Student Success is Our Success

UEI COLLEGE

2017 Catalog

Catalog Supplements:

Insert B   Faculty and Staff List
Insert D   Maximum Student/Teacher Program Ratios

Revision Date 12/22/17

Volume 3
Effective January 1, 2017 to December 31, 2017
www.uei.edu

Campus Locations

(Instruction will be provided at following locations)

Anaheim – Branch of HP
401 W. Carl Karcher Way
Anaheim, CA 92801
Phone: (714) 941-5800

Bakersfield – Branch of FRS
3737 Rosedale Highway
Bakersfield, CA 93308
Phone: (661) 427-4300

Chula Vista – Branch of HP
310 Third Ave., Suite C6/C7
Chula Vista, CA 91910
Phone: (619) 409-4111

El Monte – Branch of HP
3401 Rio Hondo Ave., Ste. 100
El Monte, CA 91731
Phone: (626) 927-9000

Fresno (FRS) – Main
3602 N. Blackstone Ave, Ste. O268
Fresno, CA 93726
Phone: (559) 456-0623

Gardena (GAR) – Main
661 W. Redondo Beach Blvd.
Gardena, CA 90247
Phone: (424) 246-3000

Huntington Park (HP) – Main
6055 Pacific Blvd.
Huntington Park, CA 90255
Phone: (323) 319-9500

Ontario – Branch of HP
4730 Ontario Mills Pkwy.
Ontario, CA 91764
Phone: (909) 476-2424

Riverside – Branch of GAR
1860 University Ave.
Riverside, CA 92507
Phone: (951) 300-5500

San Marcos – Branch of HP
2085 Montiel Rd., Ste. D-100
San Marcos, CA 92069
Phone: (760) 690-5200

Stockton – Branch of HP
4994 Claremont Ave.
Stockton, CA 95207
Phone: (209) 774-5300

Encino – Branch of HP
5445 Balboa Blvd.
Encino, CA 91316
Phone: (818) 380-5900

West Covina – Branch of HP
339 N. Azusa Avenue
West Covina, CA 91791
Phone: (626) 927-9000

Additional campuses owned and operated by International Education Corporation under the UEI Brand, included in Separate Catalogs

Morrow – Branch of HP
1564 Southlake Pkwy.
Morrow, GA 30260
Phone: (678) 422-4500

**Phoenix – Branch of
Florida Career College,
Miami Main Campus***
9215 N. Black Canyon Highway
Phoenix, AZ 85029
Phone: (623) 888-5261

*Florida Career College is a dba of IEC U.S. Holdings, Inc. IEC U.S. Holdings, Inc. is a wholly-owned subsidiary of IEC Corporation, which does business as International Education Corporation (IEC).

Office Hours
Monday–Thursday: 8:00 a.m. to 8:00 pm
Friday: 8:00 a.m. to 6:00 p.m.
Class Hours
Class hours vary from 8:00 am to 11:00 pm Monday through Friday,
and select hours on Saturday.

For information regarding institutional information, financial assistance, graduation rates and campus security, please contact the appropriate campus director listed on the catalog supplement "Insert B" during the office hours stated above.

Required Federal Disclosure Information

For important information about the educational debt, earnings, and completion rates of students who attended this program, please see our Gainful Employment Disclosures at www.uei.edu/student-consumer-info.

Table of Contents

Welcome to UEI College! Our years of experience have earned us the trust of employers, and this trust is based on the performance of our graduates. We believe that by teaching skills necessary to succeed in today's changing world, we help our students achieve success for themselves and the community they live in. UEI College makes every effort to ensure accuracy of the information contained in this catalog. The college reserves the right to change policies, fees, and courses of instruction during this catalog period upon direction of the UEI College Administration and its Chief Executive Officer.

Mission and Objectives

Our Mission

We prepare students for employment by providing industry-relevant education and training within a positive, supportive and caring environment.

Our Objectives

- One Standard of Excellence: Provide an industry-related educational and training environment that offers graduate preparedness for entry into their career field.
- Student Success: Offer every student an opportunity to succeed by providing support at every stage of their experience—from admission process to educational experience to post graduate experience with career services.
- Teamwork: Demonstrate the benefits of excellent employee teamwork in a business/educational setting as part of a student's educational experience.
- Respect: Demonstrate collegiality and mutual respect among colleagues and students.
- Integrity: Comply with all external and internal laws, regulations, and policies governing the institution and in dealing with colleagues and students.
- Customer Service: Provide students with high quality customer service as an example of its value in achieving career goals.
- Changing Lives: Create an organizational culture and community for students and colleagues that empowers them with the opportunity to transform their lives for a better future and to become the best versions of themselves.

School History and Description

UEI College is a dba of United Education Institute, UEI Fresno/IEC Holdings, Inc. and IEC/AAI Holdings, Inc. IEC's history dates back to 1982 when United Electronics Institute was founded in Los Angeles County, California. In 1989, the corporation expanded to become United Education Institute (UEI) to reflect the addition of a broader range of training programs in the career education field.

In 1998, IEC completed the acquisition of Advanced Career Training (ACT), a career school business that has been delivering quality, career-focused academic programs since 1975. ACT became United Education Institute (UEI) in January, 2010.

In 2009, the eight Southern California United Education Institute campuses became UEI College to further expand their program offerings and include degree granting curriculum. International Education Corporation acquired the American Auto Institute in Cerritos, California in July of 2009. This campus officially became a UEI College location in August 2009 and relocated to Gardena, California, where it welcomed its first students in January 2011.

In July 2010, IEC acquired MCed College in Fresno, California and converted this campus to UEI College. In December of 2012, the Van Nuys campus moved to a new location in Encino, California.

Today, IEC, which operates subsidiaries United Education Institute, UEI Fresno/IEC Holdings, Inc. and IEC/AAI Holdings, Inc., operates a total of thirteen UEI College and UEI campuses in the states of California and Georgia.

UEI College's first campus was established in Van Nuys, California in October of 1983. Since then, additional Southern California sites have opened, including campuses in Huntington Park (September, 1989), Ontario (June, 1997), Chula Vista (August, 1999), El Monte (March, 2005), San Marcos (March, 2010), Anaheim (March, 2010), Gardena (January, 2011), Riverside (March, 2011), Stockton (September, 2011), and Bakersfield (March, 2012). UEI College's main campus is the Huntington Park location.

In late 2014, UEI College added two new locations in Phoenix, Arizona and Houston, Texas. In March 2017, the name of the Houston campus was changed to Florida Career College

– Houston Campus and operates under Florida Career College.

The institution does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Ownership and Board of Directors

UEI College is a dba of IEC Corporation's subsidiary companies. IEC Corporation does business as International Education Corporation (IEC).

The members of the Board of Directors for IEC Corporation are Doug Mellinger, Dr. Fardad Fateri, Jared Bluestein, Charles Cook, Sandy Lockwood and Justin Topilow. The corporate office of IEC is located at 16485 Laguna Canyon Road, #300, Irvine, CA 92618.

The members of the IEC Leadership team are Fardad Fateri, Ph.D., President & Chief Executive Officer; Sanjay Sardana, Executive Vice President and Chief Financial Officer; Darcy Dauderis, Chief Compliance Officer; and Shoukry Tiab, Chief Operating Officer.

Accreditation and Approvals
Institutional Accreditation

The following UEI College campuses are accredited by the Accrediting Council for Continuing Education and Training (ACCET):

- Anaheim
- Chula Vista
- El Monte
- Huntington Park
- Ontario
- San Marcos
- Stockton
- Encino

The following UEI College campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

- Bakersfield
- Fresno
- Gardena
- Riverside

U.S. Department of Education

All campuses listed above have been approved to participate in the Federal Student Aid program through the U.S. Department of Education (USDOE).

State Approval

UEI College is a private institution approved to operate by the California Bureau of Private Postsecondary Education (BPPE). 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. The address of the California Bureau of Private Postsecondary Education (BPPE) is: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959, www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

Veterans

UEI College is approved to train veterans by the State approving agency at all campuses.

Upon request, an enrolled or prospective student may review copies of the documents that describe the school's accreditation and approval. All veteran students requesting VA benefits while attending school must sign the "Veterans Information Bulletin" prior to starting school.

Vocational Rehabilitation Applicants

Eligible students may apply to the State Department of Vocational Rehabilitation for determination of benefits while attending UEI College.

Other Approvals

The Dental Assistant program gained approval from the Dental Board of California.

All Dental Assistant programs at all UEI College campuses are institutionally accredited, and graduation from any of these programs can lead to placement as a Dental Assistant in a Dental Office.

Class Schedules and Holidays

UEI College campuses offer year-round enrollment with classes starting approximately every four weeks. All class modules are approximately four weeks in length. (See the Academic Calendar at the end of this catalog) The programs at UEI College are divided into modules that are self-contained units of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. UEI College offers morning, afternoon, evening and weekend classes at most locations. All classes are held on campus. UEI College does not provide English as a Second Language coursework.

In observance of the following holidays, UEI College does not hold classes on: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Winter Break. (See the Academic Calendar at the end of this catalog)

Facilities and Equipment

UEI College campuses are designed to teach students the skills required in their chosen career fields. Each facility is equipped with the appropriate furniture, equipment, and supplies required to conduct programs effectively. The facilities are spacious, clean and present a professional appearance. All laboratories have workstations simulating the actual work environments which students will encounter in a professional setting.

Student lounges are open to students, and vending machines provide snacks and refreshments. Students should use the lounges when eating and are asked to respect the rights of all students for a clean environment.

Maintaining and preserving the college's facilities and equipment is an obligation of all faculty, staff and students. Students are expected to treat facilities and equipment with care and will be held liable for the destruction of college property. Students may consume food and beverages in the designated Student Lounge and smoking is prohibited within the college.

Class Size

UEI College limits the size of its classes to maintain the educational soundness of its instructional programs. Class size may vary from one subject area to another and from laboratory to lecture. For student to instructor ratios, please see the supplement insert for this Catalog.

Student Code of Conduct
Professional Appearance and Dress Code

Professional appearance presents the image of performing well in the workplace. UEI College prides itself on training the highest quality student for today's workplace, and part of this preparation is the adoption of a professional dress code. We aim for the highest standards and expect our students to have the same goal. The standards are to be followed by all students of the college in the laboratory and administrative classes, and at all times while on campus and during externship. Please see your Admissions Representative or the Director of Education for the Professional Appearance and Dress Code information.

Student Conduct

Students are expected to follow all the rules and regulations of UEI College and to conduct themselves within the parameters of acceptable behavior at all times. While on school premises or externship sites, students shall conduct themselves in a professional manner. Disruptive behavior, including but not limited to fighting, harassment, cheating, use of profanity, and stealing is not acceptable and may lead to termination from UEI College. Use of cell phones for personal use is not permitted during any class or lab sessions and should be kept to a minimum while on campus.

Fraternization Policy

Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student's age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College.

Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent

personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to course work or official College matters; providing or accepting rides; providing or offering housing; selling or buying anything, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. This is not an inclusive or exhaustive list of inappropriate behavior.

If a student witnesses or is made aware of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Executive Director/Campus President and/or the Answer Program immediately.

Drug and Alcohol Abuse Prevention

UEI College is committed to maintaining an alcohol and drug-free environment for students and employees. Our culture, driven by a commitment to excellence in all areas, has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.

- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.

- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

UEI College distributes information on Drug and Alcohol Abuse Awareness to all enrolled students and to new students as an available resource. Despite current educational and prevention efforts, some students make high-risk choices around alcohol and other drug use. UEI College makes available a referral service for drug abuse rehabilitation programs. Students may refer themselves to the counseling service or may be referred by the school. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Any student who needs counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

No Weapons Policy

UEI College prohibits all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from UEI College.

Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the Executive Director/ Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. When an appeal is granted an academic plan will be presented to the student.

Statement of Non-Discrimination and Title IX Coordinator

UEI College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran or military service status, age, or disability in its programs and activities. UEI College complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for admission shall be extended to all persons.

In accordance with Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 CFR Part 106, UEI College has designated the following individual as the Title IX Coordinator for student complaints:

Regional Manager of Regulatory Compliance
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@IECColleges.com

The Title IX Coordinator has primary responsibility for coordinating UEI College's efforts to handle inquiries regarding UEI College's non-discrimination policies. In carrying out its

responsibilities, the Title IX Coordinator shall work with and receive support from the Title IX Compliance Team, which shall consist of the Campus President/Executive Director or designee at each UEI College campus and Regional Vice Presidents of Operations, where applicable.

Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights. Visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Title IX Complaint/Grievance Procedure Policy

In accordance with its Statement of Nondiscrimination and Title IX of the Education Amendments of 1972, UEI College's ("UEI") policy is to maintain an environment for students, staff and third parties that is free of all forms of sex discrimination and harassment. UEI is committed to providing a prompt and equitable response to all Title IX related Complaints. UEI will take all steps necessary to eliminate the sex discrimination/harassment, to prevent its recurrence, and eliminate its effects.

1. Scope of Policy and Persons Covered

UEI prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking (collectively, "Prohibited Conduct"). UEI also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to the Title IX Complaint/Grievance Procedure Policy ("Policy"). The Policy applies to all reports of Prohibited Conduct committed by any UEI student, UEI employee, or third party. The Policy applies to all school and school-related programs and activities, whether or not they occur on or off campus. Any individual, regardless of affiliation with UEI, may file a Complaint. UEI strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct.

When used in this Policy, "Complainant" refers to the individual who is identified as the subject of Prohibited Conduct. "Respondent" refers to the individual alleged to have engaged in Prohibited Conduct. A "Third-Party" refers to

any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

2. How to File a Complaint

UEI strongly encourages all individuals to report Complaints of Prohibited Conduct to UEI and/or local law enforcement. These reporting options are not mutually exclusive. Both internal and criminal reports may be made simultaneously.

UEI recommends that all individuals to report Prohibited Conduct orally or in writing to the Title IX Coordinator, whose contact information is as follows:

Title IX Coordinator
Regional Manager of Regulatory Compliance
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@IECColleges.com

UEI students may also notify the Campus President/Executive Director, Campus Security Authority (CSA), or any other UEI employee.

UEI students also have the option of filing a Complaint through the Answer Program as follows:

Sending an email to Answerprogram@UEIglobal.com
Calling toll free (866) 591-8588
Mailing the Complaint to:

Answer Program
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618

UEI employees may notify their supervisor, the Human Resource Department or have the option of filing a Complaint through the Ethics Program as follows:

By email - send email to: ethicsprogram@UEIglobal.com
By phone - call (949) 812-7797
Through UNIFY/HR/Ethics Program – Access through: http://unify.UEIglobal.com/default.aspx
By mail - send mail to the following address:

Ethics Program
International Education Corporation
16485 Laguna Canyon Road, Suite 300
Irvine, CA 92618

3. Time Frame for Making a Complaint

There is no specific time frame for individuals who have experienced Prohibited Conduct to file a Complaint pursuant to this Policy. Individuals are, however, encouraged to make a report soon after the incident in question in order to maximize UEI's ability to investigate and reach a finding.

4. Anonymous Complaints

An individual may make an anonymous report concerning an act of Prohibited Conduct. Depending on the extent of information available about the incident or the individuals involved, however, UEI's ability to respond to an anonymous report may be limited.

5. Confidentiality

Should UEI become aware of a concern that Prohibited Conduct is alleged to have occurred, the Title IX Coordinator, or its designee, has an obligation to review the available information and determine whether to proceed to an investigation. The Complainant may ask UEI not to disclose the Complainant's identity to the Respondent. Should a Complainant make such a request for confidentiality, the Title IX Coordinator, or its designee, will inform the Complainant that UEI's ability to respond to the allegations and investigate may therefore be limited if the request is granted. A Complainant who initially requests confidentiality is not prohibited from later waiving confidentiality and requesting that UEI conduct a full investigation.

The Title IX Coordinator, or its designee, will inform the Complainant that due to various federal and state laws, it is not always possible to guarantee confidentiality regarding incidents of Prohibited Conduct, even if a Complainant later chooses to not to proceed with a Complaint. Under those laws, UEI's decision to share information with others is subject to a balancing test that requires UEI to consider a range of factors when a Complainant's request for confidentiality would preclude a meaningful investigation.

These factors include, but are not limited to:

- Multiple reports of Prohibited Conduct relating to a single Respondent
- A report that Prohibited Conduct involved a weapon, physical restraints or battery;
- The age of Complainant; and

- The availability of other means to obtain relevant evidence.

If the Title IX Coordinator, or other designee, determines that UEI cannot honor the request for confidentiality and must disclose the Complainant's identity to the Respondent and pursue an investigation, it will inform the Complainant before making this disclosure and put in place interim measures, discussed below, as necessary to protect the Complainant and the UEI community.

6. Reporting by Responsible Employees

All "Responsible Employees", as defined below, are required to promptly report a Title IX concern. A "Responsible Employee" includes any employee who: (1) has the authority to take action to redress the harassment; (2) has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or (3) a student could reasonably believe has the authority or responsibility to take action.

Under this definition, all UEI employees who do not have legally protected confidentiality are considered Responsible Employees. This includes all employees with supervisory or leadership responsibilities on campus, including, but not limited to, faculty, Campus Department Chairs, Associate Directors of Education, Directors of Education, and CSAs. UEI requires that all Responsible Employees share a report of misconduct with the Title IX Coordinator or a Title IX Compliance Team Member. The Title IX Compliance Team consists of the Campus President/Executive Director or designee at the campus, Director of Employee Relations, and Regional Vice Presidents of Operations, where applicable. The purpose of this requirement is to permit UEI to take immediate and corrective action to respond to allegations of Prohibited Conduct.

7. Interim Measures and Remedies

Upon receipt of a Complaint, UEI will provide reasonable and appropriate interim measures, if needed, designed to eliminate the alleged discrimination/harassment and protect the parties involved. UEI will make reasonable efforts to communicate with the parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by

the Complainant or UEI, and regardless of whether an alleged crime is reported to local law enforcement.

A Complainant or Respondent may request a no contact order or other protection, or UEI may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader campus community, and/or the integrity of the process. UEI will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. UEI will take immediate and responsive action to enforce a previously implemented restriction if such restriction is violated.

Interim measures will be implemented at the discretion of UEI. Potential remedies that may be applied include:

1. Access to counseling services and assistance in setting up initial appointment, both on and off campus;
2. Imposition of a no contact order;
3. Rescheduling of exams and assignments (in conjunction with appropriate faculty and staff as necessary);
4. Providing alternative course completion options (with the agreement of the appropriate faculty and staff);
5. Change in class schedule, including the ability to take an "incomplete," drop a course without penalty, etc. (with the agreement of the appropriate faculty and staff);
6. Change in work schedule or job assignment;
7. Limit an individual's access to certain UEI facilities or activities pending resolution of the matter;
8. Voluntary leave of absence;
9. Providing an escort to ensure safe movement between classes and activities;
10. Providing access to medical services;
11. Providing academic support services, such as tutoring;
12. Interim suspension or imposed leave; and

13. Any other remedy that can be tailored to the involved individuals to reasonably achieve the goals of this Policy.

8. Resolution of Complaint

The Title IX Coordinator has primary responsibility for coordinating resolution of all reports of Prohibited Conduct. The Title IX Coordinator shall work with and receive support from the Title IX Compliance Team, and/or any other designee. UEI investigates only those concerns raised in which the Title IX Coordinator determines that the allegations are plausible under the totality of the circumstances and, if true, would constitute Prohibited Conduct, and will notify in writing any Complainant whose Complaint will not be investigated, including providing the reason(s) why. UEI is committed to providing an adequate, reliable and impartial investigation, including providing both Complainant and Respondent the equal opportunity to present witnesses and relevant evidence. The Title IX Coordinator will assign a Title IX Compliance Team Member to be the primary investigator for the matter. In some circumstances, the primary investigator may be the Title IX Coordinator.

A. Conflicts of Interest

UEI prohibits any individual with a real or perceived conflict of interest from participating in the investigation process. A conflict of interest exists if the individual has prior involvement in or has knowledge of the allegations at issue in the case, has a personal relationship with one of the parties or witnesses, or has some other source of bias.

B. Standard of Evidence

Allegations in Complaints of Prohibited Conduct shall be investigated by applying a preponderance of the evidence standard, meaning that it is "more likely than not" that something did or did not occur.

C. Scope of Investigation

The scope of an investigation will vary depending on the allegations and circumstances of each individual case. Each Complaint will be assessed on an individualized basis. For purposes of illustration, an investigation may include the following steps, as appropriate:

- Reviewing the Complainant's Complaint;

- Gathering additional information or statements from Complainant;

- Gathering information from any witnesses (for example faculty, staff or other students with potentially relevant information);

- Reviewing relevant documentation and policies;

- Obtaining a response or written statement and other information from Respondent;

- Attempting a resolution of the Complaint between the Complainant and the Respondent (only if appropriate); and

- Assessing the information and determining findings and proposed resolution of the Complaint.

A Complainant will not be required to work out an issue directly with a Respondent. In all circumstances, sexual assault Complaints will not be mediated, even on a voluntary basis. The use of evidence of past relationships of the Complainant are not allowed except in dating violence cases where there is evidence that the Complainant has had a relationship with the Respondent.

The primary investigator shall inform the Complainant at regular intervals regarding the status of the investigation.

D. Length of Investigation

UEI will address and resolve Complaints of Prohibited Conduct promptly and effectively. It is UEI's intent that the entire process for investigating and resolving Complaints be concluded within 60 calendar days following receipt of a Complaint. However, the length of time will vary, making an investigation shorter or longer depending on the complexity of the investigation, the severity and extent of the misconduct, the quantity and availability of witnesses, and other factors of significance that may affect the length of the investigation. If the process cannot be completed within 60 calendar days from receipt of the Complaint, UEI shall notify the Complainant and Respondent in writing of the reasons for the delay and provide an estimated date of completion.

E. Results of Investigation

Upon the completion of an investigation, the primary investigator shall promptly provide written notice of the outcome of the Complaint to the Complainant and Respondent.

F. Potential Remedies and Sanctions

If based on the investigation, the Respondent is found responsible for any form of Prohibited Conduct, UEI will issue sanctions commensurate with the violation(s). Possible sanctions may include, but are not limited to:

- **Warning:** Notice, in writing, that continuation or repetition of Prohibited Conduct may be cause for additional disciplinary action.

- **Censure:** A written reprimand for violating UEI's nondiscrimination policies. This conduct status specifies a period of time during which the individual's good standing with UEI may be in jeopardy. The individual is officially warned that continuation or repetition of Prohibited Conduct may be cause for additional disciplinary action, including probation, suspension, expulsion or termination from UEI.

- **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other UEI policy violations may result in further disciplinary action.

- **Restitution:** Repayment to UEI or to an affected party for damages (amount to be determined by UEI) resulting from a violation of this Policy. To enforce this sanction, UEI reserves the right to withhold transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.

- **Suspension:** Exclusion from UEI premises, attending classes, and other privileges or activities for a specified period of time.

- **Dismissal:** Permanent termination of student status and exclusion from UEI premises, privileges, and activities.

- **Termination:** Termination of employment.

- **Withholding Degree:** UEI may withhold awarding a degree otherwise earned until the completion of the process set forth in this Policy, including the completion of all sanctions imposed, if any.

- **Other:** Other sanctions may be imposed instead of, or in addition to, those specified here.

- **Multiple Sanctions:** More than one of the sanctions listed above may be imposed for any single violation.

9. Documentation

UEI shall maintain documentation of all investigations and any related proceedings under this Policy.

10. Title IX Training

UEI provides training to all individuals within the community who are involved in responding to, investigating, or resolving reports of Prohibited Conduct, including the Title IX Coordinator, Title IX Compliance Team, and CSAs. This training includes, but is not limited to, training in processing sexual violence or sexual harassment Complaints, training about UEI's Title IX Complaint/Grievance Procedure Policy and confidentiality requirements.

11. Retaliation

Retaliation includes adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this Policy. Adverse action includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a reasonable person from engaging in activity protected under this Policy. Retaliation can be committed by or against any individual or group of individuals, not just a Respondent or Complainant. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct. Retaliation may be alleged even where there is a finding of "no violation(s)" of the Policy.

UEI will take immediate and responsive action on any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting Prohibited Conduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

12. Definitions

- **Consent**: Affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of both persons an affirmative, conscious, and voluntary agreement to engage in sexual activity.

- **Sexual Harassment**: Any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise. Specific examples of sexual harassment by an individual may include, but are not limited to, making written, verbal, physical, and/or visual contact of a sexual nature when the conduct or speech is so severe, persistent, or pervasive, and unwelcome, as to undermine others' educational experiences and thus deny or limit equal access to UEI resources.

