



## Catalog 2019

January 1<sup>st</sup> 2019 to December 31<sup>st</sup> 2019

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## STATEMENT FOR CATALOG

The catalog is revised **annually** and whenever Learnnet Academy is expected to update its catalog at an appropriate interval. The catalog reflects the institution's educational programs with accurate descriptions of what is offered.

Learnnet Academy' Catalog is revised **annually in December as a routine schedule after annual meeting.** Evaluations and suggestions by students, staff, faculty and the advisory committee are reviewed and discussed by staff and faculty member throughout the year. We use this feedback to update and revise the Catalog in order to better suit the needs and changing demands of the academic community at Learnnet Academy.

Curriculum or any changes are noted on the catalog addendum. The addendum is available to the student online or in hard copy form if requested. Current students who will be impacted by a curriculum change are notified in writing from the Education Director. If the change is going to materially impact their matriculation, students are asked to sign an acknowledgment form.

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## **Learnet Academy Overview**

### **Campus Address**

**Learnet Academy, Inc.**

#### **Main Campus and Corporate Headquarters**

**Holmes Center  
3251 West Sixth Street, Floor 2  
Los Angeles, CA 90020**

**213.387.4242  
213.387.5365 (fax)  
[www.learnet.edu](http://www.learnet.edu)**

### **Introduction**

Established in 1993, Learnet Academy has built a reputation as one of the leading training centers dedicated to offering specialized professional computer courses in operating systems and their applications. These offerings include Microsoft Certified Professional Programs and many other certification courses listed in the later part of this catalog.

On January 1, 1998, Learnet Academy proudly announced the establishment of an intensive English as a Foreign Language (EFL) program. This brought to fruition a goal long held by the owner to extend the scope of Learnet Academy's programs beyond domestic students to include individuals in need of English as a Second or Other Language (ESOL).

Learnet Academy has grown up to be a Higher Education Institute accredited by the Accrediting Council for Independent Colleges and Schools in 2010. And Learnet Academy has been granted accreditation to offer programs through the Academic Associate's Degree, and certificate/diploma level by the Accrediting Commission of Career Schools and Colleges (ACCSC ID: M073056) in 2017, and Commission on English Language Program Accreditation (CEA ID: 1087) in 2018.

### **Mission Statement**

Learnet Academy's mission is to provide an education that prepares its students with the critical thinking ability to meet their academic and professional goal in a globalized world.

### **Goal and Objectives**

Our school is small by tradition and design.

The mission statement reads, "Learnet Academy's mission is to provide an education that prepares its students with the critical thinking ability to meet their academic and professional goal in a globalized world."

We understand that we are preparing our students to study in a changing world influenced by transnational developments. We concern ourselves with the personal development of the individual student, and we encourage all students to care for one another and for Learnet Academy.

#### **Goal**

Learnet Academy's goal is to establish an academic community that unites students, employers, communities, and nations for those wishing to pursue academic or professional positions in:

- MBA, BBA, and AA in Business Administration; Operations Developer, Manager, Business Administrator, and Real Estate Salesperson

- AA in Computer Business Applications, Computer Information Infrastructure, Computer Information Systems : Computer System Engineer, Database Administrator, Computerized Office User Administrator, Business Manager
- Computer Information Technology Administrator, Computer Office User Specialist: Microcomputer Support Specialist
- Real Estate and Finance / Salesperson: Business Administrator, Real Estate Salesperson
- General Contractor: Contractor
- English as a Foreign Language, TOEFL iBT: Admissions to U.S. colleges and universities for higher or continuous education.

**Objectives**

Learnet Academy's objectives are to:

*Supporting Objectives*

- To operate and provide educational services in compliance with all state and federal laws and regulations, as well as Learnet Academy's policies and procedures
- To maintain a high retention rate in compliance to Accreditor's and BPPE's standards
- To maintain a high placement rate for Learnet Academy's academic professional programs in compliance to Accreditor's and BPPE's standards
- To continuously promote and maintain quality of Placement Services to Learnet Academy's students
- To continuously improve Learnet Academy's programs and quality of its instructional teaching staff
- To provide quality academic professional and language programs for Learnet Academy's students

*Students*

- Assist in admission for higher or continuous education and/or job placement for professional.
- Provide a supportive educational environment that will maximize student learning potential.
- Offer range of quality programs, which are routinely upgraded to reflect the current and future needs within related academic and professional fields.
- Become life-long, independent learners through general education courses that provide the foundation across disciplines that underlie all intellectual pursuits; thus, enabling students to become active contributors in their efforts to achieve their academic and professional goals in a globalized world

*Employers*

- Provide valuable and highly trained employees to the organization with quality skills and a good educational background.

*Communities and Nations*

- Learnet Academy seeks to prepare our students its professions not only in the United States, but also in their own nations.

**Ownership**

Learnet Academy is a California Corporation and is owned by Ms. Tia J. Shin. The members of the Board of Directors for Learnet Academy are:

Tia J. Shin — President  
David Y. Oh — Secretary

Learnet Academy does not have a pending petition in bankruptcy, nor has it filed a petition for bankruptcy, at the time this catalog was printed. This institution 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 State Bankruptcy Code (11 U.S.C. 1101 et seq.).

**Program Advisory Committee**

Learnet Academy has an advisory committee that consists of at least three members per each program that represent the consultants and experts from several fields pertaining to the private postsecondary school industry. There is no conflict of interest between Learnet Academy and the members of the Advisory Committee.

<b>Company / Name</b>	<b>Field</b>
Cris Ippolite	CBA, Information Technology Consultant
Mahan Hajianpour	CBA, Information Technology Consultant
Jeff Lipeles	CBA, Information Technology Consultant
Victor Negri	CBA, Information Technology Consultant
Kevin Ben Hakimian	Business Administration: Real Estate
Burak Gatenyo	Business Administration: Real Estate
Benjamin Huh	Business Administration: Entrepreneur
Charles W. Mason	Business Administration: Real Estate
David Soufer	Business Administration: Entrepreneur
Mark Yoon	Business Administration: Entrepreneur
Jack Khorsandi	General Contractor
Simon Ho	General Contractor
Seon Oh	General Contractor

Two regularly scheduled meeting is conducted on a regular basis with semiannual meetings per program.

## **General Information**

### **Approvals and Affiliations**

Learnet Academy is a private institution approved to operate by the California Bureau for Private Postsecondary Education (School Code: 1937011). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations, and has approvals from the California State Approving Agency for Veterans Education (CSAAVE), a division of California Department of Veteran Affairs (CalVet), the California Bureau of Real Estate (CalBRE). Note: Language programs and Associate Degree programs are not included in the list of approved programs for Veterans students.

Learnet Academy has been granted accreditation to offer programs through the Academic Associate's Degree, and certificate/diploma level by the Accrediting Commission of Career Schools and Colleges (ACCSC ID: M073056), and Commission on English Language Program Accreditation (CEA ID: 1089).

Learnet Academy is a Vendor for Workforce Investment Act (WIA), Community Redevelopment Agency of Los Angeles (CRA), Employment Training Panel (ETP), and provides Rehabilitation Training Note: Language programs and Associate Degree programs are not included in the list of approved programs for students funded by WIA, CRA, ETP and Rehabilitation Training.

Learnet Academy is affiliated with the California Association of Private Postsecondary Schools (CAPPS), National Association of Foreign Student Advisors (NAFSA), and Microsoft Imagine Academy.

Learnet Academy is an Authorized Pearson Testing Center (CA109), Certiport Testing Center, Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) Testing Center, Test of English for International Communication (TOEIC) Testing Center, and Transportation Security Administration (TSA) Testing Center for Federal Government Employees.

As such, many official Federal and State Certification tests may be given on campus.

### Articulations with Accredited Higher Education

The collaborations between Learnet Academy and some Universities and Community Colleges allow Learnet Academy's graduates to receive college credit for coursework taken at Learnet Academy in Los Angeles, California.

Articulation Agreements are in place between Learnet Academy and some Universities and Community Colleges allow Learnet Academy's graduates to receive college credit for coursework taken at Learnet Academy in Los Angeles, California as follows:

- DeVry University
- Kaplan University
- Trident University International
- American Business & Technology University
- Fremont College
- Globe University
- Laurus College
- Ashworth College

### Approved Programs

The Institute offers a TOTAL of Ten Programs: Eight Certificate / Diploma, and Two Academic Associate's Degree as follows:

Title, and Credential	CONTACT HOURS / WEEKS			ACADEMIC CREDIT HOURS	Total Credits** Awarded
	Lecture/Lab Hours	Weeks	Total Clock* Hours	Lecture/Lab***	
(1) Computer Information Technology Administrator (CITA), <i>Certificate</i>	480/240	36	720	-	-
(2) Computer Office User Specialist (COUS), <i>Certificate</i>	240/120	18	360	-	-
(3) Computer Information Infrastructure (CII), <i>Certificate</i>	480/240	36	720	-	-
(4) Computer Information Systems (CIS), <i>Certificate</i>	240/120	18	360	-	-
(5) Real Estate and Finance Salesperson, <i>Certificate</i>	360	15	360	-	-
(6) General Contractor, <i>Certificate</i>	360	15	360	-	-
(7) Computer Business Applications, <i>Academic Associate's Degree</i>	800/200	96	1000	80/10	90 credits
(8) Business Administration : Real Estate Concentration, <i>Academic Associate's Degree</i>	940/40	96	980	94/2	96 credits
(9) Master of Business Administration: International Business Specialization, <i>Master's Degree: BPPE Approval Only</i>	480/120	96	600	48/6	54 credits
<i>The below two language program are not within the school's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):</i>					
(10) English as a Foreign Language (EFL), <i>Diploma</i>	960	48	960	-	-
(11) TOEFL iBT (Test Of English as a Foreign Language iBT), <i>Diploma</i>	480	24	480	-	-

#### CLOCK HOURS:

- \* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

#### QUARTER CREDIT HOURS:

- \*\* 1 quarter credit is 10 lecture hours. Students are required to complete 2 hours of homework for every one hour of lecture instruction.

- \*\*\* Lab: Hands-on Training is included in the clock hours lecture for computer courses.

**Average Class Size**

	Average Class Size	Maximum Class Size
Computer Information Technology Administrator (CITA)	30	40
Computer Office User Specialist (COUS)	20	40
Computer Information Infrastructure (CII)	30	40
Computer Information Systems (CIS)	20	40
Real Estate and Finance Salesperson	5	20
General Contractor	5	20
Computer Business Applications, Academic Associate's Degree	20	40
Business Administration, Academic Associate's / MBA Degree	20	40
<i>The below two language program are not within the school's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):</i>		
English as a Foreign Language (EFL)	25	30
Test of English as a Foreign Language Internet Based Test (TOEFL iBT)	25	30

**Handicapped Facilities**

The Holmes Center is a modern building, fully equipped to meet ADA (Americans with Disabilities Act) requirements, including handicap-accessible restrooms. The building itself and the parking structure have been designed for handicapped access.

**Certificates / Diplomas / Degrees**

Upon successful completion of all levels of the EFL or TOEFL iBT programs, students are awarded a Diploma of Completion. The same applies for those who complete all courses of the certificate programs, students are awarded a Certificate of Completion. All Academic Associate's degree graduates receive an AA Degree upon graduation.

**Housing**

The school does not maintain dormitory/housing accommodations for students; however, we are able to assist students looking for housing options in the vicinity of the school. Review the section "Student Service".

**Non-Discrimination Policy**

Learnet Academy is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.

## 2019 Academic Calendar and Start and End Dates

Month	2018 Start Dates by Program						
	CITA/COUS	CII/CIS	RE	GC	CBA	BA	EFL/TOEFL iBT
Jan	01/03	01/03	01/03	01/03	01/03	01/03	01/03, 01/28 01/25
Feb	01/14 02/22						02/25 02/22
Mar	02/25 03/22	03/22			03/22	03/22	03/22
Apr	04/01	04/01	04/18	04/18	04/01	04/01	04/01 04/26
May	05/13 05/10						04/29 05/27 05/24
Jun	06/21	06/21			06/21	06/21	06/21
Jul	07/01 07/26	07/01	07/01	07/01	07/01	07/01	07/01 07/29 07/26
Aug	07/29 08/23						08/26 08/23
Sep	09/30 09/20	09/30 09/20			09/30 09/20	09/30 09/20	09/30 09/20
Oct	10/25		10/18	10/18			10/25
Nov	11/11						10/28 11/22
Dec	12/20	12/20			12/20	12/20	11/25 12/20

Start dates subject to change

Term Start Dates are in black and End Dates are in blue.

CITA:	Computer Information Technology Administrator
COUS:	Computer Office User Specialist
CII:	Computer Information Infrastructure
CIS:	Computer Information Systems
RE:	Real Estate and Finance Salesperson
GC:	General Contractor
CBA:	Computer Business Applications, AA Degree
BA:	Business Administration: Real Estate Concentration, AA Degree

*The below two language program are not within the school's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC).*

EFL:	English as a Foreign Language
TOEFL iBT:	Test of English Foreign Language Internet-Based Test

Note: Students can register for an upcoming term in any given program up until the previous Wednesday prior to the start date for that program.

### Legal Holidays

Learnet Academy will be closed on the following days, both for classes and administration purposes:

- New Year's Day
- Memorial Day (Observed)
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- The school has periodic breaks at the end of each quarter: one week break at the end of the first, second, third quarter and a two week break at the end of the fourth quarter.

## Physical Facilities

### *The Campus*

Learnet Academy is located at 3251 West Sixth Street in the heart of Los Angeles' Mid-Wilshire district. The school is 10 minutes from downtown Los Angeles and occupies the second floor of the Holmes Center.

### *The City*

With its cosmopolitan population, wide selection of cultural and social activities, and ideal location, Los Angeles is one of the most popular choices for students or visitors coming to the United States. The school is located in the prestigious Mid-Wilshire section of the city, close to shops, restaurants, theaters, museums, and other cultural attractions.

Facility	Size	Capacity
Classroom 1	530 sq	58 persons
Classroom 2	150 sq	17 persons
Classroom 3	250 sq	27 persons
Classroom 4	310 sq	35 persons
Classroom 5	350 sq	40 persons
Classroom 6	500 sq	55 persons
Classroom 7	350 sq	38 persons
Classroom 8	300 sq	33 persons
Classroom 9	500 sq	Auditorium 320 persons
Classroom 10	1700 sq	
Classroom 11	700 sq	
Operations / Lobby	2500 sq	278 persons
Library / Resource Center	300 sq	33 persons
IT Testing Center	80 sq	8 persons
Student Lounge	1200 sq	133 persons
Faculty Lounge	350 sq	35 persons
Registrar / Student Service	300 sq	33 persons
Admissions / Placement	600 sq	66 persons
Education Department	100 sq	10 persons
Staff Lounge	200 sq	23 persons
Conference Room	250 sq	28 persons
Director	300 sq	33 persons
Storage 1 (Fireproof)	60 sq	6 persons
Storage 2	60 sq	6 persons
Storage 3	60 sq	6 persons
Restrooms	500 sq	55 persons
Common Area	1000 sq	110 persons
<b>Total</b>	<b>13,500 square feet</b>	<b>1500 persons</b>

Each classroom has equipment for research with Wi-Fi. Learnet Academy has eleven classrooms, furnished with projectors and current hardware and software to meet the needs of today's demanding students. These classrooms are also set up to offer instruction in EFL courses. Learnet Academy makes every effort to upgrade hardware and software on a continual basis to allow students access to the latest technologies.

## Transportation

We at Learnet Academy feel that lack of access to transportation should not be a barrier to education. A variety of transportation options are available to students and faculty. Learnet Academy is located one block north of Wilshire Boulevard and one block west of Vermont Boulevard. The intersection of Wilshire and Vermont is a major Los Angeles transportation hub, so Learnet Academy, while away from the noise of major roads, is able to give students easy access to bus service to downtown Los Angeles, as well as to the beach cities and other suburban areas. Access to the new Metro Rail Red Line provides service to downtown Los Angeles and connects directly to south-central Los Angeles and Long Beach on the Blue Line. Eventually, the Red Line will extend to the San Fernando Valley and East Los Angeles. For students with cars, ample security parking is available directly behind the



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school. For MTA riders, a student discount is available by presenting their student identification card and proof of enrollment.

**Copyright and Software**

In compliance with U.S. Copyright Laws. Learnnet Academy does not reproduce any copyrighted materials for instructional use, including the reproduction of book material and/or software material. As a member of Microsoft's IT Academy Program, Learnnet Academy has a volume license, authorizing the use of Microsoft software on classroom computers. Additionally, Learnnet Academy does not permit the photocopying of book materials under any circumstances. The staff, faculty, and other personnel at Learnnet Academy honor copyright laws. We strictly adhere to and enforce this policy on our campus. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that it is illegal to make or distribute copies of copyrighted material without authorization (section 106). The only exception is the user's right to make a backup copy for archival purposes (section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as \$100,000, and jail terms of up to five years.

1. Learnnet Academy licenses the use of computer software from a variety of outside companies. Learnnet Academy does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Learnnet Academy employees shall use the software only in accordance with the license agreement.
3. It is the sole responsibility of the students to acquire/purchase textbooks for their specified programs. Required software is included in textbooks and course materials as evaluation versions.
4. During the enrollment processing, the students are given verbal notice of their course material responsibilities, including copyright and software license infringement laws. Learnnet Academy strictly forbids use of illegal materials, including copied textbooks and software.
5. A memo regarding prohibited use of the copy machine for textbooks and materials is posted in the copy area. Additionally, the copy machine is monitored by administrative staff to ensure that faculty and students do not use it inappropriately.

**Academic Honesty**

Students will be expected to adhere to standards of academic honesty and integrity, as outlined. Learnnet Academy is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources).

Plagiarism includes submitting a paper, report or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, a faculty member will take disciplinary action including but not limited to: requiring the student to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a student who violates the standards of academic integrity.

**ADA Statement**

Learnnet Academy is dedicated to providing the least restrictive learning environment for all students. The school promotes equity in academic access through the implementation of reasonable accommodations as required by THE VOCATIONAL REHABILITATION ACT of 1973, Title V, Section 504 and the AMERICANS WITH DISABILITIES ACT of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post - secondary educational programs and activities. All students enrolled are required to meet and **MUST** demonstrate competency in all identified critical components of courses and all program objectives.

## Enrollment and Admissions Procedures

### Pre-Enrollment

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. You should review all tuition costs and charges, tuition discounts, and all costs incidental to training to review prior to signing the agreement. These documents contain important policies and performance data for this institution. This institution is required to have the student sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the enrollment agreement. The student must read “I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provide in the School Performance Fact Sheet” in the enrollment agreement.

In addition, prior to enrollment all students are provided with a **Cash Discount Policy (Refer to Addendum)** and enrollment agreement form to review and sign: Refer to Addendum. And **this enrollment agreement is legally binding when signed by the student and accepted by the institution.**

### Admissions Requirements and Enrollment Procedure

#### Requirements

- Be at least 18 years of age (past the age of compulsory education)
- Complete an application
- Submit a non-refundable registration fee of \$150
- Students must submit proof of no less than a high school credential, defined as a high school diploma issued by a state approved or accredited public / private, high school or an equivalent credential in the U.S. Such equivalents include the following:
  1. The Certificate of Proficiency Equivalency Report as described on page 24 in this catalog, based on completion of the High School Proficiency Examination with satisfactory scores.
  2. The California High School Equivalency Certificate (GED): applicant must have a minimum score of 45 on each of the five sections and an overall score of 250 or higher.
- Pass an entrance examination (except those applying for the EFL Program)
- Satisfy additional requirements, for students enrolling in *Computer / Real Estate and Finance / General Contractor programs*, as specified below.
- Complete all enrollment documents.

#### Program Specific Entrance Requirements and Examinations

**Computer / Real Estate and Finance / Contractor License:** All applicants to these programs are required to take an Entrance Examination, the Scholastic Level Exam (SLE) in order to determine whether the program meets the needs of the applicant’s minimum prerequisites, skills, experiences, and abilities. The SLE will measure the applicant’s proficiency for all programs but EFL. A minimum score of 17 on the SLE is required for admission. If the student does not receive a passing score, the student may take the test again after seven days. In addition to these admissions requirements, students in the Contractor License course of study must also provide proof of 2 to 4 years of practice experience in the field and a certificate of experience by an employer in the field.

**English as a Foreign Language (EFL) Program / TOEFL iBT Program:** At the time of enrollment, or shortly thereafter, but before beginning classes, each student is given a written placement test. Students are placed in levels corresponding to performance on this exam. Students are allowed to request a change of level during the first week of the term only. They must have the consent of the Education Director. Students must make an appointment to meet directly with the Education Director for this request. The decision will be made by the Education Director upon the students' re-test and a meeting with the teacher of the level to which they want to change.

***Procedure***

- All applicants to Learnet Academy (except those applying for the EFL Program) must pass an Entrance Examination, the Scholastic Level Exam (SLE). Testing must be completed prior to signing the enrollment agreement. Learnet Academy uses the Wonderlic Scholastic Level Exam (SLE), a nationally recognized standardized test that measures an applicant's potential for successfully completing the program in which they plan to enroll. If the student does not receive a passing score, the student may take the test again after seven days: there is limit to three times for retake. The test shall be given by the institution on its premises. A score of 17 or above is required.
- Complete the following enrollment paperwork. Copies of paperwork from this Section, parts 1 and 2 are given to the student at the time of enrollment. Students can print out the rest of the paperwork outlined below from <http://www.learnet.edu>, or will be provided in hard copy upon request.
  1. Enrollment Agreement, a valid form of identification, Entrance Record (Admissions Application and Interview), Entrance Test, Promissory Note (cash only) for Student File
  2. Student Disclosure Form
  3. School Catalog
- The Admissions Advisor must recommend the student for enrollment, and have submitted the completed enrollment paperwork to the Executive Director for approval on or before the Wednesday prior to the intended Monday start date.

***Additional Requirements for International Students***

An I-20 cannot be processed until all items in this checklist are completed and have been received:

- Completed I-20 application form
- Official bank statement, or sponsor letter and endorsement dated within the past three months, containing a minimum of \$15,000 USD per year
- High school diploma translated in English for language programs; or Certificate of Proficiency Equivalency Report for all other programs as described on page 24 in this catalog
- A photocopy of the page from student's passport showing full legal name, birth date, passport expiration date, and photograph
- For F-1 transfer students only: a signed transfer form from the school that student has been attending, and copies of student's most recent I-20, I-94, and F-1 visa.

***Additional Requirements for Students Applying for AA Degree***

- Students applying outside the United States must have a graduate certificate from all secondary or postsecondary institutions. In addition, students must submit official transcripts from all postsecondary institutions attended, certifying a grade point. Foreign transcripts, not in English, must be submitted together with certified English translations.

- International students must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) or equivalent record. Minimum TOEFL score requirements are 419 (Paper-based)/124 (Computer-based)/42 (iBT), taken within the past five years. Testing must be completed prior to signing the Enrollment Agreement. Exam scores such as the IELTS may be acceptable in lieu of this TOEFL requirement by the discretion of the Executive Director/Education Director. Students who completed secondary and post-secondary education in a country where English is the primary language are exempt from this requirement. Students who have satisfactorily graduated from Learnnet Academy's EFL and/or TOEFL iBT program or transferred from other accredited college in U.S. are exempt from this requirement.

## ***Tuition Payment, Cancellation, and Refund Policies***

**Registration and Tuition Fee** The school reserves the right to change tuition and fees, make curriculum changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees do not affect enrolled students already in attendance.

**Payment Methods** Learnet Academy accepts payment for tuition, books, equipment, and other fees through cash payment, Visa, MasterCard, or personal or company check. The school will also assist students with setting up monthly payment plans. At the school's discretion, installment payments may also be arranged. All outstanding student account balances are billed directly to the student upon completion or termination. Failure to satisfy delinquent accounts within a reasonable time will result in the account being submitted to a collection agency for processing.

**Federal and State Grants and Loans** Learnet Academy does not participate in federal or state financial aid programs.

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain a loan to pay for an education program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Financial Assistance Types** Learnet Academy students utilize the following financial assistance types toward their tuition:

1. Workforce Investment Act (WIA): Students funded by this program are monitored and regulated by South Bay Workforce Investment Board and its subsidiary contractors (Worksource Centers). Learnet Academy monitors, operates, and reports students' SAP in accordance with the laws and regulations of South Bay Workforce Investment Board and its subsidiary contractors.
2. Veterans Affairs (VA): G.I. Montgomery Bill: Students funded by this program are monitored and regulated by the Department of Veterans Affairs and Bureau for Private Postsecondary Education. Learnet Academy monitors, operates, and reports students' Standard Academic Progress (SAP) in accordance with the laws and regulations by Veterans Affairs, Bureau for Private Postsecondary Education, and Accrediting Council for Independent Schools and Colleges.
3. Private Vocational Rehabilitation: students funded by this program are monitored and regulated by Case Manager of Rehabilitation and its subsidiary insurance company. Learnet Academy monitors, operates, and reports students' SAP in accordance with the laws and regulations of Vocational Rehabilitation.
4. Employment Training Panel (ETP)
5. Corporation Fund / Employers: no regulatory agencies are involved, but Learnet Academy monitors and reports students' attendance and SAP to the employers.
6. Student loans funded by private lending companies: no regulatory agencies involved, but students are required to repay the lending institution in accordance with the contracted terms and agreement, as well as stay within the boundaries of

Learnet Academy's SAP.

**Payment Default**

Upon default of tuition, Learnet Academy may declare the entire unpaid principal balance on the student's Promissory Note and all accrued unpaid interest immediately due without any written notice. The student is required to pay the entire amount due within 45 days. Students who participate in the **Cash Discount Program Policy (Refer to Addendum)** will be responsible for the entire non-discounted price of tuition for the program they were enrolled in. A lender may hire or pay someone else to help collect this note if student does not pay. This includes, subject to any limits under applicable law, lender's attorneys' fees and lender's legal expenses whether or not there is a lawsuit, including attorneys' fees and legal expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services. Student will also pay any court costs, in addition to all other sums provided by law.

**Termination**

**Learnet Academy has a right to terminate the students** for any of the following reasons:

1. Violation of Code of Conduct
2. Failure to comply with the Academy's attendance or academic satisfactory progress policies.
3. Failure to meet scheduled financial obligations to the Academy.

Students whose enrollment is terminated will be notified in writing and will be subject to the Academy's refund policy.

**Cancellation Policy and Procedures****STUDENTS RIGHT TO CANCEL:**

*Under California Bureau for Postsecondary Private Education Law, (CEC §94911(e)(1)(2)(3))*

**Policy**

Students 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 calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to withdrawal from school at any time, and receive a pro rata refund if they have completed 60% or less of the period of attendance (as described in the "Withdrawal from the Program" section below).

Cancellation may occur when students provide a written notice of cancellation by mail or by hand delivery at the students' place of training. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not be on any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Students will be given two Notice of Cancellation forms on the first day of class.

If the Enrollment Agreement is cancelled the school will refund the students any money they paid, less a registration fee of \$150.00. If students are issued books or equipment and cancel their agreement, the student is required to return the books and/or equipment. *Refer to Refund Policy and Procedures in the following pages.*

The school will issue all refunds within 45 days of the date of cancellation / withdrawal.

**Procedures**

1. Students have the right to cancel enrollment until midnight of the 7<sup>th</sup> day after the first day of class.
2. Print out the Cancellation Form from the web site, [www.learnet.edu](http://www.learnet.edu).
3. Cancellation Policy and Procedures shall be informed during the orientation day. This procedure is handled by Admissions.
4. Upon cancellation, there is no charge to the student and any monies paid by the student will be refunded.
5. Cancellations for future students originate only from the Admissions Department. Admissions will advise all departments of the cancellation.
6. Any other staff member learning of the intent of a student to cancel is to first try to advise students to re-consider and reiterate of benefits of courses.
7. All departments will consider the student's file closed.
8. Should admissions be able to change the student's mind at any time, or re-schedule the student for new start-date, and notify other staff members to give better service to the student.
9. In the event of a seven-day cancel where the student has paid money down, the full amount paid must be refunded within 45 days. If there is a discrepancy between the amount on the contract and the amount on the receipt, the amount in the student's favor will be used. Be sure to double-check that students' contract and receipt amounts match if paid on the day of signing. After signing, the receipt is taken at face value.
10. In the event of a seven-day cancel where a post-dated check has been cut, do not hand the check back to the student or drop it in the mail. The check is to be given to the registrar officer who will make a copy of the check and return it to the student via certified mail.



## Withdrawal Policy and Procedures

*Under California Bureau for Postsecondary Private Education Law, (CEC §94911(e)(1)(2)(3))*

Students may withdraw from school at any time after the cancellation period (described above).

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the school of their intent to withdrawal or as of the date of the student's withdrawal, whichever is later. The student can complete a Withdrawal form obtained from the Registrar office. Once the form is completed, signed, and returned to the Registrar it will be recorded, and the withdrawal process initiated. The school will accept any written, dated and signed notification from a student to initiate a withdrawal. Notification by telephone will only be accepted in extenuating circumstances by the school Director, when it is determined the student cannot reasonably be expected to return to the school to sign and date a withdrawal form.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to attend classes for a two-week period; failure to abide by the rules and regulations of the school; and/or failure to meet financial obligations to the school. Students whose enrollment is terminated by the school will be notified in writing, and the withdrawal date will be the date the violation occurred.
3. The student fails to return from a leave of absence or scheduled vacation. The withdrawal date will be the date the student was scheduled and failed to return.
4. The institution withdraws the student's enrollment failure to purchase the textbook within a week after start date.

*Refer to Refund Procedures in the following below.*

## Refund Policy and Procedures

*Under California Bureau for Postsecondary Private Education Law, (CEC §94911(e)(1)(2)(3))*

### **Policy**

For determining the amount of the refund, the number of hours of instruction remaining (hours of instruction scheduled to be provided after the date of notification or determination of withdrawal), are divided by the total number of hours in the period. The resulting percentage is then multiplied by the tuition charged for the period, representing the tuition charged but not attended by the student. The refund is the amount the student paid for hours of instruction scheduled to be provided after the student's withdrawal date, minus a registration fee, STRF fee and the cost of unreturned equipment. **If the student has completed more than 60% of the period of attendance, tuition is considered fully earned and no refund will be issued.**

For periods of enrollment beyond the current "charge period," if the student withdraws prior to the next charge period, any charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

The school will issue all refunds within 45 days of the date of cancellation /withdrawal.

### **Procedures**

In order to cancel the enrollment agreement and receive a refund, students must do the following:

1. Cancellation shall occur when the students gives a written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement.
2. The student can do this by mail or hand delivery or email to [registrar@learnnet.edu](mailto:registrar@learnnet.edu) .
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.
4. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that the student no longer wishes to be bound by his/her enrollment agreement: This form is also available on the school website.
5. If the school has given the students any equipment, including books or other materials, students shall return it to the school within 30 days following the date of the notice of cancellation.
6. If students fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due.
7. Once the students pay for the equipment, it is the students to keep without further obligation.
8. If students cancel the agreement, the school will refund any money that the student paid, less any deduction for equipment not timely returned in good condition, within 45 days after the notice of cancellation is received.
9. Students review the refund calculation form and sign the cancellation/withdrawal form: Registrar Officer reports to ED and PDSO/DSO for updating SEVIS record.
10. Refund checks are issued by the Registrar's Office and bear the signature of the Executive Director.
11. Students are required to show photo identification if picking up their check or the Registrar Officer will mail out to students' address.
12. If a refund check is to be picked up by a third party, signed written authorization from the student.

If you have questions about the refund policy and procedures at Learnnet Academy, reach to [registrar@learnnet.edu](mailto:registrar@learnnet.edu) or phone 213-387-4242.

**Student Tuition  
Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2525 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a Californian resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 days before the closure of the institution or location of the institution, or were enrolled in an education program within 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the qualify or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of you student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-

collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400**  
**Sacramento, CA 95833**  
**(916) 431-6959**

**Hypothetical Refund  
Example for Non-  
Language Programs**

A student enrolls in the 720-hour Computer Information Technology Administrator (CITA) program, and pays \$6800.00 for tuition, \$150.00 for registration, and \$150.00 (fair market value) for equipment as specified in the enrollment agreement. The student decides to withdraw after 250 clock hours of instruction has elapsed, without returning the equipment he/she obtained. The pro rata refund to the student would be \$4,589 and is based on the calculations as described below.

