

# HAMILTON COLLEGE

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## SCHOOL CATALOG

JANUARY 1, 2016 – DECEMBER 31, 2016



**3251 SIXTH STREET, SUITE 401**

**LOS ANGELES, CA 90020**

**PHONE: (213) 388-1369 • FAX: (213) 388-1338**

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# Welcome to Hamilton College!

*Students, we applaud you for enrolling and committing to enriching your life with education!*

*In 2010, we opened our campus to provide the community with a training facility that will prepare students with real-world working skills!*

*Today we offer challenging new opportunities, programs, and academic non-degrees to help you reach or enhance your goal. In the end, Hamilton College would like you to grow with honor, courage, commitment, and character.*

*Help us make your future come through!*

*The Administration & Management*

## APPROVAL DISCLOSURE STATEMENT

Hamilton College is a private postsecondary institution and was granted approval to operate from the California Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909(a) (2). The Bureau's approval means that the institution and its operations comply with the standards established under the law for higher learning and instruction by private educational institutions and does not imply by endorsement or recommendation by the State of California, Bureau for Private Postsecondary Education (BPPE).

### Approved Programs, Non-Degree

- Computerized Office Management
- English as a Second Language
- Massage Therapist
- Medical Assistant
- Medical Coding and Billing
- Nurse Assistant
- Pharmacy Technician

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 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833; Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov); telephone numbers: (888) 370-7589, (916) 431-6959; or by Fax Number: (916) 263-1897.

### MISSION

Our mission at Hamilton College is to provide job skills and training that will prepare our graduates for employment in entry-level positions, provide the platform for individual achievement, pursue higher education, and engage in leadership opportunities in the future of our community.

### PHILOSOPHY

We believe that Education makes a world of difference. All students can learn. Education is a collaboration of student, school, and community. We seek to improve the quality of life through enriched instruction and install the desire for lifelong learning, education, and achievement. Hamilton College believes in the uniqueness, dignity, and worth of all persons. The person is a human being with physical, psychosocial, and spiritual needs. Human beings have a primary need to ensure physical survival and mental well-being throughout life's cycle and into future generations.

Our allied health graduates will learn to interact with the external environment that includes the patients, patients' families, and the community, incorporating cultural and environmental factors affecting patient care. Our business and computer science graduates will learn the skills and values

necessary for ensuring the economic well-being of the individual, family, and private or public enterprise that will employ them. Students will build an ethical and moral framework upon which to harness today's information and technology and envision tomorrow's innovations and imagination.

## **HISTORY**

Hamilton College opened in April 2010 to provide real-world education and training in the community for entry-level employment in a platform for future educational achievements. Our students have helped reach this goal by walking out of the college as mature and confident contributors to the community.

The college has originally registered as Hamilton State College, LLC; however, Hamilton College became a "C" Corporation in July 2011.

## **OBJECTIVES**

The objectives underlying each of our programs are to enable our graduates to earn an honest living and living wage and be of service to humanity.

## **CAMTC DISCLOSURES**

1. Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq."
2. A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.
3. Publication of CAMTC's Law related to unfair business practices are related to massage:
  - (1) Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:
    - (a) To hold himself or herself out or to use the title of "certified massage therapist" or certified massage practitioner," or any other term, such as "licensed," certified," "CMT," or "CMP," in a manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
    - (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

## **ADVISORY BOARD**

Hamilton College has an Advisory Board. The Advisory Board is a volunteer group of individuals with experience and expertise representing a cross-section of experience in the college academic

and practical training areas. The Board's primary purpose is to help the college ensure that its training outcomes, educational materials, and equipment are current and relevant to occupational practices and requirements. The Board is utilized to communicate the occupational needs of the community in order to ensure that the school's students are educated and taught the skills required by employers. The relationship between the College and its Advisory Board is one which enhances the school's ability to meet the needs of students and employers by addressing educational, technological and occupational changes as they occur.

## **OWNERSHIP AND LOCATION OF THE MAIN CAMPUS**

### **Name of Institution: HAMILTON COLLEGE**

Physical and Mailing Address: 3251 Sixth Street, Suite 401, Los Angeles, CA 90020

Telephone Number: (213) 388-1369

Fax Number: (213) 388-1338

BPPE Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Chief Executive Officer and Owner**

Mr. Steve Kim, B. ARCH.

Class sessions (lecture and lab) are held at the main campus, 3251 Sixth Street, Suite 401, Los Angeles, CA 90020.

Hamilton College has no pending petition in bankruptcy, nor is operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **Equal Opportunity and Non-Discrimination Policy**

Hamilton College does not discriminate in admission, advising, training, placement, employment, or any activity on the basis of race, color, national origin or religion, age, gender, physical or mental handicap, marital status, or political affiliation. We comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All applicants are interviewed and evaluated on the basis of their ability to train in the field of study.

## **Non-Immigrant Alien Students**

Hamilton College is authorized under federal law to enroll non-immigrant alien students. Applicants seeking admission to Hamilton College need to follow the admissions criteria and contact the admissions office for further information.

## **Instructional Facilities, Equipment, and Class Size**

Hamilton College is located near downtown Los Angeles in close proximity to freeways, Metro Rail, and public transportation. Classroom and lab instruction are conducted at Class sessions (lecture and lab) are held at the main campus, 3251 Sixth Street, Suite 401, Los Angeles, CA 90020.

Our College has been located to provide our students with the perfect environment to promote learning. Our campus consists of industry-standard computer lab, a student lounge, a massage therapy lab, a library, and lecture rooms. We offer parking in the building and additional street parking is available.

Our facilities are designed to maintain small classes. Our occupancy level will accommodate about 15 students at any one time in the main campus. Our campus complies with ADA standards. On the average, the teacher to student ratio is 5:1 in the lecture; 5:1 in the laboratory. The facility has all necessary equipment for lecture and laboratory practice. Examples of classroom equipment include audio/video equipment, medical charts, overhead projector, computer lab, and library. Laboratory equipment includes computers and massage room.

## **Safety**

Our campus and training equipment comply with all local, state and federal rules and environmental regulations.

Accommodations can be made for limited-English speaking and/or physically-challenged students. Hamilton College is a wheelchair-friendly facility. We provide assistance in accommodation and requests for services on a case-by-case basis. Please remember that a written, signed applicable documentation, such as a physician's certification, may be necessary when making a request for accommodations.

## **Library and Other Learning Resources**

Hamilton College has a library that houses reference and textbooks that are needed by students in their studies. The library also has four (4) computers with internet access. Students can use the library before and after class. A staff from the Student Services Department will open and monitor the students. Instructors may bring groups of students during class time. Videos, periodicals, CDs, audio tapes, and other learning materials are available for students' use.

**Library Hours:** 9:00AM – 2:00PM – Monday through Friday

The library closes on the following holidays and on weekends.

**Location:** The library is conveniently located on campus computer lab.

## **PRIMARY FACULTY AND STAFF**

## **ADMINISTRATORS**

Chief Executive Officer/PDSO

Steve Kim, B. Arch.

California State University of San Luis Obispo

## **NON-DEGREE PROGRAM INSTRUCTORS**

### **ESL Program**

Not Currently Operating

### **Medical & Nurse Assistant**

Not Currently Operating

### **Massage Therapist Program**

Daniel Rivas, MT

Art of Massage Diploma 2001

Certified BLS-American Heart Association

Philosopherher-2 years of Theology 1974

### **Computerized Office Management**

Not Currently Operating

## 2016 HOLIDAY SCHEDULE

Martin Luther King Day	School Closed
Presidents Day	School Closed
Spring Break	To be Announced
Good Friday	School Closed
Memorial Day	School Closed
Independence Day	School Closed
Labor Day	School Closed
Thanksgiving Day	School Closed
Friday after Thanksgiving	School Closed
Winter Break	December 21, 2015 to January 4, 2016
Christmas Eve	School Closed
New Year's Eve	School Closed
New Year's Day	School Closed

Note: Classes will resume on January 5, 2016.

Other Holidays or days of school closure may occur at the discretion of the School Administration/Faculty.

### Calendar or Schedule of Classes

Hamilton College operates on an open-entry, open-exit system. Classes are scheduled by modules and students may be able to start a module on any given day during the week. Students will be advised when the next module starts.

### Hours of Operation

General school hours are 8:00 a.m. to 5:00 p.m. daily, Monday through Friday. Classes are scheduled in the morning, afternoon and evening. Evening classes are from 5:30 to 9:30 p.m. Saturday sessions, when scheduled, are conducted from 9 a.m. to 1 p.m. Check with the Administration, individual instructors and/or registrar for course schedule changes. Course schedules and instructors are subject to change.

# **ADMISSIONS**

## ADMISSIONS—POLICIES AND PROCEDURES

Hamilton College encourages prospective students to visit our campus and discuss educational occupational goals with our Campus Director and/or Admission Representative prior to signing the enrollment agreement. Prospective students must have a high school diploma or equivalent. Applicants who do not have a high school diploma and are beyond the age of compulsory school attendance in California (18 years old) and who can demonstrate the Ability to Benefit (ATB) from the training will be admitted by passing an independently administered test. Additionally, the student will have a personal interview with the Admissions personnel to determine his or her potential to succeed in that program. Students admitted as ATB students are advised to enroll in GED classes offered at adult schools or community colleges. Satisfactory academic progress of ATB students will be monitored monthly.