- **Sexual Violence**: Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or Third Parties.

- **Sexual Assault – Penetration**: Without the consent of the Complainant, penetration, no matter how slight, of the vagina, anus, or mouth by a penis; or the vagina or anus by any body part or object.

- **Sexual Assault – Contact**: Without the consent of the Complainant, touching an intimate body part (genitals, anus, groin, breast or buttocks) (i) unclothed or (ii) clothed.

- **Relationship Violence**:

  - **Dating Violence**: Conduct by a person who is or has been in a romantic or intimate relationship with

the Complainant that intentionally, or recklessly, causes bodily injury to the Complainant or places the Complainant in reasonable fear of serious bodily injury. The nature of the relationship between the Complainant and Respondent is determined by the length, type and frequency of interaction between them.

- **Domestic Violence**: Conduct by a current or former spouse or intimate partner of the Complainant; or a person with whom the Complainant shares a child in common, that intentionally, or recklessly, causes bodily injury to the Complainant or another, or places the Complainant or another in reasonable fear of serious bodily injury.

- **Stalking**: Repeated conduct directed at a Complainant (e.g., following, monitoring, observing, surveilling, threatening, communicating or interfering with property), of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress.

Rehabilitation Act and Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), UEI College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by the College "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Campus Disability Compliance Coordinator has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

UEI College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aid

or service, please contact the Campus Disability Compliance Coordinator. Students should submit requests with supporting documentation at least two weeks prior to the beginning of the first day of classes or as soon as practical.

Admission Process

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Upon the applicant's determination that he/she is interested in pursuing a specific program of study, he/she visits the Financial Planning department to receive information regarding funding options.

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.

General Admissions Requirements for all Programs

Applicants to UEI College must be at least 17 years of age and must be a High School graduate or GED holder.

Applicants 18 years of age or older, who are not High School graduates or GED holders, may apply as "Ability to Benefit" students.

Applicants to the Criminal Justice and Pharmacy Technician programs must be high school graduates or GED holders.

Proof of High School Graduation

For ACCET Campuses: Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. If a student cannot provide acceptable POG no later than fourteen (14) days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days), the student's enrollment at the College will be cancelled.

For ACCSC Campuses: Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. This POG must be received prior to the student being admitted to the school and the enrollment agreement being signed by an accepting official.

The proof of high school graduation (POG) or equivalent provided by the applicant is printed

and signed by the applicant in front of a school official, as proof that the POG is true and correct and belongs to the applicant.

Programs Preparing Graduates for a Field Requiring Licensure or Registration

UEI College takes reasonable steps to help ensure you are eligible for licensure or registration if you choose a program that prepares you for a field where licensure or registration is required. There are numerous eligibility requirements for licensure, depending on the field. You are encouraged to review these requirements and do further research if you have any concerns regarding your eligibility. You should discuss any concerns with your Admissions Representative and/or the Director of Education. Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Although the school assists students/graduates with obtaining licensure, the ultimate responsibility for securing licensure is that of the student/graduate.

Pharmacy Technician

An individual working as a Pharmacy Technician in the state of California must be registered with the California Board of Pharmacy. Requirements for applicants are as follows:

- Must be at least 18 years of age and graduate from the Pharmacy Technician program at UEI College
- Must be a high school graduate or have a GED equivalent
- Must be free of felony convictions of any kind, and must not have any drug-related misdemeanors before, during and upon completion of the program
- Must be current in all court-ordered family support
- Must submit a completed application including:
  - Photo of applicant (non-Polaroid)
  - Registration fee (included in tuition)
  - Live scan fingerprinting
- Must complete a sealed original NPDB-HIPDB self-query report. This report is governed by the US Department of Health and Human Services, and a self-query will indicate if there is a report on

you or your practitioner organization. The Board of Pharmacy will likely deny the completion of your registration if you have a pending report.

More information on the process for becoming registered may be obtained on the California Board of Pharmacy website, http://www.pharmacy.ca.gov.

Vaccination Policy

For Allied Health programs offered by UEI Colleges which require vaccinations as part of their externship requirements and potential employment post-graduation, the Admissions Department is responsible for explaining the vaccination disclosure and having students sign off on their choice of action for the required vaccinations.

**Ability to Benefit (ATB) admission is available on a limited basis and is available for the following programs only: Dental Assistant, Automotive, Business Office Administration, Computer System Technician, Medical Assistant, Medical Billing and Insurance Coding, Heating, Ventilation and Air Conditioning and Medical Office Specialist. Students who are admitted to the College as ATB students will be required to attend academic advising throughout their program.

Additionally, all applicants must complete an interview with a school representative to determine desire, ability and commitment, receive a tour of the campus, review the school catalog and complete and sign the Enrollment Agreement.

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass a two-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. The Wonderlic Basic Skills Test (WBST) minimum scores are:

Verbal	200
Quantitative	210

There are two distinct and different Ability to Benefit classifications. First, it will be determined if the applicant is eligible for the Grandfathering ATB Student classification. If the applicant is not eligible, **He/she will need to seek admissions through the Eligible Career Pathways Program – ATB student classification**

Documentation Requirements for Grandfathering ATB Students

Students who were enrolled in an eligible program of study prior to July 1, 2012 may continue to establish Title IV eligibility in any eligible program under one of the ATB alternatives by using the following grandfathering test:

Question 1: Did the student attend an eligible program at any Title IV institution prior to July 1, 2012? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, continue to Question 2.

Question 2: Did the student, prior to July 1, 2012, officially register at a Title IV institution, and is the student scheduled to attend an eligible program? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, the student may not use the ATB alternatives to become eligible for Title IV, HEA student assistance.

ATB Alternatives:

- Pass an independently administered, Department of Education approved ATB test, or
- Complete at least six credit hours (225 clock hours), that are applicable toward a degree or certificate offered by the institution

Prior ATB tests provided for eligibility purposes may not apply for enrollment purposes. For enrollment purposes, the applicant must either provide official results for the Wonderlic Basic Skills Test which meet the minimum scores listed above or successfully re-test prior to enrollment.

Note: Students who have a prior enrollment at a UEI school and dropped prior to July 1, 2012 are eligible provided at least one day of attendance is posted. The attendance record must indicate that the student's last day of attendance was on or after the original start date of the student's program and a Wonderlic ATB test was successfully passed before July 1, 2012.

Documentation Requirements for Eligible Career Pathways Program ATB Students

A student who passes the Wonderlic Basic Skills Test with the minimum required scores may enroll in one of the Eligible Career Pathway Programs (ECPP). The ECPP has many components that the student must participate in to continue in the ECPP. These include:

1. Enrollment into and participation in the Adult Education component of the ECPP;
2. Participation in academic advising throughout the ECPP;
3. Participation in Career Pathway Coaching throughout the ECPP.

Eligible Career Pathway Program (ECPP) ATB Program Requirements

Students enrolled into an ECPP will be concurrently (at the same time) enrolled in their vocational training program and the Adult Education program. The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The Adult Education Program will be offered on campus, in a computer lab and will have a facilitator present to support the students. The Adult Education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The Adult Education program is offered by an approved adult education service provider and not by the College. The College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a condition of achieving a high school diploma or its equivalent. Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education vendor.

Participation in the Adult Education component of the program *(Effective 11/24/15)*

A new student who does not register and log-in to the adult education component of the ECPP program within 14 days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days) from the start date of the vocational program will have his/her enrollment cancelled

A continuing student (defined as a student who has passed the 14 day cancelation period stated above) who fails to participate (log-in) once within 14 consecutive days (excluding school-scheduled holidays and non-scheduled school days based on the school calendar) of the student's previous log-in will be placed on a "Withdrawal Warning" which must be administered with an advisement no later than 7 calendar days after the 14 consecutive days. If the student fails to participate at least once for the

next consecutive 14 days, the student will be dropped. A student will be deemed to not have participated if they haven't logged in in 14 consecutive days. (Ex., Student does not log in for 14 days ending on the 14th of the month. Student receives Withdrawal Warning and advising on the 20th of the month. Student does not log in for fourteen more consecutive days and will be dropped on the 28th of the month.)

Integrated Activity for Eligible Career Pathways Program

All ECPP students will be required to complete integrated activities within each module that will be delivered by the vocational instructor. An integrated activity is an assignment that that contextualizes (integrates) the topics of the vocational component of the program and the adult education component of the program.

Receiving the earned High School Diploma

Completing the vocational component of the ECPP program is not a condition of achieving a high school diploma or its equivalent. Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education vendor.

Transfer of Credit Policy

Students who have completed similar training courses at other UEI or non-UEI institutions may apply for transfer of credit according to the following policies and procedures:

1. Complete and submit a Transfer of Credit Application to the Director of Education.
2. Provide an official transcript and catalog with course descriptions of the prior post-secondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
3. Courses from accredited post-secondary training programs that correspond directly in content, scope and length to UEI courses will be considered for credit.
4. Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.
5. Only training courses with a grade of C or 2.0 or above will be considered for credit.

6. Credit by examination, prior work experience, credit for prior experiential learning, military service, internships or practicum is not accepted.
7. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the UEI school system.
8. Students transferring from another UEI campus or other non-UEI institution may be granted credit for all passing courses, based on the criteria described in Step No. 4.
9. All decisions made by the Director of Education regarding Transfer of Credit are based wholly on the criteria as stated in these policies and procedures.
10. UEI does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
11. All Transfer of Credit must be requested, reviewed, and approved prior to the start of a student's program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received.

Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit Application.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at UEI College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the 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, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this

institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending UEI College to determine if your credits, diploma or certificate will transfer.

The school will provide guidance, a transcript, catalog, syllabus and course descriptions for any student interested in transferring to another institution.

English as a Second Language (ESL) Instruction and English Language Proficiency Information

UEI College does not offer ESL instruction and does not require proof of English language proficiency; however, all instruction will occur in English. Therefore, all students must be able to read, write, speak, understand and communicate in English.

Pregnancy

The program you enroll in may be physically demanding. As a student in that program, you are expected to participate in all lab sessions to earn lab grades in your modules. Failure to do so will result in a failing grade for the module(s) and/or being dropped from the program. In the event a student is pregnant at time of enrollment or becomes pregnant during the program, the lab requirement will not be waived. The pregnant student must provide a doctor's note of release as a condition to participate in lab work. A pregnant student will not be permitted to participate in the required lab work without a doctor's release. The school will take reasonable steps to accommodate a pregnant student who has provided the school with a doctor's release. Additionally, in the event the baby is delivered during your enrollment period, the school will require a doctor's note of release to return to lab work. A Leave of Absence (LOA) may be granted pursuant to a student's written request and eligibility for a leave; however, the LOA must be approved by the school's administration prior to the leave.

Articulation Agreements

UEI College does not currently have articulation agreements with other institutions.

IEC is contracted with C4L and Brookshire International Academy, which are providers of adult education services to UEI College students that qualify to participate in the Eligible Career Pathway Program.

Program Tuition and Fees

The registration fee is $50.00 and is non-refundable. The registration fee will be returned to all students who cancel their enrollment within three (3) business days from the date the enrollment agreement was signed at the following locations: Bakersfield, Fresno, Gardena and Riverside. In the event where the school cancels the program, any registration fees paid by the student will be refunded.

Additional fees which might be incurred during your period of enrollment include the following:

Additional copies of official transcripts	$15
*Late Payment fee	$10
Replacement of Student ID card	$3
Graduation ceremony fee	$40
Uniform-replaced/lost:	
Business Office Administration (BOA)	$17
Polo	$14
Scrubs Set	$14
Loan Origination Fee(s)	Varies
Late Interest Accrual Fee(s)	Varies

The tuition for all programs is due and payable at the time of enrollment. Tuition and fees are the same for in-state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants or scholarships. Please see the tuition sheet, page 54 of this catalog, for your program tuition.

*Assessed each month the account remains delinquent. This fee may also be assessed for delinquent institutional and recourse loans.

Student Tuition Recovery Fund Disclosure (STRF)

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

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

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

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

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

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Books and Supplies

All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc. Note: Classroom reference textbooks are not issued to students but are supplied in sufficient numbers to complete assignments. Books that are lost, mutilated or not returned timely will be replaced at the student's expense.

Transportation costs

Local transportation costs are estimated at $130.00 per month and may vary in specific areas. There are no fees for parking.

Delinquent Accounts

Delinquent accounts may result in termination from the program and may be submitted for collection with collection agencies.

Federal Financial Aid Information

Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at UEI College. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds, as applicable.

To receive financial assistance you must:

1. Demonstrate financial need (with the exception of the Unsubsidized Loan program).
2. Be a U.S. Citizen or eligible non-citizen.
3. Have a valid Social Security Number.
4. If male, be registered with the Selective Service.
5. Maintain satisfactory academic progress while attending school.
6. Sign a statement that certifies that you will use your federal student aid for education purposes only.
7. Not be in default on any federal student loans or owe any money on any federal student grant program.
8. Effective July 1, 2012 – Must have a high school diploma, General Education Certificate (GED) or equivalent or qualify under the Eligible Career Pathway Program.

Students must complete a Free Application for Federal Student Aid (FAFSA) to assist in determining funding eligibility.

Financial Aid Programs

The following are brief descriptions of the Federal financial aid programs available at UEI College under the Title IV program:

Federal Pell Grant

A Federal Pell Grant does not have to be repaid. The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Work-Study (FWS)

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Jobs are limited and students must maintain a minimum required GPA and attendance percentage to qualify.

William D. Ford Federal Direct Loan Program

Direct Loan programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

Direct Subsidized Loan

Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school.

Direct Unsubsidized Loan

Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

Direct Parent Loan for Undergraduate Students (PLUS)

PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

Return of Federal Financial Aid Funds

If the student is a recipient of the "Title IV" funds previously described (federal work-study excepted) and withdraws from school prior to completing the program of study, the student may not be able to keep all the financial aid funds received in order to pay the educational expenses.

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other "Title IV" loan or grant assistance

Institutional Aid Programs

Scholarship Eligibility and Awarding Policy
The purpose of the UEI College Scholarship Program is to provide additional financial assistance to students pursuing a diploma/degree in their chosen program of study.
Scholarship Eligibility Requirements
1) Applicant must be an active/future student attending a UEI College Campus.
2) All applicants must complete the UEI College Scholarship application and provide all forms applicable to the Campus Student Financial Services Department.
Scholarship Terms and Conditions

1) All Institutional Scholarships will be credited to the student's account upon graduation.

2) Students may apply and be eligible to receive a maximum of two Institutional Scholarships.

3) Institutional Scholarships are non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for the Institutional Scholarship(s).

4) In the event a credit balance is created by an Institutional Scholarship, it will be applied to any outstanding institutional loan and to the Federal Direct Loan(s) prior to the Institutional Scholarship being reduced and the credit balance removed.

5) Students must first apply for Title IV financial aid before applying for an Institutional Scholarship. UEI College Institutional Scholarship(s) cannot replace any Title IV

student aid, including Federal Student Loans.

6) Students who are enrolled as an agency enrollment (special tuition charge) are not eligible to participate in the Institutional Scholarship program.

7) The School has sole discretion to determine whether a student meets and is eligible for an Institutional Scholarship in accordance with these terms and conditions.

8) Awards are subject to funds availability.

Institutional Scholarship Programs

New Student Scholarship ($500)

This scholarship is for students who enroll into an eligible program.

Opportunity or Aid Assist Scholarship ($250/$750)

This scholarship is offered to students with financial need based on their Expected Family Contribution (EFC).

• Opportunity Scholarship ($250) for students with EFC ≤ 5,000

• Aid Assist Scholarship ($750) for students with EFC > 5,000 **

NOTE: Acceptable documentation is the ISIR used for student's funding plan.

*** Aid Assist Scholarship will be available to those students who have reached PELL LEU, holds a Bachelor's degree or ineligible for Pell Grant regardless of EFC.*

Military Family Scholarship ($500)

This scholarship is offered to eligible Veterans, active duty military, reservists and/or dependent/spouse of an eligible Veteran.

NOTE: Must provide a copy of Certificate of Eligibility DD214.

Step Up Scholarships ($2,500/$5,000)

This scholarship is offered to graduates of UEI enrolling in a degree program of study. Eligibility includes:

• Step Up IT Scholarship ($2,500). Students graduating from a diploma program and entering into the Associates Information Technology program

• Step Up HSA Scholarship ($5,000). Students graduating from a diploma program and entering into the Associates Health Services Administration program

NOTE: Student is not eligible for any other scholarship with Step Up IT/HSA Scholarship.

Closed School Transfer Scholarship

This scholarship of ($1,000) is available to all new students who are transferring in from a closed school.

• Student must have completed less than 50% of a program at prior school

• Student must complete at least 50% of their new program at this institution

This scholarship will be credited to the student's account upon graduation. This scholarship is non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for this scholarship. In the event a credit balance is created by the scholarship, it will be applied to any outstanding student loan prior to the scholarship being reduced and the credit balance removed. The school has sole discretion to determine whether a student meets and is eligible for this scholarship in accordance with these terms and conditions. This scholarship cannot be combined with any other institutional scholarship.

Outside Scholarship Programs

Scholarship Eligibility and Awarding Policy:

1. Applicant must be an active student attending a UEI college Campus.
2. All applicants must apply
3. Must be in good standing.

Scholarship terms and conditions:

1. Outside scholarship will be credited to the student's account upon receipt of payment from agency.
2. Awards are subject to fund eligibility.

Other Available Financial Assistance Programs

UEI Institutional Loan Program

This loan program is available to students who need additional financial assistance for tuition and fees. The minimum loan amount is $600 with repayment terms between 12 to 48 months.

Veterans Benefits

The GI Bill and Post 9/11 are a few of the VA programs available for our veteran students. If you believe you may qualify, contact your local Veterans Administration Office for assistance.

Agency Programs

Work Investment Act, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with

several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

Academic Standards

Definition of a Module

All programs at UEI College consist of instructional modules. A module is a self-contained unit of instruction. With the exception of the Dental Assistant, Computer Systems Technician, and Heating, Ventilation and Air Conditioning programs, students can enter at the beginning of any module except externship and continue in the cycle until completion of the program.

Definition of a Clock and Credit Hour

The conversion from clock hours to semester credit units is 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship equals one semester credit unit. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break. For financial aid purposes, one semester credit unit is equivalent to 37.5 clock hours.

Published Program Length

Instructional Weeks: The total instructional time consisting of lecture, lab and externship required to complete the program as measured in weeks. Instructional weeks are an element only used by regulatory agencies to determine that a program will meet its required objectives.

Normal Time to Complete: The instructional weeks, as noted above, do not include holidays, scheduled breaks or the actual time to complete an externship. Due to various start dates and scheduled breaks within the year, the normal time to complete represents a more accurate completion length of time for the average student in each program. The normal time to complete is the average time from a student's start date to the student's graduation date as measured in weeks. This normal time to complete does not however take into account students who receive transfer credits, take a leave of absence or is required to repeat a class.

Student Progress Reporting

At the end of each module, students receive a Progress Report. Students have up to seven (7) days after the module ends to appeal any attendance or grade. No changes will be made after seven (7) days.

While on externship students are evaluated on their performance and receive a letter grade.

Make-up Work

Make-up work may be completed to make up for assignments, exams, or other course content missed during classes. The make-up work must be arranged between the student and the instructor. Make-up work may include, but is not limited to, the assignment of additional homework or other assignments comparable to the content covered during the delivery of the class missed. All make-up work must be completed within 7 days after the module ends. Students cannot use Make-up work to make up class attendance hours missed. As defined under the Tardy section of the catalog, missed class time is counted toward the total class hours missed.

Graduation Requirements

To be eligible for graduation and receive an official transcript, a diploma, the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and satisfy all financial obligations to the school.

Copyright Policy

UEI College does not allow or condone the use of UEI College resources for the unauthorized distribution of copyrighted material, including peer-to-peer file (P2P) file sharing. Engaging in such activity will result in disciplinary action. Such activity may also subject colleagues, including faculty, staff and students to civil and criminal prosecution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Attendance Policy
Attendance Requirements

UEI College encourages all students to attend class on a regular and consistent basis by adhering to the following attendance policy:

Student Attendance Monitoring

Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student attendance monitoring must be completed as outlined in the Attendance Monitoring Guidelines. Student attendance will be monitored on a daily basis and students must be informed of their attendance on a weekly basis. Students must be advised within the first opportunity after a missed class to discuss and implement actions and options to remedy absenteeism.

Student attendance will also be monitored each module. At the end of a student's module, a progress report will be automatically generated by the ESD and sent via email to the student. The progress report will include the student's current cumulative attendance rate. Students whose modular attendance falls below 80% will be advised. Advisements must clearly outline consequences of failing to meet minimum cumulative attendance requirements, including repeating a module, delaying externship, and/or delaying graduation, and include an action plan and timeline for attendance remediation.

14 Days of Absences

If a student is absent from school for fourteen (14) consecutive calendar days, including any weekends, in-service days, and days between modules, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays published in the academic calendar in the catalog.

Cumulative Attendance Progress

A student is required to achieve a minimum cumulative attendance of 80% by the midpoint of the program (approximately the end of the fifth module). Tardies and leaving early are counted against student attendance. If a student achieves below 80% cumulative attendance at the midpoint of the program, the student will be placed on attendance advisement. The attendance advisement will include a specific action plan and progress timeline to ensure that the student will

have achieved the minimum attendance requirement by the end of the didactic portion of the program and by the end of the entire program. The advisement will notify students of the consequences of failing to meet the minimum 80% attendance requirement, including repeating modules, delaying externship, and/or delaying graduation.

An advisement action plan may include coaching, tutoring, and other learning sessions and activities that may be scheduled during the times different from the student's regularly scheduled class-time.

Overall Cumulative Attendance for Didactic

In programs with an externship module, students are required to achieve a specific minimum cumulative attendance percent as a prerequisite for the externship module. Depending on the number of externship hours required, the minimum didactic cumulative attendance hours and percentage may vary. Refer to the Attendance Monitoring Guidelines for pre-externship minimum attendance requirements for each program. Tardies and leaving early are counted against student attendance.

a. If the student achieves below the minimum program-specific required cumulative pre-externship attendance for the didactic portion of the program, the student will be required to repeat the module(s) with low attendance to achieve the required pre-externship minimum, even if the student has passed the module(s) academically.

b. Repeated modules are counted as attempted modules in assessment of program completion within the maximum 150% program length. Attendance percentage from the successfully completed repeated module will replace the original attendance percentage. The GPA and academic record will reflect the highest passing grade earned between the two modules.

c. Based on module availability, students may be asked to take repeated module(s) during the class time that is different from their original schedule.

Overall Cumulative Attendance for the Program

Students must achieve minimum of 80% of overall program attendance in order to graduate. The overall program attendance includes the externship module, as applicable.

If a student achieves below minimum required cumulative program attendance of 80% by the

end of the last module, the student will be required to repeat a module(s) with low attendance to achieve the required program minimum, even if the student has passed the module(s) academically. Tardies and leaving early are counted against student attendance.

Repeated modules are counted as attempted modules in assessment of program completion within maximum 150% program length. Attendance percentage from the successfully completed repeated module will replace the original attendance percentage. The GPA and academic record will reflect the highest passing grade earned between the two modules.

Based on module availability, students may be asked to take repeated module(s) during the class time that is different from their original schedule.

Tardy

If a student is tardy for class, as defined below:

Definition of a tardy: Arriving late for class, or leaving early from class. Tardies will be recorded in 15 minute increments. Late arrival times will be rounded up to the nearest 15 minute increment and early departures will be rounded down to the nearest 15 minute increment.

Externship Attendance for Diploma Programs

For most programs, the final module of training is externship and is a requirement for graduation. Externships are designed to be instructional in nature by providing students with hands-on experience. While the institution, secures externship sites for students, externships are a cooperative effort between the institution, the students and the externship facilities. Students must be prepared to travel to their externship assignments. The institution will make every effort to secure sites that are within an appropriate distance from the institution, and that are convenient for the students. Students may also locate their own site. In such an event, the institution makes no assurance as to when or if the student's selected site will be available and may result in a student being withdrawn from the program due to non-attendance. Externships are held at approved off-campus sites. Students in all programs which include an externship are expected to complete their externship hours at a rate of 40 hours per week. Additionally, students

are required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week during externship and will need to make plans accordingly. While the school will try to accommodate any special scheduling needs, the school does not guarantee evening or weekend externship sites. If, for any reason, the student must miss hours during externship, the student must call the externship site and notify the school prior to the absence and is required to make up the missed hours in order to successfully complete the externship. Students who are unable to secure an externship site within 14 days *(as described in the attendance policy)* will be dropped from the program.