**Sample Refund  
Calculation for Non-  
Language Programs**

Based on the preceding example, the refund calculation would be made in the following way:

	\$6,950	\$6,800 tuition + \$150 registration and processing
Less	- \$10	Registration fee (amount school may retain)
Less	- \$140	Processing fee (amount school may retain): waived for veterans and eligible persons,
Times	× 470	Clock hours of instruction not attempted
Divided By	÷ 720	Hours of instruction for which student has paid
Equals	= \$4,439	Initial refund amount
Plus	+ \$150	Documented cost of returned equipment *
Equals	= \$4,589	Actual refund amount

\* If the student returns the equipment in good condition, the actual refund to the student would be \$4,589 (\$4,439 + \$150). For the purpose of determining the amount the student owes for the time attended, he/she shall be deemed to have withdrawn from the course when any of the following occurs:

1. He/she notifies the school of withdrawal, or the actual date of withdrawal.
2. The school terminates the student's Enrollment Agreement.
3. He/she fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

**Refund Calculations /  
Table of Examples for  
Language Programs**

*Table Setting Forth the Amount of Hypothetical Refund for language programs.*

	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Tuition	Reg	Books
EFL 1A Beginning	80	160	240	320	400	480	560	640	720	800	880	960	\$ 6,800	\$ 150	\$ 200
EFL 1B Beginning		80	160	240	320	400	480	560	640	720	800	880	\$ 6,250	\$ 150	\$ 180
EFL 2A High Beginning			80	160	240	320	400	480	560	640	720	800	\$ 5,700	\$ 150	\$ 160
EFL 2B High Beginning				80	160	240	320	400	480	560	640	720	\$ 5,150	\$ 150	\$ 140
EFL 3A Intermediate					80	160	240	320	400	480	560	640	\$ 4,600	\$ 150	\$ 120
EFL 3B Intermediate						80	160	240	320	400	480	560	\$ 4,050	\$ 150	\$ 100
EFL 4A High Intermediate							80	160	240	320	400	480	\$ 3,500	\$ 150	\$ 80
EFL 4B High Intermediate								80	160	240	320	400	\$ 2,950	\$ 150	\$ 60
EFL 5A Advanced									80	160	240	320	\$ 2,400	\$ 150	\$ 40
EFL 5B Advanced										80	160	240	\$ 1,850	\$ 150	\$ 20
EFL 6A High Advanced											80	160	\$ 1,300	\$ 150	\$ -
EFL 6B High Advanced												80	\$ 650	\$ 150	\$ -

**Hypothetical Refund  
Example for Language  
Programs**

Assume a student enrolls in an 800-hour EFL program, starting in module EFL 2A and pays \$5,700 for tuition, \$150 for processing and registration fee, along with \$160 (fair market value) for equipment as specified in the Enrollment Agreement, then withdraws after completing 400 hours of elapsed time without returning the equipment he/she obtained. The prorated refund to the student would be \$2,850 (see calculation below). If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

**Tuition Fee**

Program	Total Tuition
Computer Information Technology Administrator (CITA)	\$ 6,800
Computer Office User Specialist (COUS)	\$ 3,400
Computer Information Infrastructure (CII)	\$ 6,800
Computer Information Systems (CIS)	\$ 5,800
Real Estate & Finance Salesperson	\$ 3,200
General Contractor	\$ 5,500
Computer Business Applications, Academic Associate's Degree	\$ 13,600 or \$250 / unit
Business Administration: Real Estate Concentration, Academic Associate's Degree	\$ 13,600 or \$250 / unit
<i>The below two language program are not within the school's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC).</i>	
English as a Foreign Language (EFL)	\$ 6,800
Test of English as a Foreign Language Internet Based Test (TOEFL iBT)	\$ 3,400

*Please refer to the addendum for tuition and other fees.*

## Academic Policy

### Grading System for Certificate and Associate Degree Programs

#### **Grading System for Certificate, Diploma and Associate Degree Programs**

The school maintains an academic progress report for each student. Grades are issued upon the completion of each module, level or quarter.

The grading system is as follows:

Rating	% Score	Letter Grade	Grade Point Average
Excellent	90–100	A	4 point
Above Average	80–89	B	3 point
Average	70–79	C	2 point
Pass	60–69	D	1 point
Fail	0–59	F	0 point

All grades appear on the official transcripts and are used in calculating the grade point average. Student progress and grade reports become part of the student's permanent record and all grades received are posted on the Student Record.

Additional codes represented on the academic transcript:

- I – Incomplete, credits/hours not earned.
- W – Represents course withdrawal, credits/hours not earned.
- RPT – Represents courses that have been repeated
- TO – Represents credit/hours granted for test out
- TC- Represents credit/hours granted for transfer
- ADT – Represents courses audited, credits/hours not earned.

Any student receiving an "F" is required to repeat the level or course and must obtain a grade of "D" or better to complete the program. After the student has successfully repeated the level or course as required by this policy, the previously assigned grade of "F" is not factored into the student's cumulative grade point average (CGPA) by adding the notation of Repeated ("RPT"). CGPA is calculated by percentage of earned points (Grade Points X Earned credits/hours) divided by total earned credits/hours. We do not give any grades for Withdrawal ("W") or Incomplete ("I"), as such "W" and "I" and the course will have to be repeated to complete the program.

An "I", for incomplete, is only assigned when a student has obtained the prior approval of the Executive Director. An "I" grade assignment will revert to the course grade earned if the outstanding work has not been submitted within the agreed upon timeframe, not to exceed 30 days from the course end date.

#### **Student's Right to Appeal a Grade**

Once a grade has been recorded in the student record, the grade may not be changed without approval of the faculty. Students who feel that they have received an erroneous grade may appeal the grade to the Director no later than 30 days from the date the grade is posted. A decision regarding the appeal will be rendered within 1 week, and will be final.

#### **Academic Appeal Procedures**

1. Students request the appointment with Education Director (ED): Email to [education@learnnet.edu](mailto:education@learnnet.edu) or sign in the appointment schedule on the Education

Director's room door for advisement meeting.

2. Initial appeal request should be no later than 30 days from the date the grade is posted on the first start date of each term: If you can't find your name, ask registrar officer.
3. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge to ED during the advisement meeting.
4. ED in consultation with the instructor will review all requests, and a determination will be made to either maintain or change the extant record: e.g., Test out evaluation, special assignment, ....etc.
5. The student may meet with the ED and anyone else he or she may designate to review the conclusions.
6. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings and make a recommendation to the ED for final action.
7. A decision regarding the appeal will be rendered within 1 week, and will be final.
8. This final notice is informed via email or mail to students.

A student placed on academic probation or deemed as failing to make SAP may review the determination and may appeal the determination through the Executive Director whose judgment in this matter shall be final, conclusive, and binding.

### **Satisfactory Academic Progress Policy (SAP)**

Satisfactory Academic Progress (SAP) is defined as maintaining a minimum Cumulative Grade Point Average (CGPA) of 2.0 or cumulative grade average (CGA) of 70% (**qualitative progress**) and earning 67% of the credits or hours attempted (**quantitative progress**). For a clock hour program, the maximum time frame shall not exceed 1.5 times the normal duration of the program. For a credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program

#### ***Satisfactory Academic Progress Evaluation***

Satisfactory progress is evaluated at the end of each quarter once all grades have been posted, and is evaluated by the Education and Registrar departments.

#### ***Satisfactory Academic Progress Warning Status***

A student who does not achieve the minimum required qualitative and quantitative progress at the end of a quarter will be notified in writing and placed on Warning for the next quarter. At the end of the next quarter, either:

1. if the student has achieved the minimum required qualitative and quantitative progress, the student will be notified in writing and removed from Warning, or
2. If the student has not achieved the minimum required qualitative and/or quantitative progress, the student will be notified in writing that they are to be dismissed unless the student files an appeal, and the appeal is approved.

#### ***Appeal Process and Probation***

The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. The appeal should be addressed to the Executive/Education Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Executive/Education Director will assess all appeals and determine whether the student may be permitted to continue school on a probationary status, despite not meeting satisfactory progress requirements. The student will be sent the written decision within 10 days of the school's receipt of the appeal. The decision of the Executive/Education Director is final. Students reinstated upon appeal are on probationary status for the next quarter during which time they must meet the terms and conditions set out in the Executive/Education Director's Academic Plan included with the letter granting the appeal.

At the end of the probationary quarter, and every quarter thereafter, the student's satisfactory academic progress will be reviewed. The student may continue on probation as long as he or she meets the terms of the Academic Plan. Once the student has re-established satisfactory academic progress, the student will be notified in writing and removed from probation within 90 days (1quarter), or within 30 days for short term program. If the student fails to meet the terms of the Academic Plan within 90 days (1quarter), or within 30 days for short term program, the student will be notified in writing by certified mail and dismissed from the program.

The effect on SAP for all Grade Assignments are as follows:

Grade/Assignment	Definition	Included in <b>qualitative progress</b>	Included in <b>quantitative progress</b>
A, B, C, D, F	Assigned Grade	Yes	Yes



I	Incomplete	No	Yes
W	Withdrew	No	Yes
TC	Transfer Credit	No	Yes
TO	Test Out	No	Yes
ADT	Audit	No	No
RPT	Repeated Course	No	Yes

***The Effect on SAP for Repeated Courses***

The higher of the two grades earned for a repeated course will be used in calculating the CGPA/CGA. The credits/hours for both courses are included as attempted.

***The Effect on SAP for Non-Punitive Grades and Non-Credit or Remedial Courses***

The Academy does not offer remedial courses. The grade assignment of ADT is a non-punitive grade that does not impact CGPA/CGA or attempted credits/hours.

***The Effect on SAP When a Student Seeks to Earn an Additional Credential***

If a student seeks an additional credential, the credits/hours and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA/CGA and attempted credits/hours.

***The Effect of SAP on Extended Enrollment Status***

If a student is not making satisfactory academic progress, student may be required to be in an extended enrollment status at the discretion of the Education Director/Executive Director. However, all credits/hours attempted count toward 150% of the normal program length even if the student is on extended enrollment.

***The Effect on SAP When Student Changes Programs or is Re-admitted to the Same Program.***

If a student is re-admitted into the Academy or changes program of study, the credits/hours and grades that are applicable to the student's current program of study will be included in the CGPA/CGA and in credits/hours attempted for determining the student's satisfactory academic progress.

***The Effect on SAP for Transfer Credits***

Transfer credits/hours are included as attempted but do not affect the CGPA/CGA.

***Re-entry for Students Dismissed Due to Failure to Meet SAP***

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary period upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

***Maximum Timeframe***

All program requirements must be completed within a maximum timeframe of 1.5 times the normal program length as measured in clock/credit hours

A program of 720 hours in length must be completed within 1080 attempted hours of study. An explanation of the ratio of satisfactory credits earned to credits attempted for each program is detailed in the table below.

If a student drops a course or receives a final grade of "D" or "F", that student may repeat

the course one time only.

Courses may be repeated only within the maximum time allowed to complete a program of study (the number of scheduled hours + 1/2 the number of scheduled hours). The grades of each course will then be averaged to obtain a final grade, and may not be higher than "C".

Program	Hours / Credits	Maximum Attempted
Computer Information Technology Administrator	720 hrs	1080 hrs
Computer Office User Specialist	360 hrs	540 hrs
Computer Information Infrastructure	720 hrs	1080 hrs
Computer Information Systems	360 hrs	540 hrs
Real Estate and Finance Salesperson	360 hrs	540 hrs
General Contractor	360 hrs	540 hrs
Computer Business Applications, Academic Associate's Degree	90 credits	135 credits
Business Administration: Real Estate Concentration, Academic Associate's Degree	96 credits	144 credits
<i>The below two language program are not within the school's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):</i>		
EFL	960 hrs	1440 hrs
TOEFL iBT	480 hrs	720 hrs

In order to meet the quantitative standard, students must complete 67% of all credit/clock hours attempted

#### **Warnings for Course Failures**

Students with less than an average of 70% grade average during a given course will be placed in a two-week warning period, notified by email, until probation period is initiated through a probation meeting with the Education Director.

#### **Course Withdrawals**

Students who withdraw from a course will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

#### **Attendance Requirement**

Students with more than 10 consecutive days of unexpected absences will be placed in a two-week warning period, notified by email, until probation period is initiated through a probation meeting with the Education Director. If the student does not follow the proper procedure within the given timeline, the student will be withdrawn.

- Students with less than an overall attendance rate of 78% will be placed on a two-week warning period, notified by email, until probation period is initiated through a probation meeting with the Education Director.
- Students with less than an average of 70% grade average during a given course will be placed in a two-week warning period, notified by email, until probation period is initiated through a probation meeting with the Education Director.

**Incoming Transfer of Credit: Previous Education Evaluation*****Instruction***

Accreditor and California law requires that a record of all students' previous education be kept and evaluated if the student is to receive credit for any course completed at another institution. It is critical that the official transcript be obtained and evaluated course-by-course. No transcript evaluation or testing will take place until the student has applied, been accepted, and enrolled. If the student requests consideration for previous training or experience, the transfer of credit process cannot be completed until the request has been evaluated by the Education Director. A copy of the evaluation form and the student evaluation letter must be maintained in the student file.

***Previous Education Evaluation***

Transfer of credit from other institutions is encouraged and available in all programs except EFL. Applicants may request an informal transfer of credit evaluation prior to admission. Official notification of credits that have been accepted for transfer to a program normally occurs at the time an offer of admission is made or during the student's first module of enrollment. Evaluation of credits for transfer to a program will require a copy of the transcript that reflects the course being evaluated.

***Minimum Requirements for the Evaluation of Transfer of Credit***

Credits evaluated for transfer from other educational institutions must have been:

- Earned and recorded on an official transcript at a school that was accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation;
- Earned within 5 years prior to or after matriculation to Larnet Academy;
- For education received more than 5 years prior to the start of class, the student must demonstrate proficiency in that subject matter by earning a score of 70% or higher on an exam, administered by the Education Director, in that subject matter;
- Earned in courses posting a "B" (3.0 on a 4.0 scale) or higher;
- Earned in a course in which the content is equivalent in both content and credit value to the corresponding Larnet Academy course;
- Approved prior to registering for the course.

The school also considers credits for transfer from educational accomplishments attained in extra-institutional settings that are recognized by the American Council on Education's (ACE) Center for Adult Learning and Educational Credentials.

***Foreign Coursework***

Coursework from non-U.S. institutions will normally require transcripts to be evaluated and certified by a National Association of Credential Evaluation Services (NACES) member agency. Transfer of credit documentation, when requested, should be submitted to the Office of Admission. Students who have satisfactorily completed courses from a foreign nation's appropriately accredited university may be able to apply the courses credits toward an Academic Associate's degree at Larnet Academy. Students should consult admissions BEFORE requesting to have credits evaluated because the time it takes to evaluate a large number of units can delay enrollment. Courses must first be evaluated by an approved credential evaluation agency, then finally reviewed and approved by Education Director. Once courses are approved, their credit(s) may then be transferred to Larnet Academy.

To have foreign coursework credits evaluated, students should contact one of the approved credential evaluation agencies listed below and request a detailed equivalency report that indicates-for each course-whether it is an upper-or-lower-division course, its US quarter equivalency, and the grade the student earned:

Please visit <http://www.naces.org/> and select one of institutions listed:  
AERC, American Education Research Corporation, 626-339-4404, [www.aerc-eval.com](http://www.aerc-eval.com)  
IERF, International Education Research Foundation, 310-258-9451 [www.ierf.org](http://www.ierf.org)  
APIE, Academic and Professional International Evaluations, Inc., 562-594-6498,  
[www.apie.org](http://www.apie.org)

***Maximum Number of Credits Permitted for Transfer***

The maximum number of credits accepted for transfer to a Learnnet Academy program is one-fourth (25 %) of the credits required for the Academic Associate's Degree Programs, Real Estate Salesperson/Finance program, and computer programs.

Students in the computer programs may submit proof of passing a Microsoft exam or its equivalent, within one year prior to the start of the program, for that given course topic to receive credit. In cases where it falls within the past three years, students may take an exam at Learnnet Academy and must receive a grade of at least 70% to test out from that course.

Students in the Real Estate Salesperson/Finance program may submit an official transcript from an accredited educational institution, taken within one year prior to the start of the program, with a grade of "C" or higher to receive credit for a course.

Transfer of credits based on previous coursework is not applicable to students in the EFL, TOEFL iBT, and General Contractor programs.

***Reconsideration of a Transfer of Credit Evaluation***

Students may request review of a transfer of credit evaluation by submitting a written request to the Office of Admission prior to the start of the quarter. Because transfer of credit evaluations are based on a number of important factors, written requests for review should explain, in detail, the issues or circumstances that led the student to believe the evaluation was flawed or that an error was made during the evaluation process. The outcome of this review is final.

**"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"** The transferability of credits you earn at Learnnet Academy 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 course work at the 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 Learnnet Academy to determine if your credits or degree, diploma or certificate will transfer.

Refer to Articulations with Accredited Higher Education on page 5 of this catalog.

**Test Out Evaluation**

Any student may request the opportunity to test out of a course, based on the student's previous experience. The student must take the final exam for the course not more than 30 days prior to the start of class. To receive course credit, the student must earn a score of at least 70%. No letter grade will be given for any transfer or test out course.

## Course Numbering System

### *Course Numbering System*

- C : Computer
- N : Networking
- R : Router Technology
- D : Database
- B : Real Estate
- GC : General Contractor
- C- : Contractor
- CG : Computer Graphics
- BUS : Business
- GE : General Education
- -C : Certificate
- FIN : Finance
- MGT : Management
- HRM : Human Resource Management
- ORG : Organizational Behavior
- QNT : Quantitative Analysis
- CAP : Capstone
- LAW : Law
- MKT : Marketing
- EFL : English as a Foreign Language
- TOEFL iBT : Test of English as a Foreign Language Internet Based Test

Courses numbered 1-199 are introductory courses in that given department. Courses numbered 200 and higher are more specialized courses in terms of the topic within that department. Courses that are to be taken consecutively are generally numerically consecutive (ex. C101 and C102) unless indicated otherwise. Courses with a prerequisite are listed in the course description and on the syllabus.

For Examples,

- Computers use a letter followed by three numbers. Example: C101 or D203. The designations are C for general computer courses, N for network related courses, D for data or database related courses, V is for visual, G is for graphics courses, and R is for router related courses.
- Real Estate program use the letter B followed by three numbers such as B401
- The General Contractor courses are designated by the license number for a particular trade. For instance, C6 Cabinet, Millwork and Finish Carpentry Contractor. These designations are determined by the California Contractors Licensing Board.
- EFL programs are designated by the level of the course. Example: EFL for Intermediate Students which has modules 3A Intermediate, 3B High Intermediate. These are common designation for ESL and EFL programs.

## Tardiness

Learnet Academy encourages students to be on time for all activities, appointments, and classes. Students who arrive more than 20 minutes late for class or who miss 20 minutes of class time during any given class hour are recorded as incomplete and are considered absent for that class hour.

**Make-Up Classes**

The school does not require a student to make up missed classes. Make-up classes are not specifically scheduled and are never guaranteed. However, missed classes can be made up on a drop-in or space-available basis within two weeks from the date the original class was missed. In no event will make-up classes be provided for students after the scheduled end of the module or level. If the school cancels classes or if there is holiday during the term, the school will schedule make-up classes or assignments.

**Make-Up Work**

Students will be given an opportunity, at the discretion of the Executive Director and subject to the availability of space, to repeat, remediate, or make up lost work. This work shall be given full standing and credit with respect to the student's satisfactory academic progress.

**Leave of Absence**

A Leave of Absence (LOA) may be granted under special circumstances.

**Procedures**

1. LOA requests must be submitted to the Executive/Education Director
2. Email to [education@learnnet.edu](mailto:education@learnnet.edu) or sign in the appointment schedule on the Education Director's room door for advisement meeting.
3. "Leave of Absence" form is given to student by Education Director.
4. This form must include an anticipated return date and be signed by the student and all medical LOAs, whether requested in advance or based on emergency situations, must be documented by a doctor's statement.
5. Students are entitled to take up to two LOAs, not exceeding 60 days total, during any academic year: For example, a student may take one 60-day LOA or two LOAs that, together, add up to a maximum of 60 days.
6. The student may not request a second LOA if he or she has already taken one 60-day LOA; furthermore, he or she may not request a third LOA, no matter how many days the student was absent during the first two LOAs.
7. Failure to return to school as scheduled without prior written notification to and approval from the Executive/ Education Director will result in immediate dismissal.
8. Any refund due will be made within 30 calendar days from the end of an approved Leave of Absence: *Refer to "Refund Policy and Procedures" in this catalog.*

The Executive/Education Director may grant LOAs for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. Time for an approved LOA will not be included in the calculation of a student's maximum program length.

There are two categories of LOA:

- General LOA for emergency or personal purposes, up to 60 days
- Medical LOA for medical situations

Only the Executive/Education Director is authorized to grant a Leave of Absence. All medical LOAs, whether requested in advance or based on emergency situations, must be documented by a doctor's statement. The Education Director completes the request for Leave of Absence and should work with Registrar Officer for Updating the Campus Accountability Report, SEVIS, File Maker DB and ensures their proper disbursement of the refund.

**Restarts*****The Restarts procedure is as follows:***

1. By definition, a restart is any student who has previously attended this school.
2. Any student who has dropped out or been terminated by the school for attendance or academic probation.
3. Any student who has dropped or has been terminated by the school shall be eligible to restart.
4. Student required to (e) mail or hand deliver a letter addressing why they withdrew from school and why they feel they are in a position to continue with their education at this time. Letter must include the program, shift, date and time the student would like to return.
5. All restarts must have written permission from the Executive/Education Director. The Executive/Education Director will also complete the Education portion of the Restart Application. Email to [admissions@learnnet.edu](mailto:admissions@learnnet.edu), and Admissions Director will request the student information to the Registrar Officer and Education Director.
6. A new Enrollment Agreement cannot be signed or submitted until the following:
  - a. The Education Director has submitted a Restart Authorization Form;
  - b. All termination paperwork has been completed and the student has completed the three-week waiting period;
  - c. If there are no objections to the Petition to Return Process, the Admissions Director calls the student to come in for re-entry or advises the student to make an appointment with admissions.
  - d. The student may start the enrollment procedure with a Restart Authorization form.
  - e. The \$150.00 restart fee has been paid to cover the processing of the student's new paperwork.
7. Restarts are to be treated as new students but shall receive credit for all hours successfully completed and shall be charged only for hours yet to be completed. In the event that the student has paid for the course in full, the student will only be charged at the standard rate for any hours over the regularly scheduled hours, as indicated in the Enrollment Agreement.
8. The maximum number of times a student may restart at the school is two. The school understands that unforeseen circumstances can prohibit the student from completing studies but feels that the student should be able to successfully complete the schooling within three attempts. If a student wishes to be exempted from this policy, he or she must submit their request in writing to the Education Director, detailing the reasons for the exemption. The decision to exempt the student must be approved by the Executive Director.

**Graduation Requirements**

Students must complete all required prerequisite courses and completion of all courses while maintaining an average grade of 70% (GPA of 2.0) or better. The student must also meet the attendance policy, maintaining an overall attendance rate of 78%, and have satisfied all financial obligations, or made satisfactory financial arrangements, with the Academy.

**Student Conduct Requirements**

Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be terminated without the grace period from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior; possession of drugs or alcohol upon school premises; possession of weapons; disrespectful behavior to other students, an administrator, or faculty member; or any other stated or determined infractions of conduct.

**Substance Abuse**

Learnet Academy recognizes that individuals sometimes use substances such as alcohol and drugs to an extent that impairs abilities. This policy is implemented because Learnet Academy believes that any student's impairment due to the use of substances is likely to place that student, other students, employees, and other personnel at risk of injury.

Our policy on substance abuse remains consistent, whether alcohol, marijuana, legal or illegal prescription, and/or controlled substances are at issue. For the purposes of this policy, "substance" refers to any of the above. "Impairment" or "being impaired" refers to a state in which normal physical or mental faculties in use at school have been detrimentally affected by a substance. A "substance abuser" is anyone who uses drugs for non-medical purposes, detrimentally affecting academic performance or interfering with normal social adjustment at school.

Any student attending school while impaired or who becomes impaired while at school will be found in violation of school policy and will be subject to severe disciplinary action. Such action can include suspension, dismissal, or other penalty appropriate to the circumstances. Likewise, the use, possession, transfer, or sale of any substance on school premises or in any Learnet Academy parking space, storage area, or job site is prohibited and subject to severe disciplinary action. Students using prescription drugs have a duty to report this to their instructors and school officials in case an adverse reaction to the medication occurs while at school, and in case the student is falsely accused of using an illegal substance. When a student is involved in the use, possession, transfer, or sale of a substance in violation of this policy, Learnet Academy may notify the appropriate authorities. Such notice will be given only after the incident is investigated and reviewed by the Executive Director.

Substance abuse is both a school and a medical problem. Learnet Academy is aware that substance abuse is a complex public health issue that has both physical and emotional consequences for students, their families, and other social relationships. Any psychological or physical problem affecting academic performance is the concern of Learnet Academy.

Any instructor suspecting a substance abuse case should discuss the matter with the Executive Director immediately. Because each case is different, the handling and referral of the case must be coordinated between the instructor and the Executive Director. Learnet Academy maintains a referral service for students with substance problems. Counseling and referrals are provided on a confidential basis. Voluntary, successful participation in a recovery or rehabilitation program may be a mitigating factor in disciplinary action, depending on the particulars of each case. While Learnet Academy does not require students to get help, he or she may ask the school for it. In some cases, disciplinary action may be suspended, or the student may be placed on probation, pending the successful completion of a recovery program. Students who enter a rehabilitation program due to performance or behavior problems resulting from substance abuse are subject to dismissal for failing to successfully complete the program.

Learnet Academy is concerned with students' privacy, especially when matters of a medical or personal nature are concerned. As long as such information is not required for police or security purposes, Learnet Academy shall maintain student information in confidence, but the information is subject to release to authorized school personnel on a need-to-know basis. An exception to this rule exists when the student signs a release for the transfer of such information to designated persons or agencies.



**Academic Freedom and Faculty Governance**

For Learnet Academy, academic freedom is of paramount importance. Within the guidelines established by the directors, faculty and students are able to explore the many avenues of inquiry necessary to seek answers to questions in their field of study. It is the policy of the Academy that instructors and students are entitled to full freedom in exploring the many facets of the program they are involved with, subject to the adequate performance of their other academic duties.

Instructors and students are entitled to freedom in the classroom to discuss course subjects, but they should be careful not to introduce controversial matter that has no relation to the course.

Learnet Academy's instructors are citizens and members of a learned profession. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking on behalf of Learnet Academy.

Academic freedom faces its greatest threat in expressions of dissent, in settings of sharp controversy, and in connection with attempts to produce social change. It should be made clear, however, that controversy as such must not be stilled. It can have beneficial as well as adverse effects, and it can produce these effects both on society and on educational institutions.

The democratic process itself thrives on the resolution of conflicting viewpoints in the interest of the general welfare. Controversy characterizes every healthy, free society. Its absence makes for totalitarian attitudes and political controls.

Postsecondary education also flourishes in settings where conflicting points of view can be expressed. Intellectual competency emerges out of such circumstances. Thus, controversy becomes a major educational tool. It need not be eliminated or avoided.

Since controversy is educationally useful, a means for keeping inquiry open and free must remain. The faculty should not avoid controversy by insisting on single points of view.

Faculty governance applies to the following:

- The development of the educational program of the institution
- The selection of course materials, instructional equipment and other educational resources
- Systematic evaluation and revision of the curriculum
- Assessment of student learning outcomes
- Planning for institutional effectiveness

**Student Grievance and Complaint Procedure**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not bring the situation to a close to the satisfaction of students, they may submit a written complaint to:

**Learnet Academy  
Holmes Center  
3251 West 6<sup>th</sup> Street 2<sup>nd</sup> Floor  
Los Angeles, CA 90020**

Students can expect to receive a written response within 10 business days.

“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” and “A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education” by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
(916) 431-6959, (888) 370-7589(telephone), (916) 263-1897(facsimile)**

#### **STUDENT COMPLAINT PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at [www.accsc.org](http://www.accsc.org).

If a student does not feel that the school has adequately addressed a complaint or concern, complaints must contain the name, address, and telephone number of the complainant on a separate page and should be mailed to the address below. If you have questions, please contact CEA:

**Commission on English Language Program Accreditation  
1001 North Fairfax Street, Suite 630  
Alexandria, VA 22314  
(703) 665-3400  
[www.cea-accredit.org](http://www.cea-accredit.org)**

**Retention of Student Files**

Student records are confidential and are kept by the Registrar Department for five years in compliance with standards set by the California Private Postsecondary Education Act (CPPEA) of 2009 (sections 94900, 94900.5, 94900.7). Contents of the student files are kept according to the Student File Checklist Form. Thus the institution complies with California state law requiring maintenance of student records for five years, except transcripts, which must and are maintained in perpetuity.

**Family Educational Rights and Privacy Act**

Learnet Academy complies with the Family Educational Rights and Privacy Act (FERPA) as follows. The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Learnet Academy receives a request for access. A student should submit to the Registrar, Executive Director, Education Director, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Learnet Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Learnet Academy who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Learnet Academy.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Learnet Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202**

Learnet Academy may disclose directory information without the consent of the student unless the student has restricted the release of this information. Learnet Academy has designated the following categories of personal student information as directory information:

- Name
- Photograph
- Program of study
- Dates of attendance
- Diploma/Certificate
- Honors and awards received
- Participation in officially recognized activities

This information may be provided to third parties by the college. Students may block the disclosure of directory information (all or in part) by notifying the Registrar's office in writing. Although the initial request may be filed at any time, requests for non-disclosure will be honored by Learnet Academy until removed, in writing, by the student. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, eligible students must be notified of directory information and allowed a reasonable amount of time to request that the school not disclose directory information about them. For more information regarding FERPA, visit the Student Services Department on campus.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal

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requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## Student Services

### General Services

The school provides the following general student services:

1. Recommendation Letter for Job Placement
2. Housing Information\*
3. Field Trip and Event
4. Student ID
5. Health Insurance Information\*\*
6. Airport Pick-up / Personal Transportation
7. Academic Advising and Tutoring
8. Transcript Form\*\*\*
9. F-1 and 1098 form Student Advising

*\*Learnet Academy does not offer on-campus or off-campus housing:* To assist you in securing a place to stay while studying in Los Angeles, we have provided a few housing options and contact information for each option. Some housings are within walking distance of the campus; others are within an easy public metro and bus ride of Learnet Academy. For the detailed information, please review the website as follows:

**Home Stay / Home Share:** Refer to <http://www.sarahomestay.com>

**Private Apartment Living:** Refer to [Rent.com](http://Rent.com), [Apartment.com](http://Apartment.com), [Los Angeles Craigslist](http://Los Angeles Craigslist)

Since choosing a housing is such a personal decision, with so many options and possibilities to choose from, **Learnet Academy has no responsibility, it is the students' responsibility to make their own living arrangements.** Housing prices within a 5 mile radius of our campus range on average from \$500(Shared Room), \$700(Studio), up to \$2000(Single Room). Price estimates are obtained from LA Rentals ([www.cpmusa.com](http://www.cpmusa.com)), a business specializing in apartment rentals in central Los Angeles. You may pick up the LA Rentals' housing application form at the Student Service Office.

*\*\* Learnet Academy does not offer health insurance but information:* The Student is responsible for his/her own health coverage. Medical care expenses can jeopardize a student's ability to meet financial obligations and consequently the student's ability to maintain full-time status, which is required to remain in good standing as defined by DHS regulations in the United States.

#### *\*\*\*Transcript Request Procedures*

Official transcripts are issued by the Registrar's Office and bear the Learnet Academy's seal and signature of the Education Director. Official transcripts are not processed if the student has an outstanding obligation, financial or otherwise.

