



**FREMONT COLLEGE<sup>®</sup>**

## **GENERAL CATALOG**

**January 1, 2018– December 31, 2018**

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Note: The College reserves the right to change or modify policies, regulations, curricula, courses, tuition and fees, or any other aspect of its programs described in this catalog at any time.

Not all courses or programs listed in this catalog will be available online.

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## Supplemental Information as of October 24, 2018

Since this catalog's original publication of January 4, 2018, Fremont College has made the following changes to its **January 2018 – December 2018 catalog**:

Date Changed	Page(s) on Which Change Appears	Change/Update
4/30/2018	17	Updated Faculty
4/30/2018	86, 88, 92	Corrected language for Massage Therapy (MT) and Sports & Rehabilitation Therapy (SRT) programs from “licensure” to “certification”
4/30/2018	88	Massage Therapy program - corrected name of licensing examination from NCBTMB to MBLEx (Massage & Bodywork Licensing Examination)
9/01/2018	17	Updated Faculty
9/01/2018	27	Foreign Transcripts – applicants with foreign degrees admitted into the College's Master level programs (and Bachelor Degree Completion programs) must have their transcripts evaluated by an evaluation company
9/01/2018	28	Transfer Credit policy –accept evaluated transcripts from foreign colleges
9/01/2018	61	Updated MBA courses and course numbers
9/01/2018	65, 67	Added HM440 <i>Cannabis Business, Health and the Consumer</i> as an elective course to Business Leadership & Healthcare Management programs
9/01/2018	70, 72, 75, 78, 79, 82, 88, 93, 98, 101, 104, 107, 129, 130	Changed GE107 course name from <i>College Success Skills</i> to <i>College Writing and Success Skills</i> .  PF100 <i>Program Foundations</i> and GE107 <i>College Writing and Success Skills</i> prerequisites
9/01/2018	70	DM204 <i>User Acquisition and Retention Strategies</i> and HT260 <i>The Business of Medical Cannabis</i> courses replace BM210 <i>Growth Marketing Channels</i> and BM220 <i>Social Media Marketing</i>
9/01/2018	75, 101,104	Added HT260 as an elective course
9/01/2018	79	GE107 course replaces Mythology and Modern Media (GE250)
9/01/2018	81, 86	Updated the total number of Supervised hours in the Sports & Rehabilitation and Massage Therapy programs
9/01/2018	92	Added Supervised hours, hygiene, dress code and draping to the Sports Therapy & Massage program
9/01/2018	94	Added CAMTC: Transfer Credit policy, Disclosures and Program Requirements to the Sports Therapy & Massage program
9/01/2018	97	Added hygiene, dress code and draping to the Physical Therapy Aide & Massage program
9/01/2018	101	DM104 <i>Leveraging Social Media</i> and DM204 replaces BM210 and BM220
9/01/2018	102	Updated Health Administration sequencing of courses
9/01/2018	105	Updated Web & Mobile Marketing sequencing of courses
9/01/2018	108	Updated MBA course descriptions
9/01/2018	113	Added HM440 course description (new course)
9/01/2018	114	Updated Business Management & Business Administration course descriptions
9/01/2018	119	Added HT260 course description (new course)
9/01/2018	130	Updated GE107 title in course description
10/24/2018	46	Updated FA Probation and FA Academic Plan

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## **Board of Governors**

**Ambassador Frank E. Baxter**

*Chairman of the Board of Governors, Fremont College; Former Ambassador to Uruguay; and Chairman Emeritus of Jefferies and Company, Inc.*

**Dr. Sabrina Kay**

*Chancellor of Fremont College; Founder of Fremont Private Investments, Art Institute of Hollywood, Premier Business Bank, Fashion Umbrella, and the Sabrina Kay Collection*

**Sandy Berg**

*President & CEO, Ellis Paint Company*

**Andrew Cherng**

*Founder and Chairman, Panda Restaurant Group*

**Dr. Bernie Luskin**

*Chairman & CEO, Luskin International*

**Kathryn S. Schloessman**

*President, LA Sports and Entertainment Commission*

## Chancellor's Welcome



Welcome to Fremont College and congratulations on taking the first step toward your great transformation. We applaud your courage and offer the support you will need to bring your personal aspiration to fruition. Fremont College will help you acquire the knowledge, discipline, and ethics needed to succeed in your chosen field. We ask that you give your best effort and honest commitment to completing the program.

Investing in your higher education may be one of the wisest decisions you can make to create a bright future for you and the ones you love. We are privileged to be a part of your decision. The staff and faculty at Fremont College are passionately committed to the success of your journey as a professional making a positive contribution to your community.

This will be a busy yet exciting time for you. I hope you enjoy the exhilarating educational experience at Fremont College. Please know that your success is as important to us as it is to you. If you're committed to your future, the faculty, staff, board of governors, and advisory board members of Fremont College will be your partners throughout your entire journey. Congratulations on joining the team of students and future alumni of Fremont College.

Best Regards,

A handwritten signature in blue ink, which appears to read "Sabrina Kay". The signature is fluid and cursive, with a long horizontal line extending to the right.

Dr. Sabrina Kay  
Chancellor  
Fremont College

## **Introduction**

FREMONT COLLEGE was founded on the principle that education is the foundation for growth and that students should have the opportunity to develop their full potential. The College traces its origin to its founding as Platt College in St. Joseph, Missouri. A Southern California campus was established in 1986 and became independent in 1989.

In 2007, the College became Fremont College and undertook a major expansion plan. The College added new degree programs, relocated to a new, modern facility, and established an advisory board of prominent community and business leaders for each program. Fremont College also gained authorization to offer certain programs and courses via distance education and started to offer associate and bachelor degrees in business entirely online.

## ***Accreditation and Approvals***

Fremont College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award: Master of Business Administration degree (MBA), Bachelor of Arts degrees (BA), Bachelor of Science degrees (BS), Associate of Arts degrees (AA), Associate of Science degrees (AS), and Diplomas/Certificates via distance education, on-ground, or a combination of both (blended). ACCSC is listed as a nationally recognized accrediting agency by the U.S. Department of Education. This accreditation qualifies Fremont to participate in several Federal Financial Aid Programs, which provide grants and loans to eligible students.

Fremont College is approved by the California State Approving Agency for Veterans Education (CSAAVE) to enroll veterans and other eligible persons.

The College's Paralegal Studies program is approved by the American Bar Association (ABA).

On July 18, 2016, the California Massage Therapy Council has approved the following Fremont College massage programs.

### **Approved Programs:**

- Massage Therapy – 760 hours (Supervised Hours: 560)
- Sports and Rehabilitation Therapy – 1140 hours (Supervised Hours: 840)
- Sports Therapy & Massage–600 hours (Supervised Hours: 550); Approved 6/16/2017

### **Approved Location:**

- Fremont College Main Campus (Cerritos): CAMTC School Approval Code, SCH0063

The College's Physical Therapy Aide & Massage program is not approved by the California Massage Therapy Council (CAMTC) approval.

## ***Approval Disclosure Statement***

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. 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 Bureau can be reached at P.O. Box 2535 Capitol Oaks Drive, Suite 400, Sacramento California 95833; Toll Free Phone 888-370-7589; Fax 916-263-1894

## ***Gainful Employment Disclosure Templates (GEDT)***

Disclosures regarding Fremont College's programs related to gainful employment are provided on the program home page for each eligible program. Each program home page is linked to gainful employment information specific to that program. For more information about gainful employment, visit <https://fremont.edu/programs/gainful-employment/#gainful-employment>.

### ***Legal Control***

Fremont College LLC, which owns Fremont College, is a California limited liability company. Fremont College LLC is a subsidiary of Fremont Private Investments, Inc.

### ***Mission***

Our mission is to close the gap between the traditional classroom and the 21st-century workplace and empower our graduates to contribute to the community by providing an effective educational experience based on innovative instructional methods.

### ***Purpose***

Fremont College's purpose is to educate its students and provide them with opportunities to develop the thought processes, knowledge, and 21<sup>st</sup> century skills needed to succeed in today's evolving job market, as well as the lifelong learning skills that will enable them to continuously adapt to a changing environment.

### ***Objectives***

The College's objectives are to:

- Implement a collaborative learning model to engage diverse learners
- Continuously improve our instructional methods to integrate from pedagogy to andragogy
- Promote entrepreneurship and technological innovation
- Ensure relevance to our corporate partners' skill requirements

### ***Vision***

Anyone with focus, discipline, and desire to excel deserves a world-class education and better life.

## ***Programs Offered***

The following programs are currently offered by the College:

<b>Standard Occupational Classification (SOC) Code</b>	<b>Program</b>	<b>Credential</b>	<b>Quarter Credit Hours</b>	<b>Months</b>	<b>Campus</b>
11-1011.00 11-1021.00 11-2022.00 11-3011.00	Masters of Business Administration	Master's Degree	50	12	Cerritos/Online
11-1021.00 11-2022.00 11-3011.00 43-1011.00	Business Leadership	Bachelor of Arts Degree Completion	180	15	Online
11-9111.00	Healthcare Management	Bachelor of Science Degree Completion	180	15	Online
11-1021.00 11-2022.00 11-3011.00	Business Management	Associate of Arts Degree	90	15	Cerritos/Online
11-2011.00 11-2021.00 13-1161.00	Digital Marketing	Associate of Science Degree	90	15	Cerritos/Online
29-2071.00	Health Information Technology	Associate of Science Degree	90	15	Online
23-2011.00 23-2093.00 23-2099.00	Paralegal Studies	Associate of Arts Degree	90	15	Cerritos
29-1125.00	Sports & Rehabilitation Therapy	Associate of Science Degree	90	15	Cerritos
31-9011.00	Massage Therapy	Diploma	60	9	Cerritos
29-1129.00	Sports Therapy & Massage	Diploma	45	7	Cerritos
31-2012.00 31-2022.00 31-9099.00	Physical Therapy Aide & Massage	Diploma	45	7	Cerritos
43-9022.00 43-9061.00	Business Administration	Diploma	45	7	Cerritos/Online
11-9111.00	Health Administration	Certificate	45	7	Cerritos/Online
27-3099.00	Web and Mobile Marketing	Certificate	45	7	Cerritos/Online

The *Business Leadership* and *Healthcare Management* bachelor's degree completion programs require students to have already earned an associate or higher level degree upon entry. Students earn 90 additional quarter credits during the 15 months of the program, totaling 180 credits, to complete their bachelor's degree.