Leave of Absence (LOA)

If an emergency situation arises, such as a family tragedy, medical condition, or military obligation, making it necessary for a student to interrupt his/her training, the school, at its' discretion, may permit a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason.
2. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
3. The reason for the request must provide reasonable assurance that the student will return at the end of the LOA.
4. The school may ask for documentation confirming the reason for the LOA.
5. Acceptable reasons for LOAs include but are not limited to: Medical treatment, death in the immediate family, military obligations and a student's course schedule change. An LOA may not be granted for reasons associated with a student's academic performance.
6. An LOA will not be granted during the first didactic module unless the student requests a reasonable accommodation under the American's with Disabilities Act (ADA).
7. Students must return on the start date of a module with the exception of externship (*students may return from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to return from an LOA when returning to an externship.*)
8. Students may request an extension of an LOA, but the total LOA time must not exceed 120 calendar days within a 12-month period.
9. Students who fail to return on their scheduled LOA return date and/or fail to get an

approved extension in advance will be dropped from the program.

10. Upon approval of and during an LOA, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.

Re-admission Policy

A student who has withdrawn or has been terminated may apply for re-admission by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry into the same program may do so within 18 months from their last date of attendance (24 months for the degree program) and will be given credit for any class that was successfully completed. A student re-entering the school over 18 months from their last date of attendance (24 months for the degree program) may be required to repeat the entire program.

Satisfactory Academic Progress (SAP)

To be eligible for graduation, a student must successfully complete and pass all modules and achieve a cumulative GPA of 2.0 by the time he/she completes the program. To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and progress at a specified rate in order to complete the program within Maximum Time Frame (MTF) equal to 150 percent of the published program length.

Satisfactory Academic Progress is measured according to a SAP evaluation schedule as specified in the Required Completion Rate charts included in this policy. SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

Academic Advisement

Academic advising is provided to students throughout their program, based on individual needs. All Ability to Benefit ("ATB") students are required to attend advising sessions during their program. Students not meeting Satisfactory Academic Progress ("SAP") requirements must attend advising sessions until they improve their academic progress or are withdrawn from the College.

Grading System

UEI College uses the following grading scale:

Percent	Letter Grade	Grade Point Average
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0
0 - 59	F	0.0

Students who do not achieve a letter grade of "C" or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the "D" or "F" grade will remain in the student's cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).

TC Transfer Credit
LS Leave of Absence during module (Attendance in module is less than 25% of scheduled module hours)
L Leave of Absence during module (Attendance in module is more than 25% of scheduled module hours)
WS Withdrawn (Attendance in module is less than 25% of Scheduled module hours)
W Withdrawn (Attendance in module is more than 25% of scheduled module hours)
EW An early withdrawal is for all new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) day from the scheduled start date of the first module not including any weekends, any in-service days, scheduled breaks and any holidays published in the catalog on the academic calendar.

Required Grades

Students must complete and pass all modules and achieve a cumulative 2.0 grade point average upon completion of the program to be eligible for graduation. To be considered making satisfactory academic progress toward graduation, a student must pass and achieve an overall cumulative grade point average of 2.0 for all successfully completed modules.

Grade Changes and Repeats

Within 48 hours from the last day of a module, a final module grade will be calculated and entered into the electronic student database. Any change to a final module grade must be completed within seven (7) calendar days from the last day of the module. Requests to change a final grade must be reviewed and approved by the Education department within the Irvine Support Team.

A student who fails a module must repeat that module and pass with a minimum grade point average of 2.0. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA.

Evaluation of Students' Satisfactory Academic Progress:

A. Students' Satisfactory Academic Progress is evaluated at the following points of their program:
   I. At the end of each scheduled payment period
   II. At scheduled 100% completion mark
   III. At scheduled Maximum Time Frame (MTF)

For academic purposes, students' progress is monitored at the end of each module.

B. Failure to meet SAP may result in academic advisement, FA warning, FA probation, or termination.

   I. Academic Advisement: Students are provided with their progress report at the end of each module. If students fail a module they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a module and potential risks of not meeting Satisfactory Academic Progress. The formal advisement should also outline a specific action plan to improve a student's academic progress including, but not limited to, additional coaching and tutoring.

   II. FA Warning: If a student fails to meet SAP for the first time, the student is formally advised and put on FA Warning through the next SAP evaluation.

   III. FA Probation: If a student is on FA warning and fails at the next consecutive SAP evaluation, the student may appeal and be placed on FA probation through the next SAP evaluation.

   a. Conditions for Probation:
      1. Student must appeal to be placed on probation;
      2. An Academic Plan with a specific timeline and expected module completion rate and/or GPA outcomes is required before an appeal may be granted;
      3. While on probation, the student continues to be eligible for Title IV.
      4. In rare instances, the Academic Plan may exceed MTF based on case by case review. In the event that the Academic Plan exceeds MTF, students are not eligible to receive Title IV.

   IV. SAP Termination: If a student fails to meet an expected progress by the next SAP evaluation and/or fails to meet the outcomes of the Academic Plan, the student is no longer eligible for Title IV and will be terminated.

   V. Reentry after SAP termination:

      a. The student may appeal to reenter into the same program; such appeals will be reviewed on a case by case basis.
      b. If the appeal is approved, the student is allowed to reenter with no Title IV eligibility and will be required to make alternative payment arrangements.

The completion charts below will be used to assess and determine a student's rate of completion to ensure he/she will successfully complete the program within 150 percent of the published program length.

9-Modules Program Completion Chart			
SAP Evaluation Schedule	Maximum Modules Attempted	Minimum Modules Successfully Completed	Minimum GPA
End of Scheduled Payment Period	5	3	1.4
Scheduled 100% Completion	9	6	1.85
MTF	13	9	2

8-Modules Program Completion Chart			
SAP Evaluation Schedule	Maximum Modules Attempted	Minimum Modules Successfully Completed	Minimum GPA
End of Scheduled Payment Period	5	3	1.4
Scheduled 100% Completion	8	5	1.75
MTF	12	8	2

Definition of "Attempted Module" in SAP

I. Leave of Absence: Actual time taken for an approved Leave of Absence (LOA) and a module in which LOA began will not be included in calculation of pace of completion and maximum time to complete the program.
II. Withdrawals: A module from which a student withdraws and receives the grade "W" or "WS" will be included as an attempted module in calculation of pace of completion and maximum time to complete the program.
III. Transfer Credits and Repeated Modules: Transfer credits, failed modules, and repeated modules will be counted as attempted. Transfer credits and repeated modules that are successfully completed will be also counted as completed credits. Transfer credits are not counted towards the cumulative grade point average.

Appeal Procedure

If a student is determined to not be meeting SAP requirements at the evaluation point after the "warning" status, the student may appeal the determination. The student must submit a written appeal to the school within seven (7) business days after being notified of the adverse determination. This information must include what caused the student to fail to meet SAP, a description of what has changed/improved in the student's situation, and what the student will do going forward that will allow him/her to achieve SAP by the next evaluation point.

Students will be notified in writing using the SAP Appeal form of the determination of status within two (2) business days of the school's receipt of the appeal. If the appeal is granted, the student will be placed on "probation" status and federal financial aid will be reinstated as applicable.

Cancellation and Refund Policies
Student Right to Cancel:
California Education Code Section 94919 (d), provides that the student has the right to cancel and obtain a refund of charges paid (excluding the registration fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later. In accordance with California Education Code Section 94919(d), the institution's policy is that all new and re-entry students have the right to cancel the enrollment agreement until midnight of the seventh (7) day from the scheduled start date of the first module not including holidays (but does include weekends and in-service days).

In accordance with California Education Code Section 94919(b), Students shall notify the school in writing of the cancellation of their enrollment agreement ("Notice of Cancellation"). If the Notice of Cancellation is received by mail, it is effective when deposited in the mail properly addressed with postage prepaid. A student may cancel the enrollment agreement in the event the school cancels the program. All monies paid (with the exception of the registration Fee), will be returned to the student within thirty (30) days after either the school receives the applicant's Notice of Cancellation; or if the school cancels this agreement as described below.

A cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school), not including school-scheduled holidays and school-scheduled breaks (winter, spring, and summer breaks only) based on the following criteria:

1. An Eligible Career Pathway Program (ECPP) student who does not log-in to the Adult Education program.
2. Violation of the Student Code of Conduct.
3. Unable to obtain proof of high school graduation or equivalent.
4. Incomplete arrangements to fulfill financial obligations.

All new and re-entry students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school scheduled breaks and any school-scheduled holidays published in the academic calendar in the catalog will be assigned the status "Early Withdrawal" (EW). The determination date for "EW" will fall on the 14th absent consecutive calendar day from the student's Last Day of Attendance (LDA), not including school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays, when the "EW" status will be automatically assigned by the Electronic Student Database.

Note: Cancellations and Early Withdrawals will result in all charges being reversed with the exception of the registration fee which is non-refundable. The registration fee will be returned to all students who cancel their enrollment within three (3) business days from the date the enrollment agreement was signed at the following locations: Bakersfield, Fresno, Gardena and Riverside. In the event where the school cancels the program, any registration fees paid by the student will be refunded.

Institutional Refund Policy

You have the right to withdraw from a course of instruction at any time.
The institution has the right to withdraw a student after the cancellation period for the following reasons:

1. Not meeting minimum attendance requirements.
2. Not meeting minimum Satisfactory Academic Progress
3. Violation of the Student Code of Conduct.
4. Not returning from Leave of Absence
5. Not having been placed on an externship site within 14 days *(as described in the attendance policy).*
6. An Eligible Career Pathway Program (ECPP) student who does not log-in to the Adult Education program.

A student may withdrawal from a program by notifying a campus representative, either in writing or verbally, of their intent to withdrawal.

The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records.

When a student withdraws, the institution prorates tuition charges up to 75% of the period of enrollment based on the formula outlined below. For students who withdraw after attempting 75% of the period of enrollment, the institution will retain 100% of the tuition charges for that period of enrollment. This means that the student will be responsible for 100% of the tuition charges for the enrollment period. The calculation to determine the percentage of tuition to be refunded to the student is as follows:

$$\frac{\text{Scheduled hours in period of enrollment up to student's LDA}}{\text{Total hours in the period of enrollment}} = \text{Percentage of period of enrollment attempted}$$

If percentage of period of enrollment attempted is 75% or more, then 100% of tuition will be retained by the institution. If the percentage is less than 75%, then the following calculation will be applied:

Tuition X Percentage of period enrollment attempted = Tuition Retained by Institution

IF THE AMOUNT THAT YOU PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF THE DATE THE INSTITUTION DETERMINES THAT YOU WITHDREW. IF THE AMOUNT YOU ARE CHARGED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGMENTS TO PAY THE DIFFERENCE.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining unearned funds received from the federal financial aid program will be returned to the federal financial aid program, and any remaining balance paid to you.

Information regarding any applicable non-Title IV third party funding agency refund or return of funds policies (e.g., Veterans Administration, WIA, etc.) may be obtained by contacting the Director of Student Finance at your campus location.

Return of Title IV Funds

The U.S. Department of Education maintains a "return of Title IV Funds" policy for students who receive Federal financial aid and withdraw from school before completing sixty percent (60%) of

the payment period or period enrollment. This policy is separate from the state-approved institutional tuition refund policy described above. The federal policy defines the proportion of Title IV funds that the student is qualified to receive.

The federal policy for "return of title IV Funds" defines that a student who has attended up through the sixty percent (60%) point in each payment period/period of enrollment has fully earned the Title IV funds for the payment period/period of enrollment. For a student who has attended less than the sixty-one percent (61%) point, the percentage of the Title IV funds earned is calculated by the following ratio:

$$\frac{\text{Number of calendar days elapsed* from start date of the payment period to the last date attended}}{\text{Number of calendar days in payment period/ period of enrollment}} = \text{Percentage of Title IV Funds Earned**}$$

This ratio is multiplied by the federal financial aid disbursed plus the amount that could have been disbursed to equal the Title IV funds earned. Total disbursed minus earned equals the federal funds that must be returned to the funding program

*Presuming the student attended sixty (60%) percent of all scheduled classes. If the student attended lass than sixty (60%) percent of all scheduled classes, "elapsed time" is not applied, actual hours are applied.

** Rounded to the nearest whole number

To comply with the Higher Education Reconciliation Act of 2005, the institution will return unearned federal student aid funds for which it is responsible no later than 45 days after the date the institution determines that the student has withdrawn from school.

Order of Refund

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other "Title IV" loan or grant assistance

Withdrawal Date:
The withdrawal date for a student who officially or unofficially withdraws from school is the student's last date of attendance. The withdrawal date for a student who fails to return from a leave of absence (LOA) is the last date of attendance prior to the start of the LOA.

Date of Determination (DOD)
The DOD is the date used to determine the timeliness of the return of unearned title IV funds. The DOD is the earliest of the following three (3) dates:
1. Date the student provides official notification of intent to withdraw;
2. The date the student failed to comply with one of the school's published attendance/academic policies;
3. 14 calendar days from the student's last date of attendance.

Course and Program Changes

UEI College has the right, at its discretion, to make reasonable changes in program content, materials and equipment as it deems necessary in the interest of improving the students' educational experience. UEI College reserves the right to make changes in organizational structure, policies and procedures as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When ongoing federal, state, or accreditation changes occur which affect students currently in attendance, UEI College is required to make appropriate changes.

Student Services

Student Academic Advisement
UEI College's faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to counseling and information on housing, transportation, child care, or additional services when required. Professional and academic development workshops are available to any student who wishes assistance in areas such as relevant coping skills, study skills, test taking, time management and support and motivation while attending. Please contact the Director of

Education for information on academic advisement, counseling referrals, and professional and academic development.

Career Services

The school maintains a policy of providing job placement assistance for all of its graduates. No school can ethically promise or guarantee a job. However, UEI College does provide assistance with resume writing, interviewing techniques, job-search skills, arranging appointments for job interviews and subsequent follow-up. Please contact the Director of Career Services for additional information on job placement services.

Academic Coaching and Tutoring Support

UEI College instructional staff is available to assist students with academic coaching and additional tutoring to support student success. Students are encouraged to contact the Director of Education to schedule coaching or tutoring appointments.

Student Appreciation and Recognition

UEI College believes that student success is our success, and we support the acknowledgement and recognition of our outstanding students. Students may aspire to be recognized at their school for perfect attendance, high academic achievement, serving as a Student Mentor or School Ambassador, and additional awards and recognition. Please contact the Director of Education for information on student appreciation and recognition.

Student Mentoring

UEI College provides student mentoring to support new students to assimilate into the school and their program. Student mentors are selected based on their leadership, attitude, attendance, grades and overall school performance. Please contact the Director of Education for additional information on student mentoring programs.

Learning Resources

Based on course offerings, campuses provide ample reference materials required to complete assignments for each program curricula. Resources include access to Internet and printing along with various periodicals, videos/ DVDs and volumes housed on campus. Access to the learning resource center is between the hours 8am - 8pm Monday through Friday.

Attendance and Leaves of Absence

UEI College maintains policies related to attendance monitoring and leaves of absence (LOA). The school regularly monitors student attendance and notifies students of their attendance progress in each module. For detailed information regarding attendance requirements and LOAs please refer to the Attendance Policy section and Leave of Absence section of this catalog. Students with questions regarding attendance or LOAs should contact the Director of Education.

Student Complaint/Grievance Procedure

Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Director of Education. The Director of Education will investigate and assess the issue and make a resolution, notifying the Executive Director/Campus President. If the issue cannot be resolved by the Director of Education, the Executive Director/Campus President is contacted.

If the determination made by the Executive Director/Campus President is not satisfactory to the student, the student may make an appeal in writing to the company's Complaint Hotline, "The Answer Program", send an email to: Answerprogram@iecglobal.com or call toll free (866) 591-8588. The appropriate individual in the Irvine Support Team will be assigned to the concern immediately and will contact the student to discuss the situation.

Answer Program
International Education Corporation
16485 Laguna Canyon Road, Suite 300
Irvine, California 92618

In the event the complaint or concern has not been resolved at the school level or by the Company's Answer Program: A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education (BPPE) by calling the Bureau at (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

A student may contact the Bureau with any grievance prior to an internal grievance procedure.

Additionally, a student may consider contacting the school's accrediting agency as follows:

For ACCET-accredited schools:
A student may consider contacting the Accrediting Council for Continuing Education and Training (ACCET) located at 1722 N. Street N.W., Washington, D.C., 20036, Phone (202) 955-1113.

For ACCSC-accredited schools:
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
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Executive Director/Campus President or online at www.accsc.org.

GED Referral Program
Currently UEI College does not offer any GED courses. However, for the benefit of students who do not have a high school diploma or GED, the school provides a referral service on the available GED programs near the campus.

Arbitration
Any controversy, dispute or claim which cannot be resolved through the school's internal dispute resolution process shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Student Record Retention
UEI College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five (5) years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student transcripts will be maintained indefinitely.

Family Educational Rights and Privacy Act of 1974, As Amended

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law that protects student information and affords eligible students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

An "eligible student" under FERPA is a student who is 18 years of age or older who attends a postsecondary institution. Please find a more detailed discussion of each of these rights and guidance regarding the manner in which they may be exercised below.

1. **The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.**
With certain exceptions, an "education record" is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the institution.

A student wishing to inspect his or her education records should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school 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 Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

To question the accuracy of education records, students should first informally confer with the custodian or originator of the record at issue. A student who then wishes to ask the school to amend a record should write the official responsible for the record, clearly identifying the part of the record that he or she believes should be amended and the basis for why it should be amended.

If the school decides not to amend the record, it will notify the student in writing of the decision and the student's right to a hearing with school officials regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

Note: The preceding procedure shall not be available to challenge the validity of a grade or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.

3. **The right to provide written consent before the institution discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Students may consent to their school disclosing PII from the student's education record to a third party. This consent must be made to the Registrar, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student's education record.

There are instances in which a school is permitted to disclose a student's education records without a student's prior written consent. In accordance and subject to all FERPA requirements, our school may disclose education records without a student's prior written consent as follows:

• To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.

• 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.

• 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.

• 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.

• 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.

• To accrediting organizations to carry out their accrediting functions.

• To parents of an eligible student if the student is a dependent for IRS tax purposes.

• To comply with a judicial order or lawfully issued subpoena.

• To appropriate officials in connection with a health or safety emergency.

• Information the school has designated as "directory information."

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

• To the general public, the final results of a disciplinary proceeding 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.

• 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.

As stated above, FERPA permits institutions, within established guidelines, to disclose

"directory information" without a student's prior written consent. This provision enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying diplomas earned for employment purposes, providing basic contact information so that students may contact each other, and so on. Our school has identified the following items as directory information:

- Name, address, telephone number, and e-mail address

- Date and place of birth

- Enrollment status

- Dates of attendance and graduation

- Field of study

- Diploma/Degree received

Students may request that directory information not be released. To request restriction of directory information, a request must be made. Please contact the campus Registrar or a Student Finance representative who will assist with this process.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.**

Students wishing to file complaints relating to FERPA matters may submit such complaints to the following office of the U.S. Department of Education that administers FERPA: Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Phone: 202-260-3887

In addition, our school encourages students to file any such complaints or concerns with our school pursuant to the Student Complaint/Grievance Procedure located in our School Catalog.

Students with questions regarding their rights pursuant to FERPA, or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact the Executive Director/Campus President.

Crime Awareness and Campus Security

Annually, UEI College publishes a Campus Security Disclosure that contains detailed information regarding crime statistics for each campus. Additionally, the school distributes pertinent information related to the school's policies and procedures for maintaining campus security. This report provides the student with detailed information regarding the school's procedures and measures for crime prevention and instructions for reporting crimes.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. The school is not responsible for any student's personal belongings that are lost, stolen or damaged on campus, in parking lots, at externship sites, or during any school activities.

Housing
The institution **has no responsibility to find or assist a student in finding housing** does not offer any dormitory facilities nor does it offer any assistance locating off-site housing; however, ample housing options are available near all campuses. Per the California Student Aid Commission statistics for 2017-2018, average housing costs are $1,030.00 per month. Current statistics can be accessed via the following website:
http://www.csac.ca.gov/pubs/forms/grnt_frm/studentexpensebudget.pdf.

UEI College campuses included in this Catalog offer the following programs. Not all programs are offered at all locations.

Program Name	Clock Hours	Semester Credits
Automotive Technician	720	36
Business Office Administration	760	32
Computer Systems Technician	760	32
Criminal Justice	720	36
Dental Assistant	800	35
Medical Assistant	760	32
Medical Billing and Insurance Coding	760	32
Medical Office Specialist	760	32
Pharmacy Technician	760	34.5
Heating, Ventilation and Air Conditioning	720	31.5

Continuing Education (Avocational Courses)	Clock Hours
DA-CP12 – Coronal Polishing*	12
DA-PF16 – Pit and Fissure Sealants*	16
DA-RX32 –Radiation Safety*	32
Infection Control*	8

Available only at the Bakersfield campus

Campus and Program Chart

	Automotive (AUTO)	Business Office Administration (BOA)	Criminal Justice (CJ)	Computer System Technician (CST)	Medical Assistant (MA)	Medical Billing & Insurance Coding (MBIC)	Medical Office Specialist (MOS)	Dental Assistant (DA)	Pharmacy Technician (PT)	Heating, Ventilation and Air Conditioning (HVAC)	DA-CP12 – Coronal Polishing	DA-PF16 – Pit and Fissure Sealants	DA-RX32 –Radiation Safety	Infection Control
Anaheim		X	X	X^1	X	X		X		X				
Bakersfield	X	X	X	X^1	X	X		X	X	X	X	X	X	X
Chula Vista		X	X	X^1	X		X	X		X				
El Monte		X	X	X	X	X		X	X					
Encino		X	X	X	X	X		X	X	X				
Fresno		X	X	X^1	X	X		X	X	X				
Gardena	X	X	X	X^1	X	X		X	X	X				
Huntington Park		X	X		X		X	X		X				
Ontario		X	X	X^1	X		X	X		X				
Riverside		X	X	X^1	X	X		X	X	X				
San Marcos		X	X	X^1	X		X	X	X	X				
Stockton		X	X^1	X^1	X		X	X		X				
West Covina*		X	X	X	X	X		X	X	X				

X^1= Currently not enrolling
X= Currently Offering
*Anticipate classes to begin on January 29, 2018 at this location.

Automotive Technician

Automotive Technician
Diploma

Instructional Weeks: 36
Normal Time to Complete: 41

Program Objective

The Auto Technician diploma program prepares students to successfully enter the workforce in an entry-level position in automotive maintenance and repair. It consists of a well-balanced comprehensive program that combines the theoretical aspects of automotive diagnostics with direct hands-on practical training in repair procedures in a shop environment. The program introduces students to basic and advanced automotive technology including engine theory, fuel systems, fuel injection theory, electrical diagnosis, ignition systems, carburetor repair, tune-up and onboard-computerized engine control. The program also provides instruction in brakes, heating and air-conditioning, manual and automatic transmissions, and front-end alignment. Particular emphasis is placed on hybrid drive systems and emerging auto technologies. Students will gain professional skills such as understanding instructions, communicating effectively, and completion of basic automotive diagnostic, repair and safety procedures.

The program is 36 weeks long and consists of nine modules. Each module is 80 hours and is conducted in both a classroom and shop environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience can be conducted in a shop environment.

Career Outcomes (SOC Codes: 49-3023.01, 49-2096.00)

This program prepares students for entry-level positions, such as Dealer Auto Service Technician, Independent Shop Auto Technician, Service Writer, Retail Parts Associate, Parts Specialist, Performance Engine and Suspension Tuning, Alternative Fuels Technician, and Preventive Maintenance Technician.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
AT 110	Engine Theory and Systems	80	4.0
AT 120	Electrical Theory and Diagnosis	80	4.0
AT 130	Engine Performance and Ignition Systems	80	4.0
AT 140	Fuel Systems and Emission Control	80	4.0
AT 150	Steering, Suspension and Passenger Comfort	80	4.0
AT 160	Brake Systems	80	4.0
AT 170	Manual Transmissions	80	4.0
AT 180	Automatic Transmissions	80	4.0
AT 190	Preventative Maintenance and Hybrid Technology	80	4.0
	Totals	**720 Clock Hours**	**36** Semester Credit Units

[1]An additional 80 hours of outside work is assigned for each didactic module.

Business Office Administration
Diploma

Instructional Weeks: 34
Normal Time to Complete: 40

Program Objectives

Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, PowerPoint, Publisher, QuickBooks, and Access along with gaining a basic understanding of Marketing and Human Resources, Customer Service, and thorough knowledge of Communication, Organization and Accounting skills.