All applicants for admission to the college must first be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the occupation to which the program of instruction is presented.

ATB applicants must take and pass the Wonderlic Basic Skills Test (WBST). The Wonderlic Basic Skills Test is composed of the Verbal (VS) and the Quantitative (QS) tests. The minimum passing score for Verbal is 200, Quantitative is 210.

Hamilton College does not discriminate in admission, advising, training, placement, employment, or any activity on the basis of race, color, national origin or religion, age, gender, or sexual orientation, physical or mental handicap, marital status, or political affiliation. The college complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All applicants are interviewed and evaluated on the basis of their ability to train in the field of study in which they enroll.

**School Catalog:** Prospective students are advised to request a hard copy of the student catalog to review prior to enrollment. Students can also request a hard copy to be mailed to their home address at no cost.

**Enrollment Policy:** The College operates on an open-entry, open-exit modular programs. Non-degree new students are admitted every first school day of the week.

**Credit Evaluation Policy:** Any prospective student who wishes to receive credits for previous education and training **MUST** submit original transcripts from all prior institutions, including military training, traditional college coursework, and vocational training. Transcripts will be evaluated by the Program Director and/or the Chief Academic Officer.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of credits you earn at Hamilton College 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 the 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 Hamilton College to determine if your credits or degree, diploma or certificate will transfer.”

## TRANSFER OF CREDIT POLICY

Credits are accepted on the basis of applicability to the chosen program of study. Students with previous education and training in the course to be pursued will be reviewed upon enrollment and be given appropriate credit. Credits allowed will be recorded on enrollment records and the length of the course shortened and the cost reduced proportionately. Only courses/classes taken during the last five (5) years will be considered for transfer of credit. Hamilton College may, at the discretion of the Committee on Evaluation chaired by the Program Director, **to award the transfer of credit based on a written exam, an oral exam, a practical, or a combination of two of these methods.**

Students are required to submit an original transcript of records from the institution where they completed the classes or programs. The college will only allow 30% of the total number of credits/clock hours to be credited toward the program. An administrative fee of \$50 will be charged for each class/subject/course that will be evaluated for credit.

Hamilton College grants credit as recommended by standard assessment guides, including ACE (The American Council on Education) and DANTES (Defense Activity for Non-Traditional Educational Support). The College also grants credit for acceptable scores on national standardized examinations including CLEP (College-Level Examination Program); ACT-PEP (American College Testing-Proficiency Examination Program); and for professional certification exams in the ACE exam guide. The academic advisor will advise students, review the possibilities for credit recognition, and determine the best method for assessment.

**Transfer Credit: Hamilton College** will accept transfer credits from regionally/nationally accredited postsecondary institutions for courses in which the student earned a minimum grade of C (2.0 or 70%) and that are applicable to the student's program at Hamilton College.

Appropriately accredited postsecondary institutions are defined as those accredited by an accrediting agency recognized by the United States Department of Education, or by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or, for non-United States institutions, an educational institution approved by an equivalent authority.

**Foreign Transcripts:** Foreign transcripts will be evaluated considering the relative strength of the foreign curriculum, applicability to the Hamilton College program in which the student seeks to enroll, and other factors. Prior to enrolling, students are advised of the number of transfer credits that will be applied. Acceptance of transfer credits is solely within the discretion of the College, the decisions of which shall be final. Applicants who have degrees from foreign institutions of higher education need to have these credentials evaluated by a transcript evaluation service of foreign academic credentials that is a member of the National Association of Credential Evaluation Services (NACES). Transfer credit may be given *only* for academic coursework completed during the last five (years); no transfer credit is awarded for life experience, portfolio assessment or any other non-academic achievements.

Transfer credits appear as "CR" on the student's Hamilton College's transcript and are not included in the GPA calculation. Transferability of credit is recorded on a student's Hamilton's transcript upon receipt of an official transcript from the previous institution and an evaluation is awarded.

**Credit by Challenge Examination:** Advanced placement and appropriate academic credit will be granted to students passing challenge exams who demonstrate mastery of any course offered by Hamilton College. The administrative fee of \$50 applies for each course that is being challenged.

Credit for such courses will appear as "CE" on the student's Hamilton College's transcript and will not be included in the GPA calculation.

**Credit by Advanced Placement Examination:** Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board will receive credit for those courses if they are applicable to their program at Hamilton College. Credit for such courses will appear as "CR" on the student's Hamilton College transcript and will not be included in the GPA calculation.

### **Transfer of Hamilton College Credit to Other Institutions**

A clock hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution (i.e., Hamilton College), decides whether to accept credits for transfer.

To facilitate transfer of Hamilton College credits to other institutions or colleges, the college provides the following to graduates:

- Official transcripts sent under seal to the institution requested by the graduate upon request.
- Course descriptions (found in this catalog and/or in the course study guides)
- Detailed course syllabi (found in the course study guides)

Please e-mail or call the Campus Director for assistance with any of these items. A transcript request form is available upon request.

The college cannot control the transfer for credits to other institutions and makes no guarantees or promises that the graduate will be successful in this endeavor.

### **Experiential Credit**

Hamilton College does not award credit for prior experiential learning.

### **Transfer Credit Evaluation Appeal**

Students who wish to appeal the evaluation of transfer of credit must write a letter within to the Campus Director within 10 business days after receiving the evaluation. The letter must include:

- The name(s) of the previous institution(s) attended, the name and number of each course for which the students was denied transfer of credit, and the date(s) of enrollment in each course.
- A copy of the catalog description (from the appropriate year) for each course in question.
- A copy of the syllabus or course outline (from the appropriate year) for each course in question.
- A statement indicating why the credit(s) should be accepted.

### **Financial Assistance and Payment Policy**

Tuition for the program selected is due the first session of each module or term unless alternate arrangements are made with the business office. Payment may be made with cash, check, money order made payable to Hamilton College or through an auto-debit agreement. Hamilton College will assist students in applying for student financial assistance, either through private loans or in-house loans. Checks that are returned for non-sufficient funds will be assessed a \$50.00 processing

fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or money order.

Hamilton College does not participate in federal and state financial aid programs at this time.

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

## **Student's Right to Cancel**

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, fax, or e-mail. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. Address is as follows: Hamilton College, Attention: Campus Director, 3251 Sixth Street, Suite 401, Los Angeles, CA 90020. The written notice of cancellation does not need any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given a Notice of Cancellation form for your use if you decide to cancel, however, you can use any written notice that you may wish. You must notify us of your cancellation at the first class session, or the seventh day after enrollment, whichever is later, to avoid any charges. You do not cancel the contract by just not attending classes.

Additionally, the College also may reject an applicant for enrollment; and, an applicant accepted by the institution may cancel his or her agreement prior to the scheduled class start or may never attend class (no show). The College may consider a withdrawal after the class start as a cancellation or no show and therefore not consider the applicant as a new start. The College reserves the right to postpone or cancel a scheduled program or course if the registration is insufficient to establish a class.

If the College has given you any equipment, including books or other materials, they are a part of your tuition. Once you pay for the equipment, it is yours to keep without further obligation, unless returned in "as new" condition. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, books, uniforms and equipment received that has been used.

## **Withdrawal from Course**

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is at the first class session, or the seventh day after enrollment, whichever is later, the school will remit a refund, less a registration fee not to exceed \$150 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for books, uniforms and equipment received. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. You shall be liable for the amount, if any, by which the documented cost for books and equipment exceeds the prorated refund amount. The documented cost of the books and

equipment may be less than the amount the school has charged in the contract. In any event, you will never be charged for more than the books and equipment received as stated in the contract.

## Refunds after Withdrawal from Program

Hamilton College will apply a **pro rata refund policy** for students who withdraw or are terminated from their training if they complete 60% or less of their program. Under the 60% pro rata refund calculation, Hamilton College will retain only the percentage of charges proportional to the period of enrollment completed up to the 60% or less by the student.

After completing more than 60% of the program, Hamilton College will retain 100% of the charges for the enrollment period. The percentage of the period of enrollment completed by the student is calculated by dividing the total number of program hours in the period of enrollment into the number of scheduled hours completed in the period as of the student's last date of attendance. A refund is calculated using the following steps:

1. Determine the tuition institutional charges for the period of enrollment.
2. Divide the tuition charges by the total number of hours in the period of enrollment to determine charges per hour.
3. The total institutional charges are calculated by multiplying the total scheduled hours completed as of the student's last date of attendance by the tuition charges per hour, and then adding costs for the registration fee, STRF fee (if applicable), and those administrative charges listed in the School Catalog under the section titled Other Fees, as applicable.

The refund will be any amount in excess of the total institutional charges (calculated in step 3) against the total payment paid to the College. The amount not paid by the student for the total institutional charges is the amount the student owes to the College.