All residential courses are taught at either:

Main Campus (Cerritos)  
18000 Studebaker Road, Suite 900A  
Cerritos, CA 90703

Distance education coursework is completed at a location determined by the student. **Fremont College's** academic programs are specifically designed to align with the College's mission and purpose, which is to "close the gap between the traditional classroom and the 21<sup>st</sup>-century workplace by providing an effective and innovative educational experience to our students."

Research has revealed that American employers consistently require graduates to have the following skills, which are the five important Institutional Student Learning Outcomes (SLOs) at Fremont College:

- Critical Thinking and Problem-Solving
- Professionalism and Work Ethic
- Teamwork & Collaboration
- Oral Communication
- Written Communication

Fremont College seeks to ensure that its graduates will demonstrate:

- Comprehension of structures of intellectual inquiry through critical awareness of multiple approaches, methods, and assumptions of different academic disciplines and how these are applied to social and professional problems
- Personal accountability and effective work habits (i.e., punctuality, working optimally with others, and effectively managing time and work responsibilities)
- The ability to make decisions based on commonly accepted ethical standards and practices
- The ability to collaborate effectively with others to achieve a common goal
- The ability to work and collaborate with others asynchronously and via distance
- Communication competence through language expression (oral and written)

## ***Professional Action Learning® Method***

Fremont College employs a proprietary learning model, Professional Action Learning®, researched and created by its Chancellor, Dr. Sabrina Kay. This teaching methodology brings real-world concepts, current affairs, projects, and scenarios into the course content, challenging our students by embedding industry practices into their learning.

Unlike children, adults must be involved in the planning and evaluation of their education to get the most out of their experience. Fremont College encourages students to bring their personal and professional experiences into the classroom or online to create a curriculum with immediate relevance to their careers or personal lives.

This six-step methodology involves:

1. **Content Delivery** - The instructor presents a concept for the students to learn via lecture, reading, or multimedia presentation

2. **Burning Questions** – The instructor moves forward into questioning dialogue by asking questions of the students, either asking for volunteers or using a “cold-calling” model. Students are expected to be active participants in the dialogue, using critical thinking to respond and probe with further questions to either the instructor or each other
3. **Group Discussions** – Students are divided into teams to complete an assignment or answer a set of questions posed by the instructor. Through teamwork, students learn to work and communicate effectively with others in preparation for the office environment
4. **Debrief / Teachback** – Student teams are expected to present their findings / answers from their Group Discussion to the rest of the class, in doing so “teaching back” what they learned during Phase III. These short presentations encourage students to practice oral communication and public speaking
5. **Reflective Summary** – At the end of a class, students will be expected to collect their learnings and complete a reflective summary paper, project, or comprehensive exam. By completing these projects in a systematic fashion, students will learn time and project management skills
6. **Learning Archive** – In the concluding learning segment, presentations, questions, and key insights are archived for future reference and used to improve future classes

Our curriculum was developed by leaders in each field we teach, and our faculty members are experienced professionals who share with our students their knowledge and the real-world lessons that they have gained through years of practice. Combining the best minds, concepts, and experiences in the fields of business, law, design, and healthcare, we challenge our students to contribute to the active learning process. Our students are taught to synthesize diverse theories and present the results to each other in order to cultivate a deeper learning environment. They are encouraged to participate in teams to complete challenging projects. Then, our students put their new knowledge and skills into action by immediately practicing in a real-world environment. Most courses include distance-learning components so that students learn how to work with others in a manner expected in the 21<sup>st</sup>-century workforce. Some courses are taught in blended learning methodology, utilizing both online and on-ground methods, while other courses are taught 100 percent online using a high-touch collaborative teaching method. At Fremont College, each student’s learning process is stimulated by participating, questioning, sharing, teaching back, and reflecting.

## ***Distance Learning***

Fremont College offers certain courses and programs via distance learning using an online format. The Cerritos campus is approved by ACCSC to offer distance education for the programs noted in the chart above. General Education courses are offered online for all programs.

General education courses have the same course descriptions, expected learning outcomes and general topics whether offered on ground or via distance education using an online format. For online courses, approximately one week may elapse between receipt of student coursework submissions and the electronic response or evaluation. To be eligible to take classes via Fremont’s distance education program, students must complete a Distance Learning Orientation and confirm that they have access to technology that will enable them to complete their coursework. Fremont College reserves the right to adjust course delivery to include online or blended delivery formats.



## ***Fremont College Faculty***

### **College of Business**

#### **Lisa Creach**

Lead Faculty for Business Programs  
Adjunct Faculty of General Education  
B.S. Management, Pepperdine University, 1995  
Master of Business Administration, Pepperdine University, 1997

### **College of Digital Marketing**

#### **Galel Fajardo**

Lead Faculty for Marketing Programs  
B.A. Political Science, University of California, Irvine, 2006  
M.A. Psychology, National University, 2017

### **College of Healthcare**

#### **Cara Crabb Burnham**

Adjunct Faculty for Healthcare Programs  
B.S. Marketing Communications, Emerson College, 2011

#### **Cheryl Henry**

Adjunct Faculty for Healthcare Programs  
B.S. Multimedia Technology, Mount Sierra College, 2001  
MBA, Argosy University, 2007

#### **Amy Tecosky**

Adjunct Faculty for Healthcare Programs  
B.S. Public Relations, Minor in Communications, University of Florida, 1977  
M.S. Management, Kaplan University, 2014

### **College of Legal Studies**

#### **Shyreen Martin Hancock**

Program Director of Paralegal Studies  
B.A. Communication Arts, Johnson Smith University, 1987  
J.D. University of West Los Angeles School of Law, 1999  
Mediation Certification, Pepperdine University School of Law, 1999

#### **Moranda Glasper**

Adjunct Faculty of Paralegal Studies  
B.A. Communication Studies, California State University, Northridge, 2011  
J.D., Howard University School of Law, 2015

#### **Jonathan Ibanez**

Adjunct Faculty of Paralegal Studies  
B.A. Psychology, Minor in Legal Studies, University of California Santa Cruz, 2004  
J.D. Wester State University College of Law, 2008

#### **Jack Sorokin, Esq.**

Adjunct Faculty of Paralegal Studies  
B.A. English Literature, University of California, Irvine, 1972  
J.D. University of California School of Law, 1975

#### **William Tortu, Esq.**

Adjunct Faculty of Paralegal Studies  
B.A. History, University of Pennsylvania, 1972  
J.D. George Washington University, 1975

### **College of Wellness**

#### **Lance Followell, CMT**

Lead Faculty for Wellness Programs  
A.A. Liberal Studies, Long Beach City College, 1984  
Massage Therapy Diploma, Platt College, 2004  
B.S. Kinesiology / Athletic Training, California State University, Long Beach, 2006

#### **Sarah Baker**

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy  
Healing Hands Institute for Massage Therapy, 2003

#### **Joseph Patti**

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy  
Phoenix Therapeutic Massage College, 1991

#### **Dagmar Pechmann, CMT**

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy  
Massage School of Santa Monica, 1986

#### **Brandon Rowe**

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy  
A.A. Humanities, Harry S. Truman College, 2006  
Esthetics, Kin Care and Spa Institute, 2008  
Massage Therapy, European Massage Therapy School, 2009

## **College of General Education**

### **Carina Aguirre**

Adjunct Faculty of General Education  
B.A. Journalism, Texas A&M University, 2000  
J.D. Texas Tech University School of Law, 2003

### **Sonia Gomez**

Adjunct Faculty of General Education  
B.A. Communication Studies, California State University, Long Beach, 2006  
M.A. Communication, University of New Mexico, 2009

### **Don Hickey**

Adjunct Faculty of General Education  
B.A. History, George Washington University, 2001  
M.A. History, California State University, Fullerton, 2013

### **Samuel Mattioli**

Adjunct Faculty of General Education  
M.S. Training and Performance Management, University of Leicester, 2003

### **Joanne Maysami**

Adjunct Faculty of General Education  
B.S. Business, University of North Carolina, Pembroke, 2009  
M.A. Psychology, University of North Carolina, Pembroke, 2009

### **Gabriel Rodenborn**

Adjunct Faculty of General Education  
B.A. Flute Performance, Humboldt State University, 2011  
M.A. Flute Performance, California State University, Los Angeles, 2015

## ***Academic Calendar 2018***

<b>Themes</b>	<b>Start Date</b>	<b>End Date</b>
<b>Theme 1</b>	1/3/2018	2/4/2018
<b>Theme 2</b>	2/5/2018	3/11/2018
<b>Theme 3</b>	3/12/2018	4/15/2018
<b>Theme 4</b>	4/16/2018	5/20/2018
<b>Theme 5</b>	5/21/2018	6/24/2018
<b>Theme 6</b>	6/25/2018	7/29/2018
<b>Theme 7</b>	7/30/2018	9/2/2018
<b>Theme 8</b>	9/3/2018	10/7/2018
<b>Theme 9</b>	10/8/2018	11/11/2018
<b>Theme 10</b>	11/12/2018	12/16/2018

\*Each theme represents a five week time period during which courses are offered.