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Codes: 43-9061.00, 43-9022.00)

This program prepares students for positions such as Administrative Assistant, Customer Service Representative, Word Processor, Data Entry Operator, Secretary and Human Resource Assistant.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
BA 110	Accounting Principles	80	4.0
BA 120	Business Calculations	80	4.0
BA 130	Business Basics	80	4.0
BA 140	Marketing	80	4.0
BA 150	Office Administration	80	4.0
BA 160	Human Resources	80	4.0
BA 170	Communications	80	4.0
BA 190	Externship	200	4.0
Totals		**760 Clock Hours**	**32.0** Semester Credit Units

[1]An additional 80 hours of outside work is assigned for each didactic module.

Computer Systems Technician
Diploma

Instructional Weeks: 34
Normal Time to Complete: 40

Program Objective

Upon completion of this program, students will be prepared for an entry-level computer technology position with emphasis in computer networking and systems maintenance. Students are trained to install, build, configure, upgrade, troubleshoot and repair computer hardware and software.

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Codes: 49-2011.00, 49-2094.00)

This program prepares students for positions such as Field Technician, Help Desk Support, Network System Technician, Technical Support, PC Support and Maintenance, Computer Sales and Marketing and Quality Assurance Technician.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
CT 110	A+ Essentials	80	4.0
CT 120	A+ Practical Applications	80	4.0
CT 130	Linux and Windows	80	4.0
CT 140	Applied Networking	80	4.0
CT 150	Client Operating Systems	80	4.0
CT 160	Server Operating Systems[2]	80	4.0
CT 170	MS Office Support	80	4.0
CT 190	Externship	200	4.0
	Totals	**760 Clock Hours**	**32.0 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
[2]Prerequisite for Module 160: at least one of following modules: CT 110, 120, 130, 140, 150, 170

Criminal Justice
Diploma

Instructional Weeks: 36
Normal Time to Complete: 41

Program Objective

The objective of the Criminal Justice diploma program is to prepare students to successfully enter the workforce in a variety of entry-level positions in the field of criminal justice and/or security. Upon completion of the program students will have a thorough understanding of the legal system in the U.S., as well as a solid grounding in the operational expectations and standards found in various law enforcement and security agencies. Graduates will be proficient with many of the technical skills commonly utilized in the criminal justice environment as well as developing the professional demeanor and workplace behaviors expected of entry-level employees.

The program is 36 weeks long and consists of nine modules. Each module is 80 hours and is conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting.

Career Outcomes (SOC Code: 49-2011.00, 49-2094.00)

This program prepares students to successfully enter the workforce in a variety of entry-level positions, such as Security Officer, Hotel/Retail Loss Prevention, Emergency Dispatcher, Private Investigator Employee, and Store Detective/Retail Security.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
CJ 110	Justice and Security	80	4.0
CJ 120	Corrections	80	4.0
CJ 130	Crime Scene Technology	80	4.0
CJ 140	Investigations and Surveillance	80	4.0
CJ 150	Legal Studies for Justice and Security	80	4.0
CJ 160	Homeland Security and Terrorism	80	4.0
CJ 170	Criminology	80	4.0
CJ 180	Gangs and Drugs	80	4.0
CJ 190	Communications for Justice and Security	80	4.0
Totals		**720 Clock Hours**	**36.0 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.

Dental Assistant
Diploma

Instructional Weeks: 34
Normal Time to Complete: 39

Program Objective

Students are trained in clinical, radiographic and preventive dentistry procedures. The program is 34 weeks long and consists of eight modules. The first seven modules are 90 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community. Dental Assistant classes have a maximum student teacher ratio of 14:1 for lab classes.

 **For pre-clinical and clinical procedures, the maximum student teacher ratio is 6:1.

Career Outcomes (**SOC Code: 31-9091.00**)

This program prepares students for an entry-level dental assisting position. Graduates can work in dental offices, dental supply manufacturers, hospital dental departments and insurance companies.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
DA 110[2]	Dental Science/Medical Emergencies	90	4.5
DA 120	Chairside Assisting	90	4.5
DA 130	Radiography	90	4.5
DA 140	Dental Material	90	4.5
DA 150	Preventative Dentistry	90	4.5
DA 160	Dental Specialties	90	4.5
DA 170	Prosthodontics/Administrative Assistant	90	4.5
DA 190	Externship	170	3.5
	Totals	**800** Clock Hours	**35.0** Semester Credit Units

[1]An additional 90 hours of outside work is assigned for each didactic module.

[2]All students must begin the program in Module DA 110.

** Applies only to programs approved by the Dental Board of California.

Medical Assistant
Diploma

Instructional Weeks: 34
Normal Time to Complete: 39

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a front or back office medical assistant in the health care industry. Students are trained in basic medical procedures for both the front and back office in clinics, hospitals and doctor's offices.

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Code: 31-9092.00)

This program prepares students for positions such as Medical Assistant, Clinical Assistant, Medical Records, Medical Lab Assistant, or Medical Administrative Assistant.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
MA 110	Administrative Medical Assisting Duties	80	4.0
MA 120	Introduction to Anatomy & Physiology	80	4.0
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4.0
MA 140	Psychology and Special Senses	80	4.0
MA 150	Medical Management	80	4.0
MA 160	Clinical Medical Assisting Duties	80	4.0
MA 170	Pharmacology and Office Emergencies	80	4.0
MA 190	Externship	200	4.0
	Totals	**760 Clock Hours**	**32.0 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.

Medical Billing and Insurance Coding Diploma

Instructional Weeks: 34
Normal Time to Complete: 39

Program Objective

Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry. Positions are available in clinics, hospitals and private practices. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Code: 29-2071.00)

This program prepares students for positions such as Hospital Medical Billing and Coding, Medical Office Billing and Coding, Claims Examiner, Insurance Company Reviewer, Clinic Billing and Coding, or Medical Insurance Claims Processor.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
MB 110	Insurance Billing	80	4.0
MB 120	Insurance Coding Principles	80	4.0
MB 130	Medical Law and Ethics	80	4.0
MB 140	Documentation and Records	80	4.0
MB 150	Medical Billing & Collections	80	4.0
MB 160	Insurance Practices	80	4.0
MB 170	Medical Office Procedures	80	4.0
MB 190	Externship	200	4.0
	Totals	**760 Clock Hours**	**32.0** Semester Credit Units

[1]An additional 80 hours of outside work is assigned for each didactic module.

Program Information

Medical Office Specialist
Diploma

Instructional Weeks: 34
Normal Time to Complete: 39

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a medical office specialist, administrative medical assistant, electronic health record specialist, medical records technician, and medical secretary. Students are trained in the health care fundamentals, including infection control, vital signs, patient rights, federal and state regulations, and emergency procedures, including CPR. Students are trained in the office management tasks, insurance processing, coding and billing, bookkeeping, information processing, and medical records management. Students are trained in medical administrative procedures for ambulatory care facilities, medical clinics, dental offices, and hospitals. Anatomy, physiology, pathology, medication terminology professionalism, computer skills, and career development activities are integrated throughout the program.

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in a practicum consisting of 200 hours of on-the-job training at an approved ambulatory care or hospital facilities in the community.

Career Outcomes (SOC Code: 43-6013.00)

This program prepares students for positions such as Medical Secretary, Administrative Medical Assistant, Electronic Health Record Specialist, Medical Records Technician, Medical & Dental Biller, and Medical Administrative Specialist.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
MOS 110	Health Care Fundamentals	80	4.0
MOS 120	Medical Record Management	80	4.0
MOS 130	Medical Office Reception	80	4.0
MOS 140	Dental Office Procedures	80	4.0
MOS 150	Medical Insurance	80	4.0
MOS 160	Medical Office Finance	80	4.0
MOS 170	Office Management and Emergency Procedures	80	4.0
MOS 190	Externship	200	4.0
Totals		**760 Clock Hours**	**32.0 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.

Pharmacy Technician
Diploma

Instructional Weeks: 36
Normal Time to Complete: 39

Program Objective

Upon completion of this program, students will be prepared for an entry-level pharmacy technician position in the health care industry. Positions are available in Retail Pharmacies, Hospital Pharmacies, and any Pharmaceutical Business. Students are trained in dosages and solution preparations, medication preparation in sterile and non-sterile environments, record keeping functions associated with dispensing pharmaceuticals and processing insurance claims, and maintaining drug inventory.

The program is 36 weeks long and consists of nine modules. The first eight modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The ninth module is spent in an externship consisting of 120 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Code: 29-2052.00)

This program prepares students for positions such as Retail Pharmacy Technician, Hospital Inpatient Pharmacy Technician, Closed Door Pharmacy Technician, Hospital Outpatient Pharmacy Technician, Mail Order Pharmacy Technician, Home Health Care Pharmacy Technician, Purchasing Inventory Technician, or Customer Service Clerk. The State of California requires all Pharmacy Technicians be licensed with the State. Licensing includes fingerprinting and a criminal background check.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
PT 110	Sterile Preparations	80	4.0
PT 120	Internal Medicine	80	4.0
PT 130	Pharmacy Law	80	4.0
PT 140	Pharmacology and Compounding	80	4.0
PT 150	Hospital Pharmacy Procedures	80	4.0
PT 160	Retail Pharmacy Procedures	80	4.0
PT 170	Retail Pharmacy Operations	80	4.0
PT 180	Health Insurance & Billing	80	4.0
PT 190	Externship	120	2.5
	Totals	**760 Clock Hours**	**34.5 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.

Heating, Ventilation and Air Conditioning Diploma

Instructional Weeks: 36
Normal Time to Complete: 41

Program Objective

The objective of this program is to provide students with the knowledge and technical skills necessary to pursue entry-level employment in the heating, ventilation and air conditioning field, which includes selling, installing and maintaining residential equipment. The program is designed to provide students with instructions and hands-on training in areas such as: installation, maintenance, repair, troubleshooting and basic design of refrigeration heating and air conditioning systems along with a focus on service operations. The curriculum includes hands-on lab simulations to help prepare students for field service work typically performed by installation technicians, shop service technicians, repair technicians, and apprentice mechanics. The 9-month HVAC program includes preparation for two important certifications for HVAC professionals: (1) EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration and (2) Universal R-410A Safety Training & Certification. The R-410A certification is not a program completion requirement, but is strongly encouraged.

Career Outcomes: (SOC Codes: 49-9021.01, 49-9021.02)
This program prepares students for entry-level positions, such as heating, ventilation, air conditioning, refrigeration, and preventive maintenance technicians.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
HVC 130	Basic Electricity, Motors and HVAC Controls	80	3.5
HVC 135	Basic Refrigeration Theory and Application	80	3.5
HVC 140	Air Conditioning, Troubleshooting and Green Awareness	80	3.5
HVC 145	Heating Systems and Boilers	80	3.5
HVC 150	Duct Design, Blueprint Reading and Load Calculation	80	3.5
HVC 155	Commercial Refrigeration and Chiller Application	80	3.5
HVC 160	Specialized Commercial Equipment	80	3.5
HVC 165	Regulation and Building Automation	80	3.5
HVC 170	Commercial and Residential Troubleshooting	80	3.5
Totals		**720 Clock Hours**	**31.5 Semester Credit Units**

[1]An additional 60 hours of outside work is assigned for each didactic module.

DA-CP12 – Coronal Polishing

Course Description:
In this course students will be required to complete coronal polishing in a laboratory and clinical setting following the Boards minimum standards of infection control. The student will complete three typodont experiences and three clinical experiences with the last two clinical experiences utilized for the clinical examination. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the teeth are removed from the coronal surfaces of the teeth. Completion of Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license.

Prerequisite:
Each student must possess the necessary requirements for application for RDA licensure or currently possess an RDA license. Each student must satisfactorily demonstrate to the instructor clinical competency in infection control requirements prior to clinical instruction in coronal polishing.

Course Length:
12 clock hours
(4 lecture, 4 laboratory and 4 clinical)

Student Learning Objectives:
Upon completion of this module, students will be able to:

- Describe the differences between coronal polishing and a prophylaxis.
- Demonstrate an understanding of preventative dentistry and the role of the dental assistant
- Coronal Polishing Basics
  - ➢ Legal requirements
  - ➢ Description and goals of coronal polishing
  - ➢ Indications and contraindications of coronal polishing
  - ➢ Criteria for an acceptable coronal polish
  - ➢ Principles of plaque and stain formation
  - ➢ Clinical description of plaque, intrinsic and extrinsic stains, and calculus
  - ➢ Etiology of plaque and stain
  - ➢ Clinical description of teeth that have been properly polished and are free of stain

DA-PF16 – Pit and Fissure Sealants

Course Description:
Pit and Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed Registered Dental Assistant using a caries detection device. Completion of Pit and Fissure Sealant requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license. The student will complete 5 Pit and Fissure typodont teeth during laboratory, and 4 clinical patients that have a minimum of 4 virgin, non-restored, natural teeth, sufficiently erupted so that a dry field can be maintained. In addition, each patient will have a minimum of 1 tooth in all four 4 quadrants. 1 of the 4 patients completed must have at least one 1 upper and one 1 lower molar.

Prerequisite:
Each student must possess the necessary requirements for application for RDA licensure or currently possess an RDA license. Each student must have already completed a Board-approved course in coronal polishing.

Course Length:
16 clock hours
(4 lecture, 4 laboratory and 8 clinical)

Student Learning Objectives:
Upon completion of this module, students will be able to:

- Examine dental sealants, including the clinical indications and contraindications for dental sealants and the rationales for filled and unfilled sealant materials.

DA-RX32 – Radiation Safety

Course Description:
The following short course is not vocational in nature and does not lead to initial employment and does not provide credit toward any vocational program offered at the school. This is a certification course and upon completion, the student will receive a Certificate of Completion.

Program Objective:
This course introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principles of intraoral radiography. Students are also introduced to digital radiography.

Prerequisite:
- Infection Control/CPR/BLS
- Each student must satisfactorily demonstrate to the instructor clinical competency in infection control requirements prior to clinical instruction in Radiation Safety. Show proof of having taken a board approved infection control course.

Course Length:
4 Days
32 Clock Hours (12 Lecture hours, 12 Lab Hours, 8 Clinical hours)

Infection Control

Course Description:
The following short course is not vocational in nature and does not lead to initial employment and does not provide credit toward any vocational program offered at the school. This is a certification course and upon completion, the student will receive a Certificate of Completion.

Program Objective:
In this course students will learn infection control protocols in a laboratory and clinical setting following the Cal/OSHA, Cal/DOSH and the Dental Board of California minimum standards of infection control. The student will demonstrate each laboratory and clinical competency three times with the last laboratory and clinical experience utilized for the clinical examination.

Prerequisite:
None

Course Length:
1 Day
8 Clock Hours (Lecture 4 hours, Lab 2 Hours, Clinical 2 hours)

Diploma Course Numbering

Courses are listed using the following numbering system:

AT	Automotive Technician courses
BA	Business Office Administration courses
CJ	Criminal Justice courses
CT	Computer Systems Technician courses
DA	Dental Assistant courses
MA	Medical Assistant courses
MB	Medical Billing & Insurance Coding courses
MOS	Medical Office Specialist
PT	Pharmacy Technician courses

100—199..........First level courses
Legend for breakdown of hours: 00/00 lec/lab/extern
Lec: lecture hours; Lab: laboratory hours; Extern: Externship hours

Course Descriptions
Automotive Technician

Module   4.0 units 40/40 lec/lab
AT110 Engine Theory and Systems
Key events in the design and development of the automobile are reviewed, including the construction and manufacturing process. Students are introduced to the basics of engine design, evaluation, diagnosis, disassembly, and cleaning. The theory and service of the upper and lower ends of the engine are studied in detail. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT120 Electrical Theory and Diagnosis
This module covers the basic principles and terms of automotive electrical systems as well as their diagnosis and service. Electrical components covered include batteries, charging systems, lighting, and electrical instrumentation. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT130 Engine Performance and Ignition Systems
Fundamentals of the major engine performance systems and components are introduced. Students learn how the information gathered from on board diagnostic systems, scan testers, and symptom charts will aid them in evaluating engine problems. Ignition system diagnosis and service are reviewed. This course also discusses the importance of active and passive passenger restraint systems. The identification and use of hand tools and key shop equipment is also reviewed. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT140 Fuel Systems and Emission Control
The functions of fuel delivery, electronic fuel systems and fuel injection diagnosis and services are covered in this course. The importance of the proper operation of intake and exhaust systems is highlighted. In addition, emissions control systems diagnosis and service are also covered. Electric, hybrid and fuel cell vehicles and alternative fuels are examined. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT150 Steering, Suspension and Passenger Comfort
This course centers on the single point of contact between the road and the vehicle: tires, wheels and the associated steering and suspension systems. The student will understand how the suspension and tires need to react to existing driving conditions. Manual and power-assisted steering systems are examined. The procedures for conducting an accurate wheel alignment will emphasize the benefits of proper service techniques. Diagnosis and servicing of automotive heating and air conditioning systems are also reviewed. Diagnostic equipment and tools used with these systems are discussed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT160 Brake Systems
Students are introduced to the basic scientific theories and mathematical calculations underlying automotive function, design, and operation. Braking systems, including hydraulic, drum, disc, and antilock assemblies are detailed. Inspection, servicing and preventive maintenance are emphasized. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT170 Manual Transmissions
The major components of manual transmission systems are explored in this course. Students will understand the functions of the clutch, flywheel, transaxle, differential, and CV joints. Transmission and transaxle design and basic gear theory are investigated. Diagnosis and service of clutch and manual transmission problems are covered including disassembly, repair, and reassembly. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
AT180 Automatic Transmissions
The components and operation of automatic transmissions and transaxles is the focus of this course. Torque converters, planetary gear controls, linkages, transfer cases, and sensors are among the components that will be discussed. Electronic automatic transmissions are reviewed. The student will be introduced to transmission/transaxle design and function for hybrid vehicles. The components of four- and all- wheel drive systems, and their advantages, are investigated. Diagnosis, disassembly and reassembly of systems are highlighted as well. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT190 Preventative Maintenance and Hybrid Technology
Proper preventative maintenance and basic service procedures and detailed in this course. Hybrid vehicles are reviewed, including the evolution of hybrid technology, as well as diagnostic and safety procedures. Also highlighted is the role of the automotive technician within the service facility including professional communication techniques, managing workflow and working as part of a service team. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Business Office Administration

Module   **4.0 units 40/40 lec/lab**
BA110 Accounting Principles
Students learn the basic accounting concepts and principles in a computer environment using the commercial accounting software QuickBooks. Students receive hands-on experience in bookkeeping and in creating types of financial statements such as the income statement and statement of owner's equity. Students will input a new company setup, enter data, prepare computerized forms and reports, and troubleshoot. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA120 Business Calculations
In this module students learn to use the fundamentals of business math such as percentages, decimals, fractions, and increases and decreases. Students will also learn how apply these fundamentals to Microsoft Excel. This module teaches students how to use mathematics to solve typical business problems including simple and compound interest, cash discounts, mark-up percents, pricing, depreciation, taxes, insurance, and distribution of ownership and profits. Hands-on training in the business standard for spreadsheet software is also taught. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA130 Business Basics
This module teaches an awareness of the functions of business in society with an emphasis on understanding business ownership, competition, and the systems through which businesses operate. The module teaches aspects of Microsoft Excel. Students also gain an understanding of the World Wide Web including web browsers, research, URLs, and electronic communications. Students will create their own business plan. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA140 Marketing
Students acquire an understanding of basic marketing concepts such as strategic planning, segmenting and target markets, developing and managing products, as well as public relations. This module introduces Microsoft PowerPoint and Publisher. Students will create marketing materials such as presentations, newsletters, and brochures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA150 Office Administration
This module includes practical training in basic business functions such as office operations and customer service. Students will receive training in filing including analyzing filing units and correct coding. This module has an emphasis on improving grammar, spelling, punctuation, vocabulary, and usage. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA160 Human Resources
Students will gain a fundamental understanding of the functions and purposes of the human resources department. The module includes discussions on recruiting and selection, various methods of compensation, and labor relations. Through hands-on training in Microsoft Access, students will gain knowledge in the development, maintenance, and updating of an electronic database. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA170 Communications
Students will learn the principles and styles of effective written business communications and group presentations. Case studies are examined to create appropriate documents such as letters, memos, e-mails, and reports. Students will develop their planning, organizing, outlining, and editing skills. Microsoft Word is used to create business documentation such as letters, reports, and memos. Students use Microsoft Word to create business documentation utilizing mail merge. *There are no prerequisites.*

Module   **4.0 units 200 extern hours**
BA190 Externship
Externship is the final module following successful completion of classroom training and is designed to

provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110 though 170*

Computer Systems Technician

Module   **4.0 units 40/40 lec/lab**
CT110 A+ Essentials
This module covers the knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. Topics include personal computer parts and tools, along with the motherboards, processors, power system, storage devices, and printers. The student is taught the basic skills needed by any entry-level technician regardless of job environment. Computer skills taught relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CT120 A+ Practical Applications
This module covers the fundamentals of the Windows family of operating systems. Students will be taught installation, configuration and upgrading of Windows, as well as performing various optimization, configuration, monitoring, and troubleshooting tasks. The student will be introduced to the basic Windows networking and security, printing fundamentals, virtualization, Linux, and Mac OS X. Career skills and computer skills taught relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CT130 Linux and Windows
This module covers the installation, operation and file management of the Linux operating system and Windows 10. For Linux, it introduces students to command-line syntax, the Windows environment and network services configuration. Students will also perform updates using package management utilities, create users and groups, and manage print services. For Windows 10, students will learn how to work with the windows 10 desktop, file and folder management, how to customize computer and the advanced file searching. Career skills, (including basic keyboarding) relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CT140 Applied Networking
This module introduces students to network concepts and hardware. Students will build a simple network using student constructed cables to connect hubs, wireless routers, and workstations. Using Microsoft Windows, students will configure network operating systems using the TCP/IP networking protocol to learn network design, administration and troubleshooting. In addition, the OSI Model and network security will also be studied. Career skills and computer skills taught relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CT150 Client Operating Systems
This module covers installing, configuring, and upgrading Microsoft Windows client operating systems such as Windows 10 Professional. Students will install Windows on workstations via the DVD and from a network server. Students will learn to use administration tools, such as Microsoft Management Console, Control Panel Applets, and Computer Management to perform preventative maintenance, configuration, and system documentation. This module focuses on troubleshooting installations, solving problems with network services and establishing OS security. Career skills and computer skills taught relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CT160 Server Operating Systems
This module covers installing, configuring and upgrading Windows 2012/R2 Server, including local and remote management, file and storage services, Active Directory, group policies, TCP/IP, networking services, and Hyper-V virtualization. Both the original release of Windows Server 2012 and the R2 release are covered. In addition, students will learn how to manage, monitor, and optimize system performance to ensure system reliability. Career and computer skills related to the computer technician position will be covered too. *Prerequisite for Module 160: at least one of following modules: CT 110, 120, 130, 140, 150, 170.*

Module   **4.0 units 40/40 lec/lab**
CT170 MS Office Support
This module covers installing and configuring MS Office 2013. Students will learn Word, Excel, Outlook, PowerPoint and Access, gaining the knowledge and skills necessary to support users. It emphasizes problem-solving and communication skills in addition to technical knowledge. Students will develop their customer service skills to help prepare them for today's team-oriented work environment. Career skills, basic keyboarding and computer skills taught relate to the computer technician position. *There are no prerequisites.*

Module   **4.0 units 200 extern hours**
CT190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of Modules 110 – 170.*

Criminal Justice

Module   **4.0 units 40/40 lec/lab**
CJ 110 Justice and Security
This course explores private security through an in-depth examination of the various operations conducted by private security professionals. Students explore the history of private security and evaluate the business and ethical concepts involved in security. Potential civil and criminal liability issues as well as the legal powers of private security officers are covered. The fields of justice and security are compared and contrasted. In addition, students are trained on legal aspects, techniques, liability, and company requirements relating to the arrest of an individual utilizing the Department of Consumer Affairs' Power to Arrest Training Manual. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 120 Corrections
This course explores the programs, services, facilities and organizations responsible for managing people accused, or convicted, of committing crimes. Students will compare and contrast theories of corrections as well as develop practical skills in prisoner management. The difference between detention facilities and correctional facilities will be identified. Ethical and legal implications faced in corrections and detention systems will also be assessed. In addition students are trained in the use of Chemical Agents and how to apply, decontaminate, document, and report them. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 130 Crime Scene Technology
In this course, students will practice and develop skills in basic forensic and crime scene processing activities that may be used to investigate crimes and accidents, or for other risk management related investigations. Students will learn the fundamentals of recovering fingerprints, crime and incident scene security, protection, collection, and preservation of evidence, and how to interview witnesses, search for suspects, make arrests, interrogate suspects, and maintain a chain of custody. Emphasis is placed on communication skills, professional conduct and problem solving skills that play a vital role when working at a crime scene. *There are no prerequisites.*
Module   **4.0 units 40/40 lec/lab**

