduled return date
- Failure to maintain satisfactory progress for two consecutive modules.
- Failure to fulfill financial agreements
- Failing any course in the program twice during the one enrollment period

Appeal

Suspended or terminated students may appeal the college's decision in writing to the College Director. The College must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (l0) business days of receipt by the college.

Graduation Requirements

A certificate of completion will be awarded to those students meeting the graduation requirements. Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with appropriate number of quarter credits with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges. If a third-party is paying for your course, the college will not issue the course completion record until the course has been completely paid in full. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

Graduate Placement

Giligia College does not guarantee employment to any student upon graduation. Giligia College does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance and interview counseling and advising concerning job search and job interview techniques. Placement assistance is available to all graduates of the institution. Additionally, Giligia College is required under California law to track placement of it graduates for a period of up to 6 months upon completion of their program and to verify placement 2 months after employment. Placement assistance is available to all graduates of the institution.
Our College Director and Student Services and Placement Director will assist you in your job search
This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment.

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews
- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the Institute's assistance will, in all probability and likelihood, be an entry-level position.

Throughout their program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and letters of introduction. The Institute offers helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

Retention of Records

Giligia College will maintain student records for five years, as required by state law. Student transcripts will be maintained for fifty years. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the college office during normal business hours or may schedule a time to review records that is convenient to both the student and the college administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the college administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

Tuition Payment, Cancellation and Refund Policies

Tuition Payment Methods

Giligia College accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party check. Giligia College will also assist students in applying for student financial assistance in order to defray the cost of their education. At the college's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The college will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the college in order to remove their delinquency and remain in good financial standing

Tuition Refund Policies

A student has the right to cancel the enrollment agreement they signed for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, until midnight of the fifth business day after the first class they attended. Business day means a day on which the student was scheduled to attend a class session. Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on the top of the front page of the enrollment agreement. They can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wish to be bound by the enrollment agreement. Students will be given two notices of cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice that they wish. If the college has given them any equipment, including books or other materials, they shall return them to the college within 30 days following the date of their notice of cancellation. If they fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the college may deduct its documented cost for the equipment from any refund that may be due them. Once a student pays for the equipment, it is theirs to keep without further obligation. If they cancel the agreement, the college will refund any money that they paid, less any deduction for equipment not timely returned in good condition, within 30 days after their notice of cancellation is received.

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

Withdrawal from Course

The student has the right to withdraw from the course of instruction *at any time*. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement, which is until midnight of the fifth business day following the first class the student attended, the college will remit a refund, less a registration fee not to exceed $75.00, within 30 days following their withdrawal. They are obligated to pay only for educational services rendered and for unreturned books or equipment. The refund shall be calculated using the California State Refund Policy. If they obtain books or equipment, as specified in the enrollment agreement as a separate charge, and return them in good condition within 30 days following the date of their withdrawal, the college shall refund the charge for the books or equipment paid by them. If they fail to return books or equipment in good condition within the 30 day period, the college may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount. For a list of these costs, see the list on the front of the enrollment agreement and any attachments. IF THE AMOUNT THAT THEY HAVE PAID IS MORE THAN THE AMOUNT THAT IS OWED FOR THE TIME THEY ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT THEY OWED IS MORE THAN THE AMOUNT THAT THEY HAVE ALREADY PAID, THEN THEY WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

The California State Refund

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

a) Deduct a registration fee not exceeding seventy-five dollars ($75) from the total tuition charge.
b) Divide this figure by the number of hours in the program.
c) The quotient is the hourly charge for the program.
d) The amount owed by you for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
e) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
f) The refund amount shall be adjusted for equipment, if applicable.

Hypothetical Refund example

Assume that a student, upon enrollment in a 80 hour course, pays $2047.00 for tuition, $75.00 for registration, and $215.00 (fair market value) for books and equipment as specified in the enrollment agreement, then withdraws after completing 30 hours of elapsed time without returning the equipment he/she obtained. The pro rata refund to the student would be **$1279.38** based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the college shall refund the charge for the equipment paid by the student. Based on the preceding example, the refund calculation would be made in the following way:

Total amount the student paid:	**$2047 tuition + $75 registration**			**$2,122.00**
Less	**Registration fee (amount school may retain)**	**minus**	**-**	**$75.00**
Divided by	**80 Clock hours of instruction**	**divided by**	**÷**	**80**
	The quotient is the hourly charge for the program			**$25.60**
Multiplied by	**30 Clock hours of instruction attended**	**multiplied**	**×**	**30**
				$767.62
	Initial amount paid by student for tuition	**equals**	**=**	**$2047.50**
Actual refund amount	**Amount paid minus cost of clock hours attended**	**equals**	**=**	**$1279.38**