## ***Holiday Schedule 2018***

Fremont College will observe the following holidays:

Monday	January 1	New Year's Day
Monday	May 28	Memorial Day
Wednesday	July 4	Independence Day
Monday	September 3	Labor Day
Thursday	November 22	Thanksgiving Day
Friday	November 23	Day after Thanksgiving
Monday	December 24	Christmas Eve
Tuesday	December 25	Christmas Day

Campus classes falling on holidays will be made up at a date and time scheduled by the instructor.

## **Campus Business Hours**

Monday – Thursday:	7:30 a.m. – 8:00 p.m.
Friday:	7:30 a.m. – 6:00 p.m.
Saturday:	Closed
Sunday:	Closed

- *The campus may be open from 10:00 a.m. – 2:00 p.m. on some Saturdays*
- *Please contact Student Affairs for a current schedule*

## ***Campus Location***

### **Cerritos**

#### **MAIN CAMPUS**

18000 Studebaker Road, Suite 900A

Cerritos, CA 90703

Phone: 562-809-5100

Fax: 562-809-7100

## **Definitions**

### **Definition of a Credit Hour**

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

A **didactic learning environment** is one that is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.

A **supervised laboratory setting of instruction** is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out-of-class work/preparation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.

**Out-of-class work/preparation** is that which students engage in as a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus. An institution must be able to justify the number of hours estimated for that outside-of-class work. The student's work outside of class must be consistent with course educational goals and objectives; documented, assessed/graded; and serve as an integral part of the structured, sequenced educational program as described in the syllabus.

#### *Note:*

- Clock hours consist of 50 minutes of instruction or lab in all non-paralegal courses.
- Per ABA requirements, clock hours in the Paralegal Studies program consist of 60 minutes

## **Catalog Copies and Revisions**

Each prospective student is provided an electronic copy of the Fremont College catalog as an attachment prior to enrollment. The catalog is also available at: <http://www.fremont.edu/catalog>.

Students are required to read and comply with the policies of this catalog. The catalog may include an addendum, which contains important information and changes to the catalog since the last publishing. Upon request, Fremont College will provide a paper copy of the catalog, or a soft copy on CD or flash drive, along with its addendum(s).

Fremont College maintains the right to revise programs of study, hours, delivery method, calendar, policies, personnel, equipment, and textbooks at any time without changing the objectives of a program, as allowed by BPPE, ACCSC, CAMTC, and the ABA.

## Tuition and Fee Schedule

<b>Undergraduate</b>	<b>Cost per Quarter Hour</b>
Tuition Rate	\$400
Active Military Student Discount	\$283
**Active Military GPA Success Scholarship	\$166
<b>Graduate</b>	<b>Cost per Quarter Hour</b>
Tuition rate	\$500

*Fremont College defines a Military student as those currently serving in Active Duty, the Reserves and the National Guard, as well as a military spouse or dependents.*

The Active Military Student Discount tuition rate applies only to students who are currently serving in Active Duty, the Reserves and the National Guard at the time of their enrollment, as well as military spouses and dependents. It remains in effect only as long as they continue to have active military status. Upon completing their active military service, undergraduate military veterans, spouses and dependents will be charged the standard rate for all non-active military students.

*\*\*For more information about the Active Military GPA Success Scholarship, see “Financial Assistance/Scholarship” section*

<b>Fees(effective starting 11/13/2017 term)</b>	
* Application <i>non-refundable</i>	\$25.00
* Transfer Credit Evaluation Fee, if applicable <i>non-refundable</i>	\$25.00
*Registration Fee <i>non-refundable</i>	\$75.00
Technology Fee	\$200.00
Testing Fee (CAMTC approved programs only)	\$300.00
Graduation Fee	\$100.00
Official Transcript Fee (First official copy – no charge)	\$10.00
Replacement Diploma	\$25.00
Repeat Course Fee	\$750.00
Returned Check Fee	\$20.00
Student Tuition Recovery Fund (STRF) <i>non-refundable</i>	\$.50 per \$1000 of tuition to \$0 for California residents

\*Waived fees for Military and Veteran students

Technology fee is charged once per academic year to all students, effective Nov 2017 term

<b>Program</b>	<b>Program Tuition</b>	<b>*Est. Books and Supplies</b>	<b>*Est. Fees</b>	<b>*STRF</b>	<b>Testing Fee</b>	<b>**Total Est. Program Charges</b>
Certificate in Health Administration	\$18,000	\$165	\$400	\$0	N/A	\$18,565
Certificate in Web & Mobile Marketing	\$18,000	\$18	\$400	\$0	N/A	\$18,418
Diploma in Business Administration	\$18,000	\$105	\$400	\$0	N/A	\$18,505
Diploma in Massage Therapy	\$24,000	\$810	\$400	\$0	\$300	\$25,510
Diploma in Physical Therapy Aide & Massage	\$18,000	\$590	\$400	\$0	N/A	\$18,990
Diploma in Sports Therapy & Massage	\$18,000	\$590	\$400	\$0	\$300	\$19,290
AA in Business Management	\$36,000	\$105	\$600	\$0	N/A	\$36,705
AA in Paralegal Studies	\$36,000	\$1,355	\$600	\$0	N/A	\$37,955
AS in Digital Marketing	\$36,000	\$35	\$600	\$0	N/A	\$36,635
AS in Health Information Technology	\$36,000	\$330	\$600	\$0	N/A	\$36,930
AS in Sports & Rehabilitation Therapy	\$36,000	\$895	\$600	\$0	\$300	\$37,795
BA in Business Leadership (Degree Completion)	\$36,000	\$160	\$600	\$0	N/A	\$36,760
BS in Healthcare Management (Degree Completion)	\$36,000	\$235	\$600	\$0	N/A	\$36,835
Master of Business Administration	\$25,000	\$210	\$400	\$0	N/A	\$25,610

\* Non-Refundable

\*\*Estimated charges for the entire education degree.

- **Student Tuition Recovery Fund (STRF) Fee:** \$.50 for every \$1,000 rounded to the nearest \$1,000 of institutional charges to \$0 (California residents only)
- **Estimated Books and Supplies** – these are estimated charges of which students have the opportunity to opt-out of purchasing books and supplies from the college.
- Total program charges reflect costs for students who are not required to repeat courses

## Tuition and Other Costs

All tuition and fees are payable in advance unless other arrangements are made with the College. Military students are enrolled and charged on a course by course basis and tuition will be billed to a third party if using tuition assistance benefits. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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. Failure to repay federal loans may result in legal action against the student, negative credit reports, wage garnishments, and/or the loss of federal income tax refunds.

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.

For further details, please see the Financial Aid Department at the College.

The catalog shall contain a schedule of student charges that include specific required language related to the Student Tuition Recovery Fund (STRF). (Ed. Code §94909(a)(14)), (5 CCR §76215(a)) and (5 CCR §76215(b))

## Student Tuition Recovery Fund (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 an educational program 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 the STRF assessment, and suffered an economic loss as a result of any of the following:



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

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

## **Admission Requirements**

Admission requirements to the College and to the individual programs include:

1. An initial interview with a Fremont Admissions Associate
2. For Fremont's undergraduate level programs, proof of graduation from an accredited high school or its equivalent that must be demonstrated by one of the following criteria:
  - a. Copy or original of applicant's high school or college transcript indicating that the applicant fulfilled the requirements for graduation from an accredited high school.
  - b. Copy or original of applicant's recognized equivalency certificate, such as the General Equivalency Diploma (GED), or copy or original of the GED transcript showing fulfillment of the requirements for a GED
  - c. Copy of applicant's high school diploma
  - d. Copy of applicant's Certificate of Release or Discharge from Active Duty (DD214) that confirms that the applicant fulfilled the high school graduation or GED requirement
  - e. An academic transcript showing that the student has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

Fremont College does not admit ability-to-benefit students.

3. For admission to the Bachelor of Arts in Business Leadership degree completion program or the Bachelor of Science in Healthcare Management degree completion program, students must demonstrate proof of graduation from an accredited college with an associate or higher level degree.
4. For Fremont's graduate level programs, provide official transcripts as evidence of a baccalaureate degree from a college or university accredited by an agency recognized by the United States Department of Education or the equivalent.

5. A letter of recommendation
6. An entrance essay
7. A completed Fremont Admissions Application and Enrollment Agreement
8. Completion of the Paralegal Program Admissions Test with a minimum score of 80, for candidates applying to the Paralegal program
9. Acceptance interview conducted by a designated school official
10. \$25 application fee
11. Meet minimum technology specifications: A PC computer running Windows 7 or newer, or an Apple Mac computer running OS 10.6 or newer, along with a sound card, speakers, webcam and microphone. Students also need continuous, reliable internet connectivity.
12. Each candidate for admission is evaluated on the basis of individual merit and potential and will be considered without regard to race, color, religion, national origin, sex, age, or disability.

## ***Admissions Procedure***

Following acceptance, each applicant is required to submit a registration fee of \$75 along with an Enrollment Agreement to the College. Payment of the registration fee may be waived in case of extenuating circumstances. The signed and accepted application for admission details the obligations of the student and the College during the student's period of attendance.

## ***Re-Entry Policy***

Students who have previously dropped from Fremont College and wish to return to the same program from a prior enrollment within 180 days of their last date of attendance are allowed to apply for re-entry. Students wishing to re-enter are to contact the Admissions department. Students may be required to meet with a re-entry committee consisting of the Program Dean or Lead Faculty, Student Affairs Representative, Financial Aid, and Student Accounts to explain the circumstances of their drop and what has changed that will lead to successful completion of the program. The decision of the re-entry committee is final.

## ***Re-Start Policy***

After 180 days of his/her last date of attendance, a student may apply as a re-start. Students wishing to re-start are to contact the Admissions department. Students will be required to meet with their Program Dean or Lead Faculty. Once accepted by the Program Dean/Lead Faculty, students are evaluated for re-start by a committee consisting of the Campus Director, Assistant Director of Student Affairs, Financial Aid, and Student Accounts to explain the circumstances of their drop and what has changed that will lead to successful completion of the program. The decision of the committee is final.