#### **Order a Transcript**

1. If you have taken courses at Learnet Academy and you want to request the Transcript, email to [studentservice@learnet.edu](mailto:studentservice@learnet.edu) to order an official transcript.
2. The site walks you through placing your order, including delivery options and fees by appointment.
3. You will be required to verify your identity before the transcript is released.
4. Fill out the Transcript Request form with your signature provided from Student service office.
5. Requests will be honored as quickly as possible, usually within five working days from receipt.
6. You are strongly encouraged to order transcripts well in advance of a significant

break such as quarter / winter breaks.

7. You may be charged additional fees for a rush transcript in order to guarantee that the transcript is issued before office closes.

***Pick Up Transcripts***

Students and alumni are required to show photo identification if picking up their transcript. If a transcript is to be picked up by a third party, signed written authorization from the student or the alumni is required.

If you have questions about the transcript or other documents ordering service at Learnnet Academy, reach to [studentservice@learnnet.edu](mailto:studentservice@learnnet.edu) or phone 213-387-4242.

**Academic Services**

The school is responsible for maintaining student files of all current students enrolled at Learnnet Academy, as well as ongoing status records and monitoring of student progress throughout the program. Learnnet Academy has an on campus library offering current and up to date materials and texts related to our courses offered.

Learnnet Academy does perform academic advisement. Academic advisors assist students in creating individualized educational plans. Advisement includes planning an appropriate program of study and helping the student schedule classes. Advisors provide guidance with specific program requirements as well as general school requirements and procedures. Advisors also can assist students in developing career goals and making both short and long-term plans to reach those goals.

**Parking**

Parking is available in the parking lot behind the building and can be entered from New Hampshire Street. Any damage to, or loss of vehicles or possessions, is the responsibility of the student and not of Learnnet Academy.

**Local Rehabilitation and Treatment Centers**

If students feel that another student or someone they know has an alcohol or other substance abuse problem, or if students just want to learn more about these diseases, there are a number of local centers and agencies that can provide help, information, and support. Some of the local rehabilitation and treatment centers are listed below:

**Plaza Community Center  
648 South Indiana Street  
Los Angeles, CA 90023  
213.268.1107**

**National Council on Alcoholism & Drug Dependency  
600 South New Hampshire Avenue  
Los Angeles, CA 90005  
213.384.0403**

## **Job Placement**

### **Job Placement Assistance**

The Placement Director is responsible for maintaining all job referral activities and for locating jobs within the local business community. The school will attempt to set up interviews with local businesses and industries for as many graduates as possible. It is the Placement Director's job to develop and maintain a job network in the area; assist in job search and placement; provide readiness discussions and training in accordance with school policies and contract requirements; search for and develop employment opportunities through personal and media contact with employers; and seek out and develop potential business/industry training contracts that could be serviced by the school.

Additionally, students can benefit from assistance in the following areas:

1. Preparing resumes
2. Developing job interviewing skills
3. Identifying job position openings
4. Following up with employers after interviews

The Student Placement Assistance Department is committed to assisting graduates find suitable employment. **Learnet Academy or its Student Placement Assistance Department cannot, however, guarantee employment to any student, recent graduate, or alumni of the school.**

### **Staff Interaction**

Instructional staff is always aware of the fact that they are to do more than "impart facts." Every part of their classroom function needs to be pointed toward a future job. In reality, sitting in the classroom or Training is a student's first job. It is "pre-on-the-job-training."

### **C604: From Concept to Interview**

C604 'From Concept to Interview' is a free 72 hour job placement preparation workshop that is available for students who have successfully completed any program at Learnet Academy. Any students may take this workshop if they require job assistance. This workshop is optional, a non-credit workshop, and is not necessary to complete a program.



## Library and Resources

### Overview Library and Resources

School resources are used to enhance classroom instruction in several ways. The Library practiced to implement a digital library using the Library World database, and open source from a Library Information Resource Network since 2013. For further library construction beyond current procedures, we started our own 'Log In' through Learnnet Academy's website, and it provided a new service of recording and organizing information as we planned in 2014. The Library will continue to implement a Library of Congress Cataloging System, a budget for e-books, article databases and e-journal titles using an academic model with knowledge of Learnnet Academy's student and faculty population, with faculty requests foremost, followed by student interest periodically. A high-quality library collection is essential for users' research, across disciplines in general education and for specific course areas that Learnnet Academy focuses on. Our faculty is required to order books pertaining to their classes on term by term basis. Furthermore, during monthly faculty meetings, instructors are invited to discuss instructional resource services and request instructional resources and supplies by completing the Supply / Book Request Form. Electronic document collections, or eBooks, are the way of the future for academic library collections, and Learnnet Academy is currently building its collection for the benefit of its staff, faculty, and student body. In order to support and improve the programs and its students, Learnnet Academy's library has been working together with the faculty, constantly communicating with them to create assignments and research papers that require use of library resources. In turn, this has helped contribute to developing the library and its holdings.

### Hours and Location

**Library Hours:** 9:00AM – 7:00PM – Monday through Friday

The library closes on the following holidays and on weekends:

- New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the day following, and Christmas Eve and Christmas.

In addition, the library will be closed during school break time: one week after the end of each quarter. Note that at the end of the 4<sup>th</sup> quarter, there is a two week break due to holidays.

**Location:** The library is conveniently located on campus between Room 5 and Faculty Lounge.

### Library's Procedures

The library's procedures regarding student borrowing and return of materials is that each item must be checked out of both; 1) catalog systems, one for records and, 2) one online system. Students must have either a current student ID or a current driver's license in order to have a library account in order to borrow materials. Besides AA degree students, credential students who borrow classroom textbooks must return it the same day. Students have to sign the Check-In/Check-Out Log Sheet and are not allowed to borrow on another student's account, nor should they share checked out items with each other, unless they know that the borrower is responsible for any lost or damaged material. Learnnet Academy assesses a late fee of \$0.25 per day per item fine. If any borrowed items are lost or missing, a fee for the total cost of the lost item will be incurred. Damaged materials may be negotiated with the Librarian, the Education Director, or the Executive Director. Most items have a loan period of two weeks; however, depending on the item and the borrower (student or faculty), this is subject to change. The due date of each item is informed to the borrower at the time when the item is checked out and the borrower is also given a library receipt detailing the item and when it is due. When an item is not returned on time, the borrower is notified via email.

## Disclosure Notices

### Campus Security

#### **General Information**

The program is administered in accordance with the law. The physical facility goes through periodic inspection as required by the State of California and the city and county agencies that are responsible to the users of the building.

- Students are provided with safety instructions at the time of enrollment
- Fire department visits on a regular basis
- CALOSHA requirements are followed
- Fire escape routes are posted
- Earthquake procedures are routinely reviewed with staff and students

Health, safety, earthquake, and security are handled by the Director of Fire, Life and Safety.

#### **Security Policies**

The school has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act," effective November 8, 1990. Furthermore, each college shall have a written set of procedures to implement the Crime Awareness and Campus Security Act beginning September 1, 1992.

The following policy is implemented to ensure to the fullest extent possible that students, faculty, and staff are informed in all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off-campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.

Criminal offenses are defined as unlawful attempts or threats to do physical injury to another or to do damage to another's personal property. These offenses include: murder, aggravated assault, rape, burglary, robbery, and motor vehicle theft.

The following procedure will be followed to ensure campus security:

1. The staff will be trained to be aware of any unusual occurrences or behaviors on or around the campus grounds. Also, they will be trained in notifying proper authorities.
2. Certified instructors who are in the classroom at all times monitor all classrooms.
3. The Executive Director, or his/her designee, secures the building each evening and ensures that all students, faculty, and staff have properly exited the building.

Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:

1. Each student and employee of the school is responsible for his or her personal belongings.
2. Proper security of all personal belongings is the responsibility of each student and employee.
3. Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper school personnel immediately.

4. All students and employees of Learnet Academy are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions.
5. Students are provided with school rules and regulations during orientation; employees receive an employee handbook.
6. Any student or employee who is found in possession of, using, or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
7. All students and employees are provided with information during orientation regarding the drug-free status of the school's campus.

Students and employees sign a statement that they are aware of this policy and will abide by it. This documentation is found in the student's file and the employee's personnel file, and is included in the school catalog. The following steps will be taken in the event of a criminal action or other emergencies:

1. The Executive/Education Director, or designated individual in his/her absence, is the first person to be notified in the event that criminal action or other types of emergencies occur on campus. The second contact person would be the designated department manager. The third contact person would be the next designated department manager.
2. The school will immediately notify the proper law authorities. A written statement from the victim will be obtained.
3. The school will abide by all legal requirements set forth by law enforcement.
4. Medical and follow-up treatment services will be made available to the victim if required.
5. The management of the school will be in contact with the victim regarding the status of medical treatment and law enforcement and/or necessary action taken regarding disciplinary proceedings and/or results of disciplinary action or appeal.
6. Confidentiality will be guaranteed.
7. Appropriate services that are available to the victim will be provided to each individual immediately.

***2018 Annual Campus Security Report***

Murder	Aggravated Assault	Rape	Burglary	Robbery	Motor Vehicle Theft
0	0	0	0	0	0

**Campus Performance  
Achievement  
Information**

*Computer Information Technology Administrator, Certificate Program*

**On-time Completion Rates (Graduation Rates)**

**Computer Information Technology Administrator, Certificate Program (36 weeks)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2016	47	47	4	9
2017	27	26	7	27

**Students Completing Within 150% of the Published Program Length**

**Computer Information Technology Administrator, Certificate Program (36 weeks)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	47	47	41	87
2017	27	26	22	85

**Job Placement Rates**

**Computer Information Technology Administrator, Certificate Program (36 weeks)**

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	47	41	1	1	100
2017	27	22	3	3	100

**Gainful Employment Categories**

**Computer Information Technology Administrator, Certificate Program (36 weeks)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2016	0	1	1
2017	0	3	3

**Single Position vs. Concurrent Aggregated Positions**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2016	1	0	1
2017	3	0	3

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2016	0	1
2017	0	3

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer	Total Graduates Employed in the Field
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	who shares ownership with the institution	
2016	0	1
2017	0	3

#### License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

\*This program does not require a state licensing exam.

#### Salary and Wage Information

##### Computer Information Technology Administrator, Certificate Program (36 weeks)

##### Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001.00-\$20,000.00	\$20,001.00-\$25,000.00	No Salary Information Reported
2016	1	1	1	0	0
2017	3	3	0	3	0

A list of sources used to substantiate salary disclosures is available from the school. Please speak to an admissions representative for further information.

##### Computer Office User Specialist, Certificate Program

#### On-time Completion Rates (Graduation Rates)

##### Computer Office User Specialist, Certificate Program (18 weeks)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2016	11	11	0	0
2017	4	3	1	33

#### Students Completing Within 150% of the Published Program Length

##### Computer Office User Specialist, Certificate Program (18 weeks)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	11	11	11	100
2017	4	3	3	100

#### Job Placement Rates

##### Computer Office User Specialist, Certificate Program (18 weeks)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	11	11	1	1	100
2017	4	3	0	0	-

#### Gainful Employment Categories

##### Computer Office User Specialist, Certificate Program (18 weeks)

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2016	0	1	1
2017	-	-	-

**Single Position vs. Concurrent Aggregated Positions**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2016	1	0	1
2017	-	-	-

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2016	0	1
2017	-	-

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2016	0	1
2017	-	-

**License Examination Passage Rates**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

\*This program does not require a state licensing exam.

**Salary and Wage Information****Computer Office User Specialist, Certificate Program (18 weeks)****Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001.00-\$20,000.00	\$20,001.00-\$25,000.00	No Salary Information Reported
2016	1	1	1	0	0
2017	-	-	-	-	-

A list of sources used to substantiate salary disclosures is available from the school. Please speak to an admissions representative for further information.

**Computer Information Infrastructure, Certificate Program****On-time Completion Rates (Graduation Rates)****Computer Information Infrastructure, Certificate Program (36 weeks)**

Calendar	Number of Students Who	Students Available for	Number of On-time	On-Time
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Year	Began the Program	Graduation	Graduates	Completion Rate
2016	51	51	1	2
2017	28	20	4	20

**Students Completing Within 150% of the Published Program Length  
Computer Information Infrastructure, Certificate Program (36 weeks)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	51	51	48	94
2017	28	20	17	85

**Job Placement Rates**

**Computer Information Infrastructure, Certificate Program (36 weeks)**

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	51	48	6	6	100
2017	28	17	1	1	100

**Gainful Employment Categories**

**Computer Information Infrastructure, Certificate Program (36 weeks)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2016	0	6	6
2017	0	1	1

**Single Position vs. Concurrent Aggregated Positions**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2016	6	0	6
2017	1	0	1

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2016	0	6
2017	0	1

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2016	0	6
2017	0	1

**License Examination Passage Rates**

Calendar Year	Number of Graduates in	Number of Graduates	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
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	Calendar Year	Taking Exam			
	2016	NA	NA	NA	NA
	2017	NA	NA	NA	NA

\*This program does not require a state licensing exam.

### Salary and Wage Information

#### Computer Information Infrastructure, Certificate Program (36 weeks)

##### Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001.00-\$20,000.00	\$20,001.00-\$25,000.00	No Salary Information Reported
2016	6	6	6	0	0
2017	1	1	1	0	0

A list of sources used to substantiate salary disclosures is available from the school. Please speak to an admissions representative for further information.

#### Computer Information Systems, Certificate Program

#### On-time Completion Rates (Graduation Rates)

##### Computer Information Systems, Certificate Program (18 weeks)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2016	6	6	1	17
2017	4	4	2	50

#### Students Completing Within 150% of the Published Program Length

##### Computer Information Systems, Certificate Program (18 weeks)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	6	6	6	100
2017	4	4	4	100

#### Job Placement Rates

##### Computer Information Systems, Certificate Program (18 weeks)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	6	6	0	-	-
2017	4	4	1	1	100

#### Gainful Employment Categories

##### Computer Information Systems, Certificate Program (18 weeks)

##### Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2016	-	-	-
2017	0	1	1

##### Single Position vs. Concurrent Aggregated Positions



Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2016	-	-	-
2017	1	0	1

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2016	-	-
2017	0	1

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2016	-	-
2017	0	1

**License Examination Passage Rates**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

\*This program does not require a state licensing exam.

**Salary and Wage Information**

**Computer Information Systems, Certificate Program (18 weeks)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001.00-\$20,000.00	\$20,001.00-\$25,000.00	No Salary Information Reported
2016	-	-	-	-	-
2017	1	1	0	1	0

A list of sources used to substantiate salary disclosures is available from the school. Please speak to an admissions representative for further information.

**Real Estate & Finance Salesperson, Certificate Program**

**On-time Completion Rates (Graduation Rates)**

**Real Estate & Finance Salesperson, Certificate Program (15 weeks)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2016	7	7	7	100
2017	13	11	9	82

**Students Completing Within 150% of the Published Program Length**

**Real Estate & Finance Salesperson, Certificate Program (15 weeks)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
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2016	7	7	7	100
2017	13	11	11	100

### Job Placement Rates

#### Real Estate & Finance Salesperson, Certificate Program (15 weeks)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	7	7	7	7	100
2017	13	11	11	11	100

### Gainful Employment Categories

#### Real Estate & Finance Salesperson, Certificate Program (15 weeks)

##### Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2016	0	7	7
2017	0	11	11

##### Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2016	7	0	7
2017	11	0	11

##### Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2016	0	7
2017	1	11

##### Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2016	1	7
2017	0	11

### License Examination Passage Rates

#### Real Estate & Finance Salesperson, Certificate Program (15 weeks)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	7	6	6	0	100
2017	11	11	11	0	100

### Salary and Wage Information

#### Real Estate & Finance Salesperson, Certificate Program (15 weeks)

##### *Annual Salary and Wages Reported for Graduates Employed in the Field*

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$30,000.00-\$35,000.00	\$50,001.00-\$55,000.00	No Salary Information Reported
2016	7	7	6	1	0
2017	11	11	3	8	0

A list of sources used to substantiate salary disclosures is available from the school. Please speak to an admissions representative for further information.

### General Contractor, Certificate Program

#### On-time Completion Rates (Graduation Rates)

##### General Contractor, Certificate Program (15 weeks)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2016	0	-	-	-
2017	1	-	-	-

We are unable to collect data from 0 graduate and 1 active student.

#### Students Completing Within 150% of the Published Program Length

##### General Contractor, Certificate Program (15 weeks)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	0	-	-	-
2017	1	-	-	-

We are unable to collect data from 0 graduate and 1 active student.

#### Job Placement Rates

##### General Contractor, Certificate Program (15 weeks)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	0	-	-	-	-
2017	1	-	-	-	-

We are unable to collect data from 0 graduate and 1 active student.

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

#### Gainful Employment Categories

##### General Contractor, Certificate Program (15 weeks)

#### Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2016	-	-	-
2017	-	-	-

We are unable to collect data from 0 graduate and 1 active student.

#### Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2016	-	-	-

2017	-	-	-
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We are unable to collect data from 0 graduate and 1 active student.

#### Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2016	-	-
2017	-	-

We are unable to collect data from 0 graduate and 1 active student.

#### Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2016	-	-
2017	-	-

We are unable to collect data from 0 graduate and 1 active student.

#### License Examination Passage Rates

##### General Contractor, Certificate Program (15 weeks)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	-	-	-	-	-
2017	-	-	-	-	-

We are unable to collect data from 0 graduate and 1 active student.

#### Salary and Wage Information

##### General Contractor, Certificate Program (15 weeks)

##### Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$50,001.00-\$55,000.00	\$55,001.00-\$60,000.00	No Salary Information Reported
2016	-	-	-	-	-
2017	-	-	-	-	-

A list of sources used to substantiate salary disclosures is available from the school. Please speak to an admissions representative for further information.

#### *Computer Business Applications, Academic Associate's Degree Program*

##### On-time Completion Rates (Graduation Rates)

##### Computer Business Applications, Academic Associate's Degree (96 weeks)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2016	32	32	25	78
2017	17	17	12	71

\*This program started January 2014 based on Approval Date.

#### Students Completing Within 150% of the Published Program Length

**Computer Business Applications, Academic Associate's Degree (96 weeks)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	2	2	2	100
2015	7	7	7	100
2016	32	32	27	84
2017	17	17	14	82

\*This program started January 2014 based on Approval Date.

**Job Placement Rates****Computer Business Applications, Academic Associate's Degree (96 weeks)**

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	32	27	23	23	100
2017	17	14	11	11	100

\*This program started January 2014 based on Approval Date.

**Gainful Employment Categories****Computer Business Applications, Academic Associate's Degree (96 weeks)****Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2016	0	23	23
2017	0	11	11

\*This program started January 2014 based on Approval Date.

**Single Position vs. Concurrent Aggregated Positions**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2016	23	0	23
2017	11	0	11

\*This program started January 2014 based on Approval Date.

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2016	0	23
2017	0	11

\*This program started January 2014 based on Approval Date.

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2016	0	23
2017	0	11

\*This program started January 2014 based on Approval Date.

**License Examination Passage Rates**

Calendar	Number of	Number of	Number Who Passed	Number Who Failed	Passage
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Year	Graduates in Calendar Year	Graduates Taking Exam	First Available Exam	First Available Exam	Rate
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

\*This program does not require a state licensing exam.

### Salary and Wage Information

#### Computer Business Applications, Academic Associate's Degree (96 weeks)

##### Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001.00-\$25,000.00	\$25,001.00-\$30,000.00	No Salary Information Reported
2016	23	23	0	23	0
2017	11	11	0	11	0

A list of sources used to substantiate salary disclosures is available from the school. Please speak to an admissions representative for further information.

#### Business Administration: Real Estate Concentration, Academic Associate's Degree Program

### On-time Completion Rates (Graduation Rates)

#### Business Administration, Academic Associate's Degree (96 weeks)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2016	7	7	4	57
2017	5	5	3	60

\*This program started January 2014 based on Approval Date.

### Students Completing Within 150% of the Published Program Length

#### Business Administration, Academic Associate's Degree (96 weeks)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	1	1	1	100
2015	6	6	4	67
2016	7	7	4	57
2017	5	5	3	60

\*This program started January 2014 based on Approval Date.

### Job Placement Rates

#### Business Administration, Academic Associate's Degree (96 weeks)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	7	4	4	4	100
2017	5	3	2	2	100

\*This program started January 2014 based on Approval Date.

### Gainful Employment Categories

#### Business Administration, Academic Associate's Degree (96 weeks)

##### Part Time vs. Full Time Employment

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2016	0	4	4
2017	0	2	2

\*This program started January 2014 based on Approval Date.

#### Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the Field
2016	4	0	4
2017	2	0	2

\*This program started January 2014 based on Approval Date.

#### Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2016	0	4
2017	0	2

\*This program started January 2014 based on Approval Date.

#### Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2016	0	4
2017	0	2

\*This program started January 2014 based on Approval Date.

#### License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

\*This program does not require a state licensing exam.

#### Salary and Wage Information

##### Business Administration, Academic Associate's Degree (96 weeks)

##### Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001.00-\$25,000.00	\$25,001.00-\$30,000.00	No Salary Information Reported
2016	4	4	0	4	-
2017	2	2	1	1	-

A list of sources used to substantiate salary disclosures is available from the school. Please speak to an admissions representative for further information.

*The below two language program are not within the school's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):*

*English as a Foreign Language, Diploma Program***On-time Completion Rates (Graduation Rates)****English as a Foreign Language, Diploma Program (48 weeks)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2016	25	25	12	48
2017	25	16	11	69

**Students Completing Within 150% of the Published Program Length****English as a Foreign Language, Diploma Program (48 weeks)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	25	25	19	76
2017	25	16	13	81

*Test of English as a Foreign Language iBT, Diploma Program***On-time Completion Rates (Graduation Rates)****Test of English as a Foreign Language iBT, Diploma Program (24 weeks)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2016	40	40	22	55
2017	45	44	34	77

**Students Completing Within 150% of the Published Program Length****Test of English as a Foreign Language iBT, Diploma Program (24 weeks)**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	40	40	38	95
2017	45	44	43	98

- (1) "This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law."
- (2) "Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."



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### Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

**Occupational Information**

*Classification of Instructional Program (CIP) Codes and titles cited from the U.S. Department of Education's National Center for Education Statistics.*

**Computer**

Occupations to which this program is represented to lead are:

- 033.162.010 Computer Security Coordinator
- 033.167.010 Computer System Engineer
- 033.362.010 Computer Security Specialist
- 039.264.010 Computer Processing Scheduler
- 039.264.010 Microcomputer Support Specialist
- 039.264.010 Database Administrator
- 201.362.030 Administrative Secretary
- 203.382.030 Word Processor
- 203.582.054 Data Entry Operations
- 213.362.010 Computer Operator
- 213.382.010 Computer Peripheral Operator
- 216.482.010 Office Assistant
- 313.551.080 General Secretarial
- 317.553.070 Typist

**Real Estate and Finance**

Occupations to which this program is represented to lead are:

- 219.362.046 Real-Estate Clerk
- 250.357.014 Rental Agent
- 250.357.018 Real-Estate Agent

**General Contractor**

Occupations to which this program is represented to lead are:

- 182.167.010 Contractor, General Building
- 869.664.014 Construction Worker I
- 869.687.026 Construction Worker II

**AA Computer Business Applications**

Occupations to which this program is represented to lead are:

- 030.162.010 Computer Programmer
- 030.162.014 Programmer Analyst
- 039.264.010 Database Administrator
- 169.167.010 Administrative Assistant
- 169.167.034 Office Manager
- 201.362.030 Administrative Secretary
- 203.582.054 Data Entry Operations
- 203.382.030 Word Processor
- 213.362.010 Computer Operator
- 216.482.010 Office Assistant
- 279.357.014 Sales Representative
- 313.551.080 General Secretarial

***AA Business Administration: Real Estate Concentration***

Occupations to which this program is represented to lead are:

- 169.167.010 Administrative Assistant
- 169.167.034 Office Manager
- 219.362.046 Real-Estate Clerk
- 250.357.018 Real-Estate Agent
- 250.357.018 Real-Estate Broker
- 250.357.014 Rental Agent
- 279.357.014 Sales Representative

***Bachelor of Arts in Business Administration: Management Concentration***

Occupations to which this program is represented to lead are:

- 161.167-010 Management Analyst
- 162.167-022 Manager, Procurement Services
- 169.167-010 Administrative Assistant
- 169.167-014 Administrative Secretary
- 184.117-070 Operations Manager
- 187.167-082 Manager, Customer Services
- 241.137-014 Supervisor, Customer-Complaint Service
- 241.367-014 General and Operations Manager

***Master of Business Administration: International Business Specialization***

Occupations to which this program is represented to lead are:

- 162.117-014 Contract Administrator
- 169.167-034 Manager, Office
- 188.117-014 Business-Enterprise Officer
- 191.117-018 Business Manager
- 189.117-038 User Representative, International Accounting
- 375.167-050 Commander, Internal Affairs
- 376.137-010 Manager, Internal Security

## Curriculum for Computer Programs of Study

### Computer Information Technology Administrator

#### Program Description and Objectives

The Computer Information Technology Administrator (CITA) program is designed to develop the student into a versatile and proficient advanced level computer office operator. The CITA program is filled with a variety of applications and experiences that will lay the foundation for the rest of the student's academic and professional career with the readiness and confidence to continue and succeed in advanced technology studies in almost every field of study. Successful completion of this CITA program enables students to confidently enter the workforce with proven technical skills in a compute office environment. Students will learn to create documents, reports, spreadsheets, presentations, graphics, and databases: CITA provides up to advanced levels of coursework in computer office applications.

#### Certificates of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

#### Program Outline

<b>Computer Information Technology Administrator</b>							<b>\$6,800</b>
<b>Module</b>	<b>Course No.</b>	<b>Title</b>	<b>Lecture Hours</b>	<b>Faculty Supervised Hands-on Lab</b>	<b>Weeks</b>	<b>Total Hours*</b>	
C100 Office Basics	C101	Windows I	20	20	2	40	
	C102	Windows II	20	20	2	40	
C200 Word Processing	C201	Word Processing I	60	20	4	80	
	C202	Word Processing II	60	20	4	80	
C300 Electronic Spreadsheets	C301	Electronic Spreadsheets I	60	20	4	80	
	C302	Electronic Spreadsheets II	60	20	4	80	
C500 Database Management	C501	Database Applications I	40	20	3	60	
	C502	Database Applications II	40	20	3	60	
C600 Communications	C601	Internet	20	20	2	40	
	C602	Outlook	20	20	2	40	
	C603	Presentation Software	40	20	3	60	
CG100 Graphics	CG101	Computer Graphics	40	20	3	60	
<b>Total Program</b>					<b>36</b>	<b>720</b>	

#### CLOCK HOURS:

- \* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

**CITA Class Schedule**

Students in the Computer programs will study in one of the following periods.  
Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	9:00	-	10:20	Class
	10:20	-	10:30	Break
	10:30	-	11:50	Class
	11:50	-	12:00	Break
	12:00	-	1:00	Class
<b>Afternoon</b>	1:00	-	2:20	Class
	2:20	-	2:30	Break
	2:30	-	3:50	Class
	3:50	-	4:00	Break
	4:00	-	5:00	Class
<b>Evening</b>	6:00	-	7:20	Class
	7:20	-	7:30	Break
	7:30	-	8:50	Class
	8:50	-	9:00	Break
	9:00	-	10:00	Class

<b>Computer Office User Specialist</b>
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**Program Description and Objectives**

The Computer Office User Specialist program covers a broad spectrum of computer applications. The program is designed to develop the student into a versatile and proficient basic level computer office operator. The COUS (Computer Office User Specialist) program is filled with a variety of applications and experiences that will lay the foundation for the rest of the student's academic and professional career. Students will learn to create documents, reports, spreadsheets, presentations and handle accounting functions: COUS provides up to basic computer coursework in computer office applications.

**Certificates of Completion**

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

**Program Outline**

<b>Computer Office User Specialist</b>							<b>\$3,400</b>
<b>Module</b>	<b>Course No.</b>	<b>Title</b>	<b>Lecture Hours</b>	<b>Faculty Supervised Hands-on Lab</b>	<b>Weeks</b>	<b>Total Hours*</b>	
C200 Word Processing	C201	Word Processing I	60	20	4	80	
C300 Electronic Spreadsheets	C301	Electronic Spreadsheets I	60	20	4	80	
C400 Computerized Accounting	C401	Computerized Accounting I	40	20	3	60	
C600 Communications	C601	Internet	20	20	2	40	
	C602	Outlook	20	20	2	40	
	C603	Presentation Software	40	20	3	60	
<b>Total Program</b>					<b>18</b>	<b>360</b>	

**CLOCK HOURS:**

- \* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s).  
Review the following schedule.