A. They notify the college of their withdrawal or the actual date of withdrawal.
B. The college terminates their enrollment agreement.
C. They fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

Complaint Grievance Procedure

From time to time, differences in interpretation of college policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the College Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the College Director should be contacted. Normally, the informal procedure of "discussing" differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary & Vocational Education or Agency for Veterans Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary and Vocational Education,
1625 North Market Blvd., Suite 202, Sacramento, CA 95834
Tel (916) 574-7720, Fax (916) 574-8650
By E-mail to: bppve@dca.ca.gov

Veterans and Eligible Persons
1-800-442-4551

Student Tuition Recovery Fund

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

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF, 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 third-party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was the decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the student tuition recovery fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges 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 to the third-party.

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

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

The student is responsible for paying the state assessment amounts for the Student Tuition Recovery Fund. STRF will be assessed at a rate of $2.50 for each $1000 of tuition and any fraction above $500.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) 1625 N. Market Blvd., Suite S-202, Sacramento, CA 95834. www.bppe.ca.gov 916-7720, 888-370-7589, fax 916-574-8648.

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.
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address).

Programs Description

Medical Assistant

736 Clock Hours/ 46 weeks/ 35 Unit

This program provides the students with the basic knowledge and skills that will qualify them as entry-level medical assistants performing both front and back office duties including taking EKG'S and drawing blood. They can work in doctor's clinics/offices, medical centers, hospitals, medical laboratories, research laboratories, medical schools, pharmaceutical companies or medical insurance companies.
According to the United States Department of Labor, "Medical Assistant employment is projected to grow much faster than average, ranking medical assisting among the fastest growing occupations over the next decade. Job opportunities should be excellent, particularly for those with formal medical assistant training."

Class Title	Lecture Hours	Lab Hours	Instructional Hours
Typing and Bookkeeping		32	32
Introduction to Computer	16	64	80
Anatomy and Physiology	32	32	64
Medical Terminology	16	32	48
Clinical Procedures	16	16	32
Office Procedures	16	16	32
Patient Care and Communication	32	32	64
Clinical Assisting and Pharmacology	32	32	64
Med Ins/Bookkeeping/Health Sciences	32	32	64
Cardiopulmonary and Electrocardiography	32	32	64
Laboratory Procedures	32	32	64
Endocrinology and Reproduction	32	32	64
Medical Law, Ethics, and Psychology	32	32	64
Total	320	416	736

Front Office Medical Assistant

288 Clock Hours/ 18 weeks/ 12 Unit

This program is designed to enable the students to receive sufficient training in medical terminology, medical correspondence, fundamentals of physical examination and vital signs, bookkeeping, typing/keyboarding, computers and office practices so that graduate may find employment in offices of doctors, dentists, optometrists, and all types of medical clinics and facilities. Front Office Medical Assistants perform a variety of tasks such as assisting physicians in treating patients, taking patient medical histories, preparing patients for examinations, arranging and caring for instruments and equipment in examination rooms. They also complete and maintain patient records, schedule appointments, and arrange for hospital admissions.

Class Title	Lecture Hours	Lab Hours	Instructional Hours
Typing/Bookkeeping		32	32
Introduction to Computer	16	64	80
Anatomy & Physiology	32	32	64
Medical Terminology	16	32	48
Clinical Procedures	16	16	32
Office Procedures	16	16	32
Office Procedures	16	16	32
Total	96	192	288

Pharmacy Technician

560 Clock Hours/ 36 weeks/ 31 Unit

This instructional program that prepares individuals to support pharmacists by providing assistance during patient consultation, counter dispensing operations, and prescription preparation: keeping patient and related health record information; and by performing a wide range of practice-related duties. Students will have the school knowledge required to sit for the national exam (PTCB).Upon obtaining registration in the State Board of Pharmacy, graduates will qualify to work as a Pharmacy Technician in both hospital and retail drug store pharmacies.