**If the amount that you paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the date of determination of your withdrawal/termination. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay the balance.**

### Refund Examples

1. **Student completed 60% or less of the program:** A student enrolled in a 900 clock hour program, but was terminated after completed 350 clock hours. The student paid \$2,000.00 as of the withdrawal date (charges listed below):
  - Tuition: \$4,550.00
  - Registration Fee: 150.00
  - (a) Tuition charges per hour is \$5.06 (\$4,550.00 divided by 900 Clock Hours)
  - (b) Total institutional charges equal \$1,896.44 [\$1,796.44 (\$5.06 x 350 Hours) + \$150.00 registration fee.
  - (c) Refund amount is \$53.56 (\$2,000 - \$1,871.94)
2. **Student completed more than 60% of the program:** A student enrolled in a 900 clock hour program but was terminated after completing 600 clock hours. The student paid \$3,000 as of the withdrawal date (charges listed below):
  - Tuition \$4,550.00
  - Registration 150.00
  - (a) Tuition charge per hour is \$5.06 (\$4,550.00 divided by 900 Clock Hours)
  - (b) Total institutional charges equal \$4,652.50 (\$4,550 + \$150.00 registration fee); total institutional charges must be paid by student because he or she completed more than 60% of the program
  - (c) Balance owed by student is \$1,700.00 (\$4,550.00 + \$150.00 - \$3,000.00)

## **Determination of Withdrawal Date (Last Date of Attendance)**

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

## **Past Due Accounts**

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good faith effort to catch up with their account in a timely manner, may be subject to disciplinary action.

Any delinquency over sixty (60) days will place the student in jeopardy of termination from the program of study unless mutually satisfactory arrangements are made. If the student fails to comply with the payment arrangement, the account will be turned over to collections and the student will be placed on 30-day probation. If the student's financial status is still not in compliance at the end of probation, the student will be terminated.

Students who have been dismissed for non-payment for tuition will not be re-admitted, but will have to re-enroll after all delinquent tuition payments have been paid in full. Hamilton College reserves the right to withhold a student's diploma, certificate, and transcript for hours or courses completed but not yet paid for. Hamilton College offers students several options for payments of tuition. All students are encouraged to apply for any financial assistance available to them if unable to meet educational costs on their own.

When students must borrow funds to finance their education, Hamilton College provides students with information to assist them in managing their loan effectively. Confidential loan counseling is available upon request.

## **Distance Education**

Hamilton College does not offer distance education courses or programs. The institution does not plan of offering distance education in the future.

**STATE OF CALIFORNIA**  
**Student Tuition Recovery Fund (STRF) Disclosures**

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

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

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

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

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

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

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

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

It is important that you keep copies of the enrollment agreement, receipts, or any other information that documents the money paid to the school. Questions regarding the STRF may be directed to the:

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833; [www.bppe.ca.gov](http://www.bppe.ca.gov); **Telephone Number: (916) 431-6959; Toll-free Telephone number: (888)370-7589 or by Fax Number: (916) 263-1897.**

# **Student Services**

## **Family Educational Rights and Privacy Act**

Hamilton College complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of “tax dependent” students have the right to inspect and challenge the information contained in the student’s record. The college complies with Title IX of the 1972 Educational Amendments, the Equal Opportunity Act of 1972 (title VII) of the Civil Rights of 1964, and Section 504, Rehabilitation Act of 1973. Student information will not be disclosed without the student’s written consent to regulatory agencies and the U.S. Department of Education or to comply with a judicial order or lawfully issued subpoena. The student has the right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## **Student Advising/Counseling**

If students encounter any difficulty in progressing satisfactorily through their program, any member of the faculty is available for private advising. Hamilton College welcomes feedback from students regarding policy, instruction, and curriculum. The Campus Director has an open-door policy should a problem occur, as do individual instructors. Students who need professional counseling will be referred to local agencies that specialize with such problems.

## **Tutoring**

Student academic success is essential. Tutoring may be arranged with the students’ Instructor. Reference materials, magazines, computer, internet access, and pertinent publications for use by faculty and students are available on campus.

## **Housing, Child Care, and Transportation**

Hamilton College has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing. However, housing information including rental costs is available in the Student Services Office. The average cost of an apartment in the Los Angeles County is as follows: one-bedroom apartment, \$1,545; two-bedroom apartment, \$1,958.

Students who need child-care assistance will be referred to the Los Angeles Housing Authority.

Metro Line, MTA, and Foothill Transit are available within walking distance from the campus. Students may be eligible for students discount by completing an application for discounted bus pass by providing proof of enrollment.

## **Release of Student Records/Transcripts**

Hamilton College complies with the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of student's educational records, establishes students' rights to inspect and review their academic records and provides guidelines for correcting inaccurate and misleading data through informal and formal hearings. Written consent is required before education records may be disclosed to third parties.

Copies of unofficial or partial transcripts are available to a student upon request. Official and/or sealed transcripts can be mailed to other institutions upon written request and permission from the students. Students must complete the Request Form to be processed by the Student Services department for receipt of their transcript. A student will be provided one official transcript upon request at no charge. An administrative fee of twenty dollars (\$150.00) will be required to any additional transcripts. Hamilton College will withhold a student's transcript or grades if the student is in default on their tuition contract or is not in good financial standing. If the student has made partial payment to his or her tuition obligation, the institution may withhold only that portion of the grades or transcript that corresponds to the amount of tuition or loan obligation that the student has not paid. If the student's course of study consists of only one course, the institution may withhold the grade(s) or the transcript until the tuition or loan obligation is paid in full. All grades received during a student's enrollment will be reflected on the transcript, including Fail, Withdrawal, or Incomplete.

## **Student Record Retention**

A detailed system of records is maintained by the College for each student. Each student's file shall contain application documents, admission credentials, records of attendance, grades earned, satisfactory progress records, written communication with the student, and any disciplinary actions taken. Fireproof storage shall be provided for the safekeeping of student records including records of graduation. Such records shall be considered the permanent property of without the written consent of the appropriate student. Student records are to be kept for a period of five (5) years. Student transcripts are retained permanently.

## **Drug and Alcohol Abuse**

Students are expected to treat school personnel and other students with consideration and respect. A student will be suspended or dismissed from the school for serious incidence of intoxication, possession of illegal drugs or alcohol upon school premises, improper or sexual behavior, behavior creating a safety hazard to other persons at school, and disobedient or disrespectful behavior to staff or faculty members. Hamilton College fully supports Drug-Free Schools and Communities Act and forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on campus. Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and campus disciplinary action. Listed are various public organizations which provide professional counseling regarding drug addiction and rehabilitation in Los Angeles County:

- National Council on Alcoholism & Drug Dependency: 213-384-0403
- Women's and Children Crisis Hotline: 562-945-3939
- Suicide Hotline: 800-255-6111

## **Conduct and Dress Code**

Students are expected to treat school premises with consideration, keep the student lounge neat and clean. They must not put graffiti on walls, equipment, or furniture. At the discretion of the Campus Director, a student may be dismissed from school for any serious incident. Possession of weapons on school premises, behavior creating a safety hazard to others, disobedient or disrespectful behavior to others will result in dismissal.

Student should remember that they represent the College at all times. Any student not conducting himself or herself in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either suspension or dismissal from classes.

All students should dress in a manner consistent with standards observed in a business office, i.e., casual business attire. All students must practice proper hygiene at all times. The Medical Assistant and Massage Therapist programs require a regulation uniform and must observe draping policies and procedures.

## **Sexual Harassment**

Hamilton College provides a work and learning environment that is pleasant, healthful, comfortable and free intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort—verbal, physical, and visual—will not be tolerated. Sexual harassment consists of overt activity of sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Verbal, written, or graphic communication of sexual nature.

All employees, particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee who becomes aware of an incident of harassment whether by witnessing the incident, or being told of it, must report it to his or her immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware the harassment, might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he or she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his or her instructor, the student must contact the Chief Academic Officer or Campus Director.

## Grievance Procedures

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, the College urges both students and staff to communicate any problems that arise directly to the individuals(s) involved.

Persons seeking to resolve problems or complaints should:

1. Contact the Instructor in charge (if it is an academic issue) or Student Services (if it is a school services issue) within a week of occurrence.
2. If not resolved, contact the Program Director within a week.
3. If the problem cannot be resolved in this manner, the Campus Director should be contacted confidentially in person, an email or in writing within a week of complaint.
4. If the student is still not satisfied with the corrective action(s) provided, he or she may write or call the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833; [www.bppe.ca.gov](http://www.bppe.ca.gov); Toll Free: 1 (888) 370-7589, Telephone Number: (916) 431-6959; Fax Number: (916) 263-1897.

## CAREER/PLACEMENT SERVICES

Placement assistance is provided to active students and alumni at no charge. However, the college cannot guarantee employment or level of income. The following are services provided:

- Interview Workshop
- Job Search Workshop
- Employment Retention
- Resume Workshop
- Self-Improvement

In the job search process, students are assisted by the placement department to fax, email, or mail out resumes. Students also have access to computer and internet in the library.