**COUS Class Schedule**

Students in the Computer programs will study in one of the following periods.  
Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	9:00	-	10:20	Class
	10:20	-	10:30	Break
	10:30	-	11:50	Class
	11:50	-	12:00	Break
	12:00	-	1:00	Class
<b>Afternoon</b>	1:00	-	2:20	Class
	2:20	-	2:30	Break
	2:30	-	3:50	Class
	3:50	-	4:00	Break
	4:00	-	5:00	Class
<b>Evening</b>	6:00	-	7:20	Class
	7:20	-	7:30	Break
	7:30	-	8:50	Class
	8:50	-	9:00	Break
	9:00	-	10:00	Class

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**Curriculum Description and Objectives / Topics****C101: Windows I**

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Designed for new computer users, this course will teach students how to organize files and applications, customize their desktop, and create shortcuts to their favorite websites. Special exercises cover everything from Office Basics to using online help and troubleshooting wizards. Students will learn to create and organize folders, locate documents and programs, create special shortcuts with Windows Explorer, and find utilities. Topics include:

- Windows Desktop, Taskbar, Control Panel and Windows Explorer
- Start and Programs Favorite menus
- Improving speed and efficiency, shortcuts and file management
- Windows Help and Troubleshooter and help and find features
- Special device and hardware capabilities
- File and disk management techniques and Recycle Bin
- Find and Quick View utilities

Prerequisite: None

**C102: Windows II**

Students will learn to create and organize folders; locate documents and programs; create special shortcuts with Windows Explorer and find utilities. This course introduces you to Windows advanced features and tools. Learn to use backup and recovery, format a disk, use Disk Scan and file defragmentation tools. The class concludes with a demonstration of Windows installation, upgrade, and configuration techniques. Topics include:

- Improving speed and efficiency
- Shortcuts and file management
- Windows Help and Troubleshooter and help and find features
- Special device and hardware capabilities
- File and disk management techniques and Recycle Bin
- Find and Quick View utilities
- Windows installation and upgrade

Prerequisite: C101 must be taken before C102

**C201: Word Processing I**

This course provides a thorough introduction to Word and builds basic skills needed to create, modify and print letters and document, reports, production of boilerplates and integration of mailing lists and form letters. This course provides an in-depth look at Microsoft Word for Windows. Topics include:

- Creating and Saving documents
- Moving and Copying text
- Changing the appearance of text (formatting)
- Headers and Footers
- Printing Documents
- Creating and Using Templates
- Sorting paragraphs and Tabular information

Prerequisite: None

**C202: Word Processing II**

This course teaches you how to successfully create and work with templates; open, navigate, and modify a document; create documents that incorporate columns of varying sizes and styles; organize document content using tables; and create a mail merge project and review documents using the Review Ribbon. This course provides further in-depth look at Microsoft Word for Windows. Topics include:

- Inserting graphics, charts and special characters
- Creating and Editing columns
- Merging documents
- Connecting with other Office programs
- Using master documents for a group project
- Creating on-line documents

Prerequisite: C201 must be taken before C202

**C301: Electronic Spreadsheets**

Learn the fundamental skills required to create and use Excel spreadsheets. This course teaches you how to start Excel, create and print worksheets, get on-line help, and create simple charts. Topics include:

- Basic concepts and terminology
- Excel menus and dialog boxes
- Creating and modifying worksheets
- Copying, deleting, and moving cells
- Defining and replicating formulas
- Formatting worksheets
- Printing worksheets

Prerequisite: None

**C302: Electronic Spreadsheets II**

Learn the fundamental skills required to create and use Excel spreadsheets and successfully use tables and table tools in a worksheet. This course teaches you how to apply, create, and modify various types of charts, and learned to create a table and format the table as well as work with PivotTable and PivotChart to enhance the appearance of data. Topics include:

- Creating simple chart
- Creating a custom toolbar and styles
- Using the IF and VLOOKUP functions
- Creating and working with pivot tables
- Outlining and consolidating works
- Using the Goal Seek, Solver and Scenario
- Displaying and protecting worksheets

Prerequisite: C301 must be taken before C302



**C401: Computerized Accounting I**

This course starts with an introduction to basic accounting terms and concepts, and walks you through the QuickBooks set-up process. Use the leading small business accounting package to organize records, prepare financial reports, handle payroll, and automatically figure federal and state taxes, as well as withholding and employer contributions. Throughout, attention is devoted to creating easy-to-read statements, including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll, and project reports, as well as graphs that give students a quick snapshot of overall business. Topics include:

- Principles of Accounting
- Account Types, Asset, Liability, Owner's Equity
- Accounting Records
- Invoices and Purchase Orders
- Bills and Estimates
- Financial Statements
- Cash Flow Statements

Prerequisite: None

**C501: Database Applications I**

Students will learn the skills necessary to effectively begin creating and working with databases. This structured course will enable students to create tables, queries, forms, reports and databases. A database is a tool for collecting and organizing information. For example, as a database, a phone book organizes a large amount of data—names, addresses, and phone numbers—so you can access it by name in alphabetic order. Even a grocery list is a simple type of database. A computerized database management system (DBMS), such as Microsoft Office Access, enables you to easily collect large volumes of data organized into categories of related information. This type of database allows you to store, organize, and manage your data, no matter how complex it is, and then retrieve and present it in various formats and reports. Organizing data by using a DBMS gives you the power to manipulate, view and report the data in ways that other applications like spreadsheets and word processing documents cannot. For example, a spreadsheet application like Microsoft Excel has its own unique purpose to store, analyze and report data using tools unique to it; however, Access is the better choice to perform various management functions on data such as asking it complex questions and creating structures to input and report it using standardized business structures which you'll learn throughout this course. Topics include:

- Explain database concepts and terminology
- Create and design data tables
- Demonstrate how to modify data tables
- Create calculated fields
- Describe how to view data from more than one field

Prerequisite: None

**C502: Database Applications II**

Students will learn the skills necessary to effectively begin creating and working with databases. This structured course will enable students to create tables, queries, forms, reports and databases. A database is a tool for collecting and organizing information. For example, as a database, a phone book organizes a large amount of data—names, addresses, and phone numbers—so you can access it by name in alphabetic order. Even a grocery list is a simple type of database. A computerized database management system (DBMS), such as Microsoft Office Access, enables you to easily collect large volumes of data organized into categories of related information. This type of database allows you to store, organize, and manage your data, no matter how complex it is, and then retrieve and present it in various formats and reports. Organizing data by using a DBMS gives you the power to manipulate, view and report the data in ways that other applications like spreadsheets and word processing documents cannot. For example, a spreadsheet application like Microsoft Excel has its own unique purpose to store, analyze and report data using tools unique to it; however, Access is the better choice to perform various management functions on data such as asking it complex questions and creating structures to input and report it using standardized business structures which you'll learn throughout this course. Upon completion, students will be able to:

- Display Information with Reports
- Effectively use Access queries, generate data forms and summarize group information
- Perform database maintenance procedures including copying from one database to another and compacting a database.
- Find Information in a Database
- Report Layout Types
- Create a Report with the Report Wizard
- Add a Calculated Field to a Report

Prerequisite: C501 must be taken before C502

**C601: Internet**

The Internet is the fastest growing information, communication, and business source in the world. This course will give students an overview of the Internet, including the history and future of the World Wide Web. The history and future of the World Wide Web. Adding and managing Bookmarks. File Compression. Finding Shareware and Freeware on the Internet. Configuring Internet Explorer Mail, News and messenger services. Using various search engines to collect and extract information. Diagnose and resolve connectivity problems. Develop the appropriate security strategies for using Internet Explorer for various sites. Create and assign various levels of security for security zones. Develop strategies for replacing other Internet browsers. The Internet can connect you to people, information, and resources around the world. This course shows you how to connect to the Internet, browse web pages, navigate web sites, use search engines, and exchange email with others. Students will learn to:

- Add and manage bookmarks
- Compress files
- Find shareware and freeware on the Internet
- Configure Internet Explorer Mail, News, and various messenger services
- Use various search engines to collect and extract information
- Diagnose and resolve connectivity problems.
- Develop appropriate security strategies for using Internet Explorer with various sites

- Create and assign various levels of security for security zones
- Develop strategies for replacing other Internet browsers

Prerequisite: None

### **C602: Outlook**

This course provides information on how to use Microsoft Outlook to manage information, create and process electronic mail, schedule personal and group activities, participate in group projects, and share information. Gain the skills needed to efficiently communicate, manage tasks, coordinate activities, track business contacts, and organize files with Microsoft Outlook. Communicate via e-mail by creating and receiving messages and effectively using the Address Book, adding attachments and managing indexes. Search for and display contact information quickly creates distribution-lists and use vCard technology to send and receive contact information via the internet. Manage appointments and calendars, plan and manage meeting and events and take charge of tasks. Manage and protect information by archiving, importing and exporting files.

Students will learn to:

- Decide which custom settings to configure for Microsoft Outlook Express and Microsoft NetMeeting
- Plan appropriate methods for deploying multiple-language versions of Internet Explorer
- Communicate via e-mail by creating and receiving messages, effectively using the Address Book, adding attachments, and managing the index
- Search for and display contact information quickly
- Create distribution lists and use vCard technology to send and receive contact information via the Internet
- Manage appointments and calendar, take charge of tasks, and plan and manage meetings and events
- Manage and protect information by archiving, importing, and exporting files

Prerequisite: None

### **C603: Presentation Software**

Learn how to create eye-catching graphs, charts, and illustrations for both printed documents and slideshows. As the graphics module of the award-winning Microsoft Office Suite, PowerPoint has rapidly gained recognition for its ease of use and ease of integration with the other Office applications. PowerPoint is a package for creating presentations for meetings, seminars, sales, and the classrooms. It encompasses charts, text, graphics, and animation to achieve slides for the screen, paper handouts, transparencies, or for presenting pictures. Topics include:

- PowerPoint Presentations and Multimedia Presentations
- Presentation Outlines and Slides
- Headers, Footers, and Speaker Notes
- Inserting and Formatting Pictures and ClipArt
- Alignment and Slide Transitions
- Styles, Artistic Effects, WordArt , Smart Art, Tables and Charts
- Theme, Background, and Animations

Prerequisite: None

**CG101: Computer Graphics**

In this course you will explore the Photoshop CS6 workspace, customize it to serve your needs, and use Photoshop to modify a photograph taken with a digital camera. The tutorial is broken up into step-by-step Guided Exercises interspersed with explanatory sections. As you work through this introductory tutorial, remember that Photoshop is a very complicated application that is best learned through repetition.

Students will learn to:

- Alter contrast, color, and brightness
- Experiment with a variety of paint tools and gradients
- Create photo composites
- Make duotones from grayscale photographs
- Use the masking feature
- Create exciting visual effects.
- Scan and colorize images using functions for creating color separations and comps

Prerequisite: None

### Computer Information Infrastructure

#### Program Description and Objectives

The Computer Information Infrastructure is divided in to three major programs, which covers a broad spectrum of computer and information technology fields. The program is designed to develop the students into versatile and proficient entry-level positions such as hardware repair specialists, computer networking administrators, system engineers, database administrators/ programmers, web server administrator, and router network specialists. Computer Information Infrastructure program is filled with a variety of Information Technology training which will lay solid foundation for students' academic and professional career.

#### Certificates of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

#### Program Outline

<b>Computer Information Infrastructure</b>							<b>\$6,800</b>
<b>Course No.</b>		<b>Title</b>	<b>Lecture Hours</b>	<b>Faculty Supervised Hands-on Lab</b>	<b>Weeks</b>	<b>Total Hours*</b>	
N200 Networking	N201	Introduction to Computer Information Systems I / Windows Server I	40	20	3	60	
	N202	Introduction to Computer Information Systems II / Windows Server II	40	20	3	60	
D400 Database	D401	Database Administration Fundamentals / SQL	40	20	3	60	
N200 & N300 Networking II Systems Engineer	N203	Network Infrastructure	40	20	3	60	
	N204	Active Directory	40	20	3	60	
	N301	Planning / Maintaining Windows Server Infrastructure	40	20	3	60	
	N302	Designing Core / Active Directory and Network Infrastructure	40	20	3	60	
R500 Router Technology	R501	Intro to Router	40	20	3	60	
	R502	Advanced Router	40	20	3	60	
	R503	Configuring Switch	40	20	3	60	
	R504	Remote Access Services	40	20	3	60	
	R505	Internetwork Troubleshooting	40	20	3	60	
<b>Total Program</b>					<b>36</b>	<b>720</b>	

#### CLOCK HOURS:

- \* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

**CII Class Schedule**

Students in the Computer programs will study in one of the following periods.  
Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	9:00	-	10:20	Class
	10:20	-	10:30	Break
	10:30	-	11:50	Class
	11:50	-	12:00	Break
	12:00	-	1:00	Class
<b>Afternoon</b>	1:00	-	2:20	Class
	2:20	-	2:30	Break
	2:30	-	3:50	Class
	3:50	-	4:00	Break
	4:00	-	5:00	Class
<b>Evening</b>	6:00	-	7:20	Class
	7:20	-	7:30	Break
	7:30	-	8:50	Class
	8:50	-	9:00	Break
	9:00	-	10:00	Class

## Computer Information Systems

**Program Description and Objectives** The Computer Information Systems program covers a spectrum of computer and information and security technology fields. The program is designed to develop the students into versatile and proficient entry-level positions such as computer networking administrators, system engineers, and database administrators. The Computer Information Systems program is filled with a variety of Information Technology training which will lay a solid foundation for students' academic and professional career.

**Certificates of Completion** Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

### Program Outline

<b>Computer Information Systems</b>						<b>\$5,800</b>
<b>Course No.</b>	<b>Title</b>	<b>Lecture Hours</b>	<b>Faculty Supervised Hands-on Lab</b>	<b>Weeks</b>	<b>Total Hours*</b>	
N201	Introduction to Computer Information Systems I / Windows Server I	40	20	3	60	
N202	Introduction to Computer Information Systems II / Windows Server II	40	20	3	60	
N203	Network Infrastructure	40	20	3	60	
N204	Active Directory	40	20	3	60	
N301	Planning / Maintaining Windows Server Infrastructure	40	20	3	60	
N302	Designing Core / Active Directory and Network Infrastructure	40	20	3	60	
<b>Total Program</b>				<b>18</b>	<b>360</b>	

#### CLOCK HOURS:

- \* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.

#### CIS Class Schedule

Students in the Computer programs will study in one of the following periods. Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	<b>9:00</b>	-	<b>10:20</b>	<b>Class</b>
	<b>10:20</b>	-	<b>10:30</b>	<b>Break</b>
	<b>10:30</b>	-	<b>11:50</b>	<b>Class</b>
	<b>11:50</b>	-	<b>12:00</b>	<b>Break</b>
	<b>12:00</b>	-	<b>1:00</b>	<b>Class</b>
<b>Afternoon</b>	<b>1:00</b>	-	<b>2:20</b>	<b>Class</b>
	<b>2:20</b>	-	<b>2:30</b>	<b>Break</b>
	<b>2:30</b>	-	<b>3:50</b>	<b>Class</b>
	<b>3:50</b>	-	<b>4:00</b>	<b>Break</b>
	<b>4:00</b>	-	<b>5:00</b>	<b>Class</b>
<b>Evening</b>	<b>6:00</b>	-	<b>7:20</b>	<b>Class</b>
	<b>7:20</b>	-	<b>7:30</b>	<b>Break</b>
	<b>7:30</b>	-	<b>8:50</b>	<b>Class</b>
	<b>8:50</b>	-	<b>9:00</b>	<b>Break</b>
	<b>9:00</b>	-	<b>10:00</b>	<b>Class</b>

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**Curriculum Description and Objectives / Topics****N201: Introduction to Computer Information Systems I /Windows Server I*****Installing and Configuring Windows Server I***

This course discusses what is new in the world of networking and how System Center can help manage Windows Server. The course also provides insight into industry trends, performance levels, and network performance. And this course is intended for IT professionals who are interested in expanding their knowledge base and technical skills about Windows Server. In this course, students learn how to install, upgrade, and migrate to Windows Server. Students then configure for network connectivity, security, maintenance, and mobile computing. Most of these professionals use some version of Windows client at their work place and are looking at new and better ways to perform some of the current functions. Topics include:

- Expanding their knowledge base and technical skills about Windows Server.
- Acquiring deep technical knowledge of Windows Server.
- Learning the details of Windows Server technologies.
- Focusing on the "how to" associated with Windows technologies.

Prerequisite: None

**N202: Introduction to Computer Information Systems II /Windows Server II*****Installing and Configuring Windows Server II***

This course is intended for IT Professionals who are interested in the knowledge and skills necessary to plan and implement a Windows Server and Windows Server R2 environment. It incorporates both the planning of the server infrastructure and key aspects of the implementation, management and maintenance of Active Directory and Network Infrastructure. It covers the most important job tasks for Server Administrators who are responsible for the planning, operations, and day-to-day maintenance of Windows Server and Windows Server R2 servers in the enterprise.

At the end of the course, students will be able to:

- Plan Windows Server and Windows Server R2 Sp1 deployments and upgrades
- Plan server management and delegated administration strategies
- Plan for network addressing with IPv4 and IPv6 and also the provisioning of DNS services
- Plan and provision Active Directory Domain Services
- Plan and implement Group Policy strategy
- Plan and implement Active Directory Certificate Services
- Plan and provision Application servers including Web services, presentation virtualization and application virtualization
- Plan and implement file and print server roles
- Plan and implement secure network access policies such as VPNs, Network Access Protection (NAP) and Direct Access
- Plan and provision data and storage
- Plan and implement an update management strategy using Windows Server Update Services (WSUS)
- Plan and implement high availability
- Plan for server performance and event monitoring
- Plan and implement a backup and recovery strategy

Prerequisite: N201



**N203: Network Infrastructure*****Implementing a Microsoft Windows Network Infrastructure***

This course is for support professionals who are new to Microsoft Windows and will be responsible for installing, configuring, and managing a network infrastructure with Microsoft Windows Server products. Preparing to teach a course on Windows Server Network Infrastructure configuration, Network Infrastructure Configuration, can be a challenge that requires careful planning and organization. At the end of the course, students will be able to:

- Configure the DHCP, DNS, and WINS Server service
- Configure network security protocols, Public Key Infrastructure (PKI) and Internet Protocol Security (IPSec)
- Configure and support remote access to a network
- Remote access capabilities by using Internet Authentication Service
- Configure Windows as a network router
- Configure Internet access for a network and Web server
- Deploy Windows Professional using Remote Installation Services
- Manage a Windows network
- Identify and resolve network connectivity problems by using Windows troubleshooting tools and utilities
- Enable network connectivity between NetWare, Macintosh, and UNIX networks

Prerequisite: N201 and N202

**N204: Active Directory*****Implementing and Administering Microsoft Windows Directory Services***

Active Directory Configuration for the first time can be a challenge requiring careful planning and organization. To support a textbook-independent teaching style, each Session plan contains suggested demonstrations and explanations. These Session plans have been developed to be independent of a predefined Session schedule. This model is recommended in order to increase student performance and enhance the knowledge and skills gained through active participation in the course. This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows Active Directory services. At the end of the course, students will be able to:

- Identify the concepts of the Active Directory (AD) service and its logical and physical structures
- Implement a Domain Name System (DNS) infrastructure in preparation for installing Active Directory
- Install Active Directory on a computer running Windows Server, and perform post-installation tasks
- Set up and administer domain user accounts and groups
- Delegate administrative control of AD objects in Windows
- Implement and manage user environments by using Group Policy
- Create and manage trees and forests in a Windows network, and administer forest-wide resources
- Manage Active Directory replication within a site and between sites and Manage operations masters, manage and restore the AD database

Prerequisite: N201 and N202

**N301: Planning and Maintaining Windows Server Infrastructure*****Planning and Maintaining MS Windows Server Infrastructure***

Network Infrastructure Configuration, can be a challenge that requires careful planning and organization. To support a textbook-independent teaching style, each Session plan contains suggested demonstrations and explanations. The Session plans have been developed to be independent of a predefined Session schedule. This model is recommended in order to increase student performance and enhance the knowledge and skills gained through active participation in the course. This course provides students with the knowledge and skills necessary to develop a Microsoft Windows networking services solution for enterprise networks. This course also introduces the process of translating business goals into strategies for implementing and managing the Windows networking services. At the end of the course, students will be able to:

- Identify the concepts of the Active Directory (AD) service and its logical and physical structures
- Use the business objectives of organizations to develop strategies for implementing and managing networking services
- Provide an Internet Protocol (IP) networking infrastructure (TCP/IP, DHCP, and DNS)
- Support remote users (dial-up remote access, RADIUS, and Connection Manager)
- Provide IP routing (dynamic routing protocols, multicasting, and demand-dial routing)
- Provide secure communications (VPN and IPSec)
- Manage access to the Internet (Connection Sharing and Proxy)

Prerequisite: N201 and N202

**N302: Designing Core /  
Active Directory and  
Network Infrastructure*****Designing Core / Active Directory and Network Infrastructure***

During this course, students will learn how to design an Active Directory infrastructure in the Windows Server and Windows Server R2 operating systems. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, Group Policy, and Public Key Infrastructures (PKIs). Students will also learn how to design for security, high availability, disaster recovery, and migrations. Create an Active Directory design based on administrative Group Policy requirements defined by business needs. Design an Active Directory domain and the organizational unit hierarchy within the domain. Need of multiple-domain AD structure may be necessary to meet the administrative and security needs of an organization. Design a site topology for managing Active Directory replication that fulfills the administrative needs of an organization. At the end of this course, students will be able to:

- Provide an overview of the Assignment scenario.
- Create a design for the Active Directory Domain Services (AD DS) forest and forest trust deployment.
- Design an AD DS domain and Domain Name Service (DNS) integration design.
- Design AD DS sites and AD DS replication.
- Create an AD DS domain controller deployment plan, and an AD DS domain administration design and partially implement the design.
- Create an AD DS Group Policy design and implement some components of that design.
- Design and implement AD DS security policies that meet security requirements.
- Design and implement a PKI deployment by using Active Directory Certificate Services (AD CS).
- Design an Active Directory Rights Management Services (AD RMS) solution and deploy RMS for internal users.
- Create and implement an Active Directory Lightweight Directory Services (AD LDS) design.
- Review and validate a Federated Web single sign-on (SSO) deployment.
- Design and implement a domain restructure.

Prerequisite: N201 and N202

**D401: Database Administration Fundamentals/SQL*****Database Administration Fundamentals***

Students who are beginning studies in technology need a strong foundation in the basics before moving on to more advanced technology courses. Database Administration Fundamentals covers introductory knowledge and skills including: relational databases; core database concepts; relational database concepts; security requirements for databases and the data stored in them; database objects – such as tables and views; graphical tools and T-SQL scripts; database queries; and stored procedures.

The course focuses on teaching individuals how to use SQL Server 2012 product features and tools related to maintaining a database. All the Assignments for this course can be performed using the provided virtual machines. At the end of this course, students will be able to:

- Understand Core database concepts
- Manage Relational database concepts
- Handle Security requirements for databases and the data stored in them
- Manipulate Database objects, such as tables and views
- Create Graphical tools and Transact-Structured Query Language (T-SQL) scripts
- Administer Database queries
- Manipulate Database Definition Language (DDL)
- Administer Data Manipulation Language (DML)
- Understand Stored procedures
- Make Plan and install SQL Server
- Describe the system databases, the physical structure of databases and the most common configuration options related to them

Prerequisite: None

**R501: Intro to Router*****Routing Technology***

This course is designed specifically to prepare students for authenticating the ability to install, configure, operate, and troubleshoot medium-size route and switched networks. With this course, networking professionals will make connections to remote sites via a WAN, mitigate basic security threats, and understand the requirements for wireless network access.

Install, configure, and troubleshoot fully operational routers, as you build a multiprotocol network. In this informative course, you will learn internetworking LAN and WAN concepts and master the router operations. This course covers the basic techniques to configure the routers for LANs and provides the foundation on routers, switches and firewalls. Additional topics include:

- Cisco IOS Software
- OSI Layers
- Routing Protocol Function and Configuration
- IP Addressing and Subnetting
- Traffic Management Using Access Lists
- IPX Routing
- Point-to-Point Protocol (PPP)
- Integrated Service Digital Network (ISDN) Configuration
- X.25 and Frame Relay Configuration
- Switching Methods and Modes
- Networking fundamentals & connecting to a WAN
- Basic security and wireless concepts
- Routing and switching
- The TCP/IP and OSI models
- IP addressing & WAN technologies
- Operating and Configuring IOS devices
- Configuring Routing Information Protocol Version 2 (RIPv2)
- Static and default routing
- Implementing NAT and DHCP, & configuring simple networks
- VLSM and IPv6 addressing
- Extending switched networks with VLANs
- Configuring, verifying and troubleshooting VLANs
- VTP, RSTP, OSPF and EIGRP protocols
- Determining IP routes & managing IP traffic with access lists
- NAT and DHCP
- Establishing point-to-point and Frame Relay connections

Prerequisite: None

**R502: Advanced Router*****IP Routing Technology***

This course will discuss the IP routing process. This is an important subject to understand as it pertains to all routers and configurations that use IP. IP routing is the process of moving packets from one network to another network and delivering the packets to hosts.

This course will give you the background on how to configure and verify IP routing with Cisco routers. It is important to be able to configure Cisco routers and then configure and

verify IP routing. At the end of this course, students will be able to:

- Routing General/ Overview of routing and routing protocols.
- Understand the IP Addressing
- Create and verify static routing
- Create and verify default routing
- Resolve network loops in distance-vector routing protocols
- Configure and verify RIP routing
- Configure and verify IGRP routing

Prerequisite: R501

### **R503: Configuring Switch**    *Switching Technologies*

The information presented in this course was designed to give you the background in layer-2 switching that you need to understand the theory. This course also covers the nitty-gritty of VLANs and the different concepts and protocols used with VLANs. Written labs and review questions will reinforce the VLAN material and how you can use them in your internetwork.

Appendix B will cover the Cisco Catalyst 1900 switch configuration, and accompanied by Chapter 6 will cover Virtual LAN (VLAN) configuration. By reading and understanding the information presented in this course, you will be ready to configure switches and VLANs. At the end of this course, students will be able to:

- Describe layer-2 switching
- Describe address learning in layer-2 switches
- Understand when a layer-2 switch will forward or filter a frame
- Describe network loop problems in layer-2 switched networks
- Describe the Spanning-Tree Protocol
- List the LAN switch types and describe how they work with layer-2 switches

Prerequisite: R501 and R502

**R504: Remote Access Services*****Wide Area Networking Protocols***

This course, IOS WAN can support many different WAN protocols that can help you extend your LANs to other LANs at remote sites. Connecting company sites together so information can be exchanged is imperative in this economy. However, it would take a truckload of money to put in your own cable or connections to connect all of your company's remote locations.

Service provides allows you to lease or share connections that the service provider already has installed, which can save money and time. It is important to understand the different types of WAN support provided by Cisco. Although this course does not cover every type of Cisco WAN support, it does cover the HDLC, PPP, Frame Relay, and ISDN protocols.

To understand WAN technologies, you need to understand the different WAN terms and connection types that can be used to connect your networks together. This section will discuss the different WAN terms and connection types typically used by service providers. At the end of this course, students will be able to:

- Identify PPP operations to encapsulate WAN data on Cisco routers
- Configure authentication with PPP
- Understand how Frame Relay works on a large WAN network
- Configure Frame Relay LMI, maps, and subinterfaces
- Monitor Frame Relay operation in the router
- Understand the ISDN protocols, function groups, and reference points
- Describe how Cisco implements ISDN BRI

Prerequisite: R501 and R502

**R505: Internetwork Troubleshooting*****Internetwork Technology***

Cisco Internetwork Troubleshooting covers how to perform hardware maintenance and troubleshooting on different Cisco routers and switches. Cisco Internetwork Troubleshooting provides advanced information on networking technology, and troubleshooting for TCP/IP, IPX/SPX, AppleTalk LANs, and WANs. This course teaches how to maintain and support Cisco routers, switches and firewalls.

In this course, you will learn how to manage Cisco routers on an internetwork. The Internetwork Operating System (IOS) and configuration files reside in different locations in a Cisco device, and it is important to understand where these files are located and how they work. Also you will acquire about the main components of a router, the router boot sequence, and the configuration register, including how to use the configuration register for password recovery. At the end of this course, students will be able to:

- Understand internal components of a Cisco router
- Manage router boot sequence
- Administer configuration register and how to change it
- Reset password recovery
- Backup and restore a Cisco IOS
- Backup and restore the configuration of a Cisco router
- Use CDP and Telnet to gather information about neighbor devices
- Resolve hostnames and use the ping and trace commands to test network connectivity

Prerequisite: R501 and R502

## Curriculum for Real Estate and Finance / Salesperson

### Real Estate and Finance / Salesperson

#### Program Description and Objectives

The Real Estate and Finance Salesperson program is designed to thoroughly prepare students for a variety of positions in the lucrative field of Real Estate. Graduates will be able to apply for positions as Real Estate Sales Agents, Loan Officers, Loan Originators, Real Estate Clerks or Real Estate Appraisers in accordance with Standard Industrial Classification (SIC) Code 6531. The five courses that make up the program — principles, practice, legal aspects, finance, and appraisal — lay a firm foundation for a graduate's professional career in Real Estate.

#### Certificates of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

#### Program Outline

<i>Real Estate and Finance / Salesperson</i>					<b>\$3,200</b>
<b>Course No.</b>	<b>Title</b>	<b>Lecture Hours</b>	<b>Exam Prep**</b>	<b>Weeks</b>	<b>Total Hours*</b>
B101-C	Real Estate Principles	50	22	3	72
B102-C	Real Estate Practice	50	22	3	72
B103a-C	Legal Aspects of Real Estate	40	32	3	72
B104a-C	Real Estate Finance	40	32	3	72
B105a-C	Real Estate Appraisal	40	32	3	72
<b>Total Program</b>				<b>15</b>	<b>360</b>

\*\*Students taking the same course for the Business Administration: Real Estate Concentration AA Program may take the exam prep to fulfill a portion of the required assignment hours.

CLOCK HOURS:

- \* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s).

Review the following schedule.

#### Real Estate and Finance / Salesperson Class Schedule

Students in the Real Estate and Finance/Salesperson program study in the mornings Monday through Friday or evenings Monday through Friday of the periods below. Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	<b>9:00</b>	<b>-</b>	<b>10:45</b>	<b>Class</b>
<b>(Monday through Thursday)</b>	<b>10:45</b>	<b>-</b>	<b>11:15</b>	<b>Break</b>
	<b>11:15</b>	<b>-</b>	<b>1:00</b>	<b>Class</b>
<b>Evening</b>	<b>6:00</b>	<b>-</b>	<b>7:45</b>	<b>Class</b>
<b>(Monday through Thursday)</b>	<b>7:45</b>	<b>-</b>	<b>8:15</b>	<b>Break</b>
	<b>8:15</b>	<b>-</b>	<b>10:00</b>	<b>Class</b>
<b>Friday</b>	<b>9:00</b>	<b>-</b>	<b>10:45</b>	<b>Class</b>
	<b>10:45</b>	<b>-</b>	<b>11:00</b>	<b>Break</b>
	<b>11:00</b>	<b>-</b>	<b>12:45</b>	<b>Class</b>
	<b>12:45</b>	<b>-</b>	<b>1:15</b>	<b>Lunch</b>
	<b>1:15</b>	<b>-</b>	<b>3:00</b>	<b>Class</b>
	<b>3:00</b>	<b>-</b>	<b>3:15</b>	<b>Break</b>
	<b>3:15</b>	<b>-</b>	<b>5:00</b>	<b>Class</b>



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**Curriculum Description and Objectives / Topics****B101-C: Real Estate Principles**

The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. The course is required of those preparing for the real estate sales agent license examination, and it applies toward the state's elective educational requirements for the broker's examination.

Topics covered:

- History of California Real Estate
- Types of Property and Real Estate Contracts
- Agency and Disclosure Requirements
- Real Estate Financing and Lending Practices and Appraisal Procedures
- Deeds, Escrows, Transfer of Ownership, Liens and Encumbrances
- Real Estate Mathematics and Taxation
- Landlord and Tenant Issues, Real Estate Brokerage and Ethical Issues
- Specialized Fields of Real Estate, Subdivisions and Other Public Controls

Prerequisite: None

**B102-C: Real Estate Practice**

This course reviews the day-to-day operations in real estate roles and brokerages including: listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. The course also applies toward the state's educational requirements for the salesperson's examination, and it also applies toward state's educational requirements for the broker's examination.

Topics covered:

- Ethics and Fair Housing
- Prospecting, Mandatory Disclosure and Knowing Your Obligations
- Listing Presentation Package, Servicing the Listing and Advertising
- The Buyer and the Property Showing
- Obtaining the Purchase Offer and from Offer to Closing
- Real Estate Financing, Escrow, Title Insurance and Taxation
- Property Management and Leasing

Prerequisite: None

**B103a-C: Legal Aspects of Real Estate**

This course studies California real estate law, including rights incident to property ownership and management, agency, and contracts. It also includes application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. The course applies toward the state's educational requirements for the broker's examination.

Topics covered:

- Sources of Law the Judicial System and the Law of Agency
- Duties, Responsibilities and Regulations of Licensees
- Law of Contracts and Real Estate Contracts
- Property, Estates, Recording, Involuntary Liens and Homesteads
- Ownership of Real Property, Acquisitions and Conveyances
- Adjacent Property Rights, Landlord-Tenant Law and Land Use Controls
- Escrows and Title Insurance and Real Property Security Devices

Prerequisite: None

**B104a-C: Real Estate Finance**

This course provides an analysis of real estate financing, lending policies and problems in: financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are emphasized.

Topics covered:

- The Nature and Cycle of California Real Estate Finance and Money and the Monetary System
- Fiduciary, Semifiduciary and Nonfiduciary Sources for Real Estate Finance
- Conventional, Insured, and Guaranteed Loans
- Financial Agencies, Lending Programs, Junior Loans in Real Estate Finance
- Loan Terms and Note Payments and Instruments of Real Estate Finance
- Real Estate Loan Underwriting, Processing Real Estate Loans, Loan Defaults and Foreclosures
- The Secondary Mortgage and Trust Deed Markets
- Investment Financing Strategies and Mathematics of Real Estate Finance

Prerequisite: None

**B105a-C: Real Estate Appraisal**

This is an introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Course focus will be on residential and single-unit property.

Topics covered:

The Appraisal Profession and Real Estate and Its Appraisal

- The Real Estate Marketplace and the Appraisal Process
- Building Construction and the Environment, Data Collections and Site Valuation
- The Cost Approach: Reproduction/Replacement Cost and Depreciation
- The Sales Comparison Approach and the Income Capitalization Approach
- Direct and Yield Capitalization, Reconciliation and the Appraisal Report
- Appraising Partial Interests and Appraisal Math and Statistics

Prerequisite: None

**Real Estate and Finance Course Fee**      There is a registration and processing fee of \$150.

Course No.	Title	Tuition Subject to change	Books Subject to change
B101-C	Real Estate Principles	\$ 525	\$ 50
B102-C	Real Estate Practice	\$ 525	\$ 50
B103a-C	Legal Aspects of Real Estate	\$ 525	\$ 50
B104a-C	Real Estate Finance	\$ 525	\$ 50
B105a-C	Real Estate Appraisal	\$ 525	\$ 50

### Examination Requirements

#### Salesperson Applicants

To qualify to take an examination for a Real Estate Salesperson License, an applicant must submit an official transcript or credit certificate showing proof of completion of a three semester or four quarter unit college-level course or an equivalent BRE approved course in **Real Estate Principles, Real Estate Practice** and one additional course which should be chosen from the following list of courses: Accounting, Business Law, Common Interest Developments, Computer Applications in Real Estate, Escrows, Legal Aspects of Real Estate, Mortgage Loan Brokering & Lending, Property Management, Real Estate Appraisal, Real Estate Economics, Real Estate Finance and Real Estate Office Administration.