Class Title	Lecture Hours	Lab Hours	Instructional Hours
Orientation to Pharmacy Practice	32		
Over-the-Counter Drugs	32		
Pharmacy Law	32		
Pharmacy Ethics	16		
Pharmacology I	32	16	
Pharmacology II	32	16	
Pharmacy Technology I	16	32	
Pharmacy Technology II	16	32	
Pharmacy Calculations	32		
AIDS Education and CPR	16	16	
Communication Skills for Pharmacy Practice	16		
Community Practice	16	16	
IV Admixture and Aseptic Technique I	16	16	
IV Admixture and Aseptic Technique II	16	16	
Resume Writing and Interview Techniques	16		
Advanced Insurance Billing	16	16	
Role in Drug Utilization Review	4	4	
Supervisory and Management Skills	8		
Research and Data Collection	8		
Non-sterile Compounding Seminar	8	8	
Nontraditional Practice Settings	16		
Total	372	188	560

Licensure

Upon completion of the Pharmacy Technician program the student will receive a Certificate of Course Completion. Students will have the school knowledge required to sit for the national exam (PTCB). There are two parts to being a Certified Pharmacy Technician (CPhT). First, pharmacy technicians must sit for and pass the national PTCE. Once a pharmacy technician has passed the exam, he or she may use the designation of CPhT. Second, to continue to hold certification, a CPhT is required to obtain twenty hours of continuing education for recertification within two years of original certification or previous recertification.

A person is not eligible to sit for the PTCE, or to recertify for the CPhT credential, if convicted of a felony that occurred within the last five (5) years, and/or if the conviction was drug or pharmacy-related.

Certified Nursing Assistant

168 Clock Hours/ 9 weeks/ 7 Unit

This course is designed to prepare students for certification by the State of California as an entry-level worker on a health care team in a long-term care facility. The curriculum is a structured to provide classroom theory and through community classroom placement, practical application of skills needed to function as a nurses assistant. The Nurse Assistant Training and Assessment Program Model Curriculum (NATAP) meets Title 22 and OBRA required hours of theory and clinical exposure for preparations for state certification.

Class Title	Lecture Hours	Lab Hours	Instructional Hours
Introduction to CNA	4		4
Patients' Rights	4	4	8
Interpersonal Skills	4		4
Prevention Management of Catastrophe	4	4	8
Body Mechanics	4	4	8
Medical and Surgical Asepsis	2	8	10
Weights and Measures	4	4	8
Patient Care Skills	2	44	46
Patient Care Procedures	2	20	22
Nutrition	2	8	10
Emergency Procedures	4	8	12
Long-Term Care Patient	4	4	8
Rehabilitative Nursing	4		4
Observation and Charting	4	4	8
Death and Dying	4	4	8
Total	52	116	168

Licensure
Upon completion of the Certified Nursing Assistant course the student will receive a Certificate of Course Completion. The student is eligible to take the State of California Department of Health Services C.N.A. exam to obtain a certificate as a Certified Nursing Assistant. A grade of C or better must be achieved to receive the Certificate of Course Completion.

Medical Billing

415 Clock Hours/ 20 weeks/ 22 Unit

The Medical Billing and Coding program provides students with the skills necessary to function as Physician-Based Coders, Hospital Coders, or Medical Claims Reviewers. Today, there are many demands for coding specialists and accurately coded data from the medical record in all types of health care institutions. Coded data are used on claims for reimbursement, patient care management, and healthcare evaluation and research. The curriculum includes medical terminology, human anatomy, computer skills and CPT and ICD coding.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
Medical Terminology	40	10		50
Medical Coding	40	10		50
Medical Transcription	60	30		90
Medical Billing	60	30	45	135
Total	260	110	45	415

Office Administrator

255 Clock Hours/ 13 weeks/ 17 Unit

The objective of this course is to train students in the terminology and skills needed to enter into the workforce as an Office Assistant or Data Entry and Information Processing Worker. This program is designed to prepare students for entry-level careers in the office environment. Students will have a wide range of skills, which will prepare them for most office careers.

Class Title	Lecture Hours	Lab Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30	
Microsoft Excel XP	40	15	
Microsoft Access XP	40	15	
Microsoft PowerPoint XP	40	15	
Total	180	75	255

Computerized Accounting

370 Clock Hours/ 18 weeks/ 20 Unit

The objective of this course is to train students in the terminology and skills needed to enter into the workforce as Bookkeeper. This program is designed to prepare students for entry-level careers in the office environment. Students will be educated in the concepts of accounting principles, managerial accounting, intermediate accounting, payroll, taxation, and auditing. Hands-on experience is gained in the use of accounting systems software. Students also will receive practical instruction in Microsoft Office business applications with extended emphasis on Excel and Access. Students will have a wide range of skills, which will prepare them for office careers such as a Bookkeeper or an Assistant Bookkeeper.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
Microsoft Excel XP	40	15		55
COMPACCTING 300	120	60	45	225
Total	220	105	45	370