### **Statement for Monitoring Compliance with BPPE Changing Policies and Procedures:**

In view of new policies or procedures implemented by the Bureau for Private Postsecondary Education (BPPE), Hamilton College appoints the Chief Academic Officer responsible to monitor new policies and procedures. The Chief Academic Officer is required to login to the BPPE website to browse for updates; he or she must also be in the automated list of school personnel who will receive updates from the Bureau. The Campus Director or Chief Academic Officer is also encouraged to attend webinars, workshops, and seminars conducted by the Bureau or other entities such as the California Association of Private Postsecondary Schools (CAPPS) and accrediting agencies concerning updates and compliance to changing policies and procedures from the U.S. Department of Education. The school catalog shall be updated annually or as needed.

Updates, policies, and procedures will be part of the agenda of monthly faculty and staff meetings. Faculty and staff will be asked to log in to the BPPE website to study the sections that pertain to their jobs and responsibilities.

# ACADEMICS

# ACADEMIC POLICIES

## Change of Program

Hamilton College reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials, and books necessary to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

## Clock- Hour/Semester Credit Unit System

A clock-hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work. Hamilton College adopts the conversion of clock hours to Semester Credit Units. Hamilton College uses the following formula to convert clock hours to Semester Credit Units: 37.5 Clock Hours equals one (1) Semester Credit Unit.

## Grade Point Average (GPA) Calculation

GPA calculations will be based upon the following model:  
Semester Credit Units x Grade = Quality Points

Example:

Class/Subject	Clock Hours	Semester Credit Units	Grade	Final	Points	Quality
Word Processing I	60	1.60	x	A (4)	=	6.40
Introduction to Computers	45	1.20	x	B (3)	=	3.60
Electronic Spreadsheet	75	2.00	x	C (2)	=	4.00
Principles & Practices of Accounting	120	3.20	x	A (4)	=	12.80
<b>Totals</b>	<b>300</b>	<b>8.00</b>				<b>26.80</b>

Cumulative Grade Point Average (GPA) = Total Quality Points ÷ Semester Credit Units  
**GPA = 26.80 ÷ 8.00 = 3.35**

## SCHOLASTIC REGULATIONS

### Standards for Student Achievement

- The school's grading system for each subject in all programs is as follows:  
90-100% (A=4.0)  
80-89% (B=3.0)  
70-79% (C=2.0)  
65-69% (D=1.0)  
64% or below (F=0)  
INC Incomplete (No Points Assigned)
- The Grade Point Average (GPA) required for certifying completion of each course is a passing grade of C (2.0) or 70%. Upon successful completion, a diploma or certificate will be awarded.
- Termination due to Unsatisfactory Grade or Progress – Students must maintain a cumulative GPA of 2.0 (C or 70%) or better to maintain satisfactory progress. Students whose GPAs fall below 2.0 are placed on academic probation. Students will be required to attend make-up classes or tutoring to assist them to attain the minimum GPA. Students have 60 days to

attain the required minimum 2.0 GPA; otherwise, they will be terminated due to unsatisfactory grade or progress.

4. **Re-Entry Procedure**—Any student wishing to re-enter Hamilton College must first obtain and complete a re-entry clearance form, which shall be reviewed by the Campus Director and the individual Program Director. Additionally, students who were dismissed or terminated must present a written appeal demonstrating evidence that the condition(s), which caused the dismissal/termination, have been rectified before re-entry shall be considered.

If a student is terminated for being in non-compliance of financial obligations, the previous account balance must be settled first and/or payment arrangement should be made before the student is officially reinstated.

5. **Course Incomplete** – Students have 30 calendar days to complete the requirements of an incomplete grade; otherwise, they will receive an F (Fail) grade. Students whose programs require externships must clear their Incomplete grades prior to the commencement of their externship training.
6. **Withdrawals** – The College does not allow subject or class withdrawals within a modular program. The Chief Academic Officer or instructor must approve all other withdrawals.
7. **Course Repetitions** - Both the original and the repeated classes are counted as classes attempted. In computing the grade point average, the average grade of the two classes will be used.
8. **Non-credit Remedial Courses** - Hamilton College may offer non-credit remedial courses.
9. **Class Cuts** – Hamilton College does not tolerate students who cut classes. When students have a pattern of cutting classes, they will be advised, suspended, or terminated.

## **Suspension & Dismissal**

A student whose enrollment is terminated for unsatisfactory attendance, academic performance, or personal behavior will not be allowed to re-enter the College for at least thirty (30) days from the last date of attendance. Students with unsatisfactory attendance are ineligible to return if they have exceeded 150% the length of the program attended. Cheating and plagiarism are grounds for immediate dismissal. Student must request the appeal in writing to the Campus Director. The Campus Director, in conjunction with two other staff members, will comprise an appeal committee. The committee has discretionary decision authority. Policy exceptions may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change. The decision of the committee is final.

## **Appeal Process**

Students are allowed to appeal enrollment termination due to extenuating circumstances. The student must request the appeal in writing to the Campus Director/Program Director. The Campus Director/Program Director, in conjunction with two other staff members, will comprise an appeal committee. The committee has discretionary decision authority. Policy exceptions may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change.

## **Reinstatement after an Appeal**

After the appeal, the Campus Director may reinstate students who have been suspended or dismissed. If the appeal is accepted, the student shall be notified of the reinstatement along with any special terms of reinstatement required by the Campus Director. Students who were dismissed or terminated due to unsatisfactory progress must be evaluated after 30 days to determine if he or she is making progress; that is, meeting the 2.0 GPA and the 80% attendance.

## **Graduation Requirements (Non-Degree Programs)**

Students will receive a Diploma at graduation. To graduate, a student must have:

- Maintained cumulative attendance of 80% or better throughout the program;
- Maintained a cumulative grade point average of 2.0 or 70% (C) or better; and.
- Have paid the tuition in full.

Diplomas and final transcripts are issued within four to six weeks of the completion date.

## **ATTENDANCE POLICIES**

### **Attendance and Tardiness Policy**

The institution places upon students the same demands that an employer will place them as employees. Students are expected to be on time for each class session and remain in class for the entire session. They must meet the minimum cumulative attendance of 80% on each module/class. When students are absent from class, the student should call the school prior to the start of class with an explanation of why they will not be in class that day, and when can the college will expect their return. A student will be terminated after 21 consecutive class days of unexplained absences.

**Absence:** Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Campus Director. All other absences will be considered unexcused.

**Tardiness:** A student is considered tardy for class if he or she arrives later than 15 minutes after THE SCHEDULED START OF CLASS AND LEAVING EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A TARDY STUDENT WILL BE MARKED AS BEING TARDY. Any combination of three (3) documented periods of tardiness may be considered as one (1) unexcused absence.

If student comes to class 30 minutes later than scheduled or leave 30 minutes prior, he or she may be marked absent. Credit will be given for the time attended, however, towards make-up time.

The cumulative attendance information is contained on the progress report for modular enrollees given to all students each month. If students do not agree of the attendance date, students must submit a written appeal to the Campus Director within one week of the progress report distribution. At the end of the month after the module and date, the module attendance date becomes permanent and can no longer be challenged.

### **Attendance Probation Policy**

**Interruption for Unsatisfactory Attendance:** Students are expected to maintain a cumulative attendance average of 80% or better on each academic Semester. Any student not meeting the minimum attendance requirements in the program will be placed on Attendance Probation. The length of probation shall be for the period of 30 days. Students on attendance probation must

sign an academic plan to attend make-up classes before or after class, including weekend. The probation period may be extended at the sole discretion of the Campus Director. If the student does not achieve satisfactory attendance progress, he or she will be dismissed from the program.

In the case of international I-20/F-1 students, failure to regularly attend classes will result in notification to SEVIS/SEVP Department of Homeland Security, Immigration and Customs Enforcement (ICE) of dropped students and of dropped student status, and non-enrollment.

### **Make-Up Work**

Make-up work must be scheduled with the students' instructor to ensure proper credit. Student must make up work for proper credit towards graduation. Make-up assignments and/or tests will be given to those who need to make up academic grades or attendance. However, hours of make-up work cannot be accepted as hours of class attendance. Students have 10 school days after the ending date of the class/subject to make up for academic grades or attendance. Otherwise, students will receive an F grade for that class. Students will be required to repeat the class and/or terminated from the school.

### **Leave of Absence Policy**

A leave of absence (LOA) may be limited to a specified amount of days (not to exceed 60 days), unless the student is subject to jury, active military duty, pregnancy, health conditions and/or family medical leave which are conditions that would cause the leave to exceed 60 days. The College will also take into consideration unforeseen circumstances upon approval of appropriate documentation, in which case the student may take a maximum of 180 days of leave of absence within the program during one academic year.

A student must fill-out an "LOA Request Form" and turn it in to the Campus Director for approval. Student's leaves of absence, Holidays, winter breaks, in-service days, days when the school is closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his or her program of study within the maximum time frame, the student must be dropped from the training program.