The three semester-unit or four quarter-unit courses must be completed through a regionally accredited college or university or an approved BRE private course sponsor. Course(s) completed through a foreign institution of higher learning **must** be evaluated by a foreign credentials evaluation service approved by BRE.

Refer to **Instructions To License Applicants** handbook for further information and examination rules. The handbook is available on the BRE Web site or from any BRE office. The certification statement can be found on the Salesperson Examination Application (RE 400A). Proof of completion of the course must be submitted on or before the date applicants file their original applications.

*For additional information*

Please call the California Bureau of Real Estate at (916) 227-0900 for further information on salesperson examination requirements. The BRE website also contains useful information, <http://www.dre.ca.gov>

#### License Processing Fee

	Salesperson
Fingerprint Fee	\$ 56
Exam Application Fee	\$ 60
License Fee	\$ 120
<b>Total</b>	<b>\$ 245</b>
	First reschedule fee is \$15 and subsequent reschedule fee is \$30.

## Curriculum for Contractor License

### General Contractor

#### Program Description and Objectives

The General Contractor Program is designed to assist students in obtaining General Contractor licensures from the California Contractors State License Board (CSLB). This program is a sequence of courses in a specialized field that builds both theoretical knowledge and practical skills information. This program is taught by highly regarded practitioners who are currently working in their fields of specialization. Students of the General Contractor Program will be working in various fields as specified in the appropriate Standard Industrial Classification (SIC) Codes from 1521 to 1799.

#### Certificates of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Certificate of Completion will only be issued for a completed program.

#### Program Outline

<b>General Contractor</b>				
				<b>\$5,500</b>
Course No.	Title	Lecture Hours	Weeks	Total Hours*
GC101	General Building Contractor Law	120	5	120
GC102	General Building Contractor Trade	120	5	120
C-5	Framing and Rough Carpentry Contractor	120	5	120
<b>Total Program</b>			<b>15</b>	<b>360</b>

#### CLOCK HOURS:

- \* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s).  
Review the following schedule.

#### General Contractor Class Schedule

Students in the General Contractor program study in the mornings Monday through Friday or evenings Monday through Friday of the periods below. Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	<b>9:00</b>	-	<b>10:45</b>	<b>Class</b>
	<b>10:45</b>	-	<b>11:15</b>	<b>Break</b>
	<b>11:15</b>	-	<b>1:00</b>	<b>Class</b>
<b>Evening</b>	<b>6:00</b>	-	<b>7:45</b>	<b>Class</b>
	<b>7:45</b>	-	<b>8:15</b>	<b>Break</b>
	<b>8:15</b>	-	<b>10:00</b>	<b>Class</b>
<b>Friday</b>	<b>9:00</b>	-	<b>10:45</b>	<b>Class</b>
	<b>10:45</b>	-	<b>11:00</b>	<b>Break</b>
	<b>11:00</b>	-	<b>12:45</b>	<b>Class</b>
	<b>12:45</b>	-	<b>1:15</b>	<b>Lunch</b>
	<b>1:15</b>	-	<b>3:00</b>	<b>Class</b>
	<b>3:00</b>	-	<b>3:15</b>	<b>Break</b>
	<b>3:15</b>	-	<b>5:00</b>	<b>Class</b>

<b>Curriculum Description and Objectives / Topics</b>
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**GC101: General Building Contractor Law**

The General Building Contractor Law course includes, but is not limited to, laws and regulations of the State of California, business practices in office practices and finance management, bid preparation and analysis, and contract analysis to provide students with in-depth knowledge in the diversity of construction laws and licensing procedures. Topics include:

- Business Practices in office practices and finance management
- Bid Preparation, bid analysis, and establishing bid price
- Contract analysis, acceptance, and operations
- Planning and project management
- Compliance on vendors and subcontractors
- Employee safety, job site safety, and record keeping
- Labor, employment statutes, personnel policies
- Laws and regulations of State of California

Prerequisite: None

**GC102: General Building Contractor Trade**

The General Building Contractor Trade course includes the scope of work and code compliance, cost estimation for materials and labor, identification of design and construction errors, work scheduling warranty and many other topics to ensure that students obtain in-depth knowledge of the diverse topics that exist in the area of construction trade. Topics include:

- General Building
- Scope of work and code compliance
- Cost estimation for materials and labor
- Identification of design and construction errors
- Work scheduling warranty
- Personnel and work site safety
- Carpentry, Cabinet & Millwork, Wood and metal framing, Shear
- Rough hardware installation, Cabinetry (face frame and frameless),
- Electrical, Rough and finish wiring
- Concrete, Mixing, placing, and finishing concrete, Setting and
- Plumbing, Rough and finish plumbing, Gas appliances and HVAC
- Drywall installation, Taping and texturing
- Roofing, Gutters and metal flashing, Waterproofing and sealants
- Roofing materials and installation
- Flooring/Floor Covering, Flooring materials and installation
- Painting/Decorating, Painting and wall covering
- Tile materials and installation, Reinforcing steel and hardware

Prerequisite: None

**C-5: Framing and Rough Carpentry Contractor**

A Framing and Rough Carpentry Contractor course covers topics such as formwork, framing, or rough carpentry necessary to construct framed structures; installation or repairing of individual components of framing systems, and rough carpentry or associated work. This also includes but is not limited to the construction or installation of sub-flooring, siding, exterior staircases and railings, overhead doors, roof decking, truss members, and sheathing. Topics include:

- Wood
- Site Layout
- Framing
- Finish Carpentry
- Tools
- Plans and Specifications
- Mathematics Review
- Cal/OSHA

Prerequisite: None

**Contractor License Course Fee**

There is a registration and processing fee of \$150.

Course No.	Title	Tuition (subject to change)	Books (subject to change)
GC101	General Building Contractor Law	\$720	\$20-\$100
GC102	General Building Contractor Trade	\$720	\$20-\$100
C-5	Framing and Rough Carpentry Contractor	\$720	\$20-\$100

**License Processing Fee**

License Processing Fee	B General Contractor	C Specialized Contractor
Application Fee	\$ 330	\$ 330
Initial Licensing Fee	\$ 200	\$ 200
<b>Total</b>	\$ 530	\$ 530

Each additional classification fees are \$ 75 per classification.

Payment must be payable to the Registrar of Contractors. Cash is not accepted.

Application fees are not refundable once the application has been filed.

## Curriculum for Academic Associate's Degree

### AA Computer Business Applications

#### Program Description and Objectives

Learnet Academy meets the educational and professional needs of our diverse student body in a supportive, caring environment that provides the technical skills and knowledge necessary for employment advancement in today's job market. The Academic Associate's Degree in Computer Business Applications program covers a broad spectrum of computer applications such as computer concepts with business applications, Word, Excel, Computerized Accounting, Database Applications, PowerPoint, Internet and Outlook. Students will learn to handle accounting functions and to create documents, reports, spreadsheets, presentations and handle accounting functions. The program also includes courses in business to provide students with an introduction into the field of business, business mathematics, and management communications. The program is designed to develop the student into a versatile and proficient entry-level computerized office operator. This major is filled with a variety of applications and experiences that will lay the foundation for a fulfilling academic and professional career. The Academic Associate's degree in Computer Business Applications will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog.

#### Program Learning Outcomes

Upon successful completion of the Computer Business Applications program, the student should be able to do the following:

- Describe the concepts and operations of the main components of Microsoft Office: Word, Excel, Access, PowerPoint, etc.
- Choose the appropriate application package and apply these Office applications to a range of business and personal problems both standalone and integrated with each other
- Demonstrate written and oral communication skills to logically and persuasively support points of view or findings and express solutions to business needs
- Apply critical thinking skills for computer-based access, analysis, and presentation of information
- Demonstrate ability to work as part of a team in designing and implementing a computerized solution to a problem

#### Academic Associate's Degree

Upon successful completion of the program, an Academic Associate's Degree will be issued to the student.

#### Methods of Instruction

The methods of instruction include classroom instruction, and homework. Classroom instruction will consist of lectures that both disseminate information and pose problems; group and panel discussions; discussion which emphasize the ability to think critically; guest lecturers; and instruction media: films/video/slides/audio tapes/graphic displays. Students may also be assigned reading, writing, and other outside assignments equivalent to two hours per one hour lecture. Class instruction will be based on the assumption that the student has done the reading assignments before class. Classwork will include use of computers to do a number of projects related to various software programs. Homework will include reading and writing assignments, problem sets, projects and presentations.

## Program Outline

<b>Computer Business Applications</b>						
						<b>\$13,600</b>
<b>Topic</b>	<b>Course #</b>	<b>Titles</b>	<b>Clock Hours Lecture/Lab**</b>	<b>Total Clock Hours</b>	<b>Credits Lecture/Lab</b>	<b>*Total Credits</b>
Business	BUS101	Introduction to Business	40	40	4	4
	BUS201	Business Mathematics	40	40	4	4
	BUS202	Management Communications	40	40	4	4
Computer Concepts with Business Applications	C101	Windows I	20/20	40	2/1	3
	C102	Windows II	20/20	40	2/1	3
Word Processing	C201	Word Processing I	60/20	80	6/1	7
	C202	Word Processing II	60/20	80	6/1	7
Electronic Spreadsheets	C301	Electronic Spreadsheets I	60/20	80	6/1	7
	C302	Electronic Spreadsheets II	60/20	80	6/1	7
Accounting	C401	Computerized Accounting I	40/20	60	4/1	5
Accounting	C402	Computerized Accounting II	40/20	60	4/1	5
Database Management	C501	Database Applications I	40/20	60	4/1	5
Communications	C603	Presentation Software	40/20	60	4/1	5
General Education	GE ENG 1A	English Composition and Reading I	40	40	4	4
	GE ENG 1B	English Composition and Reading II	50	50	5	5
	GE MAT 1A	College Algebra	50	50	5	5
	GE PHS 1A	Introduction to Physical Science	50	50	5	5
	GE SOC 1A	Introduction to Sociology	50	50	5	5
<b>Totals</b>			<b>800/200</b>	<b>1000</b>	<b>80/10</b>	<b>90</b>

The Academic Associate's degree in Computer Business Applications will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog.

### QUARTER CREDIT HOURS:

- \* 1 quarter credit is 10 lecture hours. Students are required to complete 2 hours of homework for every one hour of lecture instruction.
- \*\* Hands-on Training is included in the clock hours lecture for computer courses.

Note: Courses with a prerequisite are listed in the course description and on the syllabus.



### General Education Requirements

Every student who graduates from LEARNET ACADEMY with an A.A. is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus all graduates meet a 24 quarter units of general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest.

All students entering an Academic Associate's Degree program must complete 24 quarter units of college general education subjects including:

1. English Composition, 9 quarter units
2. Mathematics, 5 quarter units (either Algebra or Geometry)
3. Science, 5 quarter units (life science or physical science)
4. Social Studies, 5 quarter units

### Major Requirements

Quarter #	Course #	Title	Quarter Credit
Technical Courses 66 Credits	BUS101	Introduction to Business	4
	BUS201	Business Mathematics	4
	BUS202	Management Communications	4
	C101	Windows I	3
	C102	Windows II	3
	C201	Word Processing I	7
	C202	Word Processing II	7
	C301	Electronic Spreadsheets I	7
	C302	Electronic Spreadsheets II	7
	C401	Computerized Accounting I	5
	C402	Computerized Accounting II	5
	C501	Database Applications I	5
	C603	Presentation Software	5
General Education 24 Credits	GE ENG 1A	English Composition and Reading I	4
	GE ENG 1B	English Composition and Reading II	5
	GE MAT 1A	College Algebra	5
	GE SOC 1A	Introduction to Sociology	5
	GE PHS 1A	Introduction to Physical Science	5
<b>TOTAL</b>			<b>90</b>

**Curriculum Description and Objectives / Topics****BUS101: Introduction to Business**

This course is an introduction to business administration and management, marketing, finance, human resources, and economics in the American market place. Aspects of business, including the relationship of business to the social, economic, and political worlds will be covered. The history of the American economy, and a comparison of the free enterprise system to other economic systems, will be discussed. Considers scope, function and organization of business, including principles and practices, with an integrated global perspective. Upon successful completion of the course, students should be able to:

- Identify various challenges in the business environment (socially, legally, economically)
- Compare the legal forms of business ownership and organizational structures in business and explain the impact of ethical practices in business
- Identify the various functions of management and human resources in business
- Discuss the state of American business and its relationship with international trade
- Evaluate the importance of computer knowledge in business success
- Discuss the characteristics of the franchising industry and describe the principles of short range and long range financial planning
- Compare the importance of purchasing and production and the impact it has on the success of an organization

Prerequisite: None

40 Hours Lecture

4.0 Quarter Credits

**BUS201: Business Mathematics**

This course is designed for all business students and provides students with basic skills and understanding of mathematics including practices and the use of common formulas. Also this course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems. A review of basic math functions is provided with emphasis on practical mathematical problems. The course will familiarize students with basic math theory emphasizing those components making up a business accounting formulas. Basic equations and techniques will be covered while Proficiency is developed in performing business mathematical operations using computer. Upon successful completion of the course, students should be able to:

- Practice mathematical problems associated with small and large businesses
- Formulate and calculate payroll
- Compare buying and selling discounts for a bigger profit
- Demonstrate ability to work with whole numbers, decimals, fractions, and percentages
- Apply mathematic functions with various bank services
- Practice simple interest and compound interest formulas in business calculations

Prerequisite: None

40 Hours Lecture

4.0 Quarter Credits

**BUS202: Management Communications**

This course presents the principles of communication within an organization, both verbal and written. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report as well as how to effectively communicate across all levels of an organization. Upon successful completion of the course, students should be able to:

- Discuss the importance of various management communication strategies in the business environment and its effects
- Evaluate and provide feedback using verbal and written skills
- Produce argumentative, descriptive, and narrative texts relevant to business
- Recognize the effects of non-verbal communication
- Develop skills to communicate strategically in an organization
- Adapt visual aids in presentations for effective communication
- Write and edit texts understanding basic use of citations in written texts

Prerequisite: None  
 40 Hours Lecture  
 4.0 Quarter Credits

**C101: Windows I**

This course surveys the field of computing and serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The development of computers, as well as their current design, is described. The concepts of data acquisition, storage, internal representation, and processing into useful information are shown. Designed for new computer users, this course will teach students how to organize files and applications, customize their desktop, and create shortcuts to their favorite websites. Special exercises cover everything from Office Basics to using online help and troubleshooting wizards. Students will learn to create and organize folders, locate documents and programs, create special shortcuts with Windows Explorer, and find utilities. Topics include:

- Windows Desktop, Taskbar, Control Panel and Windows Explorer
- Start and Programs Favorite menus
- Improving speed and efficiency, shortcuts and file management
- Windows Help and Troubleshooter and help and find features
- Special device and hardware capabilities
- File and disk management techniques and Recycle Bin
- Find and Quick View utilities

Prerequisite: None  
 20 Hours Lecture  
 20 Hours Lab  
 3.0 Quarter Credits

**C102: Windows II**

Students will learn to create and organize folders; locate documents and programs; create special shortcuts with Windows Explorer and find utilities. This course introduces you to Windows advanced features and tools. Learn to use backup and recovery, format a disk, use Disk Scan and file defragmentation tools. The class concludes with a demonstration of Windows installation, upgrade, and configuration techniques. Topics include:

- Improving speed and efficiency
- Shortcuts and file management
- Windows Help and Troubleshooter and help and find features

- Special device and hardware capabilities
- File and disk management techniques and Recycle Bin
- Find and Quick View utilities
- Windows installation and upgrade

Prerequisite: C101 must be taken before C102

20 Hours Lecture

20 Hours Lab

3.0 Quarter Credits

### **C201: Word Processing I**

This course provides a thorough introduction to Word and builds basic skills needed to create, modify and print letters and document, reports, production of boilerplates and integration of mailing lists and form letters. This course provides an in-depth look at Microsoft Word for Windows. Topics include:

- Creating and Saving documents
- Moving and Copying text
- Changing the appearance of text (formatting)
- Headers and Footers
- Printing Documents
- Creating and Using Templates
- Sorting paragraphs and Tabular information

Prerequisite: None

60 Hours Lecture

20 Hours Lab

7.0 Quarter Credits

### **C202: Word Processing II**

This course teaches you how successfully create and work with templates; open, navigate, and modify a document; create documents that incorporate columns of varying sizes and styles; organize document content using tables; and create a mail merge project and review documents using the Review Ribbon. This course provides further in-depth look at Microsoft Word for Windows. Topics include:

- Inserting graphics, charts and special characters
- Creating and Editing columns
- Merging documents
- Connecting with other Office 2000 programs
- Using master documents for a group project
- Creating on-line documents

Prerequisite: C201 must be taken before C202

60 Hours Lecture

20 Hours Lab

7.0 Quarter Credits

**C301: Electronic Spreadsheets I**

Learn the fundamental skills required to create and use Excel spreadsheets. This course teaches you how to start Excel, create and print worksheets, get on-line help, and create simple charts. Topics include:

- Basic concepts and terminology
- Excel menus and dialog boxes
- Creating and modifying worksheets
- Copying, deleting, and moving cells
- Defining and replicating formulas
- Formatting worksheets
- Printing worksheets

Prerequisite: None  
 60 Hours Lecture  
 20 Hours Lab  
 7.0 Quarter Credits

**C302: Electronic Spreadsheets II**

Learn the fundamental skills required to create and use Excel spreadsheets and successfully use tables and table tools in a worksheet. This course teaches you how to apply, create, and modify various types of charts, and learned to create a table and format the table as well as work with PivotTable and PivotChart to enhance the appearance of data. Topics include:

- Creating simple chart
- Creating a custom toolbar
- Styles
- Using the IF and VLOOKUP functions
- Creating and working with pivot tables
- Outlining and consolidating works
- Using the Goal Seek, Solver and Scenario
- Displaying and protecting worksheets

Prerequisite: C301 must be taken before C302  
 60 Hours Lecture  
 20 Hours Lab  
 7.0 Quarter Credits

**C401: Computerized Accounting I**

This course starts with an introduction to basic accounting terms and concepts, and walks students through the QuickBooks set-up process. Use the leading small business accounting package to organize records, prepare financial reports, handle payroll, and automatically figure federal and state taxes, as well as withholding and employer contributions. Throughout, attention is devoted to creating easy-to-read statements, including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll, and project reports, as well as graphs that give students a quick snapshot of overall business. Topics include:

- Principles of Accounting
- Account Types, Asset, Liability, Owner's Equity
- Accounting Records
- Invoices and Purchase Orders
- Bills and Estimates
- Financial Statements
- Cash Flow Statements

Prerequisite: None  
40 Hours Lecture  
20 Hours Lab  
5.0 Quarter Credits

**C402: Computerized  
Accounting II**

Use the leading small business accounting package to organize records, prepare financial reports, handle payroll and automatically calculate federal and state taxes as well as withholding and employer contributions. Throughout, attention is devoted to creating easy-to-read statements including profit and loss, balance sheets, accounts receivable, accounts payable, budget, payroll and project reports as well as graphs which give the students a quick snapshot of overall business. Upon successful completion of the course, students should be able to:

- Demonstrate how to prepare sales tax
- Demonstrate how to prepare payroll tax reports
- Formulate and estimate quarterly income tax payments
- Demonstrate how to prepare employee (W-2), non-employee (W-3) 1099, and 940 tax forms
- Discuss the various calculations involved in utilizing the computer in calculations needed in business

Prerequisite: C401 must be taken before C402  
40 Hours Lecture  
20 Hours Lab  
5.0 Quarter Credits

**C501: Database Applications I**

Students will learn the skills necessary to effectively begin creating and working with databases. This structured course will enable students to create tables, queries, forms, reports and databases. A database is a tool for collecting and organizing information. For example, as a database, a phone book organizes a large amount of data—names, addresses, and phone numbers—so you can access it by name in alphabetic order. Even a grocery list is a simple type of database. A computerized database management system (DBMS), such as Microsoft Office Access, enables you to easily collect large volumes of data organized into categories of related information. This type of database allows you to store, organize, and manage your data, no matter how complex it is, and then retrieve and present it in various formats and reports. Organizing data by using a DBMS gives you the power to manipulate, view and report the data in ways that other applications like spreadsheets and word processing documents cannot. For example, a spreadsheet application like Microsoft Excel has its own unique purpose to store, analyze and report data using tools unique to it; however, Access is the better choice to perform various management functions on data such as asking it complex questions and creating structures to input and report it using standardized business structures which you'll learn throughout this course. Topics include:

- Explain database concepts and terminology
- Create and design data tables
- Demonstrate how to modify data tables
- Create calculated fields
- Describe how to view data from more than one field

40 Hours Lecture  
20 Hours Lab  
5.0 Quarter Credits

**C603: Presentation Software**

Learn how to create eye-catching graphs, charts, and illustrations for both printed documents and slideshows. As the graphics module of the award-winning Microsoft Office Suite, PowerPoint has rapidly gained recognition for its ease of use and ease of integration with other Office applications. PowerPoint is a package for creating presentations for meetings, seminars, sales, and classrooms. It encompasses charts, text, graphics, and animation to achieve slides for the screen, paper handouts, transparencies, or presenting pictures. Topics include:

- PowerPoint Presentations and Multimedia Presentations
- Presentation Outlines and Slides
- Headers, Footers, and Speaker Notes
- Inserting and Formatting Pictures and ClipArt
- Alignment and Slide Transitions
- Styles, Artistic Effects, WordArt , Smart Art, Tables and Charts
- Theme, Background, and Animations

Prerequisite: None  
40 Hours Lecture  
20 Hours Lab  
5.0 Quarter Credits

**GE ENG 1A: English  
Composition and Reading  
I**

The English Composition course emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research on topics that are both diverse and relevant to students today. Readings, discussions, and writing assignments will encourage critical thinking and an in-depth analysis of texts. Through the completion of this course, students will write a minimum of 10,000 words. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Overall, this course aims to impart college-level critical reading, academic writing, and research skills to its students. Topics include:

- Critical reading and thinking skills, including analysis of non-fiction texts, generation and synthesis of ideas, and basic elements of argumentation (claims, evidence, reasoning);
- Advanced essay writing, to include instruction/practice in effective strategies for introductions, conclusions, transitions, and topic sentences
- Logically sound thesis statements and the development of supporting ideas that consistently pursue the line of reasoning suggested by the thesis
- Effective use of textual evidence to support ideas, including methods of integrating textual evidence, e.g. quoting and paraphrasing effectively and correctly; sophisticated use of transitional and organizational patterns; and effective strategies for enhancing stylistic fluency;
- Research writing, to include instruction/practice in topic generation; location and evaluation of sources, including electronic resources
- Fair and appropriate use of sources (avoiding plagiarism); synthesis and integration of sources; MLA documentation including parenthetical citations and works cited.
- Writing Conferences: 18 hours of individualized writing assignments/practice in the class with one-on-one conferences with the instructor.

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**GE ENG 1B: English  
Composition and Reading  
II**

Building on rhetorical skills developed in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Emphasizing critical thinking, this course uses literature to develop reading and writing skills beyond the level achieved in ENG 1A. This course presents the principles of expository writing and rhetorical style through coordinated reading and writing assignments. As such, students will practice how to synthesize multiple texts from a variety of sources to present and support a written argument and/or report. Various expository writing techniques, such as argumentation, description, and narration are further discussed. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Topics include:

- Evaluation of the validity of premises and conclusions; terms, structure, and components of formal argument and reasoning (such as inductive/deductive)
- Formal and informal fallacies of thought, identification of premises and the conclusions drawn from these premises, identification of various types of evidence, and the evaluation of the validity of the use of evidence in a piece of writing or other persuasive rhetoric.
- Basic concepts for and terminology of literary analysis and distinctive features



and differences between individual literary genres, which must include

1. Poetry
2. Prose fiction
3. Drama

Non-fiction prose (sophisticated texts, commonly associated with great works of literature and/or great ideas and often included in many literary anthologies) can also be included.

- How to employ patterns of thought that develop and substantiate an argument about or an interpretation of literary works (e.g., use comparison/ contrast to persuade, not simply to observe, inductive/deductive patterns of reasoning in forming judgments)
- How to clearly define crucial terms in order to clarify the issues at stake in an interpretation of or an argument about literary works; how to select, to effectively integrate, and to cite textual evidence from literary and outside sources to support premises
- How to discuss such evidence by providing a warrant for a premise—e.g., the quotation alone does not constitute evidence; the reasoning that follows is what makes it evidence; how to incorporate and to respond to arguments in literary analysis and interpretation in presenting one's own interpretations
- How to test alternative hypotheses or explanations and to consider alternative sources of evidence or points of view in presenting interpretations of or arguments about literary works
- Writing Conferences: 18 hours of individualized writing assignments/practice in the class with one-on-one conferences with the instructor.

Prerequisite: GE ENG 1A  
50 Hours Lecture  
5.0 Quarter Credits

### **GE MAT 1A: College Algebra**

The course will familiarize students with basic math theory and basic equations with a particular emphasis on the components that make up business accounting formulas. This in-depth overview of algebra and its uses includes integers, equations, polynomials, the decimal system of numeration, four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device, factoring, geometric figures, and measurements. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. Emphasis is placed on applications to real world problems. Topics include:

- Arithmetic and Pre-algebra Refresher
- Properties of Exponents and Scientific Notation
- Formulas, Applications and Problem Solving
- Linear Equations and Inequalities
- Arithmetic Operations with Polynomial and Rational Expressions and Factoring Polynomials
- Radical Numbers, Radical Equations and Quadratic Equations

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**GE PHS 1A: Introduction to Physical Science**

This program is designed for the student who is interested in a more conceptual and less mathematical approach to physics. It is a survey course introducing the topics of mechanics, heat, sound, electricity & magnetism, light and modern physics. The emphasis will be on developing conceptual understanding of the laws of nature through lectures, demonstrations, and class discussions. Covered are the fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. Upon successful completion of the course, student should be able to:

- Apply the scientific method of inquiry, including analysis based on scientific concepts and observation.
- Use and convert physical quantities and measurements in the SI (Système Internationale) and USCS (U. S. Customary System) unit systems.
- Describe the history and origins of scientific concepts and principles.
- Solve elementary problems involving motion, force, friction, gravitation, energy, heat, work, power, simple machines, vibrations, waves, sound, electricity, electromagnetism, mechanical and electromagnetic forces and torques, fluid statics, dynamics, buoyancy, mechanical, electrical, thermal, fluid resistances, fluid potential and kinetic energy, power, and fluidal work
- Illustrate basic scientific concepts in areas such as chemistry and select topics in earth science and astronomy.
- Compute results using scalar variables and resolve vectors into components and combine vectors into resultants.
- Describe the basic concepts of electromagnetic and radioactive radiation.

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**GE SOC 1A: Introduction to Sociology**

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. The purpose of this course is to provide students with a broad understanding of sociology's basic concepts, theories, and methods of inquiry. The routine course of instruction employs varied pedagogical strategies to accomplish the foregoing, e.g., written assignments, oral presentations, group activities, lecture, discussion, and outside research. Upon successful completion of the course, students should be able to:

- Identify the basic elements of society and some of the most significant themes in sociology
- Demonstrate a sociological understanding of the economy, politics, religion, education, population growth, urbanization, social movements, and social change
- Identify and describe the various methods of social research used by sociologists
- Identify the causes, character, and consequences of social inequality with special reference to aging, class, gender, race and ethnicity
- Act as an articulate observer of social life and demonstrate a better understanding of social issues in their community and beyond

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

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**AA Business Administration: Real Estate Concentration**
**Program Description and Objectives**

Learnet Academy meets the educational and professional needs of our diverse student body in a supportive, caring environment that provides the technical skills and knowledge necessary for employment advancement in today's job market. This Business Administration: Real Estate Concentration Program incorporates various learning disciplines, such as: computer skills, business management and real estate. This program prepares individuals to develop, buy, sell, appraise, and manage real property. This includes instruction in land use development policy, real estate law, real estate marketing procedures, agency management, brokerage, property inspection and appraisal, real estate investing, leased and rental properties, commercial real estate, and property management. Furthermore, this program also provides students with the knowledge of business communications concepts, understanding the law related to business and real estate, and learning the principles of management skills. The curriculum also equips students with advanced knowledge and expanded understanding of the inner workings of the real estate professional. The Academic Associate's degree in Business Administration with a Major Concentration in Real Estate will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog.

***Program Learning Outcomes***

In addition to outcomes for the Businesses Administration, on successful completion of the Real Estate concentration, the student should be able to do the following:

- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the prospective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate marketing and sales techniques.
- Discuss and calculate real estate taxes and solve basic real estate mathematics problems.
- Explain and evaluate methods of financing real estate purchases and securing loans with real estate.
- Demonstrate the ability to analyze the factors that affect real estate values.
- Discuss and evaluate real estate markets and trends.

**Academic Associate's Degree**

Upon successful completion of the program, an Academic Associate's Degree will be issued to the student.

**Methods of Instruction**

The methods of instruction include classroom instruction, and homework. Classroom instruction will consist of lectures that both disseminate information and pose problems; group and panel discussions; discussion which emphasize the ability to think critically; guest lecturers; and instruction media: films/video/slides/audio tapes/graphic displays. Students may also be assigned reading, writing, and other outside assignments equivalent to two hours per one hour lecture. Class instruction will be based on the assumption that the student has done the reading assignments before class. Classwork will include use of computers to do a number of projects related to various software programs. Homework will include reading and writing assignments, problem sets, projects and presentations.

## Program Outline

<b>Business Administration: Real Estate Concentration</b>					
					<b>\$13,600</b>
<b>Course #</b>	<b>Titles</b>	<b>Clock Hours Lecture/Lab</b>	<b>Total Clock Hours</b>	<b>Credits Lecture/Lab</b>	<b>Total Credits*</b>
B101	Real Estate Principles	50	50	5	5
B102	Real Estate Practice	50	50	5	5
B103a	Legal Aspects of Real Estate	40	40	4	4
B104a	Real Estate Finance	40	40	4	4
B105a	Real Estate Appraisal	40	40	4	4
B106	Real Estate Economics	40	40	4	4
B107	Property Management	40	40	4	4
B108	Escrow	40	40	4	4
B109	Computer Applications in Real Estate	40	40	4	4
B201	Accounting	40	40	4	4
B202	Business Law	40	40	4	4
BUS101	Introduction to Business	40	40	4	4
BUS201	Business Mathematics	40	40	4	4
BUS202	Management Communications	40	40	4	4
C201	Word Processing I	60/20**	80	6/1	7
C301	Electronic Spreadsheets I	60/20**	80	6/1	7
GE ENG 1A	English Composition and Reading I	40	40	4	4
GE ENG 1B	English Composition and Reading II	50	50	5	5
GE MAT 1A	College Algebra	50	50	5	5
GE PHS 1A	Introduction to Physical Science	50	50	5	5
GE SOC 1A	Introduction to Sociology	50	50	5	5
<b>Total</b>		<b>940/40</b>	<b>980</b>	<b>94/2</b>	<b>96</b>

The Academic Associate's degree in Business Administration with a Major Concentration in Real Estate will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog.

## QUARTER CREDIT HOURS:

- \* 1 quarter credit is 10 lecture hours. Students are required to complete 2 hours of homework for every one hour of lecture instruction.
- \*\* Hands-on Training is included in the clock hours lecture for computer courses.

Note: Courses with a prerequisite are listed in the course description and on the syllabus.

### General Education Requirements

Every student who graduates from LEARNET ACADEMY with an A.A. is unique—almost no two take exactly the same courses. But to be educated is to possess some values in common, some shared competencies and modes of thought. Thus all graduates meet a 24 quarter units of general education requirement that gives them broad exposure to ideas and skills outside their own areas of special interest.