Desktop Publishing

315 Clock Hours/ 15 weeks/ 16 Unit

The objective of this course is to train students in the terminology and skills needed to work as a Desktop Publishers. Using computer software, desktop publishers format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce publication-ready material. Depending on the nature of a particular project, desktop publishers may write and edit text, create graphics to accompany text, convert photographs and drawings into digital images and then manipulate those images, design page layouts, create proposals, develop presentations and advertising campaigns, typeset and do color separation, and translate electronic information onto film or other traditional forms. Materials produced by desktop publishers include books, business cards, calendars, magazines, newsletters and newspapers, packaging, slides, and tickets. As companies have brought the production of marketing, promotional, and other kinds of materials in-house, they increasingly have employed people who can produce such materials.
Job opportunities for desktop publishers are expected to be excellent because of the need to replace workers who move into managerial positions, transfer to other occupations, or leave the labor force. However, job prospects will be better for those with experience as many employers prefer to hire experienced desktop publishers because of the long time it takes to become good at this work. Among individuals with little or no experience, opportunities should be best for those with computer backgrounds, certification in desktop publishing, or who have completed a postsecondary program in desktop publishing, graphic design, or web design.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		
Quark	120	60	45	
Total	180	90	45	315

Visual Basic Programmer

435 Clock Hours/ 22 Weeks/ 22 Unit

The objective of this course is to train students in the terminology and skills needed to work as a Computer Programmer who can convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Graduate will able to develop and write computer programs to store, locate, and retrieve specific documents, data, and information and create and program web sites.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
Visual Basic 400	90	60		150
Visual Basic 401	90	60	45	195
Total	240	150	45	435

AutoCAD

285 Clock Hours/ 12 weeks/ 14 Unit

The objective of this course is to train student's ideas and plans from the creative design stage through production. Student acquire the skills to enter the workplace as a versatile draftsperson able to make basic design decisions and capable of addressing the challenges of future technological advances in the drafting and design profession. Student will be exposed to both classroom theory and laboratory projects. In addition, student will be required to create a variety of drawings of various sizes on different drawing media, and will use conventional as well as computer-aided drafting equipment. Student will begin career in a variety of entry-level positions in various fields involving drafting and design, some of which include mechanical drafting, piping drafting, architectural and construction drafting, civil drafting, interior design, illustration and design detailing.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
AutoCAD	90	60	45	195
Total	150	90	45	285

Graphic Design

400 Clock Hours/ 20 weeks/ 22 Unit

The objective of this course is to train students with the skills and knowledge to conceptualize and produce the graphic design and visual materials that effectively communicate visual and conceptual information for a variety of media. This includes publications, corporate design, films, packaging, information design, signage and interactive media.

Class Title	Lecture Hours	Lab Hours	Instructional Hours
Microsoft Word XP and Windows XP	80	30	
Coral Draw	100	40	
Adobe Illustrator	80	40	
Total	260	140	400

Administrative Assistant

450 Clock Hours/ 22 weeks/ 24 Unit

The objective of this course is to train student's variety of administrative and clerical duties to run an organization efficiently. Graduate will serve as information and communication manager for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail. Also may handle travel and guest arrangements. In addition Graduate will use computers to do tasks, such as: create spreadsheets; compose correspondence; manage databases; and create presentations, reports, and documents using desktop publishing software and digital graphics.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
Microsoft Excel XP	40	15		55
Microsoft Access XP	40	15		55
Microsoft PowerPoint XP	40	15		55
System Administrator	90	60	45	195
Total	270	135	45	450

Web-Site Design

350 Clock Hours/ 18 weeks/ 18 Unit

The objective of this course is to train students in web design and technologies that make the Internet come to life. Enter the fast-evolving field of Web design. It integrates the elements of audio, video, still images, animation, text and data for the delivery of interactive content. Web Design & Interactive Media focuses on web site design, visual design, digital image manipulation, digital audio and video, animation, text, business and project management.

Graduate will have an individualized digital portfolio to showcase the practical and technical skills and will be prepared for entry-level career opportunities with corporations, organizations, educational institutions, government agencies, entertainment and advertising agencies in the field of Web design.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
FrontPage	60	30		90
Dream Weaver	85	40	45	170
Total	205	100	45	350

PC Systems Technician

225 Clock Hours/ 10 weeks/ 11 Unit

The objective of this course is to train students in the features and functions of Microsoft Windows, installation protocol and troubleshooting techniques for PC operating systems and computer hardware, along with essentials of network design, networking operations and common problem solving techniques. Graduate also will learn integrated communications, critical thinking and analytical skills to help clients and fellow employees.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Net Tech 100	120	60	45	225
Total	120	60	45	225

Network Administrator

450 Clock Hours/ 20 weeks/ 22 Unit

The objective of this course is to train students on the overall health of the network, server deployment, security, ensuring network connectivity throughout and company's LAN/WAN infrastructure, and all other technical considerations at the network level of an organizations technical hierarchy.