**A student will be terminated when he or she fails to return from a Leave of Absence. The withdraw date will be the last date of attendance on record.**

# **CAREER PROGRAMS**

## **Non-Degree Programs, Medical Field**

Massage Therapist

Medical Assistant

Medical Coding and Billing

Nurse Assistant

Pharmacy Technician

## **Non-Degree Programs, Computer Field**

Computerized Office Management

## **English Program**

English as a Second Language

# Computerized Office Management

CIP: 52.0204

O\*NET: 43-3031.00/43-3021.02/43-9022/43-9011

(Bookkeeping, Accounting, Auditing Clerks/Billing, Cost, and Rate Clerks/  
Word Processors & Typists/Computer Operators)

**A Diploma Program**

**900 Clock Hours**

**24 Semester Credit Units**

**Class Schedule:** 9 a.m. to 2 p.m., Monday to Friday; 25 Hours a Week  
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

## OBJECTIVE

Students will learn general office administration through the use of the computers and the fundamental elements of accounting.

## EMPLOYMENT OUTLOOK

Administrative Assistant, Data Processor, Office Manager, Clerk, General Office, Receptionist & Secretary, Bookkeeper, Accounting Clerk (A/P, A/R)

## PROGRAM OUTLINE

Schedule	Module Name	Lect/Lab	Number of Clock Hours	Semester Credit Units
Module I	Introduction to Computers, Windows & Keyboarding	30/60	90	2.40
Module II	Principles and Practices of Accounting—Service & Merchandising	60/60	120	3.20
Module III	Partnerships and Corporations	60/60	120	3.20
Module IV	Microsoft Word	30/60	90	2.40
Module V	Microsoft Excel	30/60	90	2.40
Module VI	Microsoft Access	15/30	45	1.20
Module VII	Microsoft PowerPoint	15/30	45	1.20
Module VIII	Computerized Accounting	30/90	120	3.20
Module IX	Introduction to Business	45/15	60	1.60
Module X	Microsoft Office Specialist Certification Review	90/30	120	3.20
<b>TOTAL</b>		<b>405/495</b>	<b>900</b>	<b>24</b>

## **MODULE DESCRIPTIONS—COMPUTERIZED OFFICE MANAGEMENT**

**Module I: Introduction to Computers, Windows & Keyboarding 90 Clock Hours, 2.40 Sem. Credit Units**  
**Prerequisite: None**

The student will be able to identify the various parts of the computer, distinguish the different types of operating systems and be able to determine whether a computer system is good for purchase. The student will also learn to type at least 45 words per minute with 95-98% accuracy. They will also learn how to use the operating system (Windows) and the Internet.

**Module II: Principles and Practices of Accounting—Service & Merchandising**  
**120 Clock Hours, 3.20 Sem. Credit Units; Prerequisite: None**

Accounting prepares students to obtain job skills in the preparation and completion of generally accepted accounting principles. Accounting procedures involve journalizing transactions, posting to the general ledger, preparing financial statements, completing adjusting and closing entries, and preparing a post-closing trial balance. Students will be introduced to the basic procedures of Accounting for service-oriented businesses as well as the sale of merchandise. Students will perform practical, hands-on exercises on payroll accounting that includes completing a payroll register, deducting and reporting the taxes withheld, and recording the journal entries.

**Module III: Partnerships and Corporations** **120 Clock Hours, 3.20 Sem. Credit Units**  
**Prerequisite: Module II**

The course deals with transactions, financial statements, and problems peculiar to the operations of partnerships and corporations as distinguished from sole proprietorships. Topics include partnership formation and operations including accounting for the admission of partners, changes in capital, and profit and loss sharing ratios, the conversion of an unincorporated enterprise into a corporation; accounting for incorporated enterprises, including the preparation of financial statements for internal and external purposes; and sample financial statements of companies in the service, manufacturing, and trading industries. Special topics such as Accounting for Notes and Interest, Accounting for Bad Debts, Accounting for Merchandise Inventory, Accounting for Plant Assets and Depreciation, and Accounting for Accruals and Deferrals are included.

**Module IV: Microsoft Word** **90 Clock Hours, 2.40 Sem. Credit Units**  
**Prerequisite: Module I**

After finishing this module, the student will have the ability of creating a variety of documents using this software. Among these documents are letters, memos, resumes, flyers, newsletters and advertisement, which can be of great benefit in the workplace. Students will also start their job seeking skills by browsing through different job sites and actually applying for these jobs by attaching a cover letter and a resume.

**Module V: Microsoft Excel** **90 Clock Hours, 2.40 Sem. Credit Units**  
**Prerequisite: Module I**

At end of Module V the student will be able to demonstrate knowledge of creating various documents using the spreadsheet, such as calendar, charts, graph, and date entry. In addition, formulas used in this program will present critical thinking tasks that can help the student solve problems with numbers, patterns and sequences.

**Module VI: Microsoft Access****45 Clock Hours, 1.20 Sem. Credit Units****Prerequisite: Module I**

In Module VI student will be able to demonstrate how to create and maintain a database. The student will have the opportunity to organize information and record collections and reports.

**Module VII: Microsoft PowerPoint****45 Clock Hours, 1.20 Sem. Credit Units****Prerequisite: Module I**

Student will be able to demonstrate competency in the process of presenting any type of information to an audience. This software will assist the student with a visual idea of the facts being delivered. The student will have the ability to enhance the presentation with sounds, graphics and the necessary information.

**Module VIII: Computerized Accounting****120 Clock Hours, 3.20 Sem. Credit Units****Prerequisite: Module III**

Computer-Aided Accounting will follow Windows standards to open menus, select icons, and command to perform various tasks. Students will perform practical, hands-on exercises using the accounting software, QuickBooks Pro. Exercises will include planning the accounting system, periods, charts, aging, forms, reports and payroll. Students will work extensively on Accounting Receivable, Accounts Payable, Journals, Payroll, and Financial Statements.

**Module IX: Introduction to Business****60 Clock Hours, 1.60 Sem. Credit Units****Prerequisite: None**

The course studies the elements, characteristics, and functions of business necessary for a general understanding of the business world. Students will develop a foundation and expand their knowledge of resource possibilities for all of the areas of business such as marketing, management, finance, small business, globalization, social responsibility, and motivation. This course discusses the strategies that allow companies to compete in today's interactive marketplace. Students will also learn skills that they will need to turn ideas into action for their own career success.

**Module X: Microsoft Office Specialist Certification Review****120 Clock Hours, 3.20 Sem. Credit Units****Prerequisites: Module I, IV, V**

Students will review the competencies necessary for the Microsoft Office Specialist Certification Exam. Assessment and practice tests as well as practical exercises will be utilized in the classroom.

# MASSAGE THERAPIST

CIP: 51.3501

O\*NET: 31-9011.00

(Massage Therapist)

**A Diploma Program**

**900 Clock Hours  
24 Semester Credit Units**

**Class Schedule:**     **9 a.m. to 2 p.m., Monday to Friday; 25 Hours a Week**  
                              **6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week**

## **Educational Objective**

Student will learn in-depth the practical applications of massage and bodywork. This course includes Externship.

## **Employment Outlook**

Massage Therapist, Chiropractor Assistant, Recreational Therapist, Acupuncture Assistant, & Health/Fitness Assistant

## **PROGRAM OUTLINE**

<b>Module</b>	<b>Module Name</b>	<b>Lect/Lab</b>	<b>Extern-ship</b>	<b>Number of Clock Hours</b>	<b>Semester Credit Units</b>
I	Massage History, Theory, Business Practices & Ethics	30/15	0	45	1.20
II	Anatomy, Physiology, and Pathology 1	50/40	0	90	2.40
III	Anatomy, Physiology, and Pathology 2	45/30	0	75	2.00
IV	Anatomy, Physiology and Pathology 3	45/30	0	75	2.00
V	Massage Techniques/Contraindications	30/90	0	120	3.20
VI	Massage Forms 1	30/90	0	120	3.20
VII	Massage Forms 2	30/90	0	120	3.20
VIII	Computer Skills	20/30	0	50	1.33
IX	Massage Therapist Certification Review	30/15	0	45	1.20
X	Externship	0	160	160	4.27
<b>TOTAL</b>		<b>310/430</b>	<b>160</b>	<b>900</b>	<b>24</b>

## MODULE DESCRIPTIONS—MASSAGE THERAPIST

**Module I: Massage History, Theory, Business Practices & Ethics 45 Clock Hours, 1.20 Sem. Credit Units**  
**Prerequisite: None**

After completing this module the student will be able to explain the rich heritage and history of therapeutic massage and the influence of historical event on the current development of it. Topics include professional and business ethics, laws and regulations governing the practice of massage, and business practices including business management.

**Module II: Anatomy, Physiology and Pathology 1 90 Clock Hours, 2.40 Sem. Credit Units**  
**Prerequisite: None**

The focus of this module is to give each student a strong foundation on anatomy and physiology of the integumentary, muscular, and skeletal systems. Students will also learn kinesiology (50 clock hours) which is muscles and musculoskeletal movement through lecture, discussion, demonstrations, and practical application. Included in this module is the study of the pathologies of the integumentary and musculoskeletal systems.

**Module III: Anatomy, Physiology and Pathology 2 75 Clock Hours, 2.00 Sem. Credit Units**  
**Prerequisite: Module II**

This course continues with the study of the other systems of the body with a particular emphasis on the nervous, cardiovascular, lymphatic, endocrine, and respiratory systems. Students will learn the anatomy, physiology, and pathology of these systems through lecture, discussion, and PowerPoint presentations. Students will receive instruction on HIV and AIDS.