CJ 140 Investigations and Surveillance
This course teaches the details of how criminal investigations are conducted and what role surveillance and undercover operations play in them. Students will be introduced to commonly used tools, techniques and methods of investigation, such as crime scene evidence, reports, and interrogations. Students will also learn to distinguish between different types of investigations depending on the kind of crime. Emphasis will be placed on workplace soft skills which are of particular importance in an investigation including effective communication with others, conflict resolution, problem solving, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 150 Legal Studies for Justice and Security
This course explores the manner in which criminal law is applied for justice and security. Students learn the limits of the law, theories of criminality, aspects of criminal liability and the defenses used against that liability. The state of American law enforcement, the court system, and the corrections system are covered, as are methods of measuring crime and victimization. Students will also consider new and emerging challenges for the criminal justice system. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 160 Homeland Security and Terrorism
This course is a study of the nature of terrorism, its past and present, and the measures being taken to fight and prevent it. Students learn the underlying reasons for terrorist activities, the methods used by terrorists, the sources of financing for terrorists, as well as the role of the media in terrorism. The terrorist activities of the past and the most current terrorist issues of today are examined. A detailed overview of the methods used to counter terrorism is also provided, with particular emphasis on Homeland Security. Throughout the course emphasis is placed on interpersonal skills such as communication with co-workers, superiors, and others, problem solving and conflict resolution typical within the workplace setting. In addition students are trained on observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 170 Criminology
This course focuses on the concepts and theories relating to the nature and extent of crime. The topic is

examined in the context of the legal system as well as from the perspective of the victim. Students explore the main theories regarding the causes of crime, and learn to distinguish between different types of crime. The role and function of the criminal justice system is also presented. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 180 Gangs and Drugs
This course focuses on gangs and their criminal activity in American society. The underlying reasons for the existence of gangs are explored as well as the strategies for preventing and eliminating them. Students also learn to distinguish between different types of street drugs, explain the threats and dangers they pose, as well as identify the law enforcement measures used to prevent their proliferation. An analysis of 'drugs in the workplace' policies and their enforcement is also included. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 190 Communications for Justice and Security
In this course students learn the most important skills required in justice and security communications. The various methods and means of communication are studied and practiced, including verbal and non-verbal. Students learn the communication techniques used in interviewing and interrogating criminals, suspects and witnesses. The use of modern technology in communications is discussed, as well as the issue of communicating with special groups in terms of age and cultural diversity. *There are no prerequisites.*

Dental Assistant

Module   **4.5 units 45/45 lec/lab**
DA 110 Dental Science/Medical Emergencies
This module encompasses the study of human development including the development of two sets of teeth: the primary and permanent dentition. Students also study facial structure, the oral cavity, anatomy of the teeth and the function of the supporting structures. Methods for taking and recording vital signs and blood pressure are introduced, as well as placement of the patient sensors for use with the EKG device during surgical phase of dentistry. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Students will learn the Dental Ethics and Jurisprudence as it effects the dental profession in the State of California. Career skills, basic keyboarding and computer skills taught relate to the dental office. *There are no prerequisites; however, all students must begin the DA program in this module.*

Module   **4.5 units 45/45 lec/lab**
DA 120 Chairside Assisting
Methods of disease transmission, body defenses, and diseases of major concern to dental personnel are stressed along with the prevention of disease transmission. Microbiology is covered through pathogens and modes of disease transmission. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry, including materials and instrumentation. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection using an intraoral camera. Students will practice placing and activating chairside whitening with a non laser light curing device   Introduction of tooth morphology, oral structures, and oral pathology are presented. *Prerequisite: Module DA110*

Module   **4.5 units 45/45 lec/lab**
DA 130 Radiography
This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principles of intraoral radiography. Students are also introduced to digital radiography. *Prerequisite: Module DA110*

Module   **4.5 units 45/45 lec/lab**
DA 140 Dental Material
Students will learn about laboratory equipment, basic laboratory procedures, and materials used in a dental office. Students receive hands-on training in taking impressions and constructing study and master casts. The casts are then used to practice dental procedures such as the fabrication of custom trays, mouth guards and bleaching trays. Study of infection control standards in the laboratory setting and OSHA regulations are stressed. Proper techniques in measuring and mixing restorative dental products such as cements and liners as well as mixing stone and plaster are covered. Students will fabricate and place temporary crowns. *Prerequisite: Module DA110*

Module   **4.5 units 45/45 lec/lab**
DA 150 Preventative Dentistry
This module emphasizes maintaining optimum oral health. General nutrition, food groups, dietary evaluation, and oral nutritional deficiencies are covered with an emphasis on teaching the patient personal oral hygiene, tooth-brushing techniques, plaque control, and applying fluoride. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the teeth are removed from the coronal surfaces of the teeth. Pit and

Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed Registered Dental Assistant using a caries detection device. Completion of Pit and Fissure and Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license. *Prerequisite: Module DA110*

Module   4.5 units 45/45 lec/lab
DA 160 Dental Specialties
This module discusses the various specialized areas of dentistry so students may determine their area of interest and establish their career path. In Endodontics, the student studies diagnosis, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy. Oral Surgery and Implants is the study of surgeries of the oral cavity and advantages and disadvantages of implants. Pedodontics, the study of children's teeth, emphasizes both preventive and restorative techniques as well as the child patient. Orthodontics is covered with the different phases of orthodontic treatments. *Prerequisite: Module DA110*

Module   4.5 units 45/45 lec/lab
DA 170 Prosthodontics/Administrative Assistant
During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will also be introduced to Facebow transfer, denture adjustment and CAD/CAM imaging. Students are fully trained in the HIPAA guidelines. Career skills, basic keyboarding and computer skills taught relate to the dental office. *Prerequisite: Module DA110*

Module   3.5 units 170 extern hours
DA 190 Externship
Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. All absences during the externship must be made up. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110 - 170*

Heating, Ventilation and Air Conditioning

Module   3.5 units 30/50 lec/lab
HVC 130 Basic Electricity, Motors and HVAC Controls
An introduction to electricity and automatic controls. Content includes: electrical components, household wiring, wire sizing, series and parallel circuits. Included in this course is hands-on experience with electrical tools and meters. On the controls side the course is designed to develop familiarity with electrical current and an understanding of electrical current flow and its effects as it interacts with various components of a circuit. The student will develop a basic understanding of motors and their starting devices, and troubleshooting principles and basic understanding of HVAC control devices and how they affect the operation of HVAC equipment. *Prerequisite: None*

Module   3.5 units 30/50 lec/lab
HVC 135 Basic Refrigeration Theory and Application
This course is designed to familiarize students with basic industry tools and their proper and safe use. The student will be using these tools to complete lab assignments and introduce basic refrigeration principles, refrigeration theory, characteristics, and properties of refrigerant. Emphasis will be placed on system evacuation, and compressor component replacement and system charging. The application of refrigeration theory is also covered in this course. *Prerequisite: None*

Module   3.5 units 30/50 lec/lab
HVC 140 Air Conditioning, Troubleshooting and Green Awareness
This course covers principles of residential air conditioning systems. Content includes evaluation and hands-on and classroom experience in use of psychrometrics, residential and light commercial air conditioning equipment types and installation. Lab focuses on systems, performance problems and to increase awareness of alternative forms of heating and air conditioning that are more environmentally friendly. *Prerequisites: HVC 130, HVC 135*

Module   3.5 units 30/50 lec/lab
HVC 145 Heating Systems and Boilers
This course is designed to introduce the student to basic furnaces and boiler systems primarily used in residential applications and to develop an understanding of heat pumps and how they operate in both heating and cooling cycles as well as how to identify components and troubleshoot equipment malfunctions and the high pressure boilers that are used in bigger applications. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 150 Duct Design, Blueprint Reading and Load Calculation

This course covers equipment used for the distribution of air. Course content includes: blower performance; static and dynamic pressures and pressure drop due to friction; sizing and selection of ductwork and blowers, diffusers, registers and grilles; and evaluation of system performance. This course also assists students in developing a basic understanding of how to read and interpret blueprints and load calculations. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 155 Commercial Refrigeration and Chiller Application

This course is designed familiarize students with the specialized equipment that they will face in the industry and the high pressure boilers that are used in bigger applications. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 160 Specialized Commercial Equipment

This course is designed familiarize students with the specialized equipment that they will face in the industry and the high pressure boilers that are used in bigger applications. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 165 Regulation and Building Automation

This course is designed to prepare students to take the R-410A safe use certification test. Content includes chemicals: HCFC-22, commonly known as R-22, used generally in air conditioning equipment; and R-410A refrigerant, which replaces HCFC-22. Focus is on safe use of R-410A. Course content also emphasizes the importance of OSHA standards. Prepares for the EPA 608 certification exam to permit handling and transport refrigerant. This course also covers a building automation and the new controls used in building maintenance. *Prerequisites: HVC 130, HVC 135*

Module   **3.5 units 30/50 lec/lab**
HVC 170 Commercial and Residential Troubleshooting

This course is designed to give the advanced student an opportunity to review information covered early in the educational process and re-enforce the knowledge and provide time to review techniques needed for the successful technician. *Prerequisites: HVC 130, HVC 135*

Medical Assistant

Module   **4.0 units 40/40 lec/lab**
MA 110 Administrative Medical Assisting Duties

In this module, the student will learn the basics responsibilities of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. The student will practice the related concepts in the laboratory including injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 120 Introduction to Anatomy & Physiology

During this module, the student will gain a better understanding of the anatomical system and the manner in which the body works. This module teaches students about the mechanical functions of the body and how pathophysiology takes its toll on creating illnesses. There are also descriptions on radiology and how the medical assistant may better prepare a patient for radiological procedures. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 130 Office Environmental Safety, Infection Control and Laboratory

This module describes the effects of contamination on the body, as well as the effects on the patients and the medical assistant. The purpose of the module is to teach patient and staff safety against viruses and/or dangerous bacteria. The student will learn basic forms of microbiology and the lymphatic system as well as preventative aseptic technique and instruction tools for a healthy practice. The student will practice these concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage. The student will also practice computer career skills regarding keyboarding and front desk and back office check-in and checkout procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 140 Psychology and Special Senses

Student will gain a better understanding of nerves, psychology, and the effects of medications on the body, as well as where the medications target. Psychology and its effect on the patient are studied, as well as a patient's two most used sense organs; the eyes and the ears. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 150 Medical Management

This module helps the student with managerial and bookkeeping techniques including finances, insurance, and accounts receivable. This helps the student

understand the structure of a facility and the importance of quality work to increase revenue in their workplace. The student also explores the digestive system and the pathologies affecting it, as well as the urinary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 160 Clinical Medical Assisting Duties
This is the CPR module that prepares the student for emergencies and preparations in resuscitation in the field. The student gets an overall experience in the understanding of the cardio-pulmonary system as well as learning about nutrition and its effects on the cardio-pulmonary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 170 Pharmacology and Office Emergencies
This module covers the topics of reproductive health and the endocrine system. There is also information about mathematics that deal with pharmacology and the effects of pharmaceuticals on the endocrine system and the body. This module helps students expand their acceptance and responsibility in back-office procedures in the workplace. Students will practice the related concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage as well as computer career skills such as keyboarding, front desk and back office check-in and checkout procedures. *There are no prerequisites.*

Module   **4.0 units 200 extern hours**
MA 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110-170*

Medical Billing and Insurance Coding

Module   **4.0 units 40/40 lec/lab**
MB 110 Insurance Billing
This module is designed to familiarize students with the insurance claims forms for a variety of providers, including Group Plan Insurances, PPOs, Worker's Compensation and Federal and State Disability. HIPAA training and the basics of health insurance are covered in this module. Students will experience hands-on training in handling claim forms such as the CMS-1500 and will learn to use one of the most popular billing software programs. Students will be introduced to the basic anatomy of the human body, prefixes, suffixes, abbreviations, and the organization of the body. Students will also learn to bill and code for procedures and diagnoses relating to surgery and anesthesia. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 120 Insurance Coding Principles
This module is designed to teach students complex coding principles and the use of the CPT, ICD-10, and HCPCS coding manuals. Students will learn to code diagnoses and procedures accurately for the purpose of billing the responsible insurance. Students will learn to use one of the most popular billing software programs. Students will be introduced to medical terminology, word parts, abbreviations and symbols. Students will also to bill and code for procedures and diagnoses relating to the integumentary system. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 130 Medical Laws and Ethics
In this module, students will learn the basic laws and ethics governing the medical field, including professional behavior, confidentiality, doctor-patient relationships, malpractice and breach of contract. Students will learn to use one of the most popular billing software programs. Students will become competent in CPR (cardiopulmonary resuscitation). Students will learn about oncology, the blood and lymphatic system, the respiratory system, the cardiovascular system and will also learn how to bill and code for procedures and diagnoses relating to these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 140 Documentation and Records
In this module, students will learn about the medical documentation process. Students will experience hands-on electronic health records standards and advanced techniques using EHR software. Students will learn about the paper claim and medicine. Students will learn about the skeletal system, the muscular system, the eye, ocular adnexa, auditory, and operating microscope. Students will also learn how to bill and code for procedures and

diagnoses relating to these systems. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MB 150 Medical Billing and Collections
This module focuses on the regulations governing the collections process. Students will learn to verify insurance information, perform pre-admission authorizations and billing follow-up. They will study receipt of payment issues in the collections area and track reimbursements. Students will learn to use one of the most popular billing software programs. Students will learn about radiology, nuclear medicine, inpatient hospital services and ICD-10 principles. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MB 160 Insurance Practices
This module is designed to familiarize students with the insurance claim forms for Medicare, Medicaid, The Blue Plans, Private insurance, Managed Care Plans and the TRICARE and CHAMPVA programs. Students will learn to use one of the most popular billing software programs. Students will learn about the digestive system, the urinary system and the male reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MB 170 Medical Office Procedures
This module is designed to teach students basic medical office procedures. Topics covered include the use of office equipment, such as copiers, fax machines and calculators. Students will study the proper handling of patient records, filing and managing telephone calls. Students will study dental services and dental claims. Students will learn to use one of the most popular billing software programs. Students will learn about the endocrine system, the nervous system, obstetrics and the female reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module **4.0 units 200 extern hours**
MB 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, participation and attendance. All absences during the externship must be made up.

Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite Successful Completion of Modules 110-170*

Medical Office Specialist

Module **4.0 units 40/40 lec/lab**
MOS 110 Health Care Fundamentals
In this module, the student will get an orientation to the medical office environment. The student will study professional behaviors and communications for the health care environment. Federal and state regulatory guidelines, including HIPAA, are also discussed. Students will learn basic skills needed for rooming patients, including interview techniques, vital signs, and infection control. The student will practice asepsis techniques, vital signs, and interviewing patients in the laboratory setting. The student will also work with electronic health record and MS Word. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MOS 120 Medical Record Management
In this module, the student will learn the components of the medical record and important legal documents required from patients. Electronic medical records, along with medical office computerization, computer security, and system maintenance will be discussed. Students will learn about the paper medical record, filing systems, and maintaining paper records. The student will study the anatomy, physiology, pathology, and related medical terminology of the muscular and skeletal system. The student will practice filing methods, completing medical office required documents, electronic medical record scenarios, and MS Word and computer skills in the laboratory setting. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MOS 130 Medical Office Reception
In this module, the student will get an orientation to the medical office receptionist position. The student will learn reception procedures, including telephone etiquette, methods to handle incoming calls, appointment scheduling, mail processing, and document creation. The student will study the anatomy, physiology, pathology, and related medical terminology of the senses and the circulatory and respiratory systems. The student will practice creating and maintaining appointment schedules, handling phone calls, processing mail, composing letters and documents and computer skills in the laboratory setting. The student will utilize MS Word and electronic health record during this course. In addition, computer skills and principles of Skills for Workplace Success will be reviewed. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MOS 140 Dental Office Procedures
In this module, the student will get an orientation to the dental reception procedures. The student will study

dental basics, including dental anatomy, number systems, charting methods, and dental procedures. The student will learn dental specific activities, including telephone and scheduling management, patient and staff communication, computerized and paper record systems, inventory management, financial arrangements, and insurance processing. The student will practice dental receptionist duties and utilize dental practice management software. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MOS 150 Medical Insurance
In this module, the student will learn the basics of medical insurance typically seen in the medical office. Types and sources of insurance, claim submission methods, federal legislation that impacts insurance and reimbursement procedures are discussed. Students learn concepts related to traditional fee-for-service plans, managed care procedures, Medicaid and Medicare regulations, military carriers, workers' compensation and disability insurance. In the laboratory setting, the student will practice preparing claim submissions for various coverage. The student will practice using MS Excel and electronic health record. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MOS 160 Medical Office Finance
In this module, the student will learn diagnostic and procedural coding, along with reimbursement systems and managing practice finances. The student will study bookkeeping procedures, banking activities and petty cash fund procedures. The billing process, account aging, and collection activities are discussed along with applicable federal legislation. The student will study the anatomy, physiology, pathology, and related medical terminology of the endocrine, integumentary, and nervous systems. The student will practice procedural and diagnostic coding, bookkeeping and banking activities, collection procedures, and computer skills in the laboratory setting. The student will also work with electronic health record and MS Excel. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MOS 170 Office Management and Emergency Procedures
In this module, the student will learn the duties of an office manager and how to assist with emergencies in the medical office. CPR, first aid, OSHA safety precautions, emergency preparedness, and guidelines for providing emergency care are discussed. The student will learn how to maintain the office, provide routine maintenance to office equipment, perform inventory, and methods to monitor environmental safety. The student will study the anatomy, physiology, pathology, and related medical terminology of the digestive, urinary and reproductive systems. The student will practice CPR and first aid procedures, emergency preparedness activities, and office management duties in the laboratory setting.

The student will also work with electronic health record and MS Excel. *There are no prerequisites.*

Module   **200 Externship Hours**
MOS 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. In this module, the student will apply the knowledge and skills learned in the prior modules to real life experiences. The externship includes an experience in an ambulatory health care setting, focusing on duties of the administrative medical assistant with an emphasis on office duties, insurance processing, and billing procedures. The student will also learn employment seeking skills, including resume building, interviewing skills, and professional dress. This externship is a nonpaid experience. Satisfactory completion of practicum is required for graduation. *Prerequisite: Successful completion of modules MOS 110-170.*

Pharmacy Technician

Module   **4.0 units 40/40 lec/lab**
PT 110   Sterile Preparations
The module covers aseptic technique & Universal Precautions guidelines including microbiology, oncology, and anti-infectives. Students learn how to handle needles & syringes and use of the laminar air flow hoods. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Practice in diverse pharmacy settings; including sterile & non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism are also covered. Students will also to bill and code for procedures and diagnoses relating to the integumentary system. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 120   Internal Medicine
The module covers the digestive, reproductive, and endocrine systems, as well as vaccines. Students will learn internal and external customer care. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Course Descriptions

Module   **4.0 units 40/40 lec/lab**
PT 130 Pharmacy Law
The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn about the respiratory & cardiovascular systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 140 Pharmacology and Compounding
The module covers the history of medicine and pharmacy, repackaging, compounding chemistry and the visual and auditory systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital and retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 150 Hospital Pharmacy Procedures
The module covers hospital pharmacy, psychopharmacology and medical referencing, and the nervous system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 160 Retail Pharmacy Procedures
The module covers the business and administrative section of pharmacy, pharmacy associations and the urinary system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 170 Retail Pharmacy Operations
The module covers the operations side of retail pharmacy, over the counter medications, alternative medicine, vitamins and minerals, and anti-inflammatory and antihistamines. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital and retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 180 Health Insurance & Billing
The module covers the basics of health insurance including how to handle insurance claims in pharmacy settings. Students will learn pharmacy billing in various pharmacy settings and how to expedite the handling and processing of online insurance claims. In addition, students will learn how to manage rejected claims, the differences between private insurance and managed care and how managed care options affect reimbursement. In addition, students will learn about the many types of managed care plans and government managed insurance programs, along with content about various prescription payment methods including the essentials of Medicare policies and regulations, payment, and reimbursement. *There are no prerequisites.*

Module   **2.5 units 120 extern hours**
PT 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110-180.*

Program Tuition for Start Dates <u>on or after</u> September 1, 2017

Program Tuition Table

Program**	Hours	Credits	Registration Fee*	Student Tuition Recovery Fund+*	Total Tuition***	Total Charges for the Program****
Automotive Technician	720	36 Semester Credits	$50.00	$0.00	$19,850.00	$19,900.00
Business Office Administration Diploma	760	32 Semester Credits	$50.00	$0.00	$19,850.00	$19,900.00
Computer Systems Technician Diploma	760	32 Semester Credits	$50.00	$0.00	$19,850.00	$19,900.00
Criminal Justice Diploma	720	36 Semester Credits	$50.00	$0.00	$19,850.00	$19,900.00
Dental Assistant Diploma	800	35 Semester Credits	$50.00	$0.00	$19,850.00	$19,900.00
Medical Assistant Diploma	760	32 Semester Credits	$50.00	$0.00	$19,850.00	$19,900.00
Medical Billing and Insurance Coding Diploma	760	32 Semester Credits	$50.00	$0.00	$19,850.00	$19,900.00
Medical Office Specialist	760	32 Semester Credits	$50.00	$0.00	$19,850.00	$19,900.00
Pharmacy Technician Diploma	760	34.5 Semester Credits	$50.00	$0.00	$19,850.00	$19,900.00
Heating, Ventilation and Air Conditioning Diploma	720	31.5 Semester Credits	$50.00	$0.00	$19,850.00	$19,900.00
DA-CP12 – Coronal Polishing	12	N/A	$0.00	$0.00	$385.00	$385.00
DA-PF16 – Pit and Fissure Sealants	16	N/A	$0.00	$0.00	$495.00	$495.00
DA-RX32 –Radiation Safety	32	N/A	$0.00	$0.00	$480.00	$480.00
Infection Control	8	N/A	$0.00	$0.00	$220.00	$220.00

+The State of California Student Tuition Recovery Fund (STRF)

Non- Refundable Fees (For ACCSC accredited schools, this fee will be refunded to students who cancel their enrollment within (3) business days from the date their enrollment agreement was signed). In the event where the school cancels the program, any registration fees paid by the student will be refunded.