The actual role of the Network Administrator will vary from company to company, but usually includes tasks such as network address assignment, assignment of routing protocols and routing table configuration as well as configuration of authentication and authorization – directory services. It often includes maintenance of network facilities in individual machines, such as drivers and settings of personal computers as well as printers and such. It sometimes also includes maintenance of certain network servers: file servers, VPN gateways, intrusion detection systems, etc.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Net Tech 100	120	60	45	225
Net Tech 200	120	60	45	225
Total	240	120	90	450

3-D Modeling

375 Clock Hours/ 18 weeks/ 19 Unit

The objective of this course is to train students in the terminology and skills needed to Process of taking a shape and molding it into a completed 3D mesh. The most typical means of creating a 3D model is to take a simple object, called a primitive, and extend or "grow" it into a shape that can be refined and detailed. Primitives can be anything from a single point (called a vertex), a two-dimensional line (an edge), a curve (a spline), to three dimensional objects (faces or polygons).

Today, 3D models are used in a wide variety of fields. The medical industry uses detailed models of organs. The movie industry uses them as characters and objects for animated and real-life motion pictures. The video game industry uses them as assets for computer and video games. The science sector uses them as highly detailed models of chemical compounds. The architecture industry uses them to demonstrate proposed buildings and landscapes through Software Architectural Models. The engineering community uses them as designs of new devices, vehicles and structures as well as a host of other uses.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
AutoCAD	90	60		150
Rhino 400 (Jewelry & 3-D Design)	60	30	45	135
Total	210	120	45	375

Computerized Taxing

315 Clock Hours/ 15 weeks/ 16 Unit

The objective of this course is to train student's full spectrum of work performed by income tax professionals including planning, compliance, and audit defense. Required courses provide the substantive fundamentals of income tax law by focusing on individuals as well as the two most common forms of business entity taxpayers. Electives apply the foundational principles of tax law within specialized areas of emphasis.

Upon completion of the program, students have achieved an intermediate level of expertise encompassing both theoretical and practical aspects of federal income taxation, including:

- Understanding the legislative, regulatory and judicial sources of tax law, their relative merits and applications.
- Confidence in identifying and resolving substantive income tax problems with special emphasis on gray area issues.
- Sound technique in income tax accounting and reporting.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
Computerized Taxing	120	60	45	225
Total	180	90	45	315

Photo Editing

285 Clock Hours/ 14 weeks/ 14 Unit

The objective of this course is to train students in the terminology and skills needed to work as a Photo Editors. Students learn to use computer software, desktop publisher's format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce publication-ready material. Graduates will be able to write and edit text, create graphics to accompany text, convert photographs and drawings into digital images and then manipulate those images, design page layouts, create proposals, develop presentations and advertising campaigns, typeset and do color separation, and translate electronic information onto film or other traditional forms.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
Adobe Photoshop	90	60	45	195
Total	150	90	45	285

Video & DVD Editing

315 Clock Hours/ 15 weeks/ 16 Unit

The objective of this course is to train students in digital video editing (non-linear editing) this method allows student to access any frame in a digital video clip regardless of sequence in the clip. The freedom to access any frame, and use a cut-and-paste method, similar to the ease of cutting and pasting text in a word processor, and allows easily include fades, transitions, and other effects that cannot be achieved with linear editing. Graduate will explore how to apply time-honored principles of film editing using today's digital technology.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
Video Editor	120	60	45	225
Total	180	90	45	315

3-D Animation

285 Clock Hours/ 14 weeks/ 14 Unit

The objective of this course is to train student's wide variety of genres and applications, though the simplest way to break it down is into the categories of 2D and 3D animation. Graduate will launch exciting careers working at television studios, network and cable, major corporations, commercial post-production facilities and film production companies. Graduate become specialized visual communicator who combine technological know-how with artistic talent to package information in creative new ways.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Word XP and Windows XP	60	30		90
Ulead Cool 3-D Flash Animation	90	60	45	195
Total	150	90	45	285

English as a Second Language (VESL I/II/III)

VESL I 200 Clock Hours/ 10 weeks/ 12 Unit
VESL II 200 Clock Hours/ 10 weeks/ 12 Unit
VESL III 200 Clock Hours/ 10 weeks/ 12 Unit

The objective of this course is to train student's essential VESL skills ranging from teaching pronunciation, listening, speaking, reading, writing and classroom management to specialized teaching skills such as teaching business English and children. This course also includes instruction on how to tutor private students, teach young learners.