All students entering an Academic Associate's Degree program must complete 24 quarter units of college general education subjects including:

1. English Composition, 9 quarter units
2. Mathematics, 5 quarter units (either Algebra or Geometry)
3. Science, 5 quarter units (life science or physical science)
4. Social Studies, 5 quarter units

### Major Requirements

Quarter #	Course #	Title	Quarter Credit
Technical Courses 72 Credits	B101	Real Estate Principles	5
	B102	Real Estate Practice	5
	B103a	Legal Aspects of Real Estate	4
	B104a	Real Estate Finance	4
	B105a	Real Estate Appraisal	4
	B106	Real Estate Economics	4
	B107	Property Management	4
	B108	Escrow	4
	B109	Computer Applications in Real Estate	4
	B201	Accounting	4
	B202	Business Law	4
	BUS101	Introduction to Business	4
	BUS201	Business Mathematics	4
	BUS202	Management Communications	4
	C201	Word Processing I	7
	C301	Electronic Spreadsheets I	7
General Education 24 Credits	GE ENG 1A	English Composition and Reading I	4
	GE ENG 1B	English Composition and Reading II	5
	GE MAT 1A	College Algebra	5
	GE SOC 1A	Introduction to Sociology	5
	GE PHS 1A	Introduction to Physical Science	5
<b>TOTAL</b>			<b>96</b>

**Curriculum Description and Objectives / Topics****B101: Real Estate Principles**

The fundamental real estate course covering the basic laws and principles of California real estate, gives understanding, background, and terminology necessary for specialized courses. The course is required of those preparing for the real estate sales agent license examination, and it applies toward the state's elective educational requirements for the broker's examination. Topics include:

- History of California Real Estate
- Types of Property and Real Estate Contracts
- Agency and Disclosure Requirements
- Real Estate Financing and Lending Practices and Appraisal Procedures
- Deeds, Escrows, Transfer of Ownership, Liens and Encumbrances
- Real Estate Mathematics and Taxation
- Landlord and Tenant Issues, Real Estate Brokerage and Ethical Issues
- Specialized Fields of Real Estate, Subdivisions and Other Public Controls

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**B102: Real Estate Practice**

This course reviews the day-to-day operations in real estate roles and brokerages including: listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. The course also applies toward the state's educational requirements for the broker's examination, and it is required of all new real estate brokers. Topics include:

- Ethics and Fair Housing
- Prospecting, Mandatory Disclosures and Knowing Your Obligations
- Listing Presentation Package, Servicing the Listing and Advertising
- The Buyer and the Property Showing
- Obtaining the Purchase Offer and from Offer to Closing
- Real Estate Financing, Escrow, Title Insurance and Taxation
- Property Management and Leasing

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**B103a: Legal Aspects of Real Estate**

This course studies California real estate law, including rights incident to property ownership and management, agency, and contracts. It also includes application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. The course applies toward the state's educational requirements for the broker's examination. Topics include:

- Sources of Law, the Judicial System and the Law of Agency
- Duties, Responsibilities and Regulations of Licensees
- Law of Contracts and Real Estate Contracts
- Property, Estates, Recording, Involuntary Liens and Homesteads
- Ownership of Real Property, Acquisitions and Conveyances
- Adjacent Property Rights, Landlord-Tenant Law and Land Use Controls
- Escrows and Title Insurance and Real Property Security Devices

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**B104a: Real Estate Finance**

This course will provide an analysis of real estate financing, lending policies and problems in: financing transactions in residential, apartment, commercial and special purpose properties. Methods of financing properties emphasized. Topics include:

- The Nature and Cycle of California Real Estate Finance and Money and the Monetary System
- Fiduciary, Semifiduciary and Nonfiduciary Sources for Real Estate Finance
- Conventional, Insured, and Guaranteed Loans
- Financial Agencies, Lending Programs, Junior Loans in Real Estate Finance
- Loan Terms and Note Payments and Instruments of Real Estate Finance
- Real Estate Loan Underwriting, Processing Real Estate Loans, Loan Defaults and Foreclosures
- The Secondary Mortgage and Trust Deed Markets
- Investment Financing Strategies and Mathematics of Real Estate Finance

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**B105a: Real Estate Appraisal**

This is an introductory course covering the purposes of appraisals; the appraisal process; and the different approaches, methods, and techniques used to determine the value of various types of property. Course focus will be on residential and single-unit property. The course applies toward the state's educational requirements for the broker's examination. Topics include:

- The Appraisal Profession and Real Estate and Its Appraisal
- The Real Estate Marketplace and the Appraisal Process
- Building Construction and the Environment, Data Collection and Site Valuation
- The Cost Approach: Reproduction/Replacement Cost and Depreciation
- The Sales Comparison Approach and the Income Capitalization Approach
- Direct and Yield Capitalization, Reconciliation and the Appraisal Report
- Appraising Partial Interests and Appraisal Math and Statistics

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**B106: Real Estate Economics**

This course deals with those trends and factors which affect the value of real estate; the nature and classification of land economics; the development of property, construction, and subdivisions; economic values fluctuations; residential market trends; real property; and special purpose property trends. The course applies toward the state's educational requirements for the broker's examination. Topics include:

- California's Economic Growth, Economic Principles and Cycles
- Economic Theories, Measurements, Money and Financing
- Cities' Origin and Growth, Problems of the Cities, and the Suburbs and Beyond
- Government Regulations & Taxes
- Housing and Nontraditional Housing, Farms and Land, and Nonresidential Real Property
- Planning & Land Use Control
- The Economics of Development and Economic Decision Making

Prerequisite: None

40 Hours Lecture

4.0 Quarter Credits

**B107: Property Management**

This course covers the professional management of investment properties such as multi-family, commercial, and industrial properties. Course accent is on the current marketing accounting, and maintenance procedures used by professional management firms. It is intended for the property owner or the real estate practitioner who wishes to specialize in property management. This course applies toward the state's elective educational requirements for the broker's examination. Topics include:

- The Economics of Property Management
- Financial and Property Analysis
- Marketing, Leases, Forms, Day-To-Day Operations, Systems and Reports
- Tenant Relations and Apartment Management: Operations and Procedures
- Managing Commercial Property
- Hotel Business Operations and Current Issues in Hotel/Motel Management
- Legal Issues in Property Management

Prerequisite: None

40 Hours Lecture

4.0 Quarter Credits

**B108: Escrow**

This course is limited to providing the student with the primary information about escrow. Methods and techniques of escrow procedure for various types of real estate transactions including the legal/ethical responsibilities engaged in escrow work. Upon its completion, the student will not be qualified as an escrow officer but will have been exposed to the terminology, documentation, related service fields, and fiduciary and ethical responsibilities involved in escrow. The student will learn how to open, execute, and close a simple escrow. The principles used in handling escrows involving land titles, including the various forms and procedures used by escrow departments of banks, title companies, and escrow firms. The students have completed the samples. This course applies toward the state's elective educational requirements for the broker's examination. Topics include:

- What is Escrow? Escrow Uses and Title Issues
- Parties, Documents, Contracts and Real Estate Basics
- Real Estate Finance, Escrow, Title and Other Professionals
- Local Variations, Contingencies, and Title Insurance
- Escrow Instructions, Computerized Escrow, Other Types of Escrows and Escrow Review



- Record Keeping, Preparation, Processing and Closing
- Disclosure and Consumer Protection

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**B109: Computer Applications in Real Estate**

This course is designed to train the student how to operate basic computer applications for resources in real estate filed, for example Real Estate Listings or Current MLS Listings. Student learns how to request a property valuation of your current home to getting pre-qualified for a home loan you should dedicate the time to becoming an educated consumer or consult a licensed mortgage professional for details pertaining to any and all available home loan programs. Dealing home may be the biggest transaction of everyone's life so you need to understand the process, the people involved and what to expect straight from the beginning. But while you research everything else it's always fun to take a look at the new homes available in your area. Topics include:

- Computer Hardware, Software Applications, Suites, and Windows
- Internet Communications Applications, Web Searches, Bookmarks, Favorites, and Associations
- Time Management, the Real Estate Assistant, Real Estate Contacts and Office Peripherals
- Marketing, Advertising, and Presentations
- Credit, Title, Escrow Company Operations, Real Estate Loans and Lenders
- Property Management (and Commercial, Industrial Real Estate)
- Appraisal and the Office of Real Estate Appraisals (OREA)
- Taxation, Regulation, and Disclosures
- Real Estate Investments and Construction
- Trust Fund Accounting

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**B201: Accounting**

This course introduces basic accounting theories and practices used in recording, analyzing and summarizing financial information. Topics include the set up and posting of accounts, double entry accounting techniques, applying debits and credits to journals, posting from journals to ledgers and preparing a trial balance. In addition student will learn to make adjusting entries, correct typical errors, close the accounts of a business and prepare preliminary financial statements. Topics include:

- Accounting Information and Decision Making
- The Accounting Information System
- The Financial Reporting Process
- Cash and Internal Controls
- Receivables and Sales
- Inventory and Cost of Goods Sold
- Long-Term Assets
- Current Liabilities
- Long-Term Liabilities
- Stockholders' Equity
- Statement of Cash Flows
- Financial Statement Analysis

Prerequisite: None

40 Hours Lecture

4.0 Quarter Credits

**B202: Business Law**

This course provides the general laws not only the legal aspects of real estate and finance but also the broad spectrum of basic legal terminology, principles, and procedures. The role of the business professional and the relationship between commerce and the legal system will be emphasized. The student will be provided with applications using the Internet, database, word processing, and network research systems. Upon successful completion of the course, students should be able to:

- Create business contracts
- Identify problematic areas during the making of a contract
- Describe contractual terms and non-contractual obligations of the seller/producer
- Recognize elements involved in discharging a contract.
- Explain the duty of care in negligence and other aspects of negligence and product liability.
- Examine liability in respect of employees

Prerequisite: None

40 Hours Lecture

4.0 Quarter Credits

**BUS101: Introduction to Business**

This course is an introduction to business administration and management, marketing, finance, human resources, and economics in the American market place. Aspects of business, including the relationship of business to the social, economic, and political worlds will be covered. The history of the American economy, and a comparison of the free enterprise system to other economic systems, will be discussed. Considers scope, function and organization of business, including principles and practices, with an integrated global perspective. Upon successful completion of the course, students should be able to:

- Identify various challenges in the business environment (socially, legally, economically)
- Compare the legal forms of business ownership and organizational structures in

business and explain the impact of ethical practices in business

- Identify the various functions of management and human resources in business
- Discuss the state of American business and its relationship with international trade
- Evaluate the importance of computer knowledge in business success
- Discuss the characteristics of the franchising industry and describe the principles of short range and long range financial planning
- Compare the importance of purchasing and production and the impact it has on the success of an organization

Prerequisite: None

40 Hours Lecture

4.0 Quarter Credits

**BUS201: Business  
Mathematics**

This course is designed for all business students and provides students with basic skills and understanding of mathematics including practices and the use of common formulas. Also this course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems. A review of basic math functions is provided with emphasis on practical mathematical problems. The course will familiarize students with basic math theory emphasizing those components making up a business accounting formulas. Basic equations and techniques will be covered while Proficiency is developed in performing business mathematical operations using computer. Upon successful completion of the course, students should be able to:

- Practice mathematical problems associated with small and large businesses
- Formulate and calculate payroll
- Compare buying and selling discounts for a bigger profit
- Demonstrate ability to work with whole numbers, decimals, fractions, and percentages
- Apply mathematic functions with various bank services
- Practice simple interest and compound interest formulas in business calculations

Prerequisite: None

40 Hours Lecture

4.0 Quarter Credits

**BUS202: Management Communications**

This course presents the principles of communication within an organization, both verbal and written. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report as well as how to effectively communicate across all levels of an organization. Upon successful completion of the course, students should be able to:

- Discuss the importance of various management communication strategies in the business environment and its effects
- Evaluate and provide feedback using verbal and written skills
- Produce argumentative, descriptive, and narrative texts relevant to business
- Recognize the effects of non-verbal communication
- Develop skills to communicate strategically in an organization
- Adapt visual aids in presentations for effective communication
- Write and edit texts understanding basic use of citations in written texts

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**C201: Word Processing I**

This course provides a thorough introduction to Word and builds basic skills needed to create, modify and print letters and document, reports, production of boilerplates and integration of mailing lists and form letters. This course provides an in-depth look at Microsoft Word for Windows. Topics include:

- Creating and Saving documents
- Moving and Copying text
- Changing the appearance of text (formatting)
- Headers and Footers
- Printing Documents
- Creating and Using Templates
- Sorting paragraphs and Tabular information

Prerequisite: None  
60 Hours Lecture  
20 Hours Lab  
7.0 Quarter Credits

**C301: Electronic Spreadsheets I**

Learn the fundamental skills required to create and use Excel spreadsheets. This course teaches you how to start Excel, create and print worksheets, get on-line help, and create simple charts. Topics include:

- Basic concepts and terminology
- Excel menus and dialog boxes
- Creating and modifying worksheets
- Copying, deleting, and moving cells
- Defining and replicating formulas
- Formatting worksheets
- Printing worksheets

Prerequisite: None  
60 Hours Lecture  
20 Hours Lab  
7.0 Quarter Credits

**GE ENG 1A: English  
Composition and Reading  
I**

The English Composition course emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research on topics that are both diverse and relevant to students today. Readings, discussions, and writing assignments will encourage critical thinking and an in-depth analysis of texts. Through the completion of this course, students will write a minimum of 10,000 words. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Overall, this course aims to impart college-level critical reading, academic writing, and research skills to its students. Topics include:

- Critical reading and thinking skills, including analysis of non-fiction texts, generation and synthesis of ideas, and basic elements of argumentation (claims, evidence, reasoning);
- Advanced essay writing, to include instruction/practice in effective strategies for introductions, conclusions, transitions, and topic sentences
- Logically sound thesis statements and the development of supporting ideas that consistently pursue the line of reasoning suggested by the thesis
- Effective use of textual evidence to support ideas, including methods of integrating textual evidence, e.g. quoting and paraphrasing effectively and correctly; sophisticated use of transitional and organizational patterns; and effective strategies for enhancing stylistic fluency;
- Research writing, to include instruction/practice in topic generation; location and evaluation of sources, including electronic resources
- Fair and appropriate use of sources avoiding plagiarism); synthesis and integration of sources; MLA documentation including parenthetical citations and works cited.
- Writing Conferences: 18 hours of individualized writing assignments/practice in the class with one-on-one conferences with the instructor.

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**GE ENG 1B: English  
Composition and Reading  
II**

Building on rhetorical skills developed in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Emphasizing critical thinking, this course uses literature to develop reading and writing skills beyond the level achieved in ENG 1A. This course presents the principles of expository writing and rhetorical style through coordinated reading and writing assignments. As such, students will practice how to synthesize multiple texts from a variety of sources to present and support a written argument and/or report. Various expository writing techniques, such as argumentation, description, and narration are further discussed. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Topics include:

- Evaluation of the validity of premises and conclusions; terms, structure, and components of formal argument and reasoning (such as inductive/deductive)
- Formal and informal fallacies of thought, identification of premises and the conclusions drawn from these premises, identification of various types of evidence, and the evaluation of the validity of the use of evidence in a piece of writing or other persuasive rhetoric.
- Basic concepts for and terminology of literary analysis and distinctive features and differences between individual literary genres, which must include
  1. Poetry
  2. Prose fiction
  3. DramaNon-fiction prose (sophisticated texts, commonly associated with great works of literature and/or great ideas and often included in many literary anthologies) can also be included.
- How to employ patterns of thought that develop and substantiate an argument about or an interpretation of literary works (e.g., use comparison/contrast to persuade, not simply to observe, inductive/deductive patterns of reasoning in forming judgments)
- How to clearly define crucial terms in order to clarify the issues at stake in an interpretation of or an argument about literary works; how to select, to effectively integrate, and to cite textual evidence from literary and outside sources to support premises
- How to discuss such evidence by providing a warrant for a premise—e.g., the quotation alone does not constitute evidence; the reasoning that follows is what makes it evidence; how to incorporate and to respond to arguments in literary analysis and interpretation in presenting one's own interpretations
- How to test alternative hypotheses or explanations and to consider alternative sources of evidence or points of view in presenting interpretations of or arguments about literary works
- Writing Conferences: 18 hours of individualized writing assignments/practice in the class with one-on-one conferences with the instructor.

Prerequisite: GE ENG 1A  
50 Hours Lecture  
5.0 Quarter Credits

**GE MAT 1A: College Algebra**

The course will familiarize students with basic math theory and basic equations with a particular emphasis on the components that make up business accounting formulas. This in-depth overview of algebra and its uses includes integers, equations, polynomials, the decimal system of numeration, four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device, factoring, geometric figures, and measurements. In addition to the basic operations, logarithms, exponential equations, systems of linear and nonlinear equations, Cramer's Rule, the Binomial Theorem, the complex number system, and sequences and series are included. Emphasis is placed on applications to real world problems. Topics include:

- Arithmetic and Pre-algebra Refresher
- Properties of Exponents and Scientific Notation
- Formulas, Applications and Problem Solving
- Linear Equations and Inequalities
- Arithmetic Operations with Polynomial and Rational Expressions and Factoring Polynomials
- Radical Numbers, Radical Equations and Quadratic Equations

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**GE PHS 1A: Introduction to Physical Science**

This program is designed for the student who is interested in a more conceptual and less mathematical approach to physics. It is a survey course introducing the topics of mechanics, heat, sound, electricity & magnetism, light and modern physics. The emphasis will be on developing conceptual understanding of the laws of nature through lectures, demonstrations, and class discussions. Covered are the fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. Upon successful completion of the course, students should be able to:

- Apply the scientific method of inquiry, including analysis based on scientific concepts and observation.
- Use and convert physical quantities and measurements in the SI (Système Internationale) and USCS (U. S. Customary System) unit systems.
- Describe the history and origins of scientific concepts and principles.
- Solve elementary problems involving motion, force, friction, gravitation, energy, heat, work, power, simple machines, vibrations, waves, sound, electricity, electromagnetism, mechanical and electromagnetic forces and torques, fluid statics, dynamics, buoyancy, mechanical, electrical, thermal, fluid resistances, fluid potential and kinetic energy, power, and fluidal work
- Illustrate basic scientific concepts in areas such as chemistry and select topics in earth science and astronomy.
- Compute results using scalar variables and resolve vectors into components and combine vectors into resultants.
- Describe the basic concepts of electromagnetic and radioactive radiation.

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**GE SOC 1A: Introduction to Sociology**

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. The purpose of this course is to provide students with a broad understanding of sociology's basic concepts, theories, and methods of inquiry. The routine course of instruction employs varied pedagogical strategies to accomplish the foregoing, e.g., written assignments, oral presentations, group activities, lecture, discussion, and outside research. Upon successful completion of the course, students should be able to:

- Identify the basic elements of society and some of the most significant themes in sociology
- Demonstrate a sociological understanding of the economy, politics, religion, education, population growth, urbanization, social movements, and social change
- Identify and describe the various methods of social research used by sociologists
- Identify the causes, character, and consequences of social inequality with special reference to aging, class, gender, race and ethnicity
- Act as an articulate observer of social life and demonstrate a better understanding of social issues in their community and beyond

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits



The below two language program are not within the school's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):

### Curriculum for EFL and TOEFL iBT

#### English as a Foreign Language: EFL

##### Program Description and Objectives

The EFL program provides intensive English instruction and orientation for international students planning to attend American colleges and universities, as well as individuals pursuing professional training in the U.S.

Students who complete the Intermediate or Advanced levels of this program acquire sufficient English and job-related information to successfully begin work or pursue further education or training. The program is designed to provide students with dramatically improved language skills by providing a small student-to-teacher ratio and a standardized, intensive, comprehensive, structure-based curriculum. All courses are conducted entirely in English.

##### Diploma of Completion

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Diploma of Completion will only be issued for a completed program.

##### Program Outline

EFL for Beginning Students					
Modules			Days	Weeks	Total Hours
EFL	1A	Beginning	20	4	80
EFL	1B	Beginning	20	4	80
EFL	2A	High Beginning	20	4	80
EFL	2B	High Beginning	20	4	80
EFL for Intermediate Students					
Modules			Days	Weeks	Total Hours
EFL	3A	Intermediate	20	4	80
EFL	3B	Intermediate	20	4	80
EFL	4A	High Intermediate	20	4	80
EFL	4B	High Intermediate	20	4	80
EFL for Advanced Students					
Modules			Days	Weeks	Total Hours
EFL	5A	Advanced	20	4	80
EFL	5B	Advanced	20	4	80
EFL	6A	High Advanced	20	4	80
EFL	6B	High Advanced	20	4	80
<b>Total</b>				<b>48</b>	<b>960</b>

##### CLOCK HOURS:

- \* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.
- \*\* Each quarter contains three EFL modules which is a total of 240 hours. Contained within those 240 hours are approximately 199 teacher contact hours, 4 hours of educational field trips, 12 hours of testing, 1 hour of orientation, and 24 hours of utilization of the language laboratory/media center. Social events, which promote and affirm student culture, may be held during or outside of normal course hours. This is subject to change based on instructor's daily plan.

**EFL Class Schedule**

Students in the EFL program study in the morning, afternoon, and evening period. Classes are held for 4 hours Monday through Friday for a total of 20 hours a week. Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	9:00	-	10:20	Class
	10:20	-	10:30	Break
	10:30	-	11:50	Class
	11:50	-	12:00	Break
	12:00	-	1:00	Class
<b>Afternoon</b>	1:00	-	2:20	Class
	2:20	-	2:30	Break
	2:30	-	3:50	Class
	3:50	-	4:00	Break
	4:00	-	5:00	Class
<b>Evening</b>	6:00	-	7:20	Class
	7:20	-	7:30	Break
	7:30	-	8:50	Class
	8:50	-	9:00	Break
	9:00	-	10:00	Class

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**Curriculum Description and Objectives / Topics**

<b>EFL 1A Beginning</b>	<p>Introducing elementary English to the students who take the first step to learn English. This step demonstrates very short conversation like introducing oneself to others, basic grammar such as how to use <i>be</i>, simple questions and answers, Wh- questions, yes/no questions, subject pronouns, basic preposition, etc. The purpose of this course is to let students know that English is a very practical language so they can use it very usefully if they practice hard.</p> <p>Prerequisite: None</p>
<b>EFL 1B Beginning</b>	<p>This course continues study based on former level, but it becomes more complex. This step treats simple present tense, present continuous, adverbs and questions of frequency, simple past tense, and countable and uncountable nouns. Students may feel the course quickly becomes difficult because they learn grammar and expressions quite different from 1A, and they are just beginners, so the instructor needs to lead the students not to fear about learning English.</p> <p>Prerequisite: EFL 1A</p>
<b>EFL 2A High Beginning</b>	<p>Instructor teaches to the students more complicated grammar and longer expressions. To make long sentences, the students will learn how to use conjunctions, adjectives like comparative and superlative, and longer vocabulary. At this level, students learn more words and idioms through practicing conversation, and learn about basic writing structure, how to compose real essay in English.</p> <p>Prerequisite: EFL 1B</p>
<b>EFL 2B High Beginning</b>	<p>In this level, students will learn about irregular verbs, present perfect, and present continuous future. This kind of grammar is quite difficult so student should practice a lot by making sentences in speech and in writing.</p> <p>Prerequisite: EFL 2A</p>
<b>EFL 3A Intermediate</b>	<p>As the beginning of the intermediate course, this level is related with the basic course, but students will learn more complex words, expressions and grammar. With the basis of basic knowledge, they will be able to speak in English using the comparison of simple past vs. present perfect and future tense.</p> <p>Prerequisite: EFL 2B</p>
<b>EFL 3B Intermediate</b>	<p>This course continues the development of student knowledge of fundamental structures of English and appropriate use of these structures in both spoken and written communication. Topics such as travel, childhood, customs, personality, and predicaments are presented in unique ways using interesting real-life information. Speaking ability is developed through oral exercises, individual reports, class discussions, and debates. Reading and writing are developed through both in-class and independent reading projects using the Library, as well as compositions and various written assignments. Students will learn typical questions and responses; two-part verbs; time contrasts; simple past, present perfect, present perfect continuous, and future tenses; modes; active and passive voices; habitual actions; comparisons with adjectives; sequence adverbs; infinitives, gerunds, and imperatives; conditional sentences with <i>if</i> clauses; and reported speech.</p> <p>Prerequisite: EFL 3A</p>

**EFL 4A High Intermediate**

This course provides continuous study from the intermediate level, with more complicated expressions. Students will learn about passive, past continuous, and some adverbs variously used in sentences. The focus on this level is to fortify learning structures in practical English. This level is middle of all complete courses, so it is important to study remembering the basic structure. To do so, students can progress their English ability.

Prerequisite: EFL 3B

**EFL 4B High Intermediate**

This course builds on the foundations established in EFL 3AB for accurate and fluent communication, extending grammatical, lexical, and functional skills. Students will explore various topics, such as relationships, the media, self-improvement, business and advertising, and controversial issues. Speaking ability is developed through oral exercises, individual reports, class discussions and debates. Reading and writing are developed through both in-class and independent reading projects using the Library, as well as compositions and various written assignments. Students will learn relative pronouns; clauses with *it* and adverbial clauses with *when*; gerund phrases; comparisons with adjectives, verbs, nouns, and past participles; requests with modals; past continuous tense; noun phrases; expectations; prepositions of cause; infinitive clauses and phrases; *would rather* and *would prefer*; *have/get something done*; time clauses; the passive to describe process; giving opinions with passive; and complex noun phrases.

Prerequisite: EFL 4A

**EFL 5A Advanced**

Upon completion of this course, students will be better prepared in the four areas of competence: listening, speaking, reading and writing. Students will also become more familiar with idiomatic English. The bulk of the outside reading as well as the subjects of class discussion is student-determined/instructor-approved.

Prerequisite: EFL 4B

**EFL 5B Advanced**

A comprehensive and challenging class, EFL 5B aims to consolidate and expand the skills of listening comprehension, speaking, reading, and writing in English. The course aims to promote cross-cultural understanding through the use of texts and multimedia from the Library. In addition to a review and refinement of grammar and vocabulary in a culturally rich context, students also experiment with their written and spoken expression through different formats.

Prerequisite: EFL 5A

**EFL 6A High Advanced**

In addition to giving students an opportunity to discuss (at an advanced level) important social and cultural issues, this class also focuses on improving students' ability to draw inferences from advanced English reading and listening passages. Students are asked to write short essays, stories and even poems in English and present them to the class.

Prerequisite: EFL 5B

**EFL 6B High Advanced** EFL 6B is a high advanced language and culture class that aims to refine the skills acquired in EFL 5AB. Emphasis is placed on the development of oral and written expression to promote linguistic and cultural competencies through an extensive grammar review and exploration of spoken and written texts. Cultural competency is reinforced by exposure to American culture through various exercises, written assignments, and media resources. Throughout the course, students will share ideas in collaborative, small-group, and whole class discussions.

Prerequisite: EFL 6A

**Graduation Requirements** To graduate from the EFL program, a student must successfully complete EFL 6B by achieving an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and maintain an overall attendance rate of 78%.

**EFL Program Fee** Each module lasts 4 weeks. There is a registration and processing fee of \$150 per year.

Level			Tuition (subject to change)	Books (subject to change)
EFL	1A	Beginning	\$ 568	\$ 50
EFL	1B	Beginning	\$ 568	\$ 50
EFL	2A	High Beginning	\$ 568	\$ 50
EFL	2B	High Beginning	\$ 568	\$ 50
EFL	3A	Intermediate	\$ 568	\$ 50
EFL	3B	Intermediate	\$ 568	\$ 50
EFL	4A	High Intermediate	\$ 568	\$ 50
EFL	4B	High Intermediate	\$ 568	\$ 50
EFL	5A	Advanced	\$ 568	\$ 50
EFL	5B	Advanced	\$ 568	\$ 50
EFL	6A	High Advanced	\$ 568	\$ 50
EFL	6B	High Advanced	\$ 568	\$ 50
<b>Total</b>			<b>\$ 6,800</b>	<b>\$ 600</b>

<b>TOEFL iBT: Test of English as a Foreign Language internet Based Test</b>
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**Program Description and Objectives**

The TOEFL iBT program provides intensive English instruction and orientation for international students planning to attend American colleges and universities, as well as individuals pursuing professional training in the U.S. The goal of this program is to help students feel confident and well-prepared when taking the Internet-based TOEFL (iBT). In this program, the student will polish the language and computer skills needed for the exam, improving their overall test-taking abilities. The program starts with an introduction to the iBT format. Students will then learn the types of questions on the reading, listening, speaking, and writing sections of the test, as well as test-taking strategies for each section.

Finally, the student will be provided with opportunities to take practice tests for each section. There will be daily homework assignments in all language skill areas, including vocabulary. This course will be of interest to the student who would like to take the TOEFL iBT in particular.

**Diploma of Completion**

Students who complete their curriculum objectives within the maximum timeframe are eligible to graduate. A Diploma of Completion will only be issued for a completed program.

**Program Outline**

TOEFL iBT				
Modules		Days	Weeks	Total Hours
TOEFL iBT 1	Beginning	20	4	80
TOEFL iBT 2	Beginning	20	4	80
TOEFL iBT 3	Intermediate	20	4	80
TOEFL iBT 4	Intermediate	20	4	80
TOEFL iBT 5	Advanced	20	4	80
TOEFL iBT 6	Advanced	20	4	80
		<b>Total</b>	<b>24</b>	<b>480</b>

**CLOCK HOURS:**

- \* 1 clock hour includes a minimum instructional time of 50 minutes of lecture and appropriate break(s). Review the following schedule.
- \*\* Each quarter contains three TOEFL iBT modules which is a total of 240 hours. Contained within those 240 hours are approximately 199 teacher contact hours, 4 hours of educational field trips, 12 hours of testing, 1 hour of orientation, and 24 hours of utilization of the language laboratory/media center. Social events, which promote and affirm student culture, may be held during or outside of normal course hours. This is subject to change based on instructor's daily plan.

**TOEFL iBT Class Schedule**

Students in the TOEFL iBT program study in the morning, afternoon, and evening period. Classes are held for 4 hours Monday through Friday for a total of 20 hours a week. Students are required to attend all assigned class meetings and hours.