*** Not all programs are offered at all locations.*

****Total tuition includes tuition, books, supplies, and uniforms.*

**** Total charges for a period of attendance and schedule of total charges for the entire educational program.*

Academic Calendars

Start	Mod Start	Day Mod End	Eve Mod End	7th Day Cancelation Date	14th Day Cancelation Date	HOLIDAY		HOLIDAY		INSERVICE	SCHOOL BREAKS		
B	01/09/17-Mon	02/06/17-Mon	02/06/17-Mon	01/15/17-Sun	01/23/17-Mon	01/16/17-Mon	ML KING DAY				01/02/17-Mon	01/06/17-Fri	Winter Break
C	01/19/17-Thu	02/15/17-Wed	02/15/17-Wed	01/25/17-Wed	02/01/17-Wed	01/16/17-Mon	ML KING DAY				01/02/17-Mon	01/06/17-Fri	Winter Break
A1	01/26/17-Thu	02/23/17-Thu	02/23/17-Thu	02/01/17-Wed	02/08/17-Wed	01/16/17-Mon	ML KING DAY				01/02/17-Mon	01/06/17-Fri	Winter Break
B	02/07/17-Tue	03/07/17-Tue	03/07/17-Tue	02/13/17-Mon	02/21/17-Tue	02/20/17-Mon	PRESIDENTS DAY						
C	02/21/17-Tue	03/20/17-Mon	03/20/17-Mon	02/27/17-Mon	03/06/17-Mon	02/20/17-Mon	PRESIDENTS DAY						
A1	02/27/17-Mon	03/27/17-Mon	03/23/17-Thu	03/05/17-Sun	03/12/17-Sun	02/20/17-Mon	PRESIDENTS DAY						
B	03/08/17-Wed	04/07/17-Fri	04/05/17-Wed	03/14/17-Tue	03/21/17-Tue					03/24/17-Fri	03/30/17-Thu	03/31/17-Fri	Spring Break
C	03/22/17-Wed	04/21/17-Fri	04/19/17-Wed	03/28/17-Tue	04/04/17-Tue					03/24/17-Fri	03/30/17-Thu	03/31/17-Fri	Spring Break
A1	03/28/17-Tue	04/26/17-Wed	04/25/17-Tue	04/03/17-Mon	04/10/17-Mon					03/24/17-Fri	03/30/17-Thu	03/31/17-Fri	Spring Break
B	04/10/17-Mon	05/05/17-Fri	05/04/17-Thu	04/16/17-Sun	04/23/17-Sun								
C	04/24/17-Mon	05/19/17-Fri	05/18/17-Thu	04/30/17-Sun	05/07/17-Sun								
A1	04/27/17-Thu	05/24/17-Wed	05/24/17-Wed	05/03/17-Wed	05/10/17-Wed								
B	05/08/17-Mon	06/05/17-Mon	06/05/17-Mon	05/14/17-Sun	05/21/17-Sun	05/29/17-Mon	MEMORIAL DAY						
C	05/24/17-Wed	06/22/17-Thu	06/21/17-Wed	05/31/17-Wed	06/07/17-Wed	05/29/17-Mon	MEMORIAL DAY						
A1	05/30/17-Tue	06/27/17-Tue	06/26/17-Mon	06/05/17-Mon	06/12/17-Mon	05/29/17-Mon	MEMORIAL DAY						
B	06/07/17-Wed	07/06/17-Thu	07/05/17-Wed	06/13/17-Tue	06/20/17-Tue					06/16/17-Fri			
C	06/26/17-Mon	07/24/17-Mon	07/24/17-Mon	07/02/17-Sun	07/09/17-Sun					06/16/17-Fri			
A1	06/29/17-Thu	07/27/17-Thu	07/27/17-Thu	07/06/17-Thu	07/13/17-Thu	07/04/17-Tue	JULY 4TH			06/16/17-Fri			
B	07/10/17-Mon	08/04/17-Fri	08/03/17-Thu	07/16/17-Sun	07/23/17-Sun	07/04/17-Tue	JULY 4TH						
C	07/25/17-Tue	08/23/17-Wed	08/22/17-Tue	07/31/17-Mon	08/07/17-Mon	07/04/17-Tue	JULY 4TH						
A1	07/31/17-Mon	08/29/17-Tue	08/28/17-Mon	08/06/17-Sun	08/13/17-Sun	07/04/17-Tue	JULY 4TH						
B	08/07/17-Mon	09/06/17-Wed	09/05/17-Tue	08/13/17-Sun	08/20/17-Sun					08/17/17-Thu	08/18/17-Fri		Summer Break
C	08/24/17-Thu	09/21/17-Thu	09/21/17-Thu	08/30/17-Wed	09/06/17-Wed					08/17/17-Thu	08/18/17-Fri		Summer Break
A1	08/30/17-Wed	09/27/17-Wed	09/27/17-Wed	09/06/17-Wed	09/13/17-Wed	09/04/17-Mon	LABOR DAY			08/17/17-Thu	08/18/17-Fri		Summer Break
B	09/07/17-Thu	10/04/17-Wed	10/04/17-Wed	09/13/17-Wed	09/20/17-Wed	09/04/17-Mon	LABOR DAY						
C	09/25/17-Mon	10/20/17-Fri	10/19/17-Thu	10/01/17-Sun	10/08/17-Sun	09/04/17-Mon	LABOR DAY						
A1	09/28/17-Thu	10/25/17-Wed	10/25/17-Wed	10/04/17-Wed	10/11/17-Wed	09/04/17-Mon	LABOR DAY						
B	10/09/17-Mon	11/03/17-Fri	11/02/17-Thu	10/15/17-Sun	10/22/17-Sun								
C	10/23/17-Mon	11/17/17-Fri	11/16/17-Thu	10/29/17-Sun	11/05/17-Sun								
A1	10/30/17-Mon	11/29/17-Wed	11/28/17-Tue	11/05/17-Sun	11/12/17-Sun								
B	11/06/17-Mon	12/06/17-Wed	12/05/17-Tue	11/12/17-Sun	11/19/17-Sun	11/23/17-Thu	THANKSGIVING	11/24/17-Fri	THANKSGIVING	11/22/17-Wed			
C	11/20/17-Mon	01/10/18-Wed	01/09/18-Tue	11/28/17-Tue	12/05/17-Tue	11/23/17-Thu	THANKSGIVING	11/24/17-Fri	THANKSGIVING	11/22/17-Wed	12/16/17-Sat	12/31/17-Sun	Winter Break
A1	11/30/17-Thu	01/18/18-Thu	01/18/18-Thu	12/06/17-Wed	12/13/17-Wed	11/23/17-Thu	THANKSGIVING	11/24/17-Fri	THANKSGIVING	11/22/17-Wed	12/16/17-Sat	12/31/17-Sun	Winter Break
B	12/07/17-Thu	01/25/18-Thu	01/25/18-Thu	12/13/17-Wed	12/20/17-Wed	12/25/17-Mon	WINTER HOLIDAY	12/26/17-Tue	WINTER HOLIDAY		12/16/17-Sat	12/31/17-Sun	Winter Break

Academic Calendar
February 2017 - December 2018

Start	Mod Start	Day Mod End	Eve Mod End	7th Day Cancelation Date	14th Day Cancelation Date	HOLIDAY		HOLIDAY		INSERVICE	SCHOOL BREAKS		
C	01/16/18-Tue	02/12/18-Mon	02/12/18-Mon	01/22/18-Mon	01/29/18-Mon	01/01/18-Mon	NEW YEARS	01/15/18-Mon	ML KING DAY		01/01/18-Mon	01/07/18-Sun	Winter Break
A1	01/22/18-Mon	02/16/18-Fri	02/15/18-Thu	01/28/18-Sun	02/04/18-Sun	01/01/18-Mon	NEW YEARS	01/15/18-Mon	ML KING DAY		01/01/18-Mon	01/07/18-Sun	Winter Break
B	01/29/18-Mon	02/26/18-Mon	02/26/18-Mon	02/04/18-Sun	02/11/18-Sun	01/01/18-Mon	NEW YEARS	01/15/18-Mon	ML KING DAY		01/01/18-Mon	01/07/18-Sun	Winter Break
C	02/14/18-Wed	03/14/18-Wed	03/14/18-Wed	02/21/18-Wed	02/28/18-Wed	02/19/18-Mon	PRESIDENTS DAY						
A1	02/20/18-Tue	03/19/18-Mon	03/19/18-Mon	02/26/18-Mon	03/05/18-Mon	02/19/18-Mon	PRESIDENTS DAY						
B	02/27/18-Tue	03/26/18-Mon	03/26/18-Mon	03/05/18-Mon	03/12/18-Mon	02/19/18-Mon	PRESIDENTS DAY						
C	03/15/18-Thu	04/16/18-Mon	04/16/18-Mon	03/21/18-Wed	03/28/18-Wed					03/28/18-Wed	03/29/18-Thu	03/30/18-Fri	Spring Break
A1	03/20/18-Tue	04/19/18-Thu	04/18/18-Wed	03/26/18-Mon	04/02/18-Mon					03/28/18-Wed	03/29/18-Thu	03/30/18-Fri	Spring Break
B	03/27/18-Tue	04/26/18-Thu	04/25/18-Wed	04/02/18-Mon	04/09/18-Mon					03/28/18-Wed	03/29/18-Thu	03/30/18-Fri	Spring Break
C	04/18/18-Wed	05/15/18-Tue	05/15/18-Tue	04/24/18-Tue	05/01/18-Tue								
A1	04/23/18-Mon	05/18/18-Fri	05/17/18-Thu	04/29/18-Sun	05/06/18-Sun								
B	04/30/18-Mon	05/25/18-Fri	05/24/18-Thu	05/06/18-Sun	05/13/18-Sun								
C	05/16/18-Wed	06/13/18-Wed	06/13/18-Wed	05/22/18-Tue	05/30/18-Wed	05/28/18-Mon	MEMORIAL DAY						
A1	05/21/18-Mon	06/18/18-Mon	06/18/18-Mon	05/27/18-Sun	06/04/18-Mon	05/28/18-Mon	MEMORIAL DAY						
B	05/29/18-Tue	06/25/18-Mon	06/25/18-Mon	06/04/18-Mon	06/11/18-Mon	05/28/18-Mon	MEMORIAL DAY						
C	06/18/18-Mon	07/17/18-Tue	07/16/18-Mon	06/24/18-Sun	07/01/18-Sun					06/29/18-Fri			
A1	06/20/18-Wed	07/19/18-Thu	07/18/18-Wed	06/26/18-Tue	07/03/18-Tue					06/29/18-Fri			
B	06/26/18-Tue	07/25/18-Wed	07/24/18-Tue	07/02/18-Mon	07/10/18-Tue	07/04/18-Wed	JULY 4TH			06/29/18-Fri			
C	07/18/18-Wed	08/14/18-Tue	08/14/18-Tue	07/24/18-Tue	07/31/18-Tue	07/04/18-Wed	JULY 4TH						
A1	07/23/18-Mon	08/22/18-Wed	08/21/18-Tue	07/29/18-Sun	08/05/18-Sun	07/04/18-Wed	JULY 4TH						
B	07/26/18-Thu	08/27/18-Mon	08/27/18-Mon	08/01/18-Wed	08/08/18-Wed	07/04/18-Wed	JULY 4TH						
C	08/20/18-Mon	09/17/18-Mon	09/17/18-Mon	08/26/18-Sun	09/02/18-Sun						08/15/18-Wed	08/17/18-Fri	Summer Break
A1	08/23/18-Thu	09/20/18-Thu	09/20/18-Thu	08/29/18-Wed	09/05/18-Wed						08/15/18-Wed	08/17/18-Fri	Summer Break
B	08/28/18-Tue	09/25/18-Tue	09/25/18-Tue	09/04/18-Tue	09/11/18-Tue	09/03/18-Mon	LABOR DAY				08/15/18-Wed	08/17/18-Fri	Summer Break
C	09/18/18-Tue	10/16/18-Tue	10/15/18-Mon	09/24/18-Mon	10/01/18-Mon	09/03/18-Mon	LABOR DAY			09/28/18-Fri			
A1	09/24/18-Mon	10/22/18-Mon	10/18/18-Thu	09/30/18-Sun	10/07/18-Sun	09/03/18-Mon	LABOR DAY			09/28/18-Fri			
B	09/26/18-Wed	10/24/18-Wed	10/23/18-Tue	10/02/18-Tue	10/09/18-Tue	09/03/18-Mon	LABOR DAY			09/28/18-Fri			
C	10/18/18-Thu	11/15/18-Thu	11/14/18-Wed	10/24/18-Wed	10/31/18-Wed								
A1	10/23/18-Tue	11/20/18-Tue	11/19/18-Mon	10/29/18-Mon	11/05/18-Mon								
B	10/29/18-Mon	11/28/18-Wed	11/26/18-Mon	11/04/18-Sun	11/11/18-Sun					11/09/18-Fri			
C	11/19/18-Mon	12/18/18-Tue	12/17/18-Mon	11/27/18-Tue	12/04/18-Tue	11/22/18-Thu	THANKSGIVING	11/23/18-Fri	THANKSGIVING	11/09/18-Fri			
A1	11/21/18-Wed	12/20/18-Thu	12/19/18-Wed	11/29/18-Thu	12/06/18-Thu	11/22/18-Thu	THANKSGIVING	11/23/18-Fri	THANKSGIVING	11/09/18-Fri			
B	11/29/18-Thu	01/07/19-Mon	01/08/19-Tue	12/05/18-Wed	12/12/18-Wed	11/22/18-Thu	THANKSGIVING	11/23/18-Fri	THANKSGIVING	11/09/18-Fri			
C	12/19/18-Wed	01/28/19-Mon	01/29/19-Tue	12/26/18-Wed	01/02/19-Wed	12/25/18-Tue	WINTER HOLIDAY				12/24/18-Mon	12/31/18-Mon	Winter Break

UEI COLLEGE

Chula Vista Campus Faculty / Staff List
Campus President: **Joe Bartolome**

Admissions
Director of Admissions: **Andrew Croulet**
Business Office Manager
Brenda Owen
Career Services
Director of Career Services: **Maria Simard**

Education
Director of Education: **Cheryl Jerzak**
Registrar
Karen Nabozny
Student Financial Services
Director of Student Finance: **Jennifer Bauske**

Faculty

Business Office Administration Program
Norbert Seufert
Degree/Certifications: BA in Business Economics
Institution: State University of New York
Ronald Pena
Degree/Certifications: AA in Liberal Arts with an Emphasis of Human Behavior
Institution: San Diego City College

Criminal Justice Program
Matthew Anderson
Degree/Certifications: AS in Administration of Justice
Institution: Mt. San Antonio College
Jason Kaplan
Degree/Certifications: BA in Criminal Justice
Institution: John Jay College of Criminal Justice
Albert Timko
Degree/Certifications: Bachelor in General Studies & AS Criminal Justice
Institution: Kent State University

Computer System Technician Program
Brian Atkinson
Degree/Certifications: BS in Technical Management
Institution: DeVry University
Freeman Liban
Degree/Certifications: Computer Networking Diploma
Institution: Meric College
Degree/Certifications: A+ Certified Professional
Institution: CompTIA

Dental Assistant Program
Daniel Arnold
Degree/Certifications: Dental Assistant Diploma
Institution: Concorde Career College
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California
Lorena Cardenas
Degree/Certifications: Dental Assistant Diploma
Institution: Bryman College
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California
Ruby Cardenas
Degree/Certifications: Dental Assistant Diploma
Institution: UEI College
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California

Toni Harrington
Degree/Certifications: Dental Assistant Certificate
Institution: Excelle PDE Medical & Dental College
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California
Shawn Johnson
Degree/Certifications: Dental Assistant Diploma
Institution: Concorde Career Institute
Degree/Certifications: Registered Dental Assistant Extended Functions
Institution: Dental Board of California
Humberto Juarez
Degree/Certifications: Registered Dental Assistant
Institution: Professional Dental Enterprises/Dental Board of California

Dental Assistant Program
Christine Lonczewski
Degree/Certifications: Dental Assistant Diploma
Institution: North-West College
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California
Camilo Ramirez-Reyes
Degree/Certifications: Dental Assistant Diploma
Institution: Concorde Career College
Degree/Certifications: Registered Dental Assistant
Institution: Dental Board of California

HVAC Program
David Anton
Degree/Certifications: BS in HVACR Engineering Technology
Institution: Ferris State University
Degree/Certifications: AS in Air Conditioning, Refrigeration and Environmental Control Technology
Institution: San Diego City College
Degree/Certifications: EPA Universal Type III—Refrigerant Transition and Recovery Certification
Joaquin Avila
Degree/Certifications: AS in HVAC & R Environmental Control Technology and Electricity
Institution: San Diego City College
Degree/Certifications: EPA Type III Certification
Fernando Marroquin
Degree/Certifications: EPA Type III Certification
Agustin Montoya
Degree/Certifications: AS in Air Conditioning, Refrigeration and Environmental Control Technology
Institution: San Diego City College
Degree/Certifications: EPA Type III Certification

Faculty

Medical Assistant Program

Sarah Carrillo
Degree/Certifications: Medical Assistant Diploma
Institution: UEI College

Nicole Ellis
Degree/Certifications: Corpsman
Institution: Naval Hospital Corpsman School
Degree/Certifications: Registered Medical Assistant
Institution: American Registry of Medical Assistants

Francisco Figueroa
Degree/Certifications: BS in Healthcare Administration/Management
Institution: Southern Illinois University
Degree/Certifications: AS in Healthcare Services/Allied Health Science
Institution: George Washington University

Arnalex Gonzales
Degree/Certifications: Medical Assistant Diploma
Institution: Brightwood College
Degree/Certifications: Vocational Nursing Diploma
Institution: Kaplan College
Degree/Certifications: Pharmacy Technician Certificate
Institution: Pima Medical Institute

Ana Lujano
Degree/Certifications: Medical Assistant Diploma
Institution: Kaplan College

Carmen Martinez
Degree/Certifications: Medical Assistant Diploma
Institution: UEI College

Vince Pascua
Degree/Certifications: Medical Assistant Diploma & Medical Billing and
Insurance Coding Diploma
Institution: UEI College

Patricia Stephens
Degree/Certifications: BA in Psychology
Institution: University of California

Medical Office Specialist Program

Julia Kau'we
Degree/Certifications: Medical Assistant Diploma
Institution: UEI College

Ronald Temple
Degree/Certifications: MA in Health Services Management
Institution: Webster University
Degree/Certifications: BS in Health Science
Institution: George Washington University
Degree/Certifications: AS in Medical Laboratory Technician
Institution: George Washington University

UEI COLLEGE

Fresno Campus Faculty / Staff List
Campus President/Executive Director: **Jim York**

Admissions
Director of Admissions: **Blanca Shepherd**
Associate Director of Admissions**: Tina Gomez**

Business Office Manager
Maria Coley

Career Services
Director of Career Services: **Michelle Peacock**

Education
Director of Education: **Meranda Gutierrez**
Associate Director of Education: **Bonnie Guest**
Associate Director of Education: **Jazmin Olsen**

Registrar:
Virginia Rodriguez

Faculty

Business Office Administration Program
    Terry Lawrence
Degree Certification: ITT - Masters Degree in Accounting
Professional experience: 24 years
    Emily Galinato
Degree Certification: ITT - Associate of Science in Computer Management
Drafting/Design
Bachelor of Science in Project Management/Construction Option
Professional experience: 14 years
    Shavelle Camargo
Degree Certification: Ashford University– B.A. Organizational Management/HR
San Joaquin Valley College– A.S. Business Administration
Professional experience: 6 years

Criminal Justice Program
    Michael Gouff
Degree/Certifications: N/A
Professional Experience: 25 years
    Christopher Hulsey
Degree/Certifications: N/A
Professional Experience: 15 Years
    Billy Brunson
Degree/Certifications: N/A
Professional Experience: 23 Years
    Myron Ybarra
Degree/Certifications: California Coast University,- BS– Criminal Justice
               California Coast University, MA– Criminal Justice
Professional Experience: 15 Years
    Gregg Nesbitt
Degree/Certifications: University of Southern California - Associates in
Criminal Justice
Professional Experience: 11 years
    Wanda Rexach
Degree Certification: Bible Way Institute of New England– Doctorate of Theology
Prairie View A&M-Masters of Arts Sociology/Counseling
City College of NY-Bachelors of Arts Sociology/Psychology
Professional experience: 37 years

Computer System Technician Program
    Verles Page
Degree Certification: St Joseph College - Bachelor - Business Technology
Professional experience: 18 years
    Thomas Crown
Degree Certification: Fresno City College - AA in Sciences of Networking
University of Phoenix -Bachelor - Business Management
University of Phoenix - Masters in Business Administration
Professional experience: 15 years

Dental Assistant Program
    Noah Replogle
Degree/Certifications: SJVC - Registered Dental Assistant
Professional Experience: 21 years
    Cynthia Cuellar
Degree/Certifications: San Joaquin Valley College -Registered Dental Assistant/RDA
Professional Experience: 31 years
    Annie Tiger
Degree/Certifications: Galen College -Registered Dental Assistant/CPR certified
Professional Experience: 11 years
    Valerie Vasquez
Degree/Certifications: San Joaquin Valley College - Registered Dental Assistant
CPR/RDA
Professional Experience: 14 years
    Mike Credille
Degree/Certifications: San Joaquin Valley College - Registered Dental Assistant
RDA
Professional Experience: 18 years

Heating Ventilation and Air Condition
William "Keith" Kent
Degree/Certifications: Institute of Technology– HVAC Diploma– EPA Certified
Professional Experience: 14 years

Medical Assistant Program
    Lily Gouff
Degree/Certifications: Heald College - A.S. Business Administration, State Certified
Phlebotomist, Registered Medical Assistant, Certified EKG Technician, BLS Instructor
Professional Experience: 18 years
    Vanessa Garcia
Degree/Certifications: Fresno City College - Associate Registered Nursing,
Medical Assistant, BLS Certified
Professional Experience: 22 years
    Coralie Bohnish
Degree/Certifications: San Joaquin Valley College - Medical Assistant, BLS Certified
Professional Experience: 12 years
    John Murdock
Degree/Certifications: Fresno Adult – Medical Assisting Diploma
Professional Experience: 14 years
    Sandy Mendez
Degree/Certifications: Galen College - Medical Assisting Diploma
Professional Experience: 4 years
    Brandy Cumbry
Degree/Certifications: San Joaquin Valley College - Medical Assistant
Professional Experience: 6 years
    Jessie Hernandez
Degree/Certifications: Fresno State University - B.S. Sport Medicine
Professional Experience: 18 years
    Erika Razo
Degree/Certifications: Kaplan College– Medical Assistant
Fresno Adult School– Medical Front Office
Professional Experience: 6 years
    Elena Betancourt
Degree/Certifications: San Joaquin Valley College– Medical Assistant
Professional Experience: 16 years

Medical Billing & Insurance Coding Program
    Angela Smith
Degree/Certifications: Galen College - Medical Assistant, BLS Instructor
Professional Experience: 27 years
    Melinda Vierra
Degree/Certifications: BLS Instructor
Professional Experience: 33 years
    Andrea Romero
Degree/Certifications: Galen College - Medical Assistant
Fresno City College—AA General, CPR Certified
Professional Experience: 12 years
    Nikita Taylor
Degree/Certifications: Beverly Training School - Certified Nursing Assistant
Pen Foster On line - Medical Billing and Coding
Professional Experience: 5 years

Pharmacy Technician Program
    Kylee Schluckebier
Degree/Certifications: PTCB Licensed, California State Licensed
Professional Experience: 5 years
    Renee Mendoza
Degree/Certifications: California State Licensed
Professional Experience: 22 years
    Nicole Cui
Degree/Certifications: California State Licensed
Professional Experience: 10 years

Anaheim Campus Faculty / Staff List

Campus President/Executive Director: **Robert Pope**

Admissions
Director of Admissions: **Luis Nunez**

Business Office Manager
Richard Tran

Career Services
Director of Career Services: **James Porras**

Education
Sr. Director of Education: **Adrian Rios**

Registrar
Susan Garcia

Student Financial Services
Director of Student Finance: **Johanna Mejia**
Associate Director of Student Finance**: Jeanett Ramirez**

Faculty

Business Office Administration Program
Jessica Poole (Part-Time)
Degree/Certifications: B.S. English, California State Long Beach;
M.A. Business Administration, University of Phoenix
Professional Experience: 8 years
Lorena Samuel, Lead Instructor (Part-Time)
Degree/Certifications: B.A. Business Administration, Universidad Abierta
Interamerica (InterAmerica Open University-Accredited)
Professional Experience: 15 years

Criminal Justice Program
Charles Cunha (Part-Time)
Degree/Certifications: A.S. Criminal Justice, Truckee Meadowns; B.S.
Administration of Justice, Mountain State University; M.S. Administration
of Justice, Mountain State University
Professional Experience: 17 years
Rolland Joiner (Part-Time)
Degree/Certifications: B.A. Psychology, Argosy University, Irvine;
M.A., Teaching, National University;
A.A, Criminal Justice Rhodes College
Professional Experience: 10 years

Computer System Technician Program
William Brevard III, Lead Instructor (Part-Time)
Degree/Certifications: A+ Certification
Professional Experience: 7 years
Serjik Gholian (Part-Time)
Degree/Certifications: M.B.A Masters of Business Administration; Devry
University; Master of Project Management, Devry University
Professional Experience: 21 years

Dental Assistant Program
Martha Flores, Campus Department Chair (Full-Time)
Degree/Certifications: Registered Dental Assistant, Coronal Polishing
Certified, X-ray license, Pit & Fissure Sealant Certified, CPR Instructor
Certified
Professional Experience: 27 years
Teresa Heller (Part-Time)
Degree/Certifications: B.S. Psychology, University of Phoenix; Registered
Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure
Sealant Certified, CPR Instructor Certified
Professional Experience: 15 years
Joiemee Hugo (Part-Time)
Degree/Certifications: Registered Dental Assistant, Coronal Polishing
Certified, X-ray license, Pit & Fissure Sealant Certified, CPR Instructor
Certified.
Professional Experience: 8 years

Kimberly Collette (Part-Time)
Degree/Certifications: Registered Dental Assistant, Coronal Polishing
Certified, X-ray license, Pit & Fissure Sealant Certified, CPR instructor
Certified
Professional Experience: 6 years
Phillippa Palacio (Part-Time)
Degree/Certifications: Registered Dental Assistant, Coronal Polishing
Certified, X-ray license, Pit & Fissure Sealant Certified, CPR Certified
Professional Experience: 15 years