Vocational English as a Second Language (VESL) in Industry Project was designed to develop and implement a competency-based VESL curriculum to be used with industry-linked VESL language training. Language needs for limited-English-proficient workers in companies. The implementation process included assessing the language needs of workers at the company, assessing the language proficiency of the workers, writing the curriculum, and scheduling classes and supervisor seminars. The evaluation procedure consisted of pre- and post-checklists of language competencies.

English has become the world's language and it is growing in importance every day. Globalization and developments in communications are fuelling demand for the language around the world. Teaching English is graduate chance to gain fulfillment by giving something back to the community you'll be living in. VESL teachers frequently report on the satisfaction they feel when their students show them respect and gratitude for all the help and support they have received.

Our VESL program will show students how they can work in Vocational English language teaching.

Our VESL programs are also designed for students who wish to improve their English so that they may be able to find employ in the profession of their choice and for better business relations with improved language skills.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
VESL 101	40	10		
VESL 102	40	10		
VESL 103	40	10		
VESL 104	40	10		
Total	160	40		200
VESL 105	40	10		
VESL 106	40	10		
VESL 107	40	10		
VESL 108	40	10		
Total	160	40		200
VESL 109	40	10		
VESL 110	40	10		
VESL 111	40	10		
VESL 112	40	10		
Total	160	40		200
Total	480	120		600

Environmental Communication

285 Clock Hours/ 12 weeks/ 13 Units

Course Description

Climate changes challenges governments and companies to prepare sound and effective strategies to limit greenhouse gas emissions, accelerate energy efficiency improvements and increase the use of renewable energy sources. More and more companies are seeing the financial advantages of cutting down on their energy use. There is no doubt that working towards a sustainable energy supply is a strategy that pays off in the long run. However, there are also more immediate benefits that can be achieved right now. These include lower costs and reduced emissions. The focus of interest of the study program is to deal with questions in the context of sustainable environmental development. In particular the perspectives of education, consultation and communication are considered. This course focuses on the interdependency of human and natural systems demands an approach which ensures that the complex problems of global change are analyzed in an integrated way from different perspectives and at a variety of levels.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Sustainibility Education	50	20	25	95
Energy Management	50	20	25	95
Ecoinformatics	50	20	25	95
Total	150	60	75	285

Internet and Multimedia Management

480 Clock Hours/ 14 weeks/ 20 Units

Course Description

The internet, especially the World Wide Web based technologies are now an essential components of all successful commercial and industrial companies. The course focuses on web based applications and teaches the key technical skills for using interactive, database driven, multimedia web applications. Students are given skills in various computer techniques from web applications development to ULEAD Video Studio, Adobe Photoshop, Adobe Illustrator web server configuration. The course can be studied as a cluster of units with varying combinations.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Introduction to Data Communications	20	10	30	60
Multimedia Technologies	40	20	45	105
Introduction to Internet Management	40	20	45	105
Software Project Management	40	20	45	105
Web Technologies	40	20	45	105
Total	180	90	210	480

Fashion Design

645 Clock Hours/ 40 weeks/ 35 Unit

The Fashion Design program offers creative opportunities to transform design ideas into garments and accessories. Students are introduced to basic skills of seven main concepts.

- **An Introduction to Sewing** - Students will learn the history of sewing, and the different types of modern sewing. Also covered in this lesson set are an introduction to stitches, seams, and patterns.
- **An Introduction to the Sewing Machine** - It covers proper handling of the machine, and also general maintenance and troubleshooting. Students learn sewing techniques, and how to apply tension appropriates.
- **Identifying Fibers and Fabrics** - In this set, students learn the difference between fabrics and how to select an appropriate fabric. This set also covers binding, cutting, interfacing, and marking fabrics.
- **Advanced Dressmaking** - Along with the basics of cutting fabrics, and finding the appropriate fit, this course covers more advanced sewing projects, including lining, shoulder pads, and pleats. Students also learn how to make more complicated clothing, like trousers and jackets.
- **Fasteners and Decorative Touches** - This lesson set covers embroidery materials and fasteners of all types, including zippers, buttons, and hooks. Students are given an overview of embroidery tools and how to apply decorative materials correctly.
- **Fashion** - Students learn the basics of creative design, including line, color, proportion, and scale. The lesson explores non-standard garments, such as underwear, pajamas, maternity, and infant ware.
- **Alterations and Fittings** - This lesson covers altering necklines, waistlines, and hemlines. Additionally, students learn how to draft patterns and create original designs.