## **International Students**

### ***Foreign Transcripts***

Applicants with high school transcripts and college transcripts for undergraduate/graduate applicants of the College's Bachelor Degree Completion and Master's programs from a foreign country will be required to have their transcripts translated and evaluated by an approved outside credential evaluation company at the applicant's expense. Fremont College will provide the name(s) of approved companies that provide such a service.

### ***Confirmation of Proof of Graduation***

The National Center for Education Statistics (NCES) database will be referenced to confirm the validity of U.S.-based secondary educational institutions. For foreign transcripts, the Internet will be used in an attempt to verify the validity of a foreign secondary institution. In the event the documents submitted are suspect, the Registrar may require additional documentation and/or secondary confirmation from the College's director or chief academic officer.

Fremont College does not offer visa services to prospective students from other countries or English language services. Fremont College does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy

### ***Non-Discrimination Policy***

Fremont College does not discriminate on the basis of race, color, national origin, sex/gender, disability or Vietnam-era veteran status in its educational programs, activities or employment practices. The university complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

### ***Americans with Disability Act***

In seeking to provide a fair environment for all students who wish to learn and strive to succeed, Fremont College acts in compliance with the Americans with Disabilities Act (ADA), along with other local, state and federal requirements regarding disabled students. Fremont makes every effort to provide reasonable accommodations for students who qualify under ADA. Section 504 of the Rehabilitation Act is a national law that protects qualified individuals with disabilities from discrimination based on their disability. For purposes of educational access at Fremont, qualified individuals with disabilities are persons who, with reasonable accommodation, can access and perform the essential functions to meet prescribed academic requirements of courses and programs.

Reasonable requests for accommodation must be based upon documentation that meets Fremont's published criteria and does not create "undue hardship". Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the College's size, financial resources, and the nature and structure of its academic and student service operations. Requests for accommodation must not compromise academic requirements essential to proper completion of courses and programs. Under this definition, courses and programs need not be substantially altered or academically compromised to match the specific needs of disabled individuals. To receive accommodations, students must provide appropriate documentation from a licensed healthcare provider. Students who believe they are in need of accommodations should contact the Student Affairs office. Accommodations are not provided retroactively.

### ***Title IX Compliance***

Fremont's Title IX coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. Questions regarding the application of Title IX and the school's compliance with it should be directed to the Title IX coordinator, whose contact information is available below:

Lisa Ingoldsby  
Title IX Coordinator  
Compliance Officer  
18000 Studebaker Road, 900A  
Cerritos, CA 90701  
(562) 809-5100  
[lisa.ingoldsby@fremont.edu](mailto:lisa.ingoldsby@fremont.edu)

## **Transfer Policies**

### ***Transfer of Credit Policies***

Students with previous postsecondary education from a regionally or nationally accredited school may be eligible to receive credit for previous courses. Applicants requesting transfer credits for comparable undergraduate and graduate level courses completed in a country other than the United States must have their transcripts evaluated by an outside credential evaluation company. Courses will be eligible for transfer only if they were completed with a grade of C- or higher. Courses completed at Fremont College or its predecessors, Western College or Platt College, Cerritos, are eligible for transfer if completed with a D or better. Students requesting a transfer evaluation must submit the following:

1. Official (sealed) transcript from previous college(s)
2. Catalog from previous college(s) with course description or course syllabus outlining course objectives for the course that the student completed (if requested)

VA applicants must submit official transcripts from all previously attended postsecondary education and training institutions before the start date of the course, or within 30 days of the student's enrollment start date, whichever comes first.

Military students must submit all official transcripts within 30 days of the students start date of their first course. An updated evaluation and degree plan will be provided no later than 60 days after the start of the first course.

In awarding transfer credits, Fremont College considers the comparability of the nature, content, and level of the learning experience to the program offered by Fremont College in light of the student's education goals. An official copy of the student's transcript must be on file with Fremont College.

Students will be required to attend their scheduled course if the College has not received the documentation required to complete the evaluation to transfer credit 30 days before the start date of the course.

The Program Dean or Lead Faculty evaluates the units completed by the student at other institutions and will submit a decision regarding the award of transfer credits. Students will receive results of the evaluation from the Registrar's office within 30 business days of the receipt of the official transcript.

Once the official transfer credit evaluation is completed, students are responsible for reviewing their degree progress reports and notifying the Registrar's office of any perceived discrepancies between credits completed and credits applied in transfer.

Fremont College awards credit based on quarter hour credits. Transfer credits based on the semester hour system are subject to a standard conversion before being transferred. This conversion is based on the below formula:

Semester credits x 1.5 = quarter credits

- **EXAMPLE:** A course that was awarded 3 quarter credits would be equivalent to 4.5 quarter credits.

Below is a sample conversion table:

Semester Credit	Quarter Credit
4	6
3	4.5

### **Residency Requirements**

Fremont College has established a minimum residency requirement to ensure that all graduates are qualified and properly trained to the standards of quality education set forth by the College. Transfer credit from external institutions may not exceed 40 percent of the student's total undergraduate program. Exceptions will only be made with written approval from the Chancellor's Cabinet. No more than 20% of graduate units awarded by another external institution or standardized tests may be transferred for credit toward a Master's degree.

In the case of active military students (those who are currently serving in Active Duty, the Reserves and the National Guard at the time of their enrollment, as well as a military spouse or dependents), transfer credit from external institutions may not exceed 75 percent of the student's total undergraduate program. A maximum of 45 of these credits may be awarded from standardized examinations into an undergraduate program. No more than 20% of graduate units awarded by another external institution or standardized tests may be transferred for credit toward a Master's degree.

In cases of approved teach outs with other campuses, the minimum residency requirement may be waived pursuant to the teach out agreement.

The following types of units may be accepted for credit:

1. Units earned at public or private institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of Education; or foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs accredited by an accrediting association recognized by the U.S. Department of Education.
2. Accepted Standardized Examinations include:
  - Chauncey Group International—DSST Program (Formerly known as DANTES Subject Standardized Tests)
  - College Board Advanced Placement (AP) Program (Score 3 or higher, College Board 31)
  - College-Level Examination Program (CLEP)
  - Excelsior College Exam (formerly Act PEP)

3. ACE recommendations for Military-earned credit:
  - Joint Services Transcript (JST)
  - Coast Guard Institute (CGI)
  - Community College of the Air Force Transcript (CCAF)

Fremont College does not accept hours or credit earned through achievement tests other than those listed above.

## ***Transfer of Credit Policies for Legal Specialty Courses***

Students who have completed equivalent legal specialty courses from an ABA-approved program of study may obtain transfer credit to fulfill the program requirements in comparable legal specialty courses subject to the minimum residency requirements, provided that the student provides official transcripts verifying the successful completion of this coursework to the Registrar prior to commencing any legal specialty courses at Fremont College. Courses will be eligible for transfer only if they were completed with a grade of C- or higher. Students must fulfill a minimum 15 quarter credits of legal specialty courses at Fremont College.

## ***Credit for Experiential Learning***

Fremont College does not offer credit for life experience or prior experiential learning.

## ***Change of Program***

Students are allowed to change their program. Changing from a day program to an evening program of the same major is not considered a change of program. Upgrading from a diploma program to an associate's program in the same discipline is not considered a change of program. Downgrading from an associate's program to a diploma program is considered a change of program.

Courses that apply to the second program will be recorded as earned credit and may affect the student's CGPA and could be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement, which must be filed in the student's academic file.

Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first program, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, and have the appeal granted based on mitigating circumstances before transferring to the new program. A program change will not circumvent a dismissal due to Satisfactory Academic Progress unless the appeal process is completed successfully.

Courses taken in one program that are applicable to the second program will be recorded accordingly. If the student has taken a course more than once, only the passing grade will be recorded to that new program. All grades earned in the original program that apply to the new program will count towards the student's CGPA. For completion rate purposes only, those courses transferred that apply to the second program will be considered.

In cases in which a student has graduated from one program at Fremont College and subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Completion Rate as credits attempted and credits earned.

When a military student using tuition assistance changes his or her original program on their signed enrollment agreement in all instances, they must have their education advisor approve the change. Once approved, Fremont College will provide a new evaluated educational plan to the student and the Service within 30 days. "Upgrading" and "downgrading" programs for change of program definitions with Fremont College do not apply to military students. Military students can only enroll in courses listed on the approved education plan by the student's education office.

## ***Transfer of Fremont College Credits***

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

*“The transferability of credits you earn at Fremont College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in one of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma, or credits 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 Fremont College to determine if your degree, diploma, or credits will transfer.”*

Fremont College has no influence over the transferability of its credits to other institutions. Such decisions are entirely decided by those institutions.

The catalog and other materials distributed by Fremont College do not intend to create a promise or guarantee of future educational opportunities or future employment. Upon completion of studies at the College, a student may request a copy of his or her final transcripts from the Registrar. Additionally, the Registrar may inform the student of any active articulation agreements in place with other institutions of higher learning. However, there is no guarantee that any such agreements may be in place or that any or all units earned at Fremont College will transfer to another college, university, or institution of higher learning.

## ***Transfer or Articulation Agreements***

Fremont College has entered into articulation agreements with the following institutions for graduates of the Associate of Arts Degree Program in Paralegal Studies:

- California University of Pennsylvania
- Taft University System, Inc.
- University of Phoenix

With the above exceptions, Fremont College has not entered into any transfer or articulation agreements with any other college or university.

## **Facilities**

### ***Instructional Facilities***

The Cerritos campus of Fremont College is made up of approximately 12,000 square feet of classrooms, laboratories, and administrative and student affairs offices. The computer laboratory setting of instruction will accommodate a maximum of 30 students. Computer laboratories are equipped with features to include Internet technology and Microsoft Office applications, as well as additional legal and case management software. Healthcare classrooms are equipped with full-sized massage tables, lotions, anatomical models, and audiovisual equipment. Lecture and laboratory classrooms will accommodate a maximum of 35 students. Special parking, sidewalks, and restrooms are available for disabled persons.