**Module IV: Anatomy, Physiology and Pathology 3 75 Clock Hours, 2.00 Sem. Credit Units**  
**Prerequisite: Module II**

At the end of this module, the student will be able to demonstrate mastery of the anatomy, physiology, and pathology of the digestive, urinary, and reproductive systems of the body. The study of the special senses is included in this module. Students will also study psychological and emotional states of humans. They will be able to explain basic pharmacology terms and describe the effects of certain medications.

**Module V: Massage Techniques/Contraindications 120 Clock Hours, 3.20 Sem. Credit Units**  
**Prerequisites: Module II, III, IV**

In a format that combines lecture, demonstration, practical application and discussion, this module allows the student to use massage techniques to support a person's health and well-being. Emphasis will be on Health and Hygiene, Client Preparation and Draping, Effects and Benefits of Massage, various massage movements, and Contraindications. First Aid & CPR/AED will be part of this module.

**Module VI: Massage Forms 1 120 Clock Hours, 3.20 Sem. Credit Units**  
**Prerequisite: Module V**

This module will enable the student to perform various massage movement. The focus of this module is on Swedish massage, Chair Massage, Sports/Athletic Massage, Aromatherapy, and Stone massage. During the supervised practical session, the student will demonstrate the skills and techniques learned.

**Module VII: Massage Forms 2**

**120 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisite: Module V**

At the end of this module the student will be proficient on the different massage forms emphasizing on deep tissue, reflexology, hydrotherapy, Thai Massage, Shiatsu, and energetic manipulation. Students will continue to practice advanced massage techniques in Swedish massage.

**Module VIII: Computer Skills**

**50 Clock Hours, 1.33 Sem. Credit Units**

**Prerequisite: None**

Students will reinforce or learn for the first time computer skills that include computer terminology, keyboarding, internet, word processing, and spreadsheet.

**Module IX: Massage Therapist Certification Review**

**45 Clock Hours, 1.20 Sem. Credit Units**

**Prerequisites: Modules I, II, III, IV, V, VI, VII**

The course prepares the students to take the Massage Therapist Certification. Pretests and practice tests will be administered. Test-taking skills will be stressed.

**Module X: Externship**

**160 Clock Hours, 4.27 Sem. Credit Units**

**Prerequisites: Must have taken all the courses, 80% cumulative attendance and 2.0 GPA**

The externship program has been designed to provide the student with supervised practical work experience. Externship is for students who have completed classroom training. Externship hours are generally scheduled for 40 hours per week.

# MEDICAL ASSISTANT

CIP: 51-0710

O\*NET: 31-9092.00

(Medical Assistant)

**A Diploma Program**

**900 Clock Hours  
24 Semester Credit Units**

**Class Schedule:**     **9 a.m. to 2 p.m., Monday to Friday; 25 Hours a Week**  
                              **6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week**

## **Educational Objective**

Successful graduates will learn to work in a clinical setting of a doctor's office. Instructors teach current procedures for medical administration. Students will be exposed to our "in-house" medical clinics and labs which make our Externship an intense and valuable experience.

## **Employment Outlook**

Medical Assistant, Medical Records Clerk, Medical Receptionist, Medical Biller, Claims Processor, Admitting Clerk, Clinical Lab Technician, Medical laboratory Assistant, EKG Technician (upon receiving state certification), & Physician Office Lab Assistant.

## **PROGRAM OUTLINE**

<b>Module</b>	<b>Module Name</b>	<b>Lect/Lab</b>	<b>Extern-ship</b>	<b>Number of Clock Hours</b>	<b>Semester Credit Units</b>
I	Medical Terminology	30/15	0	45	1.20
II	Vital Signs	30/30	0	60	1.60
III	Phlebotomy	30/60	0	90	2.40
IV	Managing Emergencies	30/60	0	90	2.40
V	Injections	30/60	0	90	2.40
VI	Minor Surgery	30/60	0	90	2.40
VII	Basic CPT & ICD 9/10 Coding	45/45	0	90	2.40
VII	Computer Skills	20/45	0	65	1.73
IX	Medical Office Management	60/60	0	120	3.20
X	Externship	0	160	160	4.27
<b>TOTAL</b>		<b>305/435</b>	<b>160</b>	<b>900</b>	<b>24</b>

## MODULE DESCRIPTIONS—MEDICAL ASSISTANT

### **Module I: Medical Terminology**

**90 Clock Hours, 2.40 Sem. Credit Units**

**Prerequisite: None**

Students learn to spell, define, and pronounce medical terms as well as understanding the concepts of root words, prefixes, and suffixes. They will also study the common medical terms of major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

### **Module II: Vital Signs**

**60 Clock Hours, 1.60 Sem. Credit Units**

**Prerequisite: Module I**

In this module, students are introduced to the medical assistant career. History of Medicine, Universal Precautions, Anatomy and Physiology are also discussed in Module I. Students learn how to interact with patients and the importance of taking accurate medical history and vital signs. They also practice and discuss laboratory procedures commonly performed in the physician office laboratory.

### **Module III: Phlebotomy**

**90 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisite: Module I**

In Module II students learn to identify the basic anatomy and physiology of the cardiovascular system, respiratory system, male and female reproductive system and urinary system. Related diseases, disorders and terminology are also discussed in Module II. Students learn electrical pathways of the heart muscle in preparation for connecting ECG leads and recording an electrocardiogram. Students also practice venipuncture and learn to identify the different color-coded tubes for routine diagnostic blood tests.

### **Module IV: Managing Emergencies**

**90 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisite: Module I**

Module III prepares students to recognize and respond to different emergency situations. Instruction in cardiopulmonary resuscitation (CPR) enables the student to react an emergency. In this module the students are introduced to patient education on nutritional needs, basic food groups, weight control, and exercise.

### **Module V: Injections**

**90 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisite: Module I**

In this module students learn basic anatomy and physiology of the skeletal, muscular and neurosensory systems. Diseases, disorders, terminology as well as procedures used to diagnose are emphasized. Students also develop skills to prepare and administer intradermal, subcutaneous, and intramuscular injections. Basic pharmacology and vaccines are also discussed.

### **Module VI: Minor Surgery**

**90 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisite: Module I**

In this module students learn to identify the basic structural components, functions of the integumentary system, and the digestive system as well as, procedure to diagnose diseases and disorders. Students are introduced to minor surgical procedures and learn to identify surgical

instrument. The importance of verbal and non-verbal communicational skills is emphasized to educate and better understanding the patients.

**Module VII: Basic CPT & ICD 9/10-CM/PCS Coding**

**90 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisite: Module I**

This module prepares students to learn how to code procedures and diagnoses accurately using either the CPT, ICD, or HCPCS code books. Students will be able to complete the universal claim form as well as the UB-92.

**Module VIII: Computer Skills**

**65 Clock Hours, 1.73 Sem. Credit Units**

**Prerequisite: None**

Students will reinforce or learn for the first time computer skills that include computer terminology, word processing, spreadsheet, internet, and keyboarding.

**Module IX: Medical Office Management**

**120 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisite: Modules I and VII**

Module VI is focused on the medical office management. Students are introduced to ethics and legal responsibilities of physicians and health care professionals with great emphasis on confidentiality. Students develop computer skills in order to prepare written communication and insurance claims. They also become familiar with billing and review medical coding ICD-9/10 and CPT. Students also learn how to schedule appointments and effectively communicate on the telephone using proper etiquette.

**Module VII: Externship**

**160 Clock Hours, 4.27 Sem. Credit Units**

**Prerequisites: Must have completed all courses, 90% cumulative attendance, and GPA of 2.0 (C)**

The externship program has been designed to provide the students with supervised practical work experience. Externship is for students who have completed classroom training and is required to qualify for graduation. Externship hours are generally scheduled for 40 hours a week.

# MEDICAL CODING AND BILLING

CIP: 51.0713

O\*NET: 29.2071.00

(Medical Records and Health Information Technicians)

## A Diploma Program

900 Clock Hours

24 Semester Credit Units

**Class Schedule:** 9 a.m. to 2 p.m., Monday to Friday; 25 Hours a Week  
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

### Educational Objective

Students will learn to compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. They will process, maintain, compile, and report patient information for health requirements and standards. Students learn to code for procedures and diagnoses. The assignment of codes using ICD-9/10-CM/PCS, CPT, and HCPCS manuals will be stressed. Students work with cases that pertain to billing for Medicare, Medicaid/Medi-Cal, TRICARE, Blue Shield/Blue Cross, and Worker's Compensation. Computerized billing simulated practice scenarios will be provided. Students review for the Certified Coding Associate (CCA) certification provided by the American Health Information Management Association (AHIMA).

### Employment Outlook

Graduates of the Medical Coding and Billing program obtain entry-level jobs in physician's offices, hospital billing departments, outpatient clinics, and insurance companies.