The faculty nurtures creativity and teaches hands-on skills using traditional tools as well as industrial equipment similar to that found in the fashion design field. The combination of professional skills and technical knowledge help students prepare for entry-level positions.

Class Title	Lecture Hours	Lab Hours	Instructional Hours
Introduction to Sewing	45	30	75
Introduction to the Sewing Machine	45	30	75
Identifying Fibers and Fabrics	60	30	90
Advanced Dressmaking	60	30	90
Fasteners and Decorative Touches	60	30	90
Fashion	75	60	135
Alterations and Fittings	60	30	90
Total	405	240	645

Our graduates should expect to start their career at a junior level, usually as assistant designers. Despite the hard work and long hours, the opportunity to learn about the industry and observe senior designers will be immensely useful. Some designers choose to work for large apparel manufacturers who cater to the masses. Others prefer the exclusivity of high fashion which allows them to design unique luxurious fashion.

There are many career options out there for graduates. Some possible careers include:

Assistant designers
Specialty designers
Costumer designers (for theatre, TV and the arts)
Trend researchers
Fashion consultants
Buyers

Appendix

Schedule of Charges

	Office Administrator	Desktop Publishing	The Visual Basic	AutoCAD	Network Administrator	Administrative Assistant
STRF Fee	$10.00	$12.50	$7.50	$10.00	$17.50	$17.50
Registration Fee	$75.00	$75.00	$75.00	$75.00	$75.00	$75.00
Book(s) /Supplies	$100.00	$100.00	$75.00	$100.00	$100.00	$100.00
Tuition	$3,825.00	$4,725.00	$6,525.00	$4,275.00	$6,750.00	$6,750.00
Total Tuition	$4,010.00	$4,912.50	$6,691.00	$4,460.00	$6,942.50	$6,942.50

	Web - Site Design	3-D Animation	3-D Modeling & Jewelry Design	DVD - Video Editing	Photo Editing & Design	Graphic Design
STRF Fee	$12.50	$10.00	$12.50	$12.50	$10.00	$15.00
Registration Fee	$75.00	$75.00	$75.00	$75.00	$75.00	$75.00
Book(s) /Supplies	$125.00	$100.00	$100.00	$100	$100.00	$100.00
Tuition	$5,250.00	$4,275.00	$5,625.00	$4,725.00	$4,275.00	$6,000.00
Total Tuition	$5,462.50	$4,460.00	$5,812.50	$4,912.50	$4,460.00	$6,190.00

	Computerized Taxing	Computerized Accounting	PC Systems Technician	Medical Billing	VESL I/II/III individually	VESL I/II/III
STRF Fee	$12.50	$15.00	$7.50	$15.00	$7.50	$15.00
Registration Fee	$75.00	$75.00	$75.00	$75.00	$75.00	$75.00
Book(s) /Supplies	$100.00	$100.00	$50.00	$150.00	$100.00	$300.00
Tuition	$4,725.00	$5,550.00	$3,375.00	$6,225.00	$3,000.00	$6,000.00
Total Tuition	$4,912.50	$5,740.00	$3,507.50	$6,465.00	$3,182.50	$6,390.00

	Environmental Communication	Internet and Multimedia Management	Pharmacy Technician	Certified Nursing Assistant	Medical Assistant	Front Office Medical Assistant	Fashion Design
STRF Fee	$5.00	$5.00	$20.00	$7.50	$27.50	$10.00	$25.00
Registration Fee	$75.00	$75.00	$75.00	$75.00	$75.00	$75.00	$75.00
Book(s) /Supplies	$50.00	$50.00	$100.00	$50.00	$150.00	$150.00	$425.00
Tuition	$1,800.00	$1,800.00	$8,400.00	$2,520.00	$11,040.00	$4,320.00	$9,675.00
Total Tuition	$1,930.00	$1,930.00	$8,595.00	$2,652.50	$11,292.50	$4,555.00	$10,200.00

The purposes for those charges are as follows:

Registration Fee-	To cover the cost of enrollment and registration
Tuition Fee-	To cover the cost of tuition
STRF-	Student Tuition Recovery Fund
Books/Supplies-	To cover the cost of the textbook/exercise books/supplies