Online students also have access to learning resources and department contacts through their personal student home page. Textbooks may be provided either as physical volumes or electronic books. Students may purchase alternate versions at an additional cost.

## ***Library & Learning Resource System***

Fremont College has an integrated learning resource system that offers students access to both physical and digital library materials. The library located at the Cerritos campus has reference books, instructional books, and industry periodicals, as well as a computer lab. Students have access to the online Library and Information Resources Network (LIRN), which contains millions of articles, encyclopedias, reference titles, and other library resources.

Library resources available for use include multimedia resources as well as current magazine publications, legal references, and fine arts books. Resources are accessible on campus in the library. Students may access the on-campus library during regular campus operating hours. There is a check-in/check-out system for removing resources from the library.

The Paralegal Studies library consists of federal and California state code books, case reporters, and digests, as well as legal periodicals and practice guides in specialized areas of law. In addition, all qualified Paralegal Studies students have access to Westlaw, which provides more than 40,000 databases of cases, statutes, administrative codes, legal articles, public records, law journals, legal forms and other resources.

All courses, regardless of delivery method, feature an online grade book and online access to course materials and supplements.

## ***Housing***

Fremont College does not assume responsibility for student housing, have dormitory facilities under its control, or offer student housing assistance. According to rentals.com, rental properties in Cerritos start at approximately \$945 per month. Any student requiring housing assistance is encouraged to contact the school prior to beginning classes for information on local apartment availability.

## **Financial Assistance**

Qualified students may be eligible for institutional loans, private loans, military tuition assistance, military veteran education benefits, military spouse tuition assistance (MyCAA) and employee reimbursement plans to finance their education. Fremont College also participates in the Federal Student Aid Program.

### ***Title IV Financial Aid Programs***

The Department of Education Title IV Federal Student Aid programs offered at Fremont College are:

- Federal Pell Grants



- Federal Direct Loan Programs (Subsidized and Unsubsidized)
- FSEOG (Federal Supplemental Education Opportunity Grants)
- Federal College Work Study
- Cal Grants Program B and C

The following programs are currently **approved** for Title IV funding:

- Health Administration- Certificate
- Web and Mobile Marketing – Certificate
- Massage Therapy - Diploma
- Paralegal Studies -Associate of Arts Degree
- Digital Marketing - Associate of Science Degree
- Health Information Technology- Associate of Science Degree
- Sports & Rehabilitation Therapy- Bachelor of Arts Degree
- Business Leadership- Bachelor of Science Degree Completion
- Healthcare Management - Bachelor of Science Degree Completion

The following programs are **pending** Title IV approval:

- Business Administration- Diploma
- Physical Therapy Aide & Massage- Diploma
- Sports Therapy & Massage- Diploma
- Business Management- Associate of Science Degree
- Master of Business Administration - MBA

### ***Tuition Assistance for Military Students***

Most active-duty military personnel, along with Army Reservists and Army National Guard members, qualify for their service branch’s Tuition Assistance program. Application, Registration, and transfer credit evaluation fees are waived for active duty military and veteran students. Please refer to the fee schedule for all fees that are not waived. For questions about eligibility, please contact the military education office or your education service representative for details.

### ***Veterans Education Benefits***

Certain VA Education Benefit programs will pay the school directly up to a maximum of 100% for tuition and fees. For more information on which VA Education Benefit program you may be eligible for, please visit <https://benefits.va.gov/gibill/>.

If a student is using VA education benefit funding to pay for any or all of his or her tuition and fees, the student will be held financially responsible for any debt accumulated as a result of VA benefit application denial or failure on the part of the student not properly notifying the School Certifying Official of his or her VA education benefit status.

Fremont College is eligible to participate in the Department of Veteran Affairs, Veterans’ Benefit programs.

### ***Employer Tuition Reimbursement***

Distance education is a convenient and affordable corporate training resource for employers. Your company human resources department will have information about their tuition reimbursement benefits and how to apply.

## **Scholarships**

**Active Military GPA Success Scholarship** - As of October 1, 2017, new Active Military students pursuing a program with Fremont College receive a discount of \$117 per quarter credit hour, for a total of \$5,265 per academic year. In their first 10-week term, all new Active Military students may be awarded an additional \$117 per quarter credit hour in scholarships for each quarter hour they attend, to offset any out of pocket expenses. After the first 10-week term, they may continue to receive this scholarship, up to \$5,265 per academic year, if they meet the following eligibility requirements:

- maintain a minimum 3.0 cumulative GPA
- must remain in an active student status with Fremont College

Military students who continue to meet this criteria will remain eligible for the Military GPA Success Scholarship and will pay \$166 per quarter credit hour. Those who fail to meet these requirements will pay the military student discounted rate of \$283 per quarter credit hour.

*(If a military student withdraws from a course(s), the scholarship will not qualify for that term and the student will be responsible for any credit balances that may apply. Military deployment and Military Withdraws do not affect scholarship eligibility, 100% of the course cost will be covered per our Military deployment policy in the catalog.)*

The Active Military GPA Success Scholarship applies only to students who are currently serving in active duty, the Reserves and the National Guard at the time of their enrollment. Military spouses and dependents are not eligible for this scholarship.

Visit Fremont College website for more information about current scholarships, if applicable. Fremont College will also provide third party resources to program related scholarships if available.

## **California Cancellation and Refund Policies**

Following are the key terms and conditions of the College's cancellation and refund policies:

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

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current term in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Fremont College, 18000 Studebaker Road, Suite 900A, Cerritos, CA 90703. This can be done by mail, email, or by hand delivery. Cancellation may also occur by the student's non-attendance through the end of the add/drop period.
3. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

4. If the Enrollment Agreement is cancelled within seven days, the school will refund the student all monies paid, less a registration or administration fee, not to exceed \$250, within 45 days after the notice of cancellation is received.

## ***Withdrawal from the Program***

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund for the current term if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term. The refund will be less a registration or administration fee, not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the school.
3. The student has failed to attend classes for 21 consecutive calendar days. The College will access the student's enrollment status at the 14<sup>th</sup> day of absence and although the student will be automatically withdrawn after 21 days of absence, the College will use the student's 14<sup>th</sup> day as the Date of Determination for refund purposes.
4. The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal student's shall be deemed the last date recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The student's date of determination (DOD) is the date the student notifies the school of their intent to withdraw, the date the school determines the student must be withdrawn based on existing policy, or the date that the student was scheduled to return from a leave of absence and failed to return. Refunds will be issued by the school within 45 days of the DOD.

## ***Federal Return to Title IV Policy***

A recipient of Federal Title IV financial aid who withdraws from school during a payment period or period in which the student began attendance will have the amount of Title IV funds he or she did not earn calculated according to federal regulations (34 CFR 668.22). Any student who withdraws will have his/her Pell Grant recalculated based on the number of credits the student attempted.

A determination of the percentage of the payment period the student has completed, which is used to calculate the amount of Title IV financial aid the student has earned, will be based on the number of days the student completed up to the last date of attendance, divided by the total days in the payment period. Any break of 5 days or more is not counted as part of the days in the term.

The percentage is multiplied by the amount of Title IV financial aid for the payment period for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based. After the 60 percent point in the payment period, the student will have earned 100 percent of the federal financial aid funds already disbursed to him/her.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return a portion of the unearned funds equal to the lesser of the institutional charges multiplied by the unearned percentage of funds or the entire amount of unearned funds in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. Other Title IV Programs
7. Student

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining amount. Any loan funds that must be returned by the student (or parent for a PLUS Loan) are repaid in accordance with the terms and conditions of the promissory note. If the student is required to return unearned grant funds, the student is required to return the amount of the unearned grant funds that exceeds 50 percent of the grant funds received.

If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post-withdrawal disbursement (PWD) of the earned aid that was not received. The school will notify the student and/or parent of post-withdrawal disbursement once an amount can be determined (calculation is performed within 30 days from date of the institution's determination that the student withdrew). The school will offer any PWD that is due within 180 days of the date that the school determined that the student withdrew. The school must get the student's permission before it can disburse PWD loan funds (written notification provided to the student). The student may choose to decline some or all of the PWD loan funds. No PWD (including grants) will be made if the student does not respond within 14 days of the written notification date.

For the purpose of determining when the refund must be paid, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last day of attendance, as determined from the College's attendance records. Unearned funds will be returned within 45 days from date of determination.

## ***Withdrawal and Refund Policy For Students Using Military Tuition Assistance (TA)***

Per DOD instruction (DoDI) 1322.25 any student benefiting from Tuition Assistance, who withdraws from his or her course (s) after the 1<sup>st</sup> seven days of a session (Week 1) will be subject to a pro-rated tuition charge through the first 60% portion each session. Students withdrawing after the 60% point will not be entitled to refund. The date of withdrawal for purposes of tuition refunds shall be the last date of recorded attendance.

Tuition charges will be calculated on a per day basis. The amount of tuition owed will be calculated by taking the total tuition charges, divided by the total number of days in the session, multiplied by the number of days elapsed through the last date of recorded attendance.