## PROGRAM OUTLINE

Module	Module Name	Lect/Lab	Number of Clock Hours	Semester Credit Units
I	Computer Applications in Healthcare	30/70	100	2.67
II	Anatomy, Physiology & Pathology I	45/45	90	2.40
III	Anatomy, Physiology & Pathology II	45/45	90	2.40
IV	Anatomy, Physiology & Pathology III	45/45	90	2.40
V	Electronic Medical Records Management	20/30	50	1.33
VI	Coding for Diagnoses (ICD-9/ICD-10)	40/80	120	3.20
VII	Coding for Procedures (CPT/PCS 10)	40/80	120	3.20
VIII	Medical Office Management	40/80	120	3.20
IX	CCA Certifications Review	60/60	120	3.20
<b>TOTAL</b>		<b>365/535</b>	<b>900</b>	<b>24</b>

## MODULE DESCRIPTIONS—MEDICAL CODING AND BILLING

### **Module I: Computer Applications in Healthcare**

**100 Clock Hours, 2.67 Sem. Credit Units**

**Prerequisite: None**

Students will reinforce or learn for the first time computer skills that include computer terminology, word processing, spreadsheet, data base, presentation, internet, email, and keyboarding. In this class, students will be introduced to the different commonly used software tools used in healthcare and by major vendors. Students will also learn the use of the internet, email, and other social media. In addition, students prepare their resumes, cover letters, and employment documents.

### **Module II: Anatomy, Physiology & Pathology I**

**90 Clock Hours, 2.40 Sem. Credit Units**

**Prerequisite: None**

This class provides students with the study of the structure and function of the human body utilizing a system approach. Emphasis is placed on the terminology, anatomy, physiology, and pathology of the cell, integumentary, skeletal, and muscular systems. Students will assign basic CPT and ICD-9/10 codes to disorders of the body systems in this module.

### **Module III: Anatomy, Physiology & Pathology II**

**90 Clock Hours, 2.40 Sem. Credit Units**

**Prerequisite: None**

This class provides students with the study of the structure and function of the human body utilizing a system approach. Emphasis is placed on the terminology, anatomy, physiology, and pathology of the nervous, cardiovascular, respiratory, and urinary systems. Students will assign basic CPT and ICD-9/10 codes to disorders of the body systems in this module.

### **Module IV: Anatomy, Physiology & Pathology III**

**90 Clock Hours, 2.40 Sem. Credit Units**

**Prerequisite: None**

This class provides students with the study of the structure and function of the human body utilizing a system approach. Emphasis is placed on the terminology, anatomy, physiology, and pathology of the reproductive and digestive systems. Students will assign basic CPT and ICD-9/10 codes to disorders of the body systems in this module.

### **Module V: Electronic Medical Records Management**

**50 Clock Hours, 2.40 Sem. Credit Units**

**Prerequisite: None**

This course will prepare students to work in an electronic health record environment. Topics include an in-depth study of the electronic health record. The course will cover clinical terminologies, clinical vocabularies, e-health, health information exchange, security, and other current issues.

### **Module VI: Coding for Diagnoses (ICD-9/ICD-10)**

**120 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisites: Modules II, III & IV**

This module prepares students to learn how to code diagnoses and procedures accurately using either the CPT, ICD, or HCPCS code books. Students will be able to complete the universal claim form as well as the UB-92.

### **Module VII: Coding for Procedures (CPT/PCS 10)**

**120 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisites: Modules II, III & IV**

Students will assign codes on more complex procedures on case studies and authentic coding. Students will be introduced to procedure-based payment systems such as RBRVS, E & M codes, and APC assignments. Students will also learn the impact of coding and sequencing has on reimbursement.

**Module VIII: Medical Office Management**

**120 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisites: None**

This class prepares students with computerized job-simulated billing exercises. Students will input patient information, enter transactions, print the CMS 1500 and walkout receipts, print the bills as well as aging reports, and complete appointment schedules. Students will also perform hospital billing.

**Module XIV: Certified Coding Associate Review**

**120 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisite: Must have completed all courses, 80% cumulative attendance, GPA of 2.0 (C)**

This class will prepare students to take the Certified Coding Associate (CCA) test provided by the American Health Information Management Association (AHIMA). Students will review Anatomy & Physiology, Pathophysiology; Health Information Management System, Pharmacotherapy & Lab Findings, healthcare delivery systems, and reimbursement issues. Advanced cases/scenarios will be used for coding practice. Students will perform a series of practice exams to assess their progress.

## **NURSE ASSISTANT**

**CIP: 51.3902**

**O\*Net: 31-1014.00**

**Nursing Assistant**

**A Diploma Program**

**150 Total Clock Hours  
4 Semester Credit Units**

**Program Schedule:** 6 Weeks, 25 Hours per Week, Monday to Friday  
8 Weeks, 20 Hours per Week, Monday to Thursday (Afternoon)

### **Educational Objective:**

The Nurse Assistant program prepares the student to obtain the Certified Nursing Assistant (CNA) state license. Students will undergo a series of lecture and clinical training, both in the classroom and in the clinical sites. They will be guided, supervised, and trained by qualified RNs and LVNs. At the end of the training, students will be provided with test-taking skills and review materials for the CNA examination.

### **PROGRAM OUTLINE**

<b>Course Number</b>	<b>Course Name/Title</b>	<b>Lecture</b>	<b>Clinical</b>	<b>Total Clock Hours</b>	<b>Semester Credit Units</b>
NA-01	Introduction	2	0	2	0.05
NA-02	Patients' Rights	2	1	3	0.08
NA-03	Interpersonal Skills	2	0	2	0.05
NA-04	Prevention Management of Catastrophe and Unusual Occurrence	1	1	2	0.05
NA-05	Body Mechanics	2	4	6	0.16
NA-06	Medical and Surgical Asepsis	2	8	10	0.27
NA-07	Weights and Measures	1	1	2	0.05
NA-08	Patient Care Skills	14	44	58	1.55
NA-09	Patient Care Procedures	7	20	27	0.72
NA-10	Vital Signs	3	6	9	0.24
NA-11	Nutrition	2	6	8	0.21
NA-12	Emergency Procedures	2	1	3	0.08
NA-13	Long-Term Care Patient	2	0	2	0.05
NA-14	Rehabilitative Nursing	2	4	6	0.16
NA-15	Observation and Charting	4	4	8	0.21
NA-16	Death and Dying	2	0	2	0.05
<b>TOTALS</b>		<b>50</b>	<b>100</b>	<b>150</b>	<b>4.0</b>





# PHARMACY TECHNICIAN

CIP: 51.0805

O\*NET: 29.2052.00

(Pharmacy Technician)

## A Diploma Program

900 Clock Hours

24 Semester Credit Units

**Class Schedule:** 9 a.m. to 2 p.m., Monday to Friday; 25 Hours a Week  
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

### Educational Objective

The Pharmacy Technician program prepares students to receive and fill prescription requests for patients. These prescription requests can come from hospitals, physicians, nurses or directly from the patient. Under the supervision and direction of a licensed pharmacist, graduates are expected to complete the preparation of a prescription that requires several tasks. The duties carried out by pharmacy technicians can include: retrieving prescription orders; counting, pouring, measuring, and weighing tablets and medications; mixing medications; selecting the proper prescription container, and creating prescription labels.

### Employment Outlook

Graduates of the program will be able to finding entry-level employment in pharmacy departments of hospitals/clinics, retail stores, and outpatient clinics.

## PROGRAM OUTLINE

Module	Module Name	Lect/Lab	Extern-ship	Number of Clock Hours	Semester Credit Units
I	Pharmacy Terminology	45/15	0	60	1.60
II	Anatomy & Physiology	45/30	0	75	2.00
III	Pharmacy Calculations	30/15	0	45	1.20
IV	Pharmacy Law & Ethics	30/0	0	30	0.80
V	Pharmacology	60/120	0	180	4.80
VI	Pharmacy Preparations and Recordkeeping	30/60	0	90	2.40
VII	IV Admixture Techniques/CPR	30/45	0	75	2.00
VIII	Computer Skills	20/45	0	65	1.73
IX	Communications and Customer Service	25/5	0	30	0.80
X	Insurance and Inventory Procedures	10/20	0	30	0.80
XI	Pharmacy Technician Certification Review	45/15	0	60	1.60
XII	Externship	0	160	160	3.20
<b>TOTAL</b>		<b>370/370</b>	<b>160</b>	<b>900</b>	<b>24</b>

## **MODULE DESCRIPTIONS—PHARMACY TECHNICIAN**

### ***Module I: Pharmacy Terminology***

***60 Clock Hours, 1.60 Sem. Credit Units***

***Prerequisite: None***

Students learn to spell, define, write, and pronounce medical/pharmacy terms as well as understanding the concepts of root words, prefixes, and suffixes. They will also study the common medical/pharmacy terms of major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

### ***Module II: Anatomy & Physiology***

***75 Clock Hours, 2.00 Sem. Credit Units***

***Prerequisite: Module I***

The course provides students with the study of the structure and function of the human body utilizing a system approach. Emphasis is placed on the gross and microscopic anatomy as well as the physiology of the cell, skeletal system, muscular system, nervous system, cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems. A full body system review is required.