<b>Morning</b>	9:00	-	10:20	Class
	10:20	-	10:30	Break
	10:30	-	11:50	Class
	11:50	-	12:00	Break
<b>Afternoon</b>	12:00	-	1:00	Class
	1:00	-	2:20	Class
	2:20	-	2:30	Break
	2:30	-	3:50	Class
<b>Evening</b>	3:50	-	4:00	Break
	4:00	-	5:00	Class
	6:00	-	7:20	Class
	7:20	-	7:30	Break
<b>Evening</b>	7:30	-	8:50	Class
	8:50	-	9:00	Break
	9:00	-	10:00	Class
	9:00	-	10:00	Class

Curriculum Description and Objectives / Topics	
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<b>TOEFL iBT 1</b>	<p>Upon completion of this course, students will be better prepared in the four areas of competence; listening, speaking, reading and writing. Grammatically correct sentence structure and proper execution of spoken English are the thrust of this level. Relationship words, cause and effect, opposition, condition, and conditional sentences are practiced. Three-paragraph persuasive compositions stressing a thesis statement, supporting statements and a conclusion will be practiced. A greater emphasis is placed on cultural understanding and comparison.</p> <p>Prerequisite: None</p>
<b>TOEFL iBT 2</b>	<p>Students will learn test-taking strategies and academic skills for each type of question in the reading, listening, speaking and writing sections of the test through audio scripts for practice activities. This course covers the two categories of Taking Notes and Paraphrasing for a higher score on the TOEFL iBT.</p> <p>Prerequisite: TOEFL iBT 1</p>
<b>TOEFL iBT 3</b>	<p>Continuing from TOEFL iBT 2, students will learn test-taking strategies and academic skills for each type of question in the reading, listening, speaking and writing sections of the test through audio scripts for practice activities. This course covers the two categories of Summarizing and Synthesizing for a higher score on the TOEFL iBT.</p> <p>Prerequisite: TOEFL iBT 2</p>
<b>TOEFL iBT 4</b>	<p>The contents of this module will stress the four areas of TOEFL iBT competence: listening, <del>grammar</del> speaking, reading, and writing. There will be an on-going evaluation of students' scores and progress in each portion of the test during the course. A weekly full-length TOEFL iBT is given and graded for each student.</p> <p>Prerequisite: TOEFL iBT 3</p>
<b>TOEFL iBT 5</b>	<p>This course offers additional, highly-focused practice of TOEFL iBT problems, organized by section and problem type. By rotating between sections each week, students will keep their skills sharp and well-rounded. Upon completion of this course, students will be better prepared to take and pass the TOEFL iBT exam. There will be an ongoing evaluation of students' scores and progress in each portion of the test during the course.</p> <p>Prerequisite: TOEFL iBT 4</p>
<b>TOEFL iBT 6</b>	<p>Continuing TOEFL iBT 5, this course offers additional, highly-focused practice of TOEFL iBT problems, organized by section and problem type. By rotating between sections each week, students will keep their skills sharp and well-rounded. Upon completion of this course, students will be better prepared to take the TOEFL iBT exam. There will be an ongoing evaluation of students' scores and progress in each portion of the test during the course.</p> <p>Prerequisite: TOEFL iBT 5</p>
<b>Graduation Requirements</b>	<p>To graduate from the TOEFL iBT program, a student must successfully complete Level 6 by achieving an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and maintain an overall attendance rate of 78%.</p>

**TOEFL iBT Program Fee** Each module lasts four weeks. There is a registration and processing fee of \$150 per year.

	<b>Level</b>	<b>Tuition (subject to change)</b>	<b>Books (subject to change)</b>
TOEFL iBT	1	\$ 568	
TOEFL iBT	2	\$ 568	
TOEFL iBT	3	\$ 568	
TOEFL iBT	4	\$ 568	\$40
TOEFL iBT	5	\$ 568	
TOEFL iBT	6	\$ 568	
<b>Total</b>		<b>\$ 3,400</b>	<b>\$ 40</b>



## Staff and Faculty

### Staff Members

Tia J. Shin	Executive Director
Brandi Payne	Dean of Business Administration Dept./ BA Committee Chairperson
Agasi Aslanyan	Education Director / Lead Instructor
Nick Dow	Lead Instructor
Johnny Aragon	Administrative Officer
Giovanni Ong	Registrar / Placement
Laurie Anderson	Librarian
Oscar Zapata	Student Service / Librarian Assistant
Hyo Sun Ban	Admissions
Hadassa Esther Serafin	Admissions
Rihab Nacheb	Admissions

### Faculty Members

#### Computer Science Department

Agasi Aslanyan

*Lead Instructor / Education Director*

MS, California State University, Los Angeles / Certificate, Microsoft.....etc.

Major/Research Interest: M.S Information Systems

BS, California State University, Los Angeles

Major: Computer Information Systems

Billy Blair

*CII Instructor*

30+ years of Accounting and Computer Experience

Certificate, Microsoft

Alvaro Ching

*CITA Instructor*

MS, Boston University

Major/Research Interest: Computer Information Systems

BS, California State Polytechnic University, Pomona

Major: Computer Science

Gregory Frank

*CITA Instructor*

BA, University of California, Los Angeles / Certificate, Microsoft

Major/Research Interest: English

#### Real Estate and Finance Department

Nick Dow

*Real Estate Lead Instructor / Real Estate Instructor*

Licensed Broker, Bureau of Real Estate of California

MBA, University of Phoenix

Major/Research Interest: Business Administration

BS, University of Phoenix

Major/Minor: Business Administration

#### General Contractor Department

Francisco Bermudez Omana

*Contractor License Lead Instructor*

California General Building Contractor License (#842188), since 2004

Certificate, University of California, Los Angeles

Major: Construction Management

**General Education Department**

Alexander Mamak

*Sociology Instructor*

PhD in Anthropology, University of Hawaii at Manoa

Major /Research Interest: Social Anthropology

MA, University of Hawaii at Manoa

Major: Anthropology

BA, University of California, Berkeley

Major: Anthropology

Hei Yin Lai

*Math Instructor*

MS, California State University, Los Angeles

Major: Applied Mathematics

BS, California State University, Los Angeles

Major: Computer Science

Jillian Nelson

*English Instructor*

MA, University of Bristol

Major: English Literature

BA, University of California, Los Angeles

Major: Communication Studies

Selena Ghiotto

*Science Instructor*

MS, National University

Major: Education/ Single Subject Teaching Credential: Biological Sciences

BS, University of California, Santa Cruz

Major: Molecular, Cellular, and Developmental Biology

**Business Administration Department**

Brandi Payne

*Business Administration Committee Chairperson / Business Instructor*

DBA, University of Phoenix

MBA in Human Resource Management, Keller Graduate School of Management

Major/Research Interest: Business, Marketing, Management

Nick Dow

*Lead Instructor / Business / Real Estate Instructor*

Licensed Broker, Bureau of Real Estate of California

MBA, University of Phoenix

Major/Research Interest: Business Administration

BS, University of Phoenix

Major/Minor: Business Administration

Marsie Alford

*Business Instructor*

MBA, Millsaps College

Major/Research Interest: Business Administration

BSBA, University of Southern Mississippi

Major: Accounting

Steven Flores

*Business / Real Estate Instructor*

Licensed Salesperson, Bureau of Real Estate of California

MBA, California State University, Dominguez Hills

Major/Research Interest: International Business

BS, California State University, Long Beach

Major/Minor: International Business/Marketing

Agasi Aslanyan

*Computer Instructor*

MS, California State University, Los Angeles / Certificate, Microsoft.....etc.  
 Major/Research Interest: M.S Information Systems  
 BS, California State University, Los Angeles  
 Major: Computer Information Systems

### **Computer Business Applications Department**

Agasi Aslanyan

*Lead Instructor / Computer Instructor*

MS, California State University, Los Angeles / Certificate, Microsoft.....etc.  
 Major/Research Interest: M.S Information Systems  
 BS, California State University, Los Angeles  
 Major: Computer Information Systems

Marsie Alford

*Business Instructor*

MBA, Millsaps College  
 Major/Research Interest: Business Administration  
 BSBA, University of Southern Mississippi  
 Major: Accounting

Nick Dow

*Business Instructor*

Licensed Broker, Bureau of Real Estate of California  
 MBA, University of Phoenix  
 Major/Research Interest: Business Administration  
 BS, University of Phoenix  
 Major/Minor: Business Administration

### **EFL Department**

Max Lemanowicz

*Lead Instructor*

MFA, University of San Francisco, San Francisco  
 Major/Research Interest: TESOL  
 BA, East Carolina University Greenville, NC  
 Major: English

Andre Munoz

*TOEFL iBT Instructor*

MS, California State University, Fullerton  
 Major: Education (Teaching English to Speakers of Other Languages)  
 BA, University of California, Irvine  
 Major: Psychology and Social Behavior  
 Minor: Linguistics

Libby Goodman

*EFL Instructor*

BA, Hampshire College  
 Major: English and History

George Fade

*EFL Instructor*

BA, California State University, Los Angeles  
 Major: English Literature

Ruqayyah Curtis

*EFL Instructor*

BA, University of San Diego  
 Major: Psychology  
 Certificate, San Diego State University  
 Major: Applied Linguistics

**Library**

Laurie Louise Anderson

*Librarian*

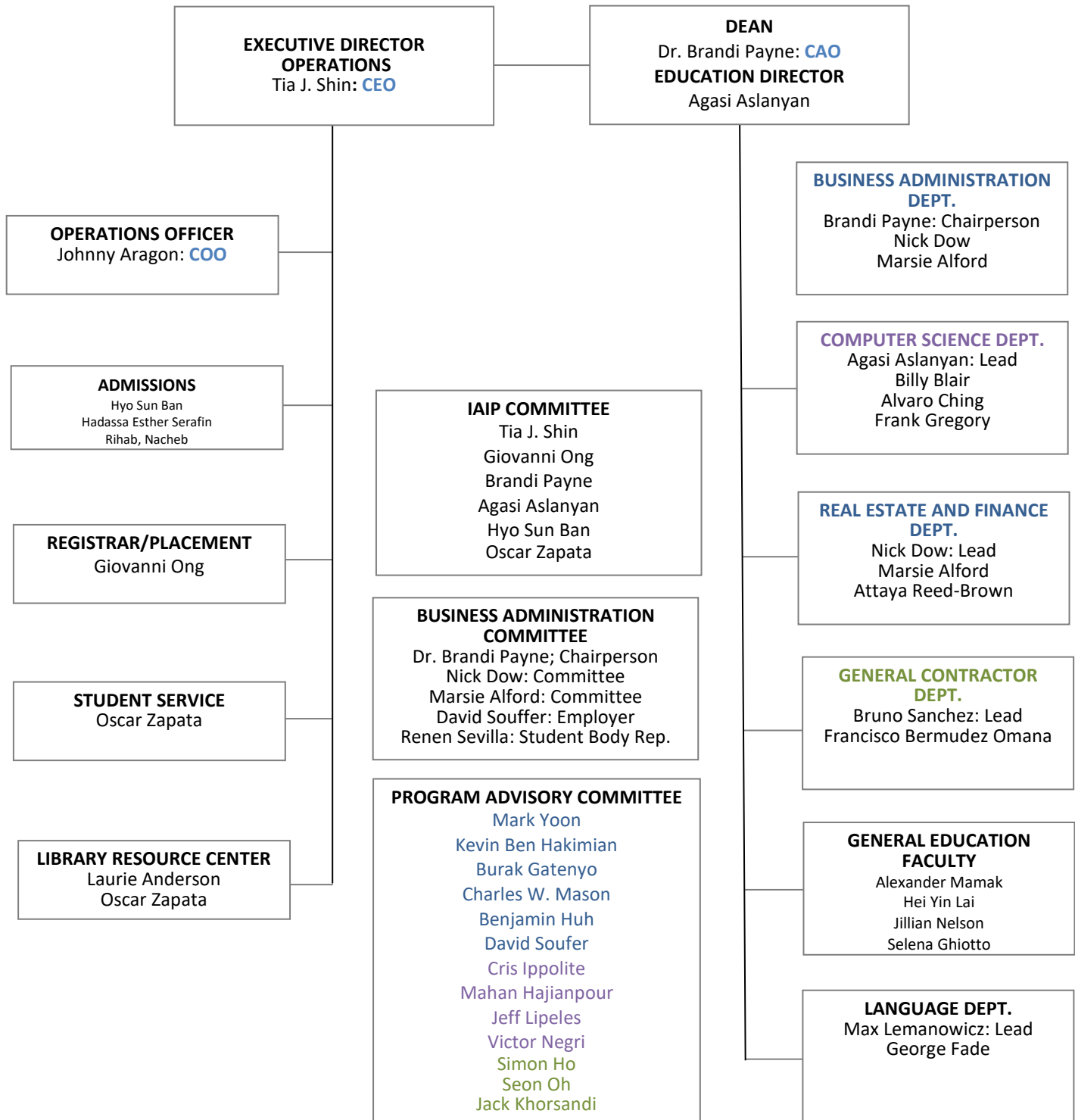
MLS, San Jose State University

Major/Research Interest: Library and Information Science

BA, University of California, Berkeley

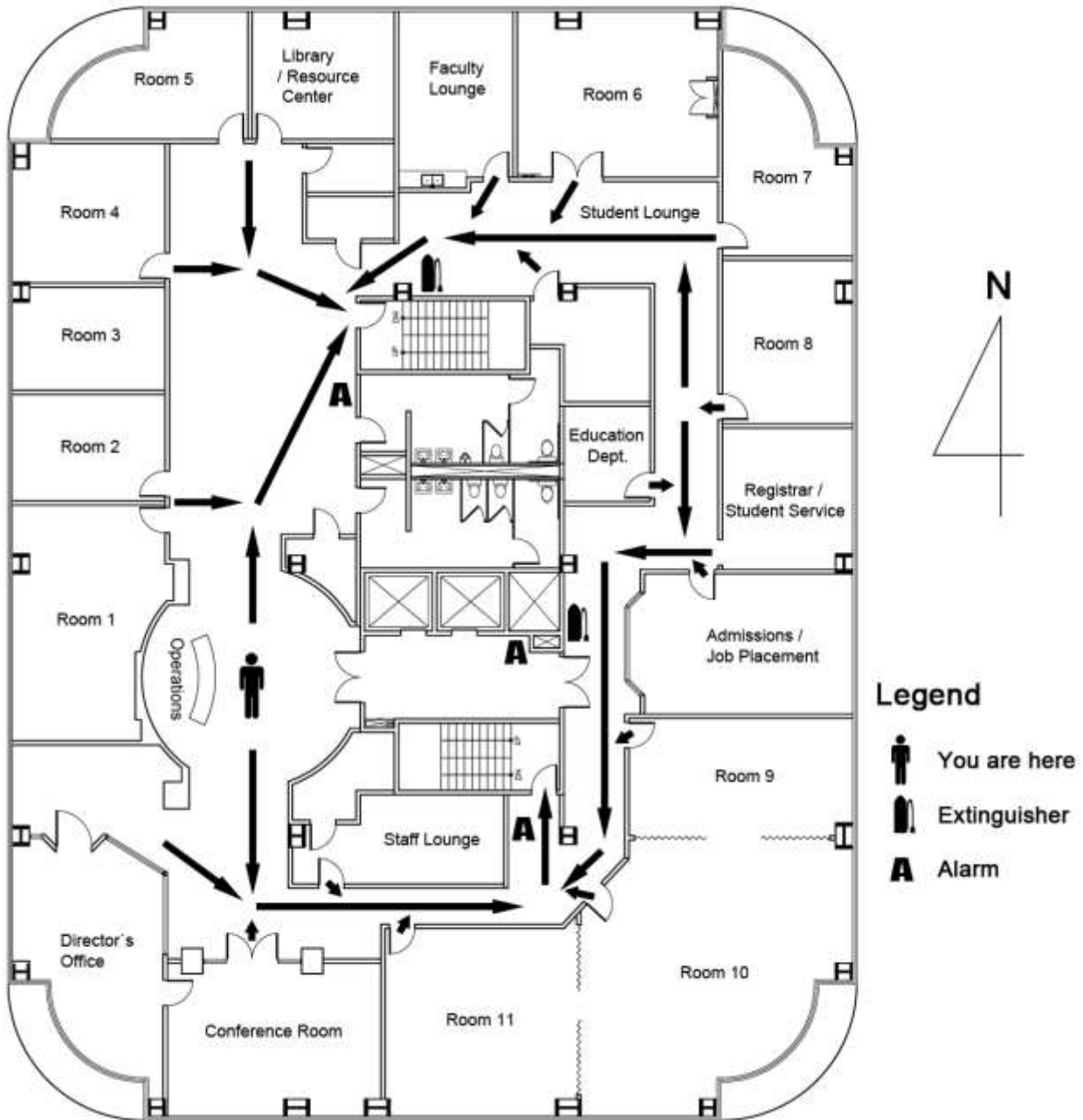
Major: Anthropology

Organization Chart



**Addendum**

**Campus Map and  
Emergency Evacuation  
Plan**



Equipment (Dec 2018) *\*Detailed information is in 'Inventory of Equipment' report in the Library Binder.*

### Computers Technical Details

	HP ENVY Curved All-in-One Desktop	HP Pavilion 22-3110 TouchSmart All-in-One Desktop	HP Pavilion 21-H010 TouchSmart All-in-One Desktop	ASUS Touchscreen Transformer Book Flip
Quantity	1	28	26	10
Screen Size	34 Inches	21.5 Inches	21.5 Inches	15.6 Inches
Screen Resolution	3440 x 1440 Pixels	1920 x 1080 Pixels	1920 x 1080 Pixels	
Processor	2.2 GHz Intel Core i5	1.4 GHz AMD E Series	1.5 GHz A4-5000	1.7 GHz Intel Core i5
RAM	12 GB SDRAM	4 GB DDR3L SDRAM	4 GB DDR3-SDRAM	6 GB DDR3 SDRAM
Memory Speed	2133 MHz	1600 MHz	1600 MHz	
Hard Drive	1 TB HDD 5400 rpm	1 TB	1024 GB SATA	1 TB HDD 5400 rpm
Graphics Coprocessor	NVIDIA GeForce		AMD Radeon HD 8330 Graphics	Intel Integrated Graphics

#### Computers Summary:

- ASUS Notebook PC (QTY 10)
- Lenovo Black Laptop (QTY 10)
- Lenovo Blue Laptop (QTY 5)
- Dell Black Laptop (QTY 5)
- Dell Silver Laptop (QTY 4)
- Monitor including TouchSmart (QTY 99)
- CPU (QTY 32)
- Mice (QTY 106)
- Keyboard (QTY 102)
- External Hard Drive (QTY 1)
- USB (QTY 28)

#### Audio-Visual Equipment:

- Antenna (QTY 3)
- CD Player / Boom Box (QTY 8)
- Digital Camera (QTY 1)
- Discman (QTY 1)
- DVD (QTY 2)
- Fender Amplifier (QTY 1)
- Headsets (QTY 29)
- Microphone System (QTY 4)
- Overhead Projector (QTY 2)
- Projector Screen (QTY 11)
- Projector Support (QTY 11)
- Projector USB Receiver (QTY 9)
- Projector USB Receiver Base (QTY 9)
- Projector USB Transmitter (QTY 9)
- Projector USB Wireless Adapter (QTY 5)
- Projectors (QTY 12)
- Remotes (QTY 22)
- Servers/Server Equipment (QTY 4)
- Speakers (QTY 16)
- Television (QTY 2)
- Webcam (QTY 7)

#### Other Instructional Equipment:

- Brother P-Touch Label maker (QTY 10)
- Cisco Router (QTY 3)
- Copier (4)
- Electric Sharpener (QTY 2)
- Fax Machine (QTY 1)
- Filing Equipment (QTY 63)
- Furniture / Chairs including table with foldable chairs and stools (QTY 625)
- Laptop Storage Cart (QTY 1)
- Laser quality printer (QTY 5)
- Mobile white board (QTY 3)
- Network Switch (QTY 13)
- Podium (QTY 8)
- Port Hub (QTY 2)
- Pulsar Power (QTY 1)
- Router (QTY 5)
- Tools Kit (QTY 16)
- White Board ( QTY 10)

#### Other Equipment:

- AC Unit (QTY 1)
- Barcode Scanner (QTY 2)
- Book Cart (QTY 1)
- Bookshelf (QTY 15)
- Bulletin Board (QTY 11)
- Credit card reader (QTY 1)
- Electronic signature ePad (QTY 1)
- Fingerprint scanner (QTY 2)
- ID card printer (QTY 1)
- Magazine / Books rack (QTY 9)
- Paper Shredder (QTY 1)
- Phone (QTY 23)
- Sanitizer dispenser (QTY 1)
- Security monitor (QTY 2)
- Security system camera (QTY 23)
- Security system console (QTY 1)

**Tuition and Other Fees****Tuition and Other Fees**

Tuition (For one year)	\$6,800
Tuition (For one month)	\$568
<b><i>Non-Refundable Application, Registration &amp; Processing Fee</i></b>	
Registration Fee	\$150
Initial I-20 Processing Fee: COS, Overseas	\$200
Student I.D.	\$20
Late Registration/Payment Fee	\$50
Transfer Credit Fee	\$30
Transcript per Program	\$20
Original I – 20	\$100
Special Documents upon request	\$100
Diploma	* No Charge
Housing Information (Information/Referrals Only)	* No Charge
R.T.D. Bus Pass (Information/Referrals Only)	* No Charge
Transfer Form	* No Charge
Re - Entry Form	* No Charge
Medical Insurance (Information/Referrals Only)	* No Charge

Students must register and pay for at least one semester (4 months) in advance and future payment schedule should be arranged with admissions. If students get any discount or promotion program for tuition, the refund will be calculated based on the regular tuition fee.



**Recruitment / Advertising  
/ Promotional Practice  
Policies**

The responsibility to admit students rests solely with the Executive Director and Admissions staff. Recruitment and Admissions of students are never delegated to an outside party. All applications need to be approved and signed by the Executive Director.

***Prohibited Admissions Activities***

1. Off-Campus Recruiting: California law (and in some cases Federal law) prohibits off-campus solicitation of enrollments through such methods as canvassing, surveys, telemarketing, referring individuals to the school, etc., and registering or enrolling a student off-campus, unless the individual (or Agency) is bonded and licensed as an Agent with the California Bureau for Private Postsecondary Education. Note: This does not apply to school employees who participate in panels such as academic and professional career days at a local high school.
2. Employment Agencies may not be used for recruiting.
3. Students may not be compensated for referrals (except under strict conditions). Also, a recent statement by the Bureau of Private Postsecondary Education has indicated that such compensation would be considered as rendering the student an "Agent" of the school.
4. Advertising in the Classifieds section of a newspaper (or any other media) is strictly forbidden.
5. No claims implying a guarantee of employment or level of income may be made.
6. No claims implying that a course of study will prepare an individual for gainful employment or State licensure may be made unless they are factual.

Learnet Academy strictly follows advertising/promotional practice guidelines of its approving and/or accrediting agencies, institutions, bodies, and/or organizations.

**Veteran's Information  
Bulletin**

***Tuition Payment, Cancellation, and Refund Policy***

Learnet Academy has and maintains a policy for the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued at any time prior to completion and provided that the amount charged to the veteran or eligible person for tuition, fees, and other charges for a portion of the course does not exceed the approximate prorated portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course should bear to its total length.

In the event of cancellation, withdrawal, or discontinued enrollment, Learnet Academy will waive the \$140 processing fee for veterans, making it subject to refund proration.

***Changes in Status***

Upon any of the changes in status listed in the catalog, the VA will be promptly notified.

***Reimbursements***

For information or resolution of specific payment questions or problems, veterans should call the DVA nationwide toll-free number at (800) 827-1000.

**The information contained in this catalog and its addendum is true and correct in content and policy.**



Signature of Executive Director  
Tia J. Shin

**March 27, 2019**  
Date

**Cash Discount Policy for Program Completion**      Following information is subject to change.

This “CASH DISCOUNT POLICY FOR PROGRAM COMPLETION” applies to the enrollment agreement only when students complete their program. At Learnet Academy, the standard student tuition for each program offered is outlined in the catalog. However, Learnet Academy provides a cash discount price for those who complete their program, and its terms are below. All tuition fees must be paid no later than the previous Wednesday prior to the start date of the program as stated in the enrollment agreement.

Program*	Length	Total Tuition	Waived for Discount	Cash Discount Price	Initial
CITA, CII	9 months	\$ 5,400			
COUS, CIS	5 months	\$ 3,000			
RE	4 months	\$ 3,200	\$ 2,905	\$ 370 up to 5 courses	
GC	4 months	\$ 5,075	\$ 4,280	\$ 720 up to 3 courses	
CBA	24 months	\$ 22,500	\$ 10,500	\$12,000	
BA	24 months	\$ 24,000	\$12,000	\$12,000	
EFL	12 months	\$ 6,800	\$ 2,300	\$ 4,500	
TOEFL iBT	6 months	\$ 3,400	\$1,000	\$ 2,400	

\*CITA: Computer Information Technology Administrator  
 COUS: Computer Office User Specialist  
 CII: Computer Information Infrastructure  
 CIS: Computer Information Systems  
 RE: Real Estate and Finance Salesperson  
 GC: General Contractor  
 CBA: Computer Business Applications, AA Degree  
 BA: Business Administration: Real Estate Concentration, AA Degree  
*The below two language program are not within the school's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC).*  
 EFL: English as a Foreign Language  
 TOEFL iBT: Test of English Foreign Language Internet-Based Test

Students are advised that **all** tuition refunds are calculated based on the **standard tuition price (\$600/month) for certificate programs, (\$568/month) for language diploma programs, and per credit price (\$250/credit) for AA Degree programs. Note: Refer to “Refund Policy” in the Enrollment Agreement and the Catalog.**

My signature and initial below certifies that I have read, understood, and agreed to Learnet Academy’s Cash Discount Policy and Agreement for Program Completion, and that the Academy’s policies have been clearly explained to me. I also understand that all other terms in the enrollment agreement, with regard to financial and other obligations, will apply to me regardless of participation in the cash discount program. I also certify that I have read and signed this agreement prior to my enrollment at Learnet Academy.

As a participant in cash discount pricing, I understand that at any time I am late or fail to pay, the Academy may rescind the cash discount price based on breach of cash discount payment terms. I understand that Learnet Academy reserves the right to collect the full tuition due for this program under standard tuition pricing in the event I breach the payment terms of this Agreement and or in the event I do not complete my program of study. I also understand that all other terms in the enrollment agreement, with regard to financial and other obligations, will apply to me regardless of participation in the cash discount program.

I am participating in cash discount policy and agreement      Initial: \_\_\_\_

I am not going to participate in cash discount      Initial: \_\_\_\_

Printed Name of Student      Signature of Student      Date

Printed Name of School Official      Signature of School Official      Date

<b>Bachelor of Arts in Business Administration: Management Concentration (Proposed)</b>
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**Proposed Start Date** Learnet Academy will not offer the proposed Bachelor's program unless and until BPPE approval is granted.

**Bachelor of Arts in Business Administration: Management Concentration Program Rationale**

The Academic Associate's Degree in Business Administration program at Learnet Academy began in 2014 and has produced excellent results. While the number of students in the program is small in comparison to the other programs, the AA Business Administration Program boasts a 70% graduate rate and a 100% job placement rate as of 2017-2018. Though the previous accreditor's crisis situation from 2016 to 2017, the success of the Academic Associate's in Business Administration program and the growing demand for a more in-depth study in the field of Business lead to the development of the Bachelor of Arts Degree program in Business Administration with a concentration on Management.

This Bachelor of Arts in Business Administration: Management Concentration program offers upper level courses, and is related to the approved Business Administration: Real Estate Concentration, Academic Associate of Arts Degree program. Learnet Academy began preparing for its Transition Plan to Add a Higher Credential in 2015 to provide a Master's Degree of Business Administration, and has evolved over the past three years through careful planning and team effort. Learnet Academy has undergone significant change and improvement since the initial version of the IAIP was written in 2009. This program is comprised of 92 quarter hours of upper level coursework and Learnet Academy requires that a student must have an earned associate, or higher level, degree from an accredited postsecondary educational institution that is related to the educational program objectives of the baccalaureate degree completion program and that we consider appropriate to prepare students for matriculation into the upper level courses.

This program is designed and offered in a way that appropriately 47 quarter hours of technical and occupationally related courses and 45 quarter hours of academic general education courses in written communication, oral communication, and quantitative principles, which consists of 92 quarter hours of upper level courses, and this comprehensive curriculum includes the most appropriate coursework of 30 quarter hours for Business Management Concentration, to achieve the program objectives. The minimum number of credits required by ACCSC is 90 quarter hours. The number of credits required for Learnet's Bachelor of Arts Degree (BA) is 92 quarter hours by adding the necessary 92 quarter hours of upper level coursework from 96 quarter hours of the approved Business Administration: Real Estate Concentration, Academic Associate of Arts Degree program. The minimum number of credits set by ACCSC for general education courses is 45 quarter hours, and also the number of credits required for the General Education courses in Learnet's BBA program is 45 quarter hours.

**Program Description and Objectives**

Learnet Academy meets the educational and professional needs of our diverse student body in a supportive, caring environment that provides the technical skills and knowledge necessary for employment advancement in today's job market. This Business Administration Program incorporates various learning disciplines, such as: management, operations, information systems, accounting, economics, taxation, finance, business law, and marketing skills. This includes instruction to produce managers of all kinds, from financial to operations, and even self-employed managers in their own companies. Furthermore, this program also provides students with the knowledge of business communications concepts, understanding the law related to business, and learning the principles of management skills. The curriculum also equips students with advanced knowledge and expanded understanding of the inner workings of the Management professional. The Bachelor of Arts in Business Administration with a Major Concentration in Management degree will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog.

***Program Learning Outcomes***

In addition to outcomes for the Bachelor of Arts in Business Administration: Management Concentration Diploma, the student should be able to do the following:

- Demonstrate knowledge and understanding at a basic level of concepts and tools in Management, Operations, Information systems, Accounting, Finance, Marketing, and Economics.
- Ability to contribute in a cross-functional team to produce a coherent two year plan, which integrates the functional knowledge acquired in the different disciplines of business.
- Ability to cooperate and work effectively in a culturally diverse team.
- Skill in finding, interpreting, and evaluating data
- Skill in presenting information in a well-organized manner both orally and in writing
- Ability to analyze the global socio-economic and legal-political environments in business problem-solving
- Understanding of Los Angeles region business issues and potential solutions
- Ability to consider the ethical implications involved in business decision-making
- Broad learning experience in a multidisciplinary and global context
- Focusing on the development of essential managerial skills, especially critical thinking, quantitative and qualitative analysis, and effective communication skills.

**Bachelor of Arts in  
Business Administration  
Degree**

Upon successful completion of the program, a Bachelor of Arts in Business Administration with a Major Concentration in Management Degree will be awarded to the student.

**Methods of Instruction**

The methods of instruction include classroom instruction, and homework. Classroom instruction will consist of lectures that both disseminate information and pose problems; group and panel discussions; discussion which emphasize the ability to think critically; guest lecturers; and instruction media: films/video/slides/audio tapes/graphic displays. Students may also be assigned reading, writing, and other outside assignments equivalent to two hours per one hour lecture. Class instruction will be based on the assumption that the student has done the reading assignments before class. Classwork will include use of computers to do a number of projects related to various software programs. Homework will include reading and writing assignments, problem sets, projects and presentations.

**Program Outline**

92 quarter credits, 960 contact hours

<b>Bachelor of Arts in Business Administration: Management Concentration</b>								
								<b>\$23,000</b>
<b>Quarter Credits</b>	<b>Course #</b>	<b>Titles</b>	<b>Clock Hours Lecture</b>	<b>Clock Hours Lab</b>	<b>Total Clock Hours</b>	<b>*Credits Lecture</b>	<b>Credits Lab</b>	<b>Total Credits</b>
Technical Courses 47 Credits	MGT310	Introduction to Management Information Systems	40	-	40	4	-	4
	MGT320	Operations Management	40	-	40	4	-	4
	MGT330	Business Responsibilities in Society	40	-	40	4	-	4
	MGT340	Accounting Information Systems	40	-	40	4	-	4
	MGT350	Economics for Managers	50	-	50	5	-	5
	MGT410	Individual Taxation	40	-	40	4	-	4
	MGT450	International Management	50	-	50	5	-	5
	FIN410	Managerial Business Finance	40	-	40	4	-	4
	LAW450	Advanced Business Law	50	-	50	5	-	5
	CAP400	Bachelor Capstone Course	40	80	120	4	4	8
General Education 45 Credits	GE ENG 3A	College Writing Skills and Research	50	-	50	5	-	5
	GE BUS 3A	Business Oral Communication Practice	50	-	50	5	-	5
	GE BUS 3B	Business Written Communication Practice	50	-	50	5	-	5
	GE ANTH 3A	Human Variation	50	-	50	5	-	5
	GE PHIL 3A	Philosophy of Management	50	-	50	5	-	5
	GE ETH 3A	Business and Society	50	-	50	5	-	5
	GE HIS 4A	Global Climate Change and the Developing World History	50	-	50	5	-	5
	GE PSY 4A	Psychology for Consumer	50	-	50	5	-	5
	GE MKT 3A	Marketing Analytics	50	-	50	5	-	5
<b>Total</b>			<b>880</b>	<b>80</b>	<b>960</b>	<b>88</b>	<b>4</b>	<b>92</b>

The Bachelor of Arts in Business Administration with a Major Concentration in Management degree will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog.

**QUARTER CREDIT HOURS:**

- \* 1 quarter credit is 10 lecture hours. Students are required to complete 2 hours of homework for every one hour of lecture instruction.

Note: Courses with a prerequisite are listed in the course description and on the syllabus.