### **Example 1:**

Total Tuition Charges:           \$1,245  
 Number of days in attendance: 18  
 Number of days in the session: 35

$18 \div 35 = 51\%$ ,  $\$1,245 \times 51\% = \$634.95$  tuition charged. (49% Tuition returned, \$610.05)

### **Example 2:**

Total Tuition Charges:           \$830  
 Number of days in attendance: 21  
 Number of days in the session: 35

$21 \div 35 = 60\%$ ,  $\$930.00 \times 60\% = \$558.00$  tuition charged. (40% tuition returned, \$272.00)

### **Standard Fremont College 5 week course**

#### **Example Military Student Withdraw Calculation:**

Last Day of Attendance	1-7	8	9	10	11	12	13	14
Percentage of TA returned	100%	77%	74%	71%	69%	66%	63%	60%
Last Day of Attendance	15	16	17	18	19	20	21	22-35
Percentage of TA returned	57%	54%	51%	49%	46%	43%	40%	0%

## ***Military Deployment Provisions***

Students and spouses of students who serve within the United States armed forces or are enlisted as Active Duty, National Guard, or Reservist, who are ordered to state or federal service or duty, are entitled to the following provisions for each course the student is attending:

- ~ Students may withdraw from any current course(s) and receive a tuition credit to be applied in the amount of tuition accrued in the current course(s). Students will be assigned a withdrawal grade of “Military Withdrawal” (MW) that does not count negatively against satisfactory academic progress.
  - Students may request the MW grade by completing the Fremont College Withdrawal Form, selecting the appropriate withdrawal reason(s), and attaching a copy of their military orders to the document.
  - A grade of MW will not be granted if reasonable accommodations for the absence could have been made prior to the start of the course.
- ~ Students may request a temporary grade of Incomplete (I) by submitting the *Incomplete Grade Request* form within week 5 of their course. **Please review the Incomplete Grade Policy section of the catalog for further details on requirements that must be met before requesting an Incomplete grade.** If such arrangements are made, tuition shall be assessed for the course(s) in full.

Students who withdraw from the institution due to military service are allotted a one-year grace period for collection of any institutional balances owed. This grace period does not apply to repayment of federal student loans which are subject to Title IV repayment regulations.

Students who request a break in attendance may do so by submitting a *Leave of Absence* request. **Please see the Leave of Absence section of the catalog for further details on requirements that must be met before requesting a Leave of Absence.**

## Student Services

### *Student Success Center*

The College encourages all students to spend extra time studying and practicing their skills by offering open lab hours. Students who want to convene study groups or receive tutoring are welcome to make these arrangements with other students and/or instructors during hours of the open labs or the hours when instructors are available outside of scheduled classes. Students who are taking online courses are encouraged to use the open lab to complete coursework.

### *Advising and Guidance*

Fremont College strives to develop close communication between the students and the administration. Students should contact Student Affairs to make an appointment with a licensed counselor or tutor for personal, vocational, and academic guidance. Fremont has policies and procedures to support students who are experiencing academic and attendance problems or are on probation.

### *Referral Services*

Although Fremont College does not provide direct assistance, various resources and referrals are available from the Student Affairs Department.

Students can request resource assistance by visiting the Student Affairs Department or by following the information for online support listed in our learning management system. Updated information about any outside resources is available, including information binders. These resources include:

1. Transportation
2. Childcare
3. Crisis counseling
4. Temporary housing/shelter
5. Low-cost medical assistance and insurance options

## ***Tutoring***

Students in need of extra assistance because of academic difficulties may arrange for tutoring through their instructor, the librarian, the Program Dean or Lead Faculty, or Student Affairs. Students in online courses can also request online student tutoring through student affairs. Tutoring is available by appointment only and can be coordinated directly with Student Affairs. There is no cost to the student for tutoring.

## ***Placement Services***

In order to accomplish our mission, the College is committed to emphasizing the importance of education and assisting graduates in finding employment in the field for which they have been trained. The College maintains an active career-planning assistance program for qualified graduates. However, the College cannot guarantee employment. The on-campus Career Development Department strives to see that each graduate is trained in the job-seeking process. Career planning begins at orientation, at which time the importance of student attendance and participation in class is stressed. Online students are supported by the on-campus Career Development Department for the campus to which he or she is enrolled.

During the course of training, a Career Development representative will meet with students to review the following:

1. Resume Preparation
2. Cover Letter Writing
3. Interviewing Techniques
4. 21st-Century Job Searching
5. Professional Networking
6. Mock Interview Practice

## **Academic Policies and Procedures**

### ***Attendance Policy***

Each student is required to regularly attend each class in the program in which the student is enrolled. Attendance is directly tied to academic performance; therefore, attendance is required for lecture and lab sessions, and attendance is recorded for each class session. Fremont College does not differentiate between an excused and a non-excused absence. Except in unusual instances, students will be automatically withdrawn after missing 21 consecutive calendar days. Each student is directly responsible to the individual instructor and/or Program Dean for absences and for making up work missed. Hours of makeup work will not be accepted as hours of class time. Online course attendance is achieved when the student has submitted an academic related activity within the online classroom

(discussion board postings, written assignments, group work, quizzes, and exams). These submissions are automatically recorded in the College's online learning management system.

## ***Online Participation Statement***

To be successful in an online course, students should expect to log into the online classroom a minimum of 3 days per week and spend at least 15 hours per week on course work. This includes reading, hearing or viewing instructional content, attending the synchronous session, posting to discussion forums, submitting projects and writing assignments and journal entries, and taking assessments. Most but not all weekly assignments are due on Sundays by 11:59 pm Pacific Standard Time.

## ***Synchronous Sessions***

Each week, students are required to attend a synchronous session in each online class, or to view the recording of the session sometime after it is conducted. Instructors will announce the dates and times of synchronous sessions within the online course. Sessions are sometimes held on campus but always webcast to allow remote participation. Students can fulfill this requirement by either attending the synchronous session at the time it is held (recommended), or by watching the recording of the synchronous session and submitting a written summary.

## ***Add/Drop Period***

The institution shall have an Add/Drop period in which students will have the opportunity to make changes to their term schedule. The Add/Drop period shall commence the first day of each term, which is typically a Monday, and shall end on ***midnight Wednesday of the second week of the theme.*** Students who would like to make changes to their schedule must do so in writing. Students who make changes to their schedule after the Add/Drop period may be subject to the Withdrawal Policy stated in the catalog.

## ***Repeated/Failed Courses***

In the event that a student received a failing grade or withdraws from any course, the student must repeat the course or complete an equivalent course with a passing grade in order to graduate. Students will be charged a \$750 course repeat fee for any course that must be retaken.

## ***Independent Study***

Independent study is reserved for rare circumstances in which a student's program sequence is disrupted and a specific course is needed to graduate or progress timely. An independent study contract must be completed by the faculty and the student and specifically address the course objectives, expected outcomes, assignments to be completed, hours expected to be completed with the faculty, and hours expected to be completed independently. Independent study contracts must be approved by the Program Dean or Lead Faculty. Independent study is not an option for legal specialty courses in the Paralegal Studies program.

## ***Leave of Absence***

A leave of absence (LOA) is a temporary interruption in a student's program of study. Fremont's leave of absence policy (LOA) is applicable to all actively enrolled students. Students may be approved for multiple LOAs in a 12-month period, however, the total of all approved LOAs may not exceed 180 calendar days in the 12-month period. A leave of absence may be granted only at the beginning of a



term. During an approved LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for financial aid recipients.

*Required Documentation* - A LOA may be approved if Fremont determines there is a reasonable expectation the student will return. Students must follow Fremont's LOA Policy when requesting a LOA, by providing a written, signed and dated request, with supporting documentation, on or before the start date of the LOA, including the reason for the LOA and expected return date to the Registrar's Office. The leave of absence becomes final only when the College provides written notice to the student of acceptance of the leave of absence and provides a return date for the student.

If unforeseen circumstances prevent a student from providing a request to the College on or before the start of the LOA, Fremont may grant the LOA if the College has documented the reason and decision. Fremont must collect the signed LOA request from the student at a later date and provide it to the Registrar's Office within a reasonable amount of time from the student's last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, and natural disasters.

A LOA will NOT be approved if a student requests the LOA after 21 consecutive days of nonattendance and/or the request is not due to unforeseen circumstances that occurred prior to the unofficial withdrawal status.

*Verbal Approvals* - To ensure students who are receiving federal financial aid are not adversely affected because of their military status, a natural disaster or a national emergency, and to minimize the administrative burden placed on such individuals, if an affected student has difficulty providing a written LOA request because of affected status, a verbal LOA request may be approved. Affected students include those who:

- Are serving on active duty during a war or other military operation, or national emergency;
- Are performing qualifying National Guard duty during a war or other military operation, or national emergency;
- Reside or are employed in an area that is declared a disaster area by any federal, state or local official in connection with a national emergency

Fremont will document the decision for granting an approved LOA to an affected student if that student has difficulty providing a written LOA request because of affected status. The documentation will include both the reason for the LOA and the reason for waiving the requirement that the LOA be requested in writing. For additional information, students should contact the Financial Aid Office.

*Length* - The first day of the student's initial LOA is used when determining the start date for the 12-month period. If a student is granted a LOA due to unforeseen circumstances, the beginning date of the approved LOA, as recorded by the student on the LOA form, is the date the student was unable to attend class because of the unforeseen circumstance. The course start date will cease the LOA day count; however, the Fremont's academic system of record will use an active enrollment status effective date as determined by the date the student posts an academic-related activity in the course the student returns to at the University. NSLDS Enrollment Reporting will use the standard effective date for an active enrollment (i.e., course start date). A new LOA request form will be required for any additional LOAs.

*Extending an LOA* - A student may request an LOA extension as long as the request is made before the scheduled end date and does not exceed the maximum 180 day policy. Students must follow Fremont's LOA Policy when requesting the LOA extension, by providing on or before the scheduled end date, a written, signed, and dated request, including the reason for the LOA extension and expected return date to the Registrar's Office. The extension becomes final only when the College provides written notice to the student of acceptance of the leave of absence extension and provides a return date for the student.

*Disbursements During an LOA*- While a student is on an approved LOA, the College will not make a disbursement of the proceeds of a Direct Loan to a student. Pell and FSEOG funds may be disbursed if the student is determined eligible for the funds. Moreover, the College will not assess the student any additional institutional charges and the student is not eligible for any additional federal student aid while on an approved LOA. Federal financial aid funds that are part of a credit balance created before a student began a LOA may be paid to a student, since those funds were disbursed before the student went on the LOA.