Medical Assistant Program
Carlos Calderon (Part-Time)
Degree/Certifications: CPR Instructor Certified
Professional Experience: 8 years
Rocio Martinez (Part-Time)
Degree/Certifications: A.A. Liberal Arts, East Los Angeles College; CPR
Instructor Certified
Professional Experience: 4years
Ericka Brooks (Part-Time)
Degree/Certifications: Medical Assistant Diploma, Bryman College
Professional Experience: 13 years
Venissa Ryther (Part-Time)
Degree/Certification: Medical Assistant Diploma, CNI College
Professional Experience: 5 years
Cristan Becerra (Part-Time)
Degree/Certification: Medical Assistant Diploma, OC ROP, Certified
phlebotomy Technician, American University of Medical Technology
Professional Experience: 4 years
Jose Dominguez (Part-Time)
Degree/Certification: Medical Assistant Diploma, Bryman College,
Professional Experience: 10 years

Heating, Ventilation & A/C Program
John McGuirl (Full-Time)
Degree/Certifications: HVAC Technician, A.S, HVAC, New England
Institute of Technology
Professional Experience: 4 years
Jacob Yrigoyen (Part-Time)
Degree/Certifications: HVAC Technician Diploma, Brownson Technical
School
Professional Experience: 5 years
Larry Smith (Part-Time)
Degree/Certifications: HVAC Technician, MBA, Regis University,
HVAC, National American Technician Excellence, Inc.
Professional Experience: 21 years

Faculty

Heating, Ventilation & A/C Program

Gilbert Santillan (Part-Time)

Degree/Certifications: HVAC Technician Diploma, Brownson Technical School
Professional Experience: 8 years

Medical Billing & Insurance Coding Program

Dalila De Fiesta, Lead Instructor (Part-Time)

Degree/Certifications: National Certified Medical Assistant: Modern Technology School of X-Ray, Certified Post Secondary Instructor: National Center for Competency Testing, Assistive Technology Professional: Van G. Miller University
Professional Experience: 23 years

Giovanni Berdejo-Gallegos (Part-Time)

Degree/Certifications: A.S.T Business Administration, Cypress College
Professional Experience: 14 years

Leonida Vergara (Part-Time)

Degree/Certifications: CPR Certified, Billing Specialists: National Center for Competency Testing
Professional Experience: 7 years

Raymond Martin (Part-Time)

Degree/Certifications: Certified Professional Coder, AAPC, Medical Billing and Coding
Professional Experience: 5

UEI COLLEGE

Bakersfield Campus Faculty / Staff List
Campus President/Executive Director: **Chris Callisto**

Admissions
Director of Admissions: **Raphael Glover**

Business Office Manager
Maritza Cabral

Career Services
Director of Career Services: **Alex Ford**

Education
Director of Education: **Lori Keaveny**
Associate Director of Education: **Robert Vaughn**

Registrar
Mandy Wilhelm

Student Financial Services
Director of Student Finance: **Jenn Lo**

Faculty

Automotive Technician Program
Don Farris
Degree/Certifications: N/A
Professional Experience: 17 years
Efstathios Kehagias
Degree/Certifications: N/A
Professional Experience: 16 years
Timothy Agtang
Degree/Certifications: N/A
Professional Experience: 15 years

Business Office Administration Program
Stephanie Chambers
Degree/Certifications: AA Business Administration, Phillips Junior College
Professional Experience: 15 years
Keith Wolaridge
Degree/Certifications: Business Administration, California State University
Professional Experience: 16 years

Computer System Technician
Frank Moreno
Degree/Certifications: HP Master Technician, Taft College
Professional Experience: 14 years

Criminal Justice
Stephen Martinez
Professional Experience: 15years

Dental Assistant Program
Veronica Arjona (CDC)
Degree/Certifications: Registered Dental Assistant
Professional Experience: 12 years
Priscilla Medina
Degree/Certifications: Registered Dental Assistant
Professional Experience: 20 years
Tasha Armstead
Degree/Certifications: Registered Dental Assistant
Professional Experience: 13 years
Regina Rosales
Degree/Certifications: A.S. Registered Dental Assistant, SJVC
Professional Experience: 14 years
Bryana Gomez
Degree/Certifications: Registered Dental Assistant, Kaplan College
Professional Experience: 8 years
Gina Couch
Degree/Certifications: Registered Dental Assistant, SJVC
Professional Experience: 20 years
Michelle Hunt
Degree/Certifications: Registered Dental Assistant
Professional Experience: 16 years

Heating Ventilation & Air Conditioning Program
David Melendez
Degree/Certifications: AS HVAC, SJVC
Professional Experience: 7 years
Juan Arevalo
Degree/Certifications: HVAC
Professional Experience: 7 years
Francisco Tinoco
Degree/Certifications: HVAC, Bakersfield College
Professional Experience: 23 years

Medical Assistant Program
Sandi Lopez (CDC)
Degree/Certifications: EMT Certification, Cuesta College
Professional Experience: 18 years
Cynthia Salinas
Degree/Certifications: Medical Assistant Diploma, SJVC
Professional Experience: 22 years
Tammy Mclean
Degree/Certifications: MA Diploma, California College
Professional Experience: 34 years
Angela Villa
Degree/Certifications: Medical Assistant Diploma, SBBC
Professional Experience: 20 years
Choanice Cole
Degree/Certifications: Medical Assistant Certificate , National Education
Professional Experience: 21 years
Victor Juarez
Degree/Certifications: Medical Assistant Certificate , Regional occupations
Professional Experience: 8 years
Cherrine Rodriguez
Degree/Certifications: Medical Assistant Certificate , SJVC
Professional Experience: 15 years
Debbie Woodward
Degree/Certifications: Registered Medical Assistant, SJVC
Professional Experience: 18 years
Carol Chacon
Degree/Certifications: MA Diploma, California College
Professional Experience: 15 years

Medical Billing & Insurance Coding Program
Alex Childress
Degree/Certifications: N/A
Professional Experience: 6 years
Raven Thomas
Degree/Certifications: N/A
Professional Experience: 5 years
Raquel Foronda
Degree/Certifications: N/A
Professional Experience: 9 years

Pharmacy Technician Program
Loana Howell
Degree/Certifications: Pharmacy Technician License, CPhT
Professional Experience: 16 years
Arturo Rubio
Degree/Certifications: Pharmacy Technician License
Professional Experience: 16 years

UEI COLLEGE

El Monte Campus Faculty / Staff List

Executive Director: **Jessica Guillen**

Admissions
Director of Admissions: Alex Gallardo

Business Office:
Business Office Manager: Sandra Segoviano

Career Services
Director of Career Services: Veronica Martinez

Education
Director of Education: Rosa Corrales
Assistant Registrar: Caroline Ramirez
Assistant Registrar: Alexa Almaraz

Student Finance
Director of Student Finance: Claudia Perre-Seleznoff

Faculty

Business Office Administration Program
Omar Barragan
Degree/Certifications: Bachelors of Arts, Economics
California State University Professional
Experience: 7 years
Jessica Alvarez
Degree/Certifications: Bachelors of Science, Business Administration
International University Professional
Experience: 14 years
Jennifer Perez
Degree/Certifications: Bachelor of Science, Business Administration , Saint
Mary's University Professional
Experience: 16 years

Criminal Justice Program
Jason Sanchez
Degree/Certifications: Certified Peace Chief Officer
Professional Experience: 13 years
Emil Florez
Degree/Certifications: Juris Doctorate, Abraham Lincoln University
Professional Experience: 26 years
Veronica Braxton
Degree/Certifications: M.S. Criminal Justice & Administration
University of Phoenix
Professional Experience: 10 years
William Jones
Degree/Certifications: M.S. Counseling/Marriage, Family and
Child Therapy University of Phoenix
Professional Experience: 29 years

Computer Systems Technician Program
Jose Del Castillo
Degree/Certifications: CompTia A+, I-Net, MCSE Certified
Professional Experience: 31 years
Juan Ramirez
Degree/Certifications: Diploma Computer System Technician UEI College,
CompTia A+ Certified Professional Experience: 14 years

Dental Assistant Program
Sonia Maldonado
Degree/Certifications: Registered Dental Assistant Bryman College,
CPR Instructor Certified
Professional Experience: 15 years
Frances Caceres
Degree/Certifications: Registered Dental Assistant Career Technical Education,
CPR Instructor Certified
Professional Experience: 7 years
Claudia Povero
Degree/Certifications: Registered Dental Assistant Northwest College,
CPR Instructor Certified
Professional Experience: 22 years

Ana Zamorano
Degree/Certifications: Registered Dental Assistant,
CPR Instructor Certified
Professional Experience: 31 years
Elva Solorio
Degree/Certifications: Registered Dental Assistant, North Orange County ROP ,
CPR Instructor Certified
Professional Experience: 19 years
Yolanda Puente-Benson
Degree/Certifications: Registered Dental Assistant, Los Angeles City College ,
CPR Instructor Certified
Professional Experience: 43 years

Medical Assistant Program
Crystal Zamudio-Rodriguez
Degree/Certifications: Medical Assistant Certificate Bryman College,
CPR Instructor Certified Professional Experience: 11 years
Chandra Turner
Degree/Certifications: Medical Assistant Diploma North West College,
CPR Instructor Certified Professional Experience: 13 years
Camille Garcia
Degree/Certifications: Medical Assistant Certificate Everest College,
CPR Instructor Certified Professional Experience: 20 years
Christian Paz
Degree/Certifications: Medical Assistant Certificate American Career College,
CPR Certified Professional Experience: 7 years
Edith Castaneda
Degree/Certifications: Medical Assistant Certificate Everest College,
CPR Instructor Certified Professional Experience: 10 years
Iriane Tovar
Degree/Certifications: Medical Assistant Diploma Everest College,
CPR Instructor Certified Professional Experience: 9 years
Bridgette Rodriguez
Degree/Certifications: Medical Assistant Certificate Everest College,
CPR Instructor Certified Professional Experience: 8 years

Medical Billing & Insurance Coding Program
Ninive Martin Del Campo
Degree/Certifications: Medical Assistant Certificate South East ROP,
CPR Instructor Certified Professional Experience: 16 years

Pharmacy Technician Program
Asindina Cruz
Degree/Certifications: Pharmacy Technician Certificate Everest College
California Board of Pharmacy Technician License, CPR Instructor Certified,
Professional Experience: 10years
Stephen Francis
Degree/Certifications: Pharmacy Technician Certificate Concorde Career
Institute. California Board of Pharmacy Technician License,
CPR Instructor Certified Professional Experience: 25 years

Encino Campus Faculty / Staff List
Campus President/Executive Director: **Jackie Azizyan**

Admissions
Director of Admissions: **Ronak Vartanyan**

Business Office Manager
Vagarsh "Vee" Megrabyan

Career Services
Regional Director of Career Services: **Ricardo Grizzelle**
Associate Director of Career Services: **Keith Reed**
Education

Director of Education: **Walter Guevara**

Registrar
Flor Alvarenga

Student Financial Services
Director of Financial Services:

Faculty

Business Office Administration Program

Oscar Hernandez, Lead Instructor
M.A. Public Administration, CSUN
Professional Experience: 18 years, Part-time

Crystal Ramirez
B.A. Liberal Arts, CSUN,
Professional Experience: 13 years, Full-time

Criminal Justice Program

Israel Cuellar
Degree/Certifications: Associate of Science Administration of Justice, Azusa Pacific University
Professional Experience: 16 years, Part-time

Annette Garrett
B.A. Criminal Justice, Columbia College
Professional Experience: 17 years, Part-time

Computer System Technician Program

Surawut Watanarom, Lead Instructor
M.A. Information Systems, West Coast University
Professional Experience: 23 years, Full-time

Dental Assistant Program

Delma Rubalcava, Program Campus Manager
CA Registered Dental Assistant #52516, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Bryman College
Professional Experience: 31 years, Full-time

Doris Atkins
CA Registered Dental Assistant #54301, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Long Beach College of Medical/Dental Assisting, Professional Experience: 36 years, Part-time

Patricia Garcia
CA Registered Dental Assistant #70258, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Bryman College
Professional Experience: 14 years, Part-time

Magnolia Mendiola
CA Registered Dental Assistant #66891, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Professional Experience: 22 years, Part-time

Latanya Jefflo
CA Registered Dental Assistant EF#1744, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Enhanced Duties & Functions
Professional Experience: 15 years, Part-time

Jackeline Kimpton
CA Registered Dental Assistant #81432, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Professional Experience: 5 years, Part-time

Magnolia Mendiola
CA Registered Dental Assistant #66891, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Professional Experience: 22 years, Part-time

Lisa Poleshek
CA Registered Dental Assistant #75812, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Associate of Arts Degree in Arts & Science
Professional Experience: 13 years, Part-time

Heating, Ventilation & Air Conditioning

Timothy Holland
A.S. HVAC Mechanics, Los Angeles Trade Technical College, EPA 608 Certified
Professional Experience: 27 years, Part-time

Desney Southall
EPA 608 Certified
Professional Experience: 17 years, Part-time

Seyed Mahmoudi
AS Refrigeration and Air Conditioning Mechanics, EPA 608 Certified , Los Angeles Trade Technical College
Professional Experience: 22 years, Part-time

Medical Billing & Insurance Coding Program

Lisa Lipkins, Lead Instructor
MBIC Diploma, AAPC Member, CPC, MS in Healthcare Administration, West Coast University
Professional Experience: 20 years, Full-time

Pharmacy Technician Program

Rosa Posada, Lead Instructor
CA Pharmacy Technician License, CPR, HIPAA, MA Diploma, Downey Community Center, PT Lic. # 81909
Professional Experience: 11 years, Full-time

Sandra Posluszny
CA Pharmacy Technician License, HIPAA, CPR, Career Colleges of America, PT Lic. # 612557, MA & MIBC Diploma
Professional Experience: 13 years, Part-time

Medical Assisting Program

Fernando Rosales, Program Campus Manager
MA Diploma, CPT-1, X-Ray Tech, CPR, HIPAA, Kaplan
Professional Experience: 10 years, Full-time

Sonja Gatling
A.S. Medical Assisting, CPR, HIPAA, ESGROP
Professional Experience: 16 years, Part-time

Dr. Ara Iskikian
PhD from Melkonian Education Institute, Medical Doctor
Professional Experience: 26 years, Part-time

Jose Rivera
MA Diploma, CPR, HIPAA, UEI College
Professional Experience: 19 years, Full-time

Reina Rodriguez
MA Diploma, CPR, HIPAA, American Career College
Professional Experience: 20 years, Full-time

Uriel Rosales
MA Diploma, CPT-1, X-Ray Tech, CPR, HIPAA, Kaplan
Professional Experience: 10 years, Full-time

Mario Salinas
MA Diploma, CPR, HIPAA, American Career College
Professional Experience: 10 years, Sub-Instructor

UEI COLLEGE

Gardena Campus Faculty / Staff List
Campus President: **John Esprio**

Admissions
Director of Admissions:

Education
Director of Education: **Peter Brown**

Career Services
Director of Career Services: **Marco Guerrero**

Registrar
Maria Perez

Financial Services
Director of Financial Services: **Nancy Rivera**

Student Financial Services
Director of Student Finance: **Nancy Rivera**

Faculty

Automotive Technician

Jeremy Duque
Degree/Certifications: Lee Ward Community College
Associates in Automotive
Professional Experience: Over 10 years

Edik Galstjan
Degree/certifications: ITT Technical Institute
Associates in Electronics Engineering
Professional Experience: Over 10 years

Abdul Ibrahim
Degree/Certification: Butte College, A.S. Automotive Technology
Professional Experience: Over 30 years

Victor Macias
Degree/Certifications: UEI College– Automotive Technician
Professional Experience: Over 7 years

Charles Wells
Degree/Certifications: UEI College– Automotive Technician
CA State Smog Certified, CA Break Adjuster Certified, ASE G1, Hybrid Battery Certified
Professional Experience: Over 6 years

Business Office Administration Program

Frank Ezenekwe
Degree/Certifications: B.S. and Masters in Management and Strategy
Professional Experience: Over 10 years

Nicole Banks
Degree/Certifications: Santa Monica College
Associates in Theological & Biblical Studies
Professional Experience: Over 10 years

Criminal Justice Program

Thomas Wade
Degree/Certifications: MBA, University of Phoenix
Professional Experience: Over 40 years

Arthur Anderson
Degree/Certifications: University of Phoenix
M.S. Criminal Justice & Administration
Professional Experience: Over 10 years

Computer System Technician Program

Paul Akhigbe
Degree/Certifications: University of Phoenix
Masters in Business Administration
Professional Experience: Over 15 years

Dental Assistant Program

Mai Dunbar
Degree/Certifications: CSULB,
Registered Dental Assistant, X-ray, Coronal Polish & Pit-n-Fissure Sealant Certified,
Professional Experience: Over 20 years

Dr. Theresa Fernandez
Degree/Certifications: Manila Central University
Doctor of Dental Surgery, Registered Dental Assistant, X-ray, Coronal Polish, Professional Experience: Over 20 years

Alvaro Alvarez
Degree/Certifications: Registered Dental Assistant, X-ray,
Coronal Polish & Pit-n-Fissure Sealant Certified
Professional Experience: Over 15 years

Teresa Hurtado
Degree/Certifications: Registered Dental Assistant, X-ray,
Coronal Polish & Pit-n-Fissure Sealant Certified
Professional Experience: Over 15 years

Sheila Simpson
Degree/Certifications: Registered Dental Assistant, X-ray,
Coronal Polish & Pit-n-Fissure Sealant Certified
Professional Experience: Over 20 years

Dental Assistant Program—CONT'

Dr. Agnes Roxas
Degree/Certifications: Doctor of Dental Medicine
Registered Dental Assistant, X-ray, Coronal Polish
Professional Experience: Over 20 years

George Rodriguez
Degree/Certifications: Registered Dental Assistant, X-ray,
Coronal Polish & Pit-n-Fissure Sealant Certified
Professional Experience: Over 10 years

Heating Ventilation Air Conditioning (HVAC)

George Carr
Degree/Certifications: LA Trade Technical College
Steam Plant Operator 2, HVAC and Refrigeration Certificate, NATE Certified, ARI Certified, EPA Certified
Professional Experience: Over 30 years

Louis Bustamante
Degree/Certifications: B.S. United Association Steam and Refrigeration, United Association Journeyman Refrigeration Technician, United Association Journeyman Steamfitter, EPA Certified
Professional Experience: Over 35 years

Medical Assistant Program

Krystal Padilla
Degree/Certifications: Southern CA Regional Occupation Center
Medical Assistant Diploma, Professional Experience: Over 10 years

Juan Gomez
Degree/Certifications: Nova Institute of Health &Technology
Medical Assistant Diploma, X ray License
Professional Experience: Over 20 years

Jessica Ermitano
Degree/Certifications: Southern CA Regional Occupation Center
Medical Assistant Diploma, Professional Experience: Over 10 years

Nancy Mendez
Degree/Certifications: UEI College,
Medical Assistant Diploma, Professional Experience: Over 5 years

Elizabeth Savage
Degree/Certifications: Southern CA Regional Occupation Center
Medical Assistant Diploma, Professional Experience: Over 5 years

Oscar Perez
Degree/Certifications: UEI College
Medical Assistant Diploma, Registered Medical Assistant
Professional Experience: Over 5 years

Medical Billing & Insurance Coding Program

Seminolia Lamar
Degree/Certifications: ICD-10, HCPSC
Professional Experience: Over 40 years

Mike Diaz
Degree/Certifications: American Career College, UCR
B.S. Psychology, Medical Assistant Diploma
Professional Experience: Over 5 years

Pharmacy Technician Program

Romeo Sosa
Degree/Certifications: East LA College- AA Natural Sciences, AA Social and Human Behavioral Sciences. Amcerican Career College- Pharmacy Technician Certificate NHA Pharmacy Technician Certificatation (CPht), PTCB Pharmacy Technician Certification (CPht), BLS instructor– CPR and AED (American Heart Association)
Professional Experience: Over 8 years

Andrew Jones
Degree/Certifications: University of Minnesota, Hennepin County Medical Center
B.A. Communication and Media Studies, CPhtT
Professional Experience: Over 10 years

Huntington Park Campus Faculty / Staff List

Campus President/Executive Director: **JC Rivas**

Admissions
Director of Admissions: **Marie Guerrero**

Business Office Manager
Betty Alvarez

Career Services
Director of Career Services: **Patricia Hernandez**

Education
Director of Education: **Laura Barrientos**

Registrar
Karla Martinez

Student Financial Services
Associate Director of Student Finance: Lupe Alvarado

Faculty

Business Office Administration Program

Josefina Castellanos (part-time)
Degree/Certifications: Bachelor of Arts, Accounting, University of La Verne
Professional Experience: 15 years

Tim Sutton (part-time)
Degree/Certifications: Associate Degree, Information Systems
National Education Center
Professional Experience: 31 years

Glen Villanea (part-time)
Degree/Certifications: Masters in Business Administration, Devry University
Bachelors of Arts in Economics, Cal State University Long Beach
National Education Center
Professional Experience: 17 years

Criminal Justice Program

Alejandro Villegas, Lead Instructor (part-time)
Degree/Certifications: Master of Science, Administration of Justice and
Security, University of Phoenix
Professional Experience: 21 years

Dental Assistant Program

Miriam Ramirez (full-time)
Department Chair for Dental Assistant
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal
Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 17 years

Antoinette Payton (part-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal
Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 34years

Wilbert Contreras part-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal
Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 14 years

Rosario Delia Camacho (part-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal
Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 45 years

Silvia Davis (part-time)
Degree/Certifications: Registered Dental Assistant, Associate of Arts in Interdisciplinary
Studies, Los Angeles Southwest College. Dental Board of California Coronal Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 15 years

Tania Minero (part-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal
Polish Certificate, Pit & Fissure Sealant Certificate, Radiology License, CPR Certified
Professional Experience: 9 years

Veronica Martinez (full-time)
Degree/Certifications: Registered Dental Assistant, Dental Board of California Coronal
Polish Certificate, Pit & Fissure Sealant Certificate,
Radiology License, CPR Certified
Professional Experience: 13 years

Medical Assistant Program

Rosaura Cazares (full-time)
Campus Department Manager for Medical Assistant and Medical Office Specialist
Degree/Certifications: National Certified Medical Assistant,
Medical Assistant Diploma, UEI College Huntington Park, CPR Certified, National
Phlebotomy License Technician
Professional Experience: 20 years

Brendalyth Alvarez (part-time)
Degree/Certifications: National Certified Medical Assistant, Medical Assistant
Diploma, UEI College, Huntington Park, CPR Certified
Professional Experience: 7 years

Brenda Zuniga
Degree/Certifications: Medical Assistant Diploma, UEI College, Huntington Park,
CPR Certified
Professional Experience: 6 years

Antonio Borras (part-time)
Degree/Certifications: Doctor in Medicine, Instiuto Superior de Ciencias Medicinas, CPR
Certified
Professional Experience: 20 years

Barbara Ayala (part-time)
Degree/Certifications: Medical Assistant Diploma, UEI College, Huntington Park,
CPR Certified
Professional Experience: 8 years

Haydee Lopez (full-time)
Degree/Certifications: Medical Assistant Diploma, Mandle School of Allied Health ,
Phlebotomy, Medical Coding and Billing, Maric College
CPR Certified
Professional Experience: 15 years

Joseph Alvarez (full-time)
Degree/Certifications; License Vocational Nurse, State of California, CPR Certified
Professional Experience: 26 years

Maria Araceli Jimenez (part –time)
Degree/Certificates: Medical Assistant Diploma, National Education Center
Professional Experience: 31 years

Samantha Valenzuela (part-time)
Degree/Certificates: Medical Assistant Diploma, InfoTech Career College,
CPR Certified
Professional Experience: 7 years

Yessica Sanchez (part-time)
Degree/Certificates: Medical Assistant Diploma, Bryman College Gardena,
CPR Certified
Professional Experience: 8 years

Medical Office Specialist

Haydee Lopez (full-time)
Degree/Certificates: Medical Assistant Diploma, Mandle School of Allied Health , P
hlebotomy, Medical Coding and Billing, Maric College
CPR Certified
Professional Experience: 15 years

Zulma Yes (part-time)
Degree/Certificates: National Certified Medical Assistant, Medical Assistant Diploma,
Everest College, CPR Certified
Professional Experience: 9 years