**Course Descriptions****MGT310: Introduction to Management Information Systems**

This course will answer this question for student. In every chapter, student will see how real global businesses use technology and information systems to increase their profitability, gain market share, improve their customer service, and manage their daily operations. In other words, student will learn how information systems provide the foundation for modern business enterprises. Information Technology (IT) continues to drive rapid productivity growth and structural changes in the economy. Topics include what IT is, and how companies can use IT to improve business processes, enhance customer services, and gain competitive advantage over rivals.

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**MGT320: Operations Management**

The Operations Management course is designed as an introduction to the field of operations management. Management of operations function of manufacturing and service firms including operations strategy, forecasting, process design and improvement, production and inventory management, supply-chain management, capacity planning and management, and quality assurance. Students develop critical skills and master material relating to the fundamental role played by operations in the competitive performance of an organization. Among the critical skills and areas of mastery students develop are process analysis, process design, process improvement, supply chain management, capacity planning & control, inventory management, quality planning, quality control, strategic improvement techniques and risk management.

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**MGT330: Business Responsibilities in Society**

The Business Responsibilities in Society course examines principles of social responsibility, ethics, law, and stakeholder theory as they apply to organizations domestically and abroad. Discussion of the business person's responsibilities and obligations in global society; principles and problem-solving techniques related to major social problems confronting business organizations; business ethics and corporate social responsibility.

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**MGT340: Accounting Information Systems**

This course employs a conceptual framework to emphasize the professional and legal responsibilities of accountants, auditors, and managers for the design, operation, and control of AIS applications. The conceptual framework differentiates AIS applications that are legally subject to specific internal control standards from those that are not. The modern accountant is likely to encounter multiple generations of accounting systems at various points on the technology continuum. These include small business systems, which employ low-level technology and manual procedures, at one end of the continuum and advanced technology systems, which automate most or all of their processes, at the other end.

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**MGT350: Economics for Managers**

This course teach how to use the applications of basic economic principles to situations in business, microeconomic principles for managers. as well as in various professions. The last 25 years have witnessed an unprecedented increase in competition in both national and world markets. In this competitive environment, managers must make increasingly complex business decisions that will determine whether the firm will prosper or even survive. Today, economic analysis is more important than ever as a tool for decision making.

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**MGT410: Individual Taxation**

Introduction to the basic concepts of federal income taxation and fundamentals of federal income taxation pertaining to individuals. Topics include income, deductions, credits, property transactions, and the impact of taxes on business and investment decisions. Includes history and objectives of the tax, along with the treatment of various types of entities, types of income, types of deductions and types of credits. Fundamentals of federal income taxation pertaining to individuals. Emphasis is on the individual as a taxpayer.

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**MGT450: International Management**

This course explains what international business is and outlines the foundations of international business (actions, actors, and systems) and the international business environment. Also student will learn the distinction between a global and regional strategy, presents core global strategy frameworks and explains key perspectives and layers of global strategy.

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**FIN410: Managerial Business Finance**

Basics of financial administration. Capital budgeting, cost of capital, cash budgeting, working capital management, and long-term sources of funds. Provides a basic understanding of issues and techniques involved in financial decision making.

PV theory and valuation of cash-flows; cost of capital and Beta; basic capital budgeting; financial ratios and use in equity valuation. Introduction to financial Instruments. Course has multinational applications and includes Introduction to financial accounting. Accounting cycle and preparation of financial statements. Overview of Generally Accepted Accounting Principles.

Prerequisite: None  
40 Hours Lecture  
4.0 Quarter Credits

**LAW450: Advanced Business Law**

This course studies function of the law. A study of the legal environment of business. Introduction to legal and regulatory environment of business emphasizing the American legal system, dispute resolution, contracts, sales, torts, white-collar crimes, and related legal/ethical issues. Law is the result of political action, and the political landscape is vastly different from nation to nation. Unstable or authoritarian governments often fail to serve the principal functions of law.

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**CAP400: Bachelor Capstone Course**

In this capstone course, students integrate an overall management viewpoint and specialized functions including Marketing, Finance, Accounting, Leadership, and Operations Management to solve a business challenge. Bachelor Capstone will provide students with the opportunity to apply their degree program knowledge to test the feasibility of a new career. In this course students will be developing a comprehensive career plan, a start-up non-profit or for-profit business plan, or a company proposal. Students will choose the individual track they want to pursue and will be guided through the steps to produce a plan that will open doors in their future career.

Prerequisite: All other BBA coursework  
40 Hours Lecture  
80 Hours Lab  
8.0 Quarter Credits

**GE ENG 3A: College Writing Skills and Research*****Writing Skills***

This course is to help prepare students for success in required college writing courses, in courses across the curriculum that require writing, and in occupations beyond college. Students learn by writing, and the textbook provides a variety of writing assignments that require you to develop and apply different writing and thinking skills as you progress through the book. Classroom instruction integrates one-on-one writing conference between teacher and student for individualized attention, needs assessment, and monitored progress. Overall, this course aims to impart college-level critical reading, academic writing, and research skills to its students.

***Research***

The **COURSE** is designed specifically for students who are newcomers to research and who may have a psychological barrier with regard to the subject or have any previous knowledge on the part of the reader. A sound knowledge of research methodology is essential for undertaking a valid study. Knowledge of research methods is crucial as this enables student to develop a conceptual framework which is sound and has merits for undertaking your research endeavor with confidence.

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**GE BUS 3A: Business Oral Communication Practice**

This Business Oral Communication Practice course will teach a Modern businesses, which place a premium on employees' oral communication skills. Larnet Academy is meant to achieve future employees and leaders with the requisite skills for success. Industry representatives, however, consistently express dissatisfaction with business graduates' oral communication skills.



	<p>Prerequisite: None 50 Hours Lecture 5.0 Quarter Credits</p>
<b>GE BUS 3B: Business Written Communication Practice</b>	<p>Business Written Communication Practice is designed to help students identify important information, reinforce for retention, and demonstrate mastery with a clear outcome product. Principles of business communication; emphasis on clear and correct written communication and dynamic business presentations as tools for business decision-making. Emphasis is placed on improving students' written and oral communication skills to help them succeed in (1) upper division Business Administration courses, (2) graduate school, and (3) work and career activities.</p> <p>Prerequisite: None 50 Hours Lecture 5.0 Quarter Credits</p>
<b>GE ANTH 3A: Human Variation</b>	<p>Evaluation of cultural and environmental influences upon composition and distribution of human populations; consideration of the genetic basis for human variation and biological validity of race concept.</p> <p>Exploration of issues of diversity and justice through examination of popularized accounts of scientific research into human difference; topics include I.Q. testing and race, innate gender differences, and sexuality.</p> <p>Prerequisite: None 50 Hours Lecture 5.0 Quarter Credits</p>
<b>GE PHIL 3A: Philosophy of Management</b>	<p>The subject of this course is too large to be encompassed in one short book, so there must be some way of deciding what to include and what to leave out. This course will answer to the question; what are the first and most important things we need to learn?</p> <p>Philosophy of Management course cannot cover every topic in the field however student does try to discuss the most important ideas that a newcomer should confront. Philosophy is not like physics. "Competent" philosophers will disagree even about fundamental embarrassing fact. Philosophy, like morality itself, is first and last an exercise in reason – the ideas that should come out on top are the ones that have the best reasons on their sides.</p> <p>Prerequisite: None 50 Hours Lecture 5.0 Quarter Credits</p>

**GE ETH 3A: Business and Society**

This course examines principles of social responsibility, ethics, law, and stakeholder theory as they apply to organizations domestically and abroad. Coverage includes business ethics; individual versus societal interests; labor and employment issues; consumer protection; discrimination and diversity; the natural environment; politics, public policy, and government regulation of business. Particular attention is given to developing moral reasoning skills. Meets the requirements for the Environmental Studies minor.

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**GE HIS 4A: Global Climate Change and the Developing World History**

This course will focus on that cross-cutting objective: advancing development goals in a sustainable way, making the case that there are strategic interests for developing countries in addressing climate change while simultaneously addressing nationally defined development priorities. In doing so, the paper first frames the terms of discussion, arguing for international support for such efforts. This sort of framing has not yet happened at the international level, though there is clearly broad agreement among the parties on the need for such an approach. The paper will then suggest a number of elements that might feature in an international approach to climate change that focuses on advancing development goals in a sustainable way.

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**GE PSY 4A: Psychology for Consumer**

This course will teach a unique collection of chapters written by the world's leading researchers in the dynamic field of Consumer Psychology. Although these researchers are housed in different academic departments (i.e., marketing, psychology, advertising, communications), all have the common goal of attaining a better scientific understanding of cognitive, affective, and behavioral responses to products and services, the marketing of these products and services, and societal and ethical concerns associated with marketing processes. Consumer Psychology is a discipline at the interface of Marketing, Advertising, and Psychology.

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

**GE MKT 3A: Marketing Analytics**

Marketing Science has been the stronghold of most of data-driven portions of marketing to date. However, the rise of social media has granted us access to unfiltered consumer data in real-time, or near real-time, that can influence the direction and even the creative elements of campaigns.

Student will learn to Investigate and analyze Big Data electronic databases via electronic software to create marketing information to enable informed marketing decision making and strategic development. Some sections may be technology mediated and includes a basic marketing concepts; discussion of the role marketing plays in modern society. Topics include industrial and consumer marketing, promotion, distribution, and pricing theory.

Prerequisite: None  
50 Hours Lecture  
5.0 Quarter Credits

<b>Other Information</b>
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**Tuition Fee**

Program	Total Tuition
Business Administration, Bachelor of Arts Degree	\$ 23,000 or \$250 / unit

**BA Committee**

Learnet Academy has a Business Administration Committee that consists of administrators, faculty, employers and alumni.

Name	Position
Dr. Brandi Payne	BA Committee Chairperson
Nick Dow	BA Committee / Faculty
Marsie Alford	BA Committee / Faculty
David Soufer	Employer
Renen Sevilla	Student Body

**Admissions Requirements  
and Enrollment  
Procedure**

*Refer to Admissions Policy of this catalog for the detailed information.*

**Requirements**

- Complete an application
- Submit a non-refundable registration fee of \$150
- Students must submit proof of an associate, or higher level, degree from an accredited postsecondary educational institution that is related to the educational program objectives of the Bachelor of Arts in Business Administration: Management Concentration program. Such equivalents include the following:
  1. Official transcripts, clearly indicating date of graduation, from a college or university accredited by an organization approved by the US Department of Education.
  2. Students with associate's degrees, or higher level, from a foreign college or university must have their transcripts translated and evaluated for equivalency.

Please note: Students without a degree, regardless of whether they have evidence of completion of relevant course units, are not eligible and do not meet admissions requirements for this program.

**Procedure**

- Complete the following enrollment paperwork. Copies of paperwork from this Section, parts 1 and 2 are given to the student at the time of enrollment. Students can print out the rest of the paperwork outlined below from <http://www.learnet.edu>, or will be provided in hard copy upon request.
  1. Enrollment Agreement, a valid form of identification, Entrance Record (Admissions Application and Interview), Promissory Note (cash only) for Student File
  2. Student Disclosure Form
  3. School Catalog
- The Admissions Advisor must recommend the student for enrollment, and have submitted the completed enrollment paperwork to the Executive Director for approval on or before the Wednesday prior to the intended Monday start date.

**Additional Requirements for International Students**

An I-20 cannot be processed until all items in this checklist are completed and have been received:

- 
- Completed I-20 application form
  - Official bank statement, or sponsor letter and endorsement dated within the past three months, containing a minimum of \$15,000 USD per year
  - Bachelor's transcript or equivalent record
  - A photocopy of the page from student's passport showing full legal name, birth date, passport expiration date, and photograph
  - For F-1 transfer students only: a signed transfer form from the school that student has been attending, and copies of student's most recent I-20, I-94, and F-1 visa.

***Additional Requirements for Students Applying for BBA Degree (proposed)***

- International students must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) or equivalent record. The minimum TOEFL score requirement is 50 (TOEFL iBT), taken within the past five years. Testing must be completed prior to signing the Enrollment Agreement. Exam scores such as the IELTS may be acceptable in lieu of this TOEFL requirement by the discretion of the Executive Director/Education Director. Students who completed secondary and post-secondary education in a country where English is the primary language are exempt from this requirement. Students who have satisfactorily graduated from Learnet Academy's AA degree program or transferred from other accredited college in U.S. are also exempt from this requirement.

The admissions requirements for the BBA program are different from the other programs offered at Learnet Academy. Students applying to the BBA program are required to hold an Associate's degree. This requirement does not pertain to the undergraduate programs offered at Learnet Academy.

***Maximum Number of Credits Permitted for Transfer***

The maximum number of credits accepted for transfer to a Learnet Academy program is one-fourth (25 %) of the credits required for the Bachelor's Degree, Academic Associate's Degree Programs, Real Estate Salesperson/Finance program, and computer programs. Refer to 'Incoming Transfer of Credit: Previous Education Evaluation' of this catalog for the detailed information.

**Grading System for Certificate, Associate, and Bachelor Degree Programs**

*Refer to Academic Policy of this catalog for the detailed information.*

**Grading System for Certificate, Diploma, Associate, and Bachelor Degree Programs**

The school maintains an academic progress report for each student. Grades are issued upon the completion of each module, level or quarter.

The grading system is as follows:

Rating	% Score	Letter Grade	Grade Point Average
Excellent	90–100	A	4 point
Above Average	80–89	B	3 point
Average	70–79	C	2 point
Pass	60–69	D	1 point
Fail	0–59	F	0 point

All grades appear on the official transcripts and are used in calculating the grade point average. Student progress and grade reports become part of the student's permanent record and all grades received are posted on the Student Record.

Additional codes represented on the academic transcript:

- I – Incomplete, credits/hours not earned.
- W – Represents course withdrawal, credits/hours not earned.
- RPT – Represents courses that have been repeated
- TO – Represents credit/hours granted for test out
- TC- Represents credit/hours granted for transfer
- ADT – Represents courses audited, credits/hours not earned.

Any student receiving an "F" is required to repeat the level or course and must obtain a grade of "D" or better to complete the program. After the student has successfully repeated the level or course as required by this policy, the previously assigned grade of "F" is not factored into the student's cumulative grade point average (CGPA) by adding the notation of Repeated ("RPT"). CGPA is calculated by percentage of earned points (Grade Points X Earned credits/hours) divided by total earned credits/hours. We do not give any grades for Withdrawal ("W") or Incomplete ("I"), as such "W" and "I" and the course will have to be repeated to complete the program.

An "I", for incomplete, is only assigned when a student has obtained the prior approval of the Executive Director. An "I" grade assignment will revert to the course grade earned if the outstanding work has not been submitted within the agreed upon timeframe, not to exceed 30 days from the course end date.

**Satisfactory Academic Progress Policy (SAP)**

*Refer to Academic Policy of this catalog for the detailed information.*

Satisfactory Academic Progress (SAP) is defined as maintaining a minimum Cumulative Grade Point Average (CGPA) of 2.0 or cumulative grade average (CGA) of 70% (**qualitative progress**) and earning 67% of the credits or hours attempted (**quantitative progress**). For a clock hour program, the maximum time frame shall not exceed 1.5 times the normal duration of the program. For a credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program

**Satisfactory Academic Progress Evaluation**

Satisfactory progress is evaluated at the end of each quarter once all grades have been posted, and is evaluated by the Education and Registrar departments.

**Satisfactory Academic Progress Warning Status**

A student who does not achieve the minimum required qualitative and quantitative progress at the end of a quarter will be notified in writing and placed on Warning for the next quarter. At the end of the next quarter, either:

1. if the student has achieved the minimum required qualitative and quantitative progress, the student will be notified in writing and removed from Warning, or
2. If the student has not achieved the minimum required qualitative and/or quantitative progress, the student will be notified in writing that they are to be dismissed unless the student files an appeal, and the appeal is approved.

**Appeal Process and Probation**

The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. The appeal should be addressed to the Executive/Education Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Executive/Education Director will assess all appeals and determine whether the student may be permitted to continue school on a probationary status, despite not meeting satisfactory progress requirements. The student will be sent the written decision within 10 days of the school's receipt of the appeal. The decision of the Executive/Education Director is final. Students reinstated upon appeal are on probationary status for the next quarter during which time they must meet the terms and conditions set out in the Executive/Education Director's Academic Plan included with the letter granting the appeal.

At the end of the probationary quarter, and every quarter thereafter, the student's satisfactory academic progress will be reviewed. The student may continue on probation as long as he or she meets the terms of the Academic Plan. Once the student has re-established satisfactory academic progress, the student will be notified in writing and removed from probation within 90 days (1quarter), or within 30 days for short term program. If the student fails to meet the terms of the Academic Plan within 90 days (1quarter), or within 30 days for short term program, the student will be notified in writing by certified mail and dismissed from the program.

The effect on SAP for all Grade Assignments are as follows:

Grade/Assignment	Definition	Included in qualitative progress	Included in quantitative progress
A, B, C, D, F	Assigned Grade	Yes	Yes
I	Incomplete	No	Yes
W	Withdrew	No	Yes
TC	Transfer Credit	No	Yes
TO	Test Out	No	Yes
ADT	Audit	No	No
RPT	Repeated Course	No	Yes

**The Effect on SAP for Repeated Courses**

The higher of the two grades earned for a repeated course will be used in calculating the

CGPA/CGA. The credits/hours for both courses are included as attempted.

***The Effect on SAP for Non-Punitive Grades and Non-Credit or Remedial Courses***

The Academy does not offer remedial courses. The grade assignment of ADT is a non-punitive grade that does not impact CGPA/CGA or attempted credits/hours.

***The Effect on SAP When a Student Seeks to Earn an Additional Credential***

If a student seeks an additional credential, the credits/hours and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA/CGA and attempted credits/hours.

***The Effect of SAP on Extended Enrollment Status***

If a student is not making satisfactory academic progress, student may be required to be in an extended enrollment status at the discretion of the Education Director/Executive Director. However, all credits/hours attempted count toward 150% of the normal program length even if the student is on extended enrollment.

***The Effect on SAP When Student Changes Programs or is Re-admitted to the Same Program.***

If a student is re-admitted into the Academy or changes program of study, the credits/hours and grades that are applicable to the student's current program of study will be included in the CGPA/CGA and in credits/hours attempted for determining the student's satisfactory academic progress.

***The Effect on SAP for Transfer Credits***

Transfer credits/hours are included as attempted but do not affect the CGPA/CGA.

***Re-entry for Students Dismissed Due to Failure to Meet SAP***

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary period upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

***Maximum Timeframe***

All program requirements must be completed within a maximum timeframe of 1.5 times the normal program length as measured in clock/credit hours

A program of 720 hours in length must be completed within 1080 attempted hours of study. An explanation of the ratio of satisfactory credits earned to credits attempted for each program is detailed in the table below.

If a student drops a course or receives a final grade of "D" or "F", that student may repeat the course one time only.

Courses may be repeated only within the maximum time allowed to complete a program of study (the number of scheduled hours + 1/2 the number of scheduled hours). The grades of each course will then be averaged to obtain a final grade, and may not be higher than "C".



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**Master of Business Administration with a Specialization in International Business****Program Description and Objectives**

The MBA program with a Specialization in International Business is designed to teach business leaders how to operate in a globalized world. The program utilizes contemporary case studies and evaluates challenges facing business professionals in an evolving landscape. Students will gain experience reading and interpreting financial statements, evaluating international trade regulations, marketing internationally, and making rational decisions. To graduate from this program, students will complete a capstone business project that addresses a unique business challenge.

***Program Objectives***

Graduates of the Master of Business Administration program with a Specialization in International Business should have the knowledge and skills necessary to:

- Analyze and evaluate accounting and financial information to facilitate strategic planning.
- Demonstrate effective decision-making.
- Identify conceptual and theoretical constructs and relate them to issues and concerns in international business.
- Apply ethical frameworks to corporate social responsibility, human resources, and problem solving.
- Apply business best practices to international business opportunities.
- Execute a capstone business project using an integrative and multidisciplinary approach

**Master of Business Administration Degree**

Upon successful completion of the program, a Master of Business Administration Degree will be issued to the student.

**Methods of Instruction**

The methods of instruction include classroom instruction, and homework. Classroom instruction will consist of lectures that both disseminate information and pose problems; group and panel discussions; discussion which emphasize the ability to think critically; guest lecturers; and instruction media: films/video/slides/audio tapes/graphic displays. Students may also be assigned reading, writing, and other outside assignments equivalent to two hours per one hour lecture. Class instruction will be based on the assumption that the student has done the reading assignments before class. Classwork will include use of computers to do a number of projects related to various software programs. Homework will include reading and writing assignments, problem sets, projects and presentations.

**Program Outline**

54 quarter credits, 600 contact hours

<b>Master of Business Administration: International Business Specialization</b>						<b>\$24,300</b>
<b>Course #</b>	<b>Titles</b>	<b>Clock Hours Lecture/Lab/ Practicum</b>	<b>Total Clock Hours</b>	<b>Credits Lecture/Lab/ Practicum</b>	<b>*Total Credits</b>	
<b>CORE COURSES</b>						
FIN510	Managerial Accounting and Finance	40/20/0	60	4/1/0	5	
MGT510	Strategic Management	60/0/0	60	6/0/0	6	
HRM520	Human Resource Management	60/0/0	60	6/0/0	6	
ORG520	Leadership and Organizational Behavior	60/0/0	60	6/0/0	6	
QNT530	Research Methods	40/20/0	60	4/1/0	5	
CAP600	MBA Capstone Course	40/80/0	120	4/4/0	8	
<b>SPECIALIZATION COURSES</b>						
MKT530	International Marketing Management	60/0/0	60	6/0/0	6	
LAW540	International Business Law and Ethics	60/0/0	60	6/0/0	6	
BUS540	International Business Relations	60/0/0	60	6/0/0	6	
<b>Total</b>		<b>480/120/0</b>	<b>600</b>	<b>48/6/0</b>	<b>54</b>	

The Master's degree in Business Administration with an International Business Specialization will be awarded upon completion of the requirements for the diploma, plus completion of the graduation requirements as described in the catalog.

**QUARTER CREDIT HOURS:**

- \* 1 quarter credit is 10 lecture hours. Students are required to complete 2 hours of homework for every one hour of lecture instruction.

Note: Courses with a prerequisite are listed in the course description and on the syllabus.

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**Course Descriptions****FIN510: Managerial Accounting and Finance**

This course reviews the basic concepts of accounting and financial reporting from the viewpoint of readers and users of financial and managerial reports rather than the accountants who prepare them. Students will understand the concepts and techniques and use problem-solving methodology to illustrate the theories and tools in investing and financing decision-making.

Prerequisite: None  
5.0 Quarter Credits

**MGT510: Strategic Management**

This course focuses on how firms formulate, implement, and evaluate strategies. Strategic-management concepts and techniques are studied. Students use all the knowledge acquired from prior business courses, coupled with new strategic-management techniques learned, to chart the future direction of different organizations.

Prerequisite: None  
6.0 Quarter Credits

**HRM520: Human Resource Management**

This course is an introduction to the human resource management (HRM) function and related elements and activities to examine the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, performance management, appraisal, retention, compensation, and labor relations are examined. Implications of the legal and global environments are examined and current issues such as employee engagement and employee health and safety are analyzed. Emphasis is placed on the modern day importance of HRM at the corporate level as well as the importance of HRM in small businesses and entrepreneurial firms.

Prerequisite: None  
6.0 Quarter Credits

**ORG520: Leadership and Organizational Behavior**

This course addresses human behavior within organizations. Topics include motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. Students will acquire skills necessary to improve organizational relationships and effectiveness.

Prerequisite: None  
6.0 Quarter Credits

**QNT530: Research Methods**

The course provides an analysis of the types, sources, methods, philosophy of business research for the completion of a research project. Emphasis is placed on research for decision making purposes.

Prerequisite: None  
5.0 Quarter Credits

**CAP600: MBA Capstone Course**

In this capstone course, students integrate an overall management viewpoint and specialized functions including Marketing, Finance, Accounting, Leadership, and Human Resource Management to solve a business challenge. Students will conduct a literature review and select a research method to address the international challenge they identify. A final presentation of their research is required to pass the course.

Prerequisite: All other MBA Coursework  
8.0 Quarter Credits

**MKT530: International Marketing Management**

This course evaluates the challenges associated with marketing in an international environment. Students learn how diverse cultural, social and economic contexts impact consumption practices. Students will utilize that knowledge to develop actionable marketing strategies and practices.

Prerequisite: None  
6.0 Quarter Credits

**LAW540: International Business Law and Ethics**

This course introduces students to the legal issues affecting international businesses. Topics include risks in international trade, documentary sales, bills of exchange, and letters of credit. The course also reviews the competence of courts, international arbitration, and enforcement of foreign money judgments. Finally, the impact of treaties and laws that address the international trading systems, such as GATT, the U. S. Trade Act, free-trade agreements, the EEC, and the IMF are evaluated.

Prerequisite: None  
6.0 Quarter Credits

**BUS540: International Business Relations**

This course compares and contrasts global markets in relation to differences in culture, economics, and governments. Students evaluate how these different forces impact global business, reflecting current global business and economic trends.

Prerequisite: None  
6.0 Quarter Credits

<b>Other Information</b>
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**Tuition Fee**

Program	Total Tuition
Business Administration, Master's Degree	\$ 24,300 or \$450 / unit

**MBA Committee**

Learnet Academy has an MBA Committee (for proposed MBA program after BPPE approval) that consists of administrators, faculty, employers and alumni.

Name	Position
Dr. Brandi Payne	MBA Committee Chairperson
Nick Dow	MBA Committee / Faculty
Marsie Alford	MBA Committee / Faculty
David Soufer	Employer
Renen Sevilla	Student Body

**Admissions Requirements and Enrollment Procedure**

**Refer to Admissions Policy of this catalog for the detailed information.**

**Requirements**

- Complete an application
- Submit a non-refundable registration fee of \$150
- Students must submit proof of no less than a bachelor degree, defined as a college diploma issued by a state, or accredited public or private college or an equivalent degree (for domestic students only). Such equivalents include the following:
  - Students seeking admissions to the MBA program (proposed program) must also hold a Bachelor's degree and at least 12 quarter credits of related business courses at the undergraduate level. Evidence of undergraduate coursework includes the following:
    - Official transcripts from a college or university accredited by an organization approved by the US Department of Education.
    - Students with bachelor degrees from a foreign college or university must have their transcripts translated and evaluated for equivalency.

**Procedure**

- Complete the following enrollment paperwork. Copies of paperwork from this Section, parts 1 and 2 are given to the student at the time of enrollment. Students can print out the rest of the paperwork outlined below from <http://www.learnet.edu>, or will be provided in hard copy upon request.
  1. Enrollment Agreement, a valid form of identification, Entrance Record (Admissions Application and Interview), Entrance Test, Promissory Note (cash only) for Student File
  2. Student Disclosure Form
  3. School Catalog
- The Admissions Advisor must recommend the student for enrollment, and have submitted the completed enrollment paperwork to the Executive Director for approval on or before the Wednesday prior to the intended Monday start date.

**Additional Requirements for International Students**

An I-20 cannot be processed until all items in this checklist are completed and have been received:

- Completed I-20 application form
- Official bank statement, or sponsor letter and endorsement dated within the

- past three months, containing a minimum of \$15,000 USD per year
- Bachelor's transcript or equivalent record
- A photocopy of the page from student's passport showing full legal name, birth date, passport expiration date, and photograph
- For F-1 transfer students only: a signed transfer form from the school that student has been attending, and copies of student's most recent I-20, I-94, and F-1 visa.

***Additional Requirements for Students Applying for MBA Degree***

- Students must submit official transcripts from all postsecondary institutions attended, certifying a grade point average of at least 2.5 (4.0 scale) in their bachelor's program.
- International students must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) or equivalent record. The minimum TOEFL score requirement is 60 (TOEFL iBT), taken within the past five years. Testing must be completed prior to signing the Enrollment Agreement. Exam scores such as the IELTS may be acceptable in lieu of this TOEFL requirement by the discretion of the Executive Director/Education Director. Students who completed secondary and post-secondary education in a country where English is the primary language are exempt from this requirement. Students who have satisfactorily graduated from Learnet Academy's AA degree program or transferred from other accredited college in U.S. are also exempt from this requirement.

The admissions requirements for the MBA program are different from the other programs offered at Learnet Academy. Students applying to the MBA program are required to hold a Bachelor's degree. This requirement does not pertain to the undergraduate programs offered at Learnet Academy. In addition, applicants are required to have a CGPA of at least 2.5 to be considered for admission.

***Maximum Number of Credits Permitted for Transfer***

The maximum number of credits accepted for transfer to a Learnet Academy program is one-fourth (25 %) of the credits required for the MBA Degree, Bachelor's Degree, Academic Associate's Degree Programs, Real Estate Salesperson/Finance program, and computer programs. Refer to 'Incoming Transfer of Credit: Previous Education Evaluation' of this catalog for the detailed information.

**Grading System for  
Certificate, Associate,  
Bachelor, and Master  
Degree Programs**

*Refer to Academic Policy of this catalog for the detailed information.*

**Grading System for Certificate, Diploma, Associate, Bachelor, and Master Degree Programs**

The school maintains an academic progress report for each student. Grades are issued upon the completion of each module, level or quarter.

**Grading System for MBA program**

The school maintains an academic progress report for each student. Grades are issued upon the completion of each quarter.

The grading system is as follows:

Rating	% Score	Letter Grade	Grade Point Average
Superior	93-100	A	4.0 point
Outstanding	90-92	A-	3.7 point
Very Good	87-89	B+	3.3 point
Good	83-86	B	3.0 point
Better than Average	80-82	B-	2.7 point
Above Average	77-79	C+	2.3 point
Average	73-76	C	2.0 point
Below Average	70-72	C-	1.7 point
Weak	67-69	D+	1.3 point
Poor	63-66	D	1.0 point
Barely Passing	60-62	D-	0.7 point
Fail	0-59	F	0.0 point

All grades appear on the official transcripts and are used in calculating the grade point average. Student progress and grade reports become part of the student's permanent record and all grades received are posted on the Student Record.

Additional codes represented on the academic transcript:

- I – Incomplete, credits/hours not earned.
- W – Represents course withdrawal, credits/hours not earned.
- RPT – Represents courses that have been repeated
- TO – Represents credit/hours granted for test out
- TC- Represents credit/hours granted for transfer
- ADT – Represents courses audited, credits/hours not earned.

Any student receiving an "F" is required to repeat the level or course and must obtain a grade of "D" or better to complete the program. After the student has successfully repeated the level or course as required by this policy, the previously assigned grade of "F" is not factored into the student's cumulative grade point average (CGPA) by adding the notation of Repeated ("RPT"). CGPA is calculated by percentage of earned points (Grade Points X Earned credits/hours) divided by total earned credits/hours. We do not give any grades for Withdrawal ("W") or Incomplete ("I"), as such "W" and "I" and the course will have to be repeated to complete the program.

An "I", for incomplete, is only assigned when a student has obtained the prior approval of the Executive Director. An "I" grade assignment will revert to the course grade earned if the outstanding work has not been submitted within the agreed upon timeframe, not to exceed 30 days from the course end date.

**Satisfactory Academic Progress Policy (SAP)**

***Refer to Academic Policy of this catalog for the detailed information.***

***For MBA Degree Program:***

***Satisfactory Academic Progress***

The student's academic average is reviewed to determine **qualitative progress**. Students with less than an average of 80% grade average will be placed on probation, notified by email and post mail, and will be required to complete a probation meeting with the Education Director. The minimum required grade average is 80% (G.P.A. of 3.0) at the conclusion of each evaluation period. Incomplete grades are not given, and students may repeat any classes in which they earn less than an 80% average. Coursework repeated may adversely affect a student's academic progress in terms of the maximum timeframe.

Whether students change programs or seek additional programs, their cumulative GPAs will reflect all units taken; however, the transfer credits do not impact students' cumulative GPAs at Learnet Academy.

In conclusion, students must complete all required courses while maintaining an average grade of 80% (G.P.A of 3.0) or better.

Transfer of credits based on previous coursework is not applicable to students in the EFL, TOEFL iBT, General Contractor, and MBA programs.