### ***Module III: Pharmacy Calculations***

***45 Clock Hours, 1.20 Sem. Credit Units***

***Prerequisite: None***

This course covers fundamental math skills required to introduce students to pharmaceutical calculations. Topics include a review of basic math skills (number systems, fractions, decimals, ratios, proportions, and percent) and conversion of measurement systems (metric, apothecary, and household). Students calculate drug dosages, oral medications and parenteral dosages, intravenous calculations, special preparations and calculations, pediatric and geriatric considerations, and operational calculations. Students will be guided through different calculations using conversion factors.

### ***Module IV: Pharmacy Law & Ethics***

***30 Clock Hours, 0.80 Sem. Credit Unit***

***Prerequisite: None***

The basic principles of law are reviewed as they relate to the practice of pharmacy under federal, state, and local regulations. The special problems involving the control of narcotics, poisons, and other controlled substances are reviewed. Some laws relative to business activities and discussions of professional ethics are also included.

### ***Module V: Pharmacology***

***180 Clock Hours, 4.80 Sem. Credit Units***

***Prerequisites: Modules I, II, III***

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. Students will also be able to name, identify, and pronounce the top 200 drugs. This course also deals with the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. Students will learn to avoid medication errors. The course also prepares students to read and fill sample prescriptions of physicians.

- Module VI: Pharmacy Preparations and Recordkeeping** **90 Clock Hours, 2.40 Sem. Credit Units**  
**Prerequisite: Module V**  
 This course prepares students to perform laboratory procedures in the pharmacy. Students will be provided with sufficient practice in reading prescriptions and be able to interpret the handwriting of physicians. They will also receive instructions and practice in compounding non-sterile products.
- Module VII: IV Admixture Techniques/CPR** **75 Clock Hours, 2.00 Sem. Credit Units**  
**Prerequisite: Module V**  
 This course covers proper aseptic technique when compounding non-sterile and sterile preparations. Students will prepare solids, semi-solids, liquids, capsules, and other medication delivery systems. Intravenous admixture techniques will be stressed. CPR Certification is also provided as part of this course.
- Module VIII: Computer Skills** **65 Clock Hours, 1.73 Sem. Credit Units**  
**Prerequisite: None**  
 Students will reinforce or learn for the first time computer skills that include computer terminology, word processing, spreadsheet, internet, and keyboarding.
- Module IX: Communications and Customer Service** **30 Clock Hours, 0.80 Sem. Credit Unit**  
**Prerequisite: None**  
 The course will expose students to written and oral communication as well as using computer software as it applies to pharmacy. Students will also learn the basic elements of good customer service in the workplace.
- Module X: Insurance and Inventory Procedures** **30 Clock Hours, 0.80 Sem. Credit Unit**  
**Prerequisite: Module V**  
 The course will expose students to written and oral communication as well as using computer software as it applies to pharmacy. Students will also learn the basic elements of good customer service in the workplace.
- Module XI: Pharmacy Technician Certification Review** **60 Clock hours, 1.60 Sem. Credit Units**  
**Prerequisite: Must have completed all modules, 90% cumulative attendance, GPA of 2.0 (C)**  
 This course prepares students to review for the certification examination for Pharmacy Technicians. Successful examinees will become Certified Pharmacy Technicians (CPhT). Review modules include Filling the Medication Order, Pharmaceutical Calculations, Pharmacology, and Pharmacy Law. Test-taking skills, pretests, practice and mock examinations will be provided to determine students' strengths and weaknesses.
- Module XII: Externship** **160 Clock Hours, 4.27 Sem. Credit Units**  
**Prerequisites: Must have completed all modules, 90% cumulative attendance, GPA of 2.0 (C)**  
 The purpose of an externship assignment is to provide the student upon successful completion of the "classroom" portion of the Pharmacy Technician program the opportunity to work within a medical environment. This work allows the student to continue the learning process about the profession as well as the opportunity to apply the knowledge and skills they have gained from the classroom. The externship work also serves as a job experience when the time comes to begin the search for regular employment. The externship site for Pharmacy Technician students shall be in retail, community, and/or hospital under the supervision of a licensed pharmacist.

# ENGLISH AS A SECOND LANGUAGE

## CIP: 23.9999

A Diploma Program

720 Clock Hours  
19 Semester Credit Units

**Class Schedule:** 9:00 a.m. to 1:00 p.m., Monday to Friday; 18 Hours a Week, 40 Weeks  
1:30 p.m. to 5:30 p.m., Monday to Friday; 18 Hours a Week, 40 Weeks  
5:30 p.m. to 9:30 p.m., Monday to Friday; 18 Hours a Week, 40 Weeks

### OBJECTIVE

The Program aims to provide students with listening, speaking, reading, and writing skills so they can transition to building their own careers. It enables Limited English Proficiency students to achieve satisfactory English achievement as they progress from one level to another.

### EDUCATION OUTLOOK

Students need to achieve English language skills necessary in day-to-day activities which include school work, work place, and social groups. The acquired English skills will be put into practice in further assisting the students through any future academic courses and/or careers.

### PROGRAM OUTLINE

Module	Module Name	Lect/Lab	Number of Clock Hours	Semester Credit Units
I	ESL I – Beginner	100/44	144	3.84
II	ESL II—High Beginner	100/44	144	3.84
III	ESL III—Intermediate	100/44	144	3.84
IV	ESL IV—High Intermediate	100/44	144	3.84
V	ESL V—Advanced	100/44	144	3.84
<b>TOTAL</b>		<b>500/220</b>	<b>720</b>	<b>19</b>

## **MODULE DESCRIPTIONS— ENGLISH AS A SECOND LANGUAGE**

### ***Module I: ESL I—Beginner***

***144 Clock Hours, 3.84 Sem. Credit Units***

***Prerequisite: None***

In this level, students will be introduced to the English Language. This course will emphasize elementary competency in standard English with a focus on basic grammar, writing, academic vocabulary, oral communication and reading skills that are necessary for success in introductory academic English.

### ***Module II: ESL II—High Beginner***

***144 Clock Hours, 3.84 Sem. Credit Units***

***Prerequisite: Module I***

In Level/Module II, students will be introduced to the basics of the English language with more intense emphasis on the fundamentals of sentence construction. This course will extrapolate from the building blocks obtained in Module I but with more detail in order to obtain higher grammar, oral communication, writing, vocabulary, listening, and pronunciation skills.

### ***Module III: ESL III—Intermediate***

***144 Clock Hours, 3.84 Sem. Credit Units***

***Prerequisite: Module II***

In this level, students must have acquired the basics and are now expected to utilize the obtained skills to advance and achieve intermediate proficiency of the English language. Intermediate level of academic vocabulary, grammar, listening, oral communication, writing, and pronunciation skills will be taught to individuals or a group setting.

### ***Module IV: ESL IV—High Intermediate***

***144 Clock Hours, 3.84 Sem. Credit Units***

***Prerequisite: Module III***

Students at high intermediate proficiency are able to function well in most everyday situations but still require academic language support. The module addresses students' difficulty understanding text beyond the literal level. They will be reinforced to correct errors in structure and idiomatic language. The curricular focus is more advanced applications of literacy skills.

### ***Module V: ESL V—Advanced***

***144 Clock Hours, 3.84 Sem. Credit Units***

***Prerequisite: Module IV***

Students are expected to handle most personal, social, and academic language. This course will utilize all the previous English skills and build on more advanced idioms and structure. Students will utilize the dictionary to deal with complicated literacy and academic texts that may seem unfamiliar with the student. The ESL curricular focus is based on literacy skills necessary for success in a chosen career/profession. Specialized topics include Medical English and Business English.

## TUITION AND FEES

Effective January 1, 2016

<b>Program</b>	<b>Registration Fee*</b>	<b>Tuition</b>	<b>Books/ Uniforms</b>	<b>Total</b>
Computer Office Management	150.00	4,000.00	300.00	\$4,500.00
English as a Second Language	150.00	3,200.00	275.00	\$3,625.00
Massage Therapist	150.00	3,500.00	350.00	\$4,000.00
Medical Assistant	150.00	4,000.00	350.00	\$4,500.00
Medical Coding and Billing	150.00	4,550.00	350.00	\$5,050.00
Nurse Assistant	150.00	1,800.00	150.00	\$2100.00
Pharmacy Technician	150.00	5,000.00	350.00	\$5,500.00

\*Non-Refundable

\*\*Effective January 1, 2016.

- THE ABOVE TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.
- **REGISTRATION FEE IS NON- REFUNDABLE.**

## Hamilton College Honor Code

- ❖ *I will not Lie, Cheat, Steal, nor Tolerate those who do;*
- ❖ *I will Respect the Rights and Privacy of Others;*
- ❖ *I will zealously guard my Personal and Professional Integrity and Reputation and that of my College;*
- ❖ *I will accept Personal Responsibility for all my actions;*
- ❖ *I will Remain Drug Free Except under Medical Supervision;*
- ❖ *I will obey all Rules, Regulations, and Laws of my College, the City and County of Los Angeles, the State of California, and the United States of America.*