Heating, Ventilation and Air Conditioning

Maurice Elrington (part-time)
Degree/Certificates: HVAC Technician, University SDA Technical School , EPA License
Professional Experience: 3 years

Robert Ross (part-time)
Degree/Certificates: HVAC Technician, EPA License
Professional Experience: 19 years

Gilbert Cabaong (part time)
Degree/Certificates: HVAC Technician, EPA License
Professional Experience: 32 years

Armando Gomez (part-time)
Degree/Certificates: HVAC Technician, EPA License
Professional Experience: 16 years

Ontario Campus Faculty / Staff List
Executive Director: **Rita Totten**

Admissions
Director of Admissions: **Vacant**

Business Office Manager
Monique Williams

Career Services
Director of Career Services: **Renee Guerrero**

Education
Associate Director of Education: **Juan Carrillo**

Registrar
Livier Arreola

Student Financial Services
Director of Student Finance: **Dan Peng**

Faculty

Business Office Administration Program
Brandon Gralak, Lead Instructor, Professional Experience: 3 years
Jane Gustafson
Degree/Certifications: B.A. Dance, University of California, Los Angeles
Professional Experience: 26 years

Criminal Justice Program
Guy Gomez
Degree/Certifications: B.A. Criminal Justice, California State University, San Bernardino; Master of Clinical Psychology, Azusa Pacific University
Professional Experience: 21 years
Kirk Purkiser
Degree/Certifications: A.A.S. Criminal Justice Technology, Vance-Granville Community College, North Carolina; BLS Instructor Certified
Professional Experience: 9 years

Computer System Technician Program
Brandon Gralak, Lead Instructor
Professional Experience: 5 years
Rayford Elliott
Degree/Certifications: B.S. Engineering Technology, California State Polytechnic University, Pomona
Professional Experience: 30 years
Reinhold (Jake) Mayer
Degree/Certifications: A+ Certified Professional (801/802), Comp TIA, 6/2016; Microsoft Office User Specialist, Microsoft, 03/2004
Professional Experience: 18 years

Dental Assistant Program
Virginia Hughes, Campus Department Chair
Degree/Certifications: Dental Assisting Certificate, Los Angeles Unified School District—Division of Adult and Occupational Education; Registered Dental Assistant; Coronal Polishing Certified, X-ray license, Sealant Certified, BLS Instructor Certified
Professional Experience: 16 years
Maria Cervantes
Degree/Certifications: Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified, Ultrasonic Scaling, BLS Instructor Certified
Professional Experience: 11 years
Tamika Coleman
Degree/Certifications: Dental Assistant Diploma, UEI College, Ontario; Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified, BLS Instructor Certified
Professional Experience: 4 years
Erica Madrigal
Degree/Certifications: Dental Assistant Diploma, UEI College, Ontario, Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant, BLS Instructor Certified
Professional Experience: 8 years
Emilinda Pascua
Degree/Certifications: Registered Dental Assistant, Coronal Polishing Certified, X-ray license, Pit & Fissure Sealant Certified, BLS Instructor Certified
Professional Experience: 4 years

Heating Ventilation and Air Conditioning Program
Richard Gulizia, Lead Instructor
Degree/Certifications: M.E. Occupational Training Management, Idaho State University; B.S. Corporate Training, Idaho State University; EPA Universal Refrigerant Transition and Recovery Certification
Professional Experience: 28 years
Samuel Ayala
Certification: EPA Universal Refrigerant Transition and Recovery Certification
Professional Experience: 7 years
Jorge Gutierrez
Certifications: EPA Universal Refrigerant Transition and Recovery Certification
Professional Experience: 8 years
James Sica
Certifications: EPA Universal Refrigerant Transition and Recovery Certification
Professional Experience: 7 years

Medical Assistant Program
Tammy Latu, Campus Department Chair (MA/MOS)
Degree/Certifications: A.S. Medical Assisting, San Joaquin Valley College, Ontario
Professional Experience: 11 years

Christy Bocanegra
Degree/Certifications: Medical Assistant Diploma, Concorde Career College; BLS Instructor Certified
Professional Experience: 7 years
Priscilla Chia
Degree/Certifications: Medical Assistant Diploma, UEI College; BLS Instructor Certified
Professional Experience: 3 years
Ana Martinez
Degree/Certifications: Medical Assistant Certificate, Bryman College; BLS Instructor Certified
Professional Experience: 3 years
Cristina Villanueva
Degree/Certifications: Vocational Nursing Diploma, American Career College, BLS Instructor Certified
Professional Experience: 3 years

Medical Office Specialist
Tammy Latu, Campus Department Chair (MA/MOS)
Degree/Certifications: A.S. Medical Assisting, San Joaquin Valley College, Ontario
Professional Experience: 11 years

Kelly Brandon
Degree/Certifications: Doctor of Medicine, Iran University of Medical Sciences and Health Services; BLS Instructor Certified
Professional Experience: 4 years

UEI COLLEGE

Riverside Campus Faculty / Staff List
Campus President: **Garo Ghazarian**

Admissions
Director of Admissions: **Marvin Gomez**

Business Office Manager
Yolanda Gibson

Career Services
Regional Director of Career Services: **Elisa Ibarra**

Education
Director of Education: **Thomas Bustamante Jr.**

Registrar
Tracy Morales

Student Financial Services

Associate Director of Student Finance: **John Burns**

Student Account Manager
Jennifer Garcia

Faculty

Business Office Administration
Arturo Bauer
Degree/Certifications: B.A. Business Administration, Masters of Business Administration
Institution: DeVry University, Keller Graduate School of Management
Professional Experience: 12 years
Paul Caldani
Degree/Certifications: B.S. Business Management, Masters Educational Curriculum
Institution: University of Iran Zamin, University of Phoenix
Professional Experience: 25 years

Criminal Justice
Edward Agundez
Degree/Certifications: B.A. Political Science
Institution: University of California, San Diego
Professional Experience: 15 years
Charles Barton
Degree/Certifications: B.A. Criminal Justice with Minor in Private Security; CPR Certified
Institution: Northern Arizona University
Professional Experience: 26 years

Computer Systems Technician
Albert Armijo
Degree/Certifications: AS Network Systems Administration
Institution: ITT Technical Institute
Professional Experience: 24 years

Dental Assistant
Nadine Bracamontes, Campus Department Chair
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant, Ultrasonic Scaler, BLS Certified, CPR Instructor Certified
Institution: East Los Angeles Occupational Center
Professional Experience: 32 years
Camila Bugarin
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant, BLS Certified, BLS Instructor Certified
Institution: Concorde Career College
Professional Experience: 7 years
Angelica Gonzalez
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant, Ultrasonic Scaler, BLS Instructor Certified
Institution: Baldy View Regional Occupational Program
Professional Experience: 4 years
Tina Henderson
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant, Ultrasonic Scaler, BLS Instructor Certified
Institution: Bryman College
Professional Experience: 33 years
Penelope Anne Kleibacker
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant, Ultrasonic Scaler, BLS Certified, CPR Instructor Certified

Institution: College of Alameda
Professional Experience: 10 years
Diana Lopez
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant, BLS Certified, CPR Instructor Certified
Institution: North West College
Professional Experience: 5 years
Guadalupe Martinez
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant, BLS Certified, CPR Instructor Certified
Institution: Cerritos College
Professional Experience: 27 years
Denise Nunez
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant, Ultrasonic Scaler, BLS Certified, CPR Instructor Certified
Institution: Career Technical Education Riverside County Office of Education
Professional Experience: 7 years
Nancy Soza
Degree/Certifications: A.A. Interdisciplinary Studies; Registered Dental Assistant, X-ray, Coronal Polish, Pit and Fissure, Ultrasonic Scaling, BLS Instructor Certified
Institution: Kaplan University; United Education Institute
Professional Experience: 7 years
Esther Wysinger
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Ultrasonic Scaling, CPR Instructor Certified; Bachelor of Science in Psychology
Institution: Concorde Career College; University of Phoenix
Professional Experience: 21 years

Heating, Ventilation and Air Conditioning
Luis Lopez-Gonzalez
Degree/Certifications: Heating Ventilation and Air Conditioning Diploma
Institution: Riverside Community College
Professional Experience: 9 years

Medical Assistant
Stephanie Navarro, Campus Program Manager
Degree/Certifications: Medical Assistant Diploma, NCMA, CPR, AHA
Institution: Bryman College
Professional Experience: 13 years
Ana Cardoza
Degree/Certifications: Medical Assistant Diploma, Phlebotomy Technician, CPR
Institution: Bryman College
Professional Experience: 11 years
Brenda Helguera
Degree/Certifications: Medical Assistant Diploma, CPR, EMT
Institution: Bryman College, Saddleback College
Professional Experience: 13 years
Rosaura Madrigal
Degree/Certifications: Medical Assistant Diploma, CPR
Institution: United Education Institute
Professional Experience: 7 years

Faculty

Medical Assistant (continued)

Mathew Padilla
Degree/Certifications: Medical Assistant Diploma, X-Ray, CPR
Institution: Modern Technology College
Professional Experience: 6 years

Baroness Price
Degree/Certifications: LVN, CPR, Certified MA, Certified Phlebotomy Technician
Institution: United Education Institute; Summit Career College
Professional Experience: 14 years

Ruth Renteria
Degree/Certifications: Medical Assistant Diploma, Phlebotomy, Electrocardiography
Institution: Concorde Career College
Professional Experience: 4 years

Marisela Zuniga
Degree/Certifications: Medical Assistant Diploma, CPR
Institution: United Education Institute
Professional Experience: 13 years

Medical Billing & Insurance Coding

Arnetta Anderson
Degree/Certifications: Medical Billing and Coding Instructor
Institution: Bureau for Private Postsecondary and Vocational Education
Professional Experience: 28 years

Carol Biggs
Degree/Certifications: Masters in Education with a Specialization in Curriculum and
Instruction; B.A. in Social Science; Medical Assisting Diploma
Institution: Ashford University; Ashford College; Northwest College
Professional Experience: 11 years

Brian Taylor
Degree/Certifications: B.A. Cognitive Science; Certified Emergency Medical
Technician—Basic
Institution: University of California, San Diego; Santa Monica College
Professional Experience: 8 years

Pharmacy Technician

Mary Gascon
Degree/Certifications: A.S. Biology; Pharmacy Technician, PTCB
Institution: Victor Valley College; California State Board of Pharmacy
Professional Experience: 18 years

Reeta Mohleji
Degree/Certifications: B.S. in Chemistry, Botany, & Zoology,
M.S. Botany, Pharmacy Technician, PTCB, LPT, CPhT, CGMP
Institution: Christ Church College, Kanpur University India
Professional Experience: 20 years

Tina Redding
Degree/Certifications: Pharmacy Technician, PTCB
Institution: El Camino College
Professional Experience: 20 years

San Marcos Campus Faculty/Staff List
Campus President: Kenneth Guerrero

Admissions
Associate Director of Admissions: Open
Business Office Manager
Business Office Manager: Erica Carmon
Career Services
Director of Career Services: Cheryl Peiler
Career Services Specialist: Linda Berry
Career Services Specialist: Patricia Padilla

Financial Planning
Senior Student Finance Advisor: Tara Burr
Senior Student Finance Advisor: Vanessa Figueroa
Education
Director of Education: Open
Department Chair- Dental Assistant: Marilyn Dickson
Registrar: Jesse Castro

Business Office Administration Program

LeFevre, Mark
Degrees/Certs: Masters of Arts in Education /University of Phoenix, Bachelor of Science in Business Administration /Wayne State University, Teaching Credential, Single Subject Business / State of California, Provisional Teaching Certificate/State of Michigan
Professional Experience: 16 Years

Computer Systems Technician Program

Canonizado, Alain
Degrees/Certs: Bachelors in Computer Science/ AMA Computer College, Network Administration/ Colmen College
Professional Experience: 10 Years

Sarkoobi, Amir
Degrees/Certs: Certificate of Completions DeVry University/ Maintaining Cyber Security, Texas A&M Engineering Extension/ FEMA, Comp Network+, CCNA/ Security, Network, Routing and Switching, LAN, Network Fundamentals
Professional Experience: 15 Years

Criminal Justice Program

Dick, David
Degrees/Certs: Associates In Administration of Justice/BUTTE College, FEMA, BLS, and First Aid Certified Instructor, Pease Officer Standards Advanced
Professional Experience: 40 Years

Ivan Moses
Degrees/Certs: BA /California State University, AA Police Science/ El Camino College
Professional Experience: 43 Years

Dental Assistant Program

Dickson, Marilyn
Degrees/Certs: RDA/Concorde Career College, LVN/Concorde Career College, Radiology Certificate, Infection Control, Coronal Polishing , Pit and Fissure Sealant Certified, IV Therapy, and Blood Withdrawal Certificate, CPR,BLS,HS Certified Instructor
Professional Experience: 11 Years

Garcia, Tiffany
Degrees/Certs: RDA, Coronal Polishing, X-ray, Sealants, CPR Certified, AED Certified
Professional Experience: 20 years

Small, Cynthia
Degrees/Certs: RDA, Radiology Certificate, Coronal Polish, Pit and Fissure Sealant Certified, BLS Instructor
Professional Experience: 10 Years

Heating, Ventilation and Air Conditioning

Abdulghani, Sarmad
Degrees/Certs: Bachelors in Science/ University of Baghdad UC San Diego Extension / RF Engineering /HVAC, EPA, Certified Technician TYPE Universal
Professional Experience: 24 Years

Arenas, Edgar
Degrees/Certs: UCSD Extension /HVAC, VGI Training, EPA, Certified Technician TYPE Universal
Professional Experience: 13 Years

Ruff, Bobbie Calvin
Degrees/Certs: EPA Proctor 608 Universal/ HVAC,
Professional Experience: 34 Years

Medical Assistant Program

Angeles, Rebecca
Degrees/Certs: Medical Assistant/Maric (Kaplan) College, CPR Certified, First Aid Certified
Professional Experience: 10 Years

Cole, Susan
Degrees/Certs: Medical Assistant/Maric (Kaplan) College, RMA Certified, CPR/BLS/AHA Certified Instructor
Professional Experience: 15 Years

Furhman, Michelle
Degrees/Certs: Master of Health Administration, Masters of Business Administration, BS in Health Management, A.A. Electronic Health Records/University of Phoenix, Licensed Vocational Nurse, CPR
Professional Experience: 10 years

MacKay, Robert
Degrees/Certs: Clinical Medical Assistant Certificate, Phlebotomy Certification /Boston Reed College, CPR, BLS Certified Instructor
Professional Experience: 8 years

Neumayer, Isaura
Degrees/Certs: Licensed Vocational Nurse/Emergency Medical Technician School, CPR Certified, ICD- 10 and Nursing
Professional Experience: 21 Years

Willis, Carmelita
Degrees/Certs: Medical Assistant/UEI College, CPR
Professional Experience: 14 Years

Medical Office Specialist

Lark, Capri
Degrees/Certs: Medical Assistant / Concorde Career College, HIPPA, CPR certified
Professional Experience: 6 years

Pharmacy Technician Program

Carrillo, Gabriel
Degrees/Certs: Pharmacy Technician Diploma/UEI College, CPR Certified
Professional Experience: 5 Years

Patel, Parita
Degrees/Certs: BS/California State University, Certified Pharmacy Technician
Professional Experience: 10 Years

10/1/2017

UEI COLLEGE

Stockton Campus Faculty / Staff List
Campus President/Executive Director: **Ezra Salas**

Admissions
Director of Admissions: **Eleshea Kidd**

Business Office Manager
Manuel Lial

Career Services
Director of Career Services: **Kevis Sullivan**

Education
Director of Education: **Open**

Registrar
Alyssa Fuller

Student Financial Services
Director of Student Finance: **Andrew McCauley**

Faculty

Business Office Administration Program
Tanya Anderson
Degree/Certifications: BA Business Administration, National University; Masters of Science in Educational Technology, National University
Professional Experience: 16+ years
Francisco Figueroa
Degree/Certifications: A.A. Liberal Arts , San Joaquin Delta College
Professional Experience: 15+ Years

Computer System Technician Program
Daniel Rosales
Degree/Certifications: A.A.S. IT Network Systems Administration, Heald College
Professional Experience: 6+ years
David Lehr
Degree/Certifications: A.A.S. IT Network Systems Administration, Heald College; BS Software Engineering; Masters of Science Database Design and Management, Colorado Technical University
Professional Experience: 12+ years

Dental Assistant Program
April Morris
Degree/Certifications: Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant Certified
Professional Experience: 14+ years
Peggy Del Rosario
Degree/Certifications: Dental Assisting, Diploma Kaplan College; Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant Certified
Professional Experience: 20+ years
Liah Brown-Sanger
Degree/Certifications: AS Dental Assisting, Contra Costa College; BS Management, University of Phoenix; Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant Certified
Professional Experience: 12+ years
Elizabeth Stockton
Degree/Certifications: Dental Assistant Certificate, Mid –State College; AA Natural Sciences, San Joaquin Delta College, Registered Dental Assistant, Coronal Polish, CPR/BLS Certified, X-ray, Coronal Polish, Pit & Fissure Sealant Certified
Professional Experience: 17+ years
Sarah Gibson
Degree/Certifications: Dental Assisting Diploma, Kaplan College; Registered Dental Assistant, X-ray, Coronal Polish, Pit & Fissure Sealant Certified
Professional Experience: 17+ years
Ronald Carter
Degree/Certifications: Dental Assisting Diploma, Maric College; BS Health Care Administration, University of Phoenix; Registered Dental Assistant , X-ray, Coronal Polish, Pit & Fissure Sealant Certified
Professional Experience: 10+ years
Maria Serrato
Degree/Certifications: Dental Assisting Diploma, Career Education Center; Registered Dental Assistant , X-ray, Coronal Polish, Pit & Fissure Sealant Certified
Professional Experience: 9+ years

Heating Ventilation & Air Conditioning Program
Roy Rodriguez
Degree/Certifications: HVAC Certificate/Diploma ,Institute of Technology; Certified UNIVERSAL, ESCO Institute
Professional Experience: 10+ years
Joshua Chapman
Degree/Certifications: HVAC Residential and Commercial, Merced Junior College; Certified UNIVERSAL, ESCO Institute;
Professional Experience: 6+ years

Medical Assistant Program
Lyndsi Reyes
Degree/Certifications: Medical Assistant Diploma, Andon (Kaplan) College; CPR Certified, First Aid
Professional Experience: 15+ years
Tonia Sood
Degree/Certifications: AAMA Certified Medical Assistant, CPR Certified
Professional Experience: 5+ years
Billie Jones
Degree/Certifications: Medical Assistant Diploma, CPR Certified, CAOCH Certified, Federal UDS certified, Breath Alcohol Testing Certified, NIOSH Certified, Hair Testing Certified
Professional Experience: 20+ years
Adrianne Dennis
Degree/Certifications: Medical Assisting Diploma, MTI Business College, CPR Certified, First Aid
Professional Experience: 18+ years
Cynthia Koshko
Degree/Certifications: Masters Health Administration, University of Phoenix; Certified MA, AMT, ACLS Certified, AHA, BLS for Healthcare Provider
Professional Experience: 24+ years
Belinda Rosales
Degree/Certifications: AA Medical Assisting, Heald College; CPR Certified
Professional Experience: 6+ years
Maria Marquez
Degree/Certifications: Allied Health Science Diploma, Southern University; CCMA Certified; CPR Certified
Professional Experience: 9+ years
Kathy Escobedo
Degree/Certifications: Medical Assistant Diploma, Kaplan College; CPR Certified
Professional Experience: 15+ years

Medical Office Specialist Program
Jodi English
Degree/Certifications: AA Medical Assisting, Heald College; Medical Insurance Billing & Coding Diploma, Heald College; BS Health Services Management, DeVry University,
Professional Experience: 10+ years
Carrie Vance
Degree/Certifications: CA Board Registered Nurse License, CPR(BLS) Certified
Professional Experience: 30+ years

10/1/2017

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Bakersfield:

Automotive (AUTO)	30:1
Business Office Administration (BOA)	30:1
Criminal Justice (CJ)	30:1
Computer System Technician (CST)	25:1
Medical Assistant (MA)	29:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA)	14:1
Pharmacy Technician (PT)	30:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1

Fresno:

Business Office Administration (BOA)	25:1
Criminal Justice (CJ)	25:1
Computer System Technician (CST)	22:1
Medical Assistant (MA)	27:1
Medical Billing & Insurance Coding (MBIC)	25:1
Dental Assistant (DA)	14:1
Pharmacy Technician (PT)	20:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1

Gardena:

Automotive (AUTO)	30:1
Business Office Administration (BOA)	30:1
Criminal Justice (CJ)	30:1
Computer System Technician (CST)	30:1
Medical Assistant (MA)	25:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA) Lecture	14:1
Pharmacy Technician (PT)	30:1
Heating, Ventilation and Air Conditioning (HVAC)	25:1

Riverside:

Business Office Administration (BOA)	30:1
Criminal Justice (CJ)	30:1
Computer System Technician (CST)	30:1
Medical Assistant (MA)	25:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA)	14:1
Pharmacy Technician (PT)	30:1
Heating, Ventilation and Air Conditioning (HVAC)	20:1

UEI COLLEGE

Maximum Student/Teacher Program Ratios

Sacramento:

Automotive (AUTO)	30:1
Medical Assistant (MA)	25:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA) Lecture	14:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1

UEI College

Maximum Student/Teacher Program Ratios

Anaheim

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Business Office Administration (BOA)	25:1	25:1
Criminal Justice (CJ)	25:1	25:1
Computer System Technician (CST)	25:1	25:1
Medical Assistant (MA)	25:1	25:1*
Medical Billing & Insurance Coding (MBIC)	25:1	25:1
Dental Assistant (DA)	14:1	14:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI College

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Chula Vista

Program	Lecture	Lab
Business Office Administration (BOA)	25:1	25:1
Criminal Justice (CJ)	23:1	23:1
Computer System Technician (CST)	22:1	22:1
Medical Assistant (MA)	25:1	25:1*
Medical Office Specialist (MOS)	20:1	20:1
Dental Assistant (DA)	14:1	14:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI College

Maximum Student/Teacher Program Ratios

El Monte

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Business Office Administration (BOA)	21:1	25:1
Criminal Justice (CJ)	25:1	25:1
Computer System Technician (CST)	22:1	22.1
Medical Assistant (MA)	25:1	25:1*
Medical Billing & Insurance Coding (MBIC)	25:1	25:1
Dental Assistant (DA)	14:1	14:1
Pharmacy Technician (PT)	25:1	25:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI College

Maximum Student/Teacher Program Ratios

Encino

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Business Office Administration (BOA)	25:1	25:1
Criminal Justice (CJ)	25:1	25:1
Computer System Technician (CST)	25:1	25:1
Medical Assistant (MA)	25:1	25:1*
Medical Billing & Insurance Coding (MBIC)	25:1	25:1
Dental Assistant (DA)	14:1	14:1
Pharmacy Technician (PT)	25:1	25:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI College

Maximum Student/Teacher Program Ratios

Huntington Park

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Medical Assistant	25:1	25:1*
Criminal Justice	25:1	25:1
Business Office Administration	25:1	25:1
Medical Office Specialist	20:1	20:1
Heating, Ventilation and Air Conditioning	20:1	20:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI College

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Ontario

Program	Lecture	Lab
Business Office Administration (BOA)	20: 1	20:1
Criminal Justice (CJ)	20: 1	20:1
Computer System Technician (CST)	20: 1	20:1
Medical Assistant (MA)	25: 1	25:1*
Medical Office Specialist (MOS)	20: 1	20:1
Dental Assistant (DA)	14: 1	14:1
Heating, Ventilation and Air Conditioning (HVAC)	20:1	20:1

Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI College

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

San Marcos

Program	Lecture	Lab
Business Office Administration (BOA)	24:1	24:1
Criminal Justice (CJ)	24:1	24:1
Computer System Technician (CST)	20:1	20:1
Medical Assistant (MA)	25:1	25:1*
Medical Office Specialist (MOS)	20:1	20:1
Dental Assistant (DA)	14:1	14:1
Pharmacy Technician (PT)	20:1	20:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*

UEI College

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Stockton

Program	Lecture	Lab
Business Office Administration (BOA)	30:1	30:1
Computer System Technician (CST)	30:1	30:1
Medical Assistant (MA)	25:1	25:1
Medical Office Specialist (MOS)	30:1	30:1
Dental Assistant (DA)	14:1	14:1
		6:1 (Module 130/150)
Heating, Ventilation and Air Conditioning (HVAC)	20:1	20:1