*Failure to Return*

If a student is granted a leave of absence and is a Title IV loan recipient and fails to return to school, the student's Title IV loan repayment terms may be affected. The school must report a change in enrollment status to NSLDS - one possible consequence of not returning from a leave of absence is that a student's grace period for a Title IV program loan might be exhausted. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student's last date of attendance. In the event a student does not return from a leave of absence, any refunds due will be made to the appropriate financial aid programs within 45 days of the date the school determined the student did not to return. If the student reenters, after withdrawing from the College, the previously approved LOA days will count toward the student's LOA maximum of 180 days in a 12-month period.

*Schedule Gap*

Students who are actively enrolled, however, due to administrative reasons have a schedule gap where there are no classes available to schedule until the next 10 week term, will be placed on NSTO – Not Scheduled Temporarily Out. A NSTO is not a LOA and is initiated by the Registrar. The Financial Aid office will review the student's current term schedule of classes to determine if any ineligible federal financial aid funds must be recalculated and returned. The school may need to report a change in enrollment status to NSLDS (i.e. less than half-time) which may affect loan repayment terms including the expiration of the student's grace period. If classes are not available by the next term the student may be dropped.

**Grading Policy**

The College's grading system for each class is:

Excellent	92.5 – 100	A	4.00
	89.5 – 92.49	A-	3.75
	86.5 – 89.49	B+	3.50
Above Average	82.5 – 86.49	B	3.00
	79.5 – 82.49	B-	2.75
	76.5 – 79.49	C+	2.50
Average	72.5 – 76.49	C	2.00
	69.5 – 72.49	C-	1.75
Below Average	66.5 – 69.49	D+	1.50
	60.0 – 66.49	D	1.00
Unsatisfactory	59.99or below	F	0.00
Retake		RT	0.00
Withdrawal		W	N/A
Military Withdrawal		MW	N/A
No Credit		NC	N/A
Not Attempted		X	N/A
Incomplete		I	N/A
Transfer Credit		TC	N/A

The grade point average required for completion of a program is a minimum average passing grade of 2.0 with no grade lower than a 1.0 for any course for undergraduate programs and 3.0 with no grade lower than a 2.0 for any course for graduate programs. Grades of RT, W, MW, X or TC do not count toward your GPA calculations.

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of an academic term may result in an incomplete ("I") being entered in the student's record. With the approval of the instructor and Program Dean or Lead Faculty, a student will have up to four weeks to amend the incomplete grade. In the event a new grade is not received by the Registrar's office by the due date of the incomplete agreement, unless extended by the Program Dean or Lead Faculty, the incomplete grade will become a failing grade. Program Deans or Lead Faculty have the discretion to grant an exception to the policy for an extended incomplete.

It shall be the policy of Fremont College that students may have the opportunity to withdraw from an individual class or classes prior to the end of week 5. The student must submit a written request to their faculty, Program Dean or Lead Faculty, or Student Affairs prior to the end of class on Sunday of Week 5 (or Week 10 for Paralegal classes) at 11:59 PM Pacific Time. Although the student will be charged for the class, the opportunity to withdraw from class will allow him/her to receive a "W" instead of a grade. The "W" will not affect the student's GPA. However, it will affect the completion rate. Please see the section regarding Satisfactory Academic Progress (SAP) in the catalog. To ensure the withdrawal of class is properly documented, the student will fill out the appropriate form which can be found in the Academic Affairs office.

If a student was scheduled for a course but never attended a class, a grade of "X" for that course will be assigned. The student will not be charged for that course. If the course was part of the program graduation requirements, the student must complete the course at a later time.

If a student fails a course, the student must successfully repeat the course, or an equivalent course approved by the Program Dean or Lead Faculty prior to graduation. Repeating a course will incur additional tuition charges. Equivalent courses repeated during a student's program of study will be indicated with an "RT" on the student's transcript. When a student successfully repeats a course due, the original grade will not be used in the calculation of his or her cumulative grade point average. If the student successfully completes the repeated course, only the passing grade will be computed in the student's cumulative grade point average. The incomplete, retake, equivalent, or withdraw grades do not affect the student's GPA.

### ***Change of Grade***

When a final grade has been recorded in the student record, the grade may not be changed without approval of the instructor and/or Program Dean. Students who feel that they have received an erroneous grade may appeal the grade to the instructor and/or Program Dean no later than 30 days from the completion of the course.

### ***Missed Assignments***

A student is responsible for all work missed during an absence and must contact the instructor for makeup work. Makeup work may be assigned at the discretion of the instructor.

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

Federal regulations require that all recipients of federal student financial assistance make Satisfactory Academic Progress (SAP) toward a certificate, diploma, or degree. Students receiving financial aid under the Title IV HEA programs must meet THREE requirements to maintain their financial aid eligibility:

1. **QUALITATIVE:** Students must meet a required minimum cumulative grade point average.
2. **QUANTITATIVE:** Students are required to complete (pass) a minimum 67% of hours they attempt.
3. **MAXIMUM TIME FRAME:** Students must complete their degree within a timely manner.

These three requirements are summarized below. Failure to meet all of these minimum academic standards will result in the loss of federal financial aid eligibility. The SAP policy applies to *all* students enrolled in undergraduate and graduate level programs including those not receiving federal financial aid. Additionally, SAP applies to all periods of a student's enrollment including periods when the student doesn't receive Title IV funds. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on Financial Aid Warning or Financial Aid Probation.

### **Qualitative - Grade Point Average Requirement**

Students must meet a required minimum cumulative grade point average to remain eligible for federal student aid:

Number of Weeks in Attendance	Required GPA at End of Period For...			Required Completion Rate For...	
	Certificate and Diploma Programs	Associate and Bachelor's Degree Programs	Graduate Programs	Undergrad Programs	Graduate Programs
10	1.00	1.00	3.00	33.33%	66.67%
20	1.50	1.50	3.00	50.00%	66.67%
30	2.00	1.75	3.00	66.67%	66.67%
40	2.00	2.00	3.00	66.67%	66.67%
50	2.00	2.00	3.00	66.67%	66.67%
60	2.00	2.00		66.67%	

### Quantitative – Satisfactory Completion of Quarter Credit Hours Requirement

Students must also successfully complete and pass 67% of all courses they attempt (see chart above). Quarter units attempted include all courses for which the student earned or received a grade from the College. The following grades are considered attempted hours: A, B, C, D, F, I, W, RT. All transfer credits are included as units attempted and completed. “X” grades, which is assigned for courses that are scheduled but not attempted or charged, are not included as units attempted or completed. Assigned grades of RT, W, X, or TC are not included in the CGPA calculation.

### Maximum Timeframe

Students must complete their program within 150% of the published length of the program measured in credit hours attempted. Progress is evaluated cumulatively at the completion of each payment period to ensure completion of the program within the 150% maximum timeframe. The following grades are considered attempted hours: A, B, C, D, F, I, W, RT. All transfer credits are included in this calculation. An “X” grade is excluded in this calculation. Once students reach their maximum timeframe (150% of the published length of the program) for their specified degree, they are no longer eligible for federal student aid. If there are extenuating circumstances that prevented acceptable progress, students may request an extension of eligibility by submitting a petition to the Financial Aid office. All petitions for federal financial aid reinstatement should be received no later than the first day of class in the term suspension takes effect.

### REPEATED COURSEWORK

Students may receive federal financial aid consideration to repeat a previously passed course once. Student may repeat failed courses until they have attained a passing grade. An “Incomplete” grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as attempted but not completed credit hours. It is not included in the CGPA calculation. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration.

### EVALUATION

Satisfactory academic progress is evaluated at the end of each completed 10-week payment period (term) once grades have been posted to the academic transcript.

## STUDENT NOTIFICATION

When the student meets both qualitative and quantitative measurements, the student is determined to be making Satisfactory Academic Progress toward completion of the course of study and no institutional action is required or needed. When the student at an evaluation period fails to meet one of the qualitative and quantitative measurements, the student will be assigned a Federal SAP status.

- **FINANCIAL AID WARNING** is given for one payment period to students who fail to meet either requirement 1 or 2 (or both) as shown above. This is a warning status and financial aid eligibility and payment of funds will be continued throughout the warning period. Note: A warning is not given to students regarding maximum time frame; it is the student's responsibility to know how many credit hours they have attempted and where they stand. Students who have been placed on Financial Aid Warning may be removed from that status and returned to good standing by meeting both the completion rate and the cumulative grade point average requirements as set forth in the Satisfactory Academic Progress Policy by the end of the Financial Aid Warning term. **Financial aid warning lasts for one payment period only and does not require action (such as an appeal) by the student. However, students who have failed to pass any courses in their first 10-week term, thereby earning a 0.00 GPA, are not eligible for Financial Aid Warning status and are immediately placed on Financial Aid Disqualification status, for which they are allowed to appeal (see next bullet).**
- **FINANCIAL AID DISQUALIFICATION** - If a student on Financial Aid Warning status does not meet SAP at the end of the subsequent completed payment period, the student is not eligible for additional federal financial aid and will be placed on Financial Aid Disqualification status. Students who are placed on Financial Aid Disqualification status are ineligible for federal financial aid. Students will be allowed to appeal and if approved, will be put on Financial Aid Probation. The student's appeal must be received on or before the close of business on Thursday of the second week of the new term.
- **FINANCIAL AID PROBATION** - Students who are granted an appeal will be placed on Financial Aid Probation status and will have their financial aid eligibility reinstated for one probationary payment period to demonstrate satisfactory academic progress. Federal financial aid is reinstated on probationary status for one payment period only, after the appeal is approved. The student will receive an approval letter along with a list of conditions that must be performed for reinstatement of federal financial aid for the upcoming term. The student must comply with the completion and grade point average requirements by the end of the term. If it will not be mathematically possible for a student to meet the requirements of the SAP table within one payment period, that student will immediately be placed on Academic Plan status. After grades for the term are posted to the student academic transcript, the Registrar will review the academic performance of the student to determine if the satisfactory academic progress requirements are met. If the student meets the SAP requirements at the completion of the term, federal financial aid is continued for future terms. If the student does not achieve SAP standards in one payment period, the student will have an opportunity to appeal one final time and if accepted will be put on an academic plan. If the appeal is not accepted the student is not eligible for additional federal financial aid.
- **FINANCIAL AID ACADEMIC PLAN** –This is the status assigned to: (1) students who were on "Financial Aid Probation," failed to meet SAP in the next 10-week payment period, appealed one final time and were approved or (2) students who were approved on "Financial Aid Probation" and were escalated to Academic Plan status because it was mathematically

impossible to meet SAP requirements within one payment period. Students in this category must follow an individually designed Academic Plan developed by the Program Dean or Lead Faculty to ensure achievement of satisfactory academic progress standards over an assigned period of time, which can be longer than one 10-week payment period, and which can extend the maximum timeframe beyond 150%, not to exceed one year. Students remain eligible for federal aid as long as the conditions of the Academic Plan are met. If a student does not meet the conditions of the Academic Plan, the student is not eligible for additional federal financial aid. No further appeals will be accepted.