The college reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

California law requires that institutions collect form each newly enrolled student a "STRF" fee in the amount of $2.50 per thousand dollars of tuition charged. The student is responsible for paying the state assessment amount. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. There are no optional student charges for this program. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student

Legal Holidays

New Year's Day	January 1
Martin Luther King Day	January 15
President's Day	February 19
Good Friday	April 6
Memorial Day	May 25
Independence Day	July 4
Labor Day	September 3
Thanksgiving Day	November 22
Friday after Thanksgiving	November 23
Winter Holidays	December 21, 2010 until January 4, 2011

Class Schedule

9:00 A.M. – 3:00 P.M. Monday – Friday
6:00 P.M. – 9:00 P.M. Monday – Friday

Office Schedule

9:00 A.M. – 5:00 P.M. Monday – Friday

Job titles to which these educational services are represented to lead

Job Title	Dictionary of Occupational Titles Number
Medical Assistant	079-362-010
Medical Clerk	205.362-018
Medical Secretary	201.362-014
Nurse Assistant	355.674-014
Pharmacy Technician	074.382-010
Medical Record Clerk	245.362-010
Medical Transcriber (clerical)	203.582-058
Clerk, General Office	209.562-010
Administrative Clerk	219.362-010
Data Entry Clerk	203.582-054
Desktop Publishers	979.382-026
Drafters	017.261-014
Drafter, Architectural	001.261-010
Drafter, Mechanical	007.281-010
Systems Analyst	012.167.066
Audit Clerk	210.382-010
Bookkeeper	210.382-014
Accounting Clerk	216.482-010
Computer Programmer	030.162-010
Computer Systems Analysis/Analyst	033.167-010
Computer and Information Sciences, General	213.362-010
Jewel polisher (clock & watch)	770.685-010
Jewelry jobber (jewelry-silver.)	700.281-010
Jewelry-repairer apprentice (jewelry-silver.)	700.281-014
Bookkeeping, Accounting	210.382-014
Clerk, general (clerical)	209.562-010
Clerk, general office (clerical)	219.362-010
Clerk guide (personal ser.)	359.573-010
Fashion Artist (retail trade)	141.061-014
Fashion Consultant (profess. & kin.)	096.121-014
Fashion Coordinator (retail trade)	185.157-010
Fashion Designer (profess. & kin.)	142.061-018
Fashion model (garment; retail trade; wholesale tr.)	297.667-014
Fashion stylist (retail trade)	185.157-010

The Dictionary of Occupational Titles (DOT) was developed in response to the demand of an expanding public employment service for standardized occupational information to support job placement activities. The U.S. Employment Service recognized this need in the mid-1930's, soon after the passage of the Wagner-Peyser Act established a Federal-State employment service system, and initiated an occupational research program, utilizing analysts located in numerous field offices throughout the country, to collect the information required. The use of this information has expanded from job matching applications to various uses for employment counseling, occupational and career guidance, and labor market information services. In order to properly match jobs and workers, the public employment service system requires that a uniform occupational language be used in all of its local job service offices. Highly trained occupational analysts must go out and collect reliable data which is provided to job interviewers so they may systematically compare and match the specifications of employer job openings with the qualifications of applicants who are seeking jobs through its facilities.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Institution Ownership

Giligia College
(For-profit corporation incorporated in California)

Directors

Mr. Hovhanes Kartounian	President and CEO
Dr. Elize Bisanz	Vice President and CFO
Onnik Bayramyan	Director
Mrs. Gaiane Adamian	Secretary/Treasurer

Staff and Faculty Listing

Onnik Bayramyan	College Director
Gaiane Adamian	Executive Secretary (Registrar/Veterans Record Clerk/VA Certifying Official)
Hermine Kartounian	Custodian of Records

Instructors and Qualifications

Dr. Arman Gasparyan	Computer Science	M.B.A.
Kevin Kasparyan	Computer Science	B.S
Ripsi Nalbandyan	Medical Billing	A.A.
Mery Toumanian	VESL	M.A., B.A.
Claude Millhouse	Computer Graphics	B.S
Laura R. Mhre	Comp. Graphics Web	B.S
Felicia Goreshter	Graphic / Web Design	B.S

Giligia College

1650 Flower Street, Glendale, CA 91201
Tel: (818) 881 1112 Fax: (818) 881 2220

Catalog Receipt

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Print Name (Veteran or Eligible Person):_____

Signature:_____

Enrolled by: _____

Date: _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

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 (BPPE) 1625 N. Market Blvd., Suite S-202, Sacramento, CA 95834. 916-7720, 888-370-7589, fax 916-574-8648.

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

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.