## **STUDENT FINANCIAL AID APPEALS**

Students who lose federal financial aid eligibility due to a violation of the qualitative and/or quantitative standards during the Financial Aid Warning period may appeal to regain their Title IV eligibility. Students may do so by submitting a written appeal with supporting documentation to the Program Dean or Lead Faculty. The student's appeal must be received on or before the close of business on Thursday of the second week of the new term. The appeal should be on the basis of special circumstances, including (but not limited to) student injury or illness, the death of a relative, or other situations resulting in undue hardship on the student. If the appeal is approved, federal financial aid reinstatement is possible during a financial aid probation period. All appeals **MUST** include a written statement to explain the circumstances of why the student failed to make SAP and what has changed in their situation that would enable them to again meet SAP standards. Approval and/or reinstatement of federal financial aid eligibility are not guaranteed. The Program Dean or Lead Faculty will evaluate the information submitted and the student's appeal will be approved or denied. The student will be notified of the results of the appeal. This decision is final.

**If the appeal is denied**, the student is responsible for paying for his/her own educational costs until the student improves his/her academic record to meet the minimum standards of academic progress. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

**If the appeal is approved**, the student will either be:

1. Placed on **Financial Aid Probation** for one term only, or
2. Placed on an **Academic Plan** designed for completion rate and/or cumulative grade point average improvements until the standards of the SAP policy are met, not to exceed one year from the date of the Academic Plan.

## **REGAINING ELIGIBILITY**

If a student loses eligibility for federal financial aid as a result of not meeting SAP requirements, the student must pay for the ineligible payment period using non-federal financial aid funds. If a student appeals and the appeal is denied, the student will need to re-establish his or her eligibility. Generally, a student will re-establish eligibility once he or she is meeting the College's Satisfactory Academic Progress policy for financial aid purposes. The student will be eligible for financial aid once he or she is meeting GPA and pace of progression standards.

## **CHANGE OF PROGRAM**

When a student who changes his/her academic program, only those courses applicable to the new program will be evaluated for the qualitative and quantitative components. However, all courses attempted will be evaluated for the Maximum Timeframe component. If, under these circumstances, the student is making satisfactory academic progress, the student will regain eligibility for financial assistance funds. If, under these circumstances, the student is not making satisfactory academic

progress, the student will not regain eligibility for financial assistance funds at that time unless the student submits an appeal.

## ***Termination Policy***

Fremont College believes that a positive and constructive working relationship between the College and students is essential to the fulfillment of the College's mission. The College may suspend or terminate the enrollment of a student for cause. Such a suspension or termination may result when:

- A student fails to abide by the student code of conduct or the rules and regulations of the school.
- A student engages in lewd or lascivious conduct.
- A student is abusive to any member of the staff, faculty, or student body.
- A student fails to attend classes on a regular basis.
- A student is excessively absent.
- A student has engaged in plagiarism or has exhibited academic dishonesty.
- A student is found to be using alcohol or any illegal or illicit substance on campus.
- A student fails to maintain the minimum GPA and/or required completion rate.
- A student fails to meet his/her financial obligations to the College.
- The College determines that a student's conduct or performance demonstrates an unwillingness or inability to understand the subject matter being taught.

## ***Graduation Requirements***

A minimum GPA of 2.00, with no grade lower than a 1.00 for any course that applies to an undergraduate certificate, diploma or degree, is required to receive a diploma/certificate or degree. A minimum GPA of 3.00, with no grade lower than a 2.00 for any course that applies to the graduate degree, is required to receive a degree. Fremont College does not have a cumulative final test or examination required for the completion of any of the programs offered. Upon successful completion of all required courses in a program, the graduate will be awarded a Master of Business Administration degree, Bachelor of Science Degree, Bachelor of Arts Degree, Associate of Arts Degree, Associate of Science Degree, Diploma or Certificate. Students who fail to meet their financial obligations may have their official transcripts and/or diploma withheld.

## ***Graduation Ceremonies***

Graduation ceremonies are scheduled on an annual basis. All students, including students in online programs, who have completed the guidelines above within that one-year period, are eligible to participate. Students will be notified by mail and officially invited to attend. Graduates must alert the school of any address/name changes after completing the program.

All graduates are encouraged to return for the official ceremonies. The ceremony is an opportunity for graduates to celebrate their success, visit with former classmates, and share information about current employment experiences with their former instructors.



# **Student Conduct and Behavior**

## ***Copyright Infringement and Peer-to-Peer File Sharing Policy***

Copyright Infringement - 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.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than 4750k and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see title 17, United States Code, Sections 504 and 505. Willful copyright infringement can also result in criminal penalties including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### **Peer-to-Peer File Sharing**

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing compatible P2P software, to connect with each other and directly access digital files from one another’s hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc. Through P2P file sharing it has become increasingly easy to store and transfer these copyrighted works to others, thus increasing the risk that users of P2P software and file-sharing technology will infringe the copyright protections of content owners.

If P2P file-sharing applications are installed on your computer, you may be sharing someone else’s copyrighted materials without realizing you are doing so. As a user of the University network, recognizing the legal requirements of the files that you may be sharing with others is important. You should be careful not to download and share copyrighted works with others. The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

### ***Academic Integrity***

Fremont College expects that all work that you submit was created by you. Copying information that is not your own without indicating the source is never acceptable under any circumstances. Anything that you submit that was not your original idea must be in your own words and you must give credit to the original author. Failure to do so is called plagiarism.

Plagiarism and cheating of any kind, including copying, lying, bribing, inventing false information or citations, helping someone cheat or plagiarize, turning in someone else's work as your own, failing to put a quotation in quotation marks, changing words but copying the sentence structure of a source without giving credit, having access to test answers during a test, or leaving class during a test without permission will all have serious consequences.

Cell phones, text messaging devices, iPods, and other similar equipment may not be used during class time unless otherwise approved by the instructor.

All instances of cheating and plagiarism will be reported to the appropriate Program Dean or Lead Faculty. Consequences may include a grade of zero on the assignment, failing a course, suspension, expulsion from Fremont College, or other sanctions as deemed appropriate by the Program Dean or Lead Faculty.

To learn more about plagiarism, please visit: Plagiarism: What It is and How to Recognize and Avoid It at <http://www.plagiarism.org>.

## ***Student Conduct Policy***

Students are expected to conduct themselves in a manner conducive to learning and the learning of others. Conduct violations or any violation of the school's policies will be cause for disciplinary action, up to and including dismissal. Any insubordination to the staff or faculty, use of alcohol or drugs, theft, malicious destruction of school property, or any other act of this nature will be grounds for immediate dismissal.

Fremont College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of Fremont College, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Fremont College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Fremont College mission.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

## ***Elements/Violations of Student Conduct Policy***

The following is a list of behaviors that violate Fremont College Student Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.
5. Conveyance of threats by any means of communication, including but not limited to threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of oneself or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
7. Harassment or bullying by any means of any individual, including coercion and personal abuse. Harassment or bullying includes but is not limited to written or verbal acts or uses of technology that have the effect of harassing or intimidating a person.
8. Any form of unwanted sexual attention or unwanted sexual contact.

9. Violations by a guest of a student on school property. Students are responsible for the actions of their guests.
10. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
11. Interference with the normal operations of the school (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities).
12. Use of cell phones and pagers during scheduled classroom times.
13. Unauthorized entry into, or use of, school facilities.
14. Forgery, falsification, alteration, or misuse of school documents, records, or identification.
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
16. Disorderly, lewd, indecent, or obscene conduct, including but not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent, or obscene as determined by school officials.
17. Extortion.
18. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, or turning in false fire alarms and bomb threats.
19. Breach of peace on school property or at any school-sponsored or supervised program.
20. Use, sale, possession, or distribution of illegal or controlled substances, drugs, or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited
21. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school-sponsored functions.
23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
24. Failure to satisfy school financial obligations.
25. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties.
26. Failure to identify oneself when on school property.
27. Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
28. Any form of "hazing" and any act that endangers the safety of a student or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending the school.
29. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of Fremont College and/or its reputation.
30. Any violation of the institution's policies on the responsible use of technology, including but not limited to:
  - The theft or abuse of a computer, email, Internet, or Intranet resources
  - Unauthorized entry into a file to use, read, or change the contents of or for any other purpose
  - Unauthorized transfer of a file
  - Unauthorized downloading of
  - 
  - righted materials in violation of the law

- Unauthorized use of another individual's identification and/or password
  - Use of computing facilities to interfere with the work of another student, faculty member, or school official
  - Use of computing facilities to send obscene or abusive messages
  - Use of computing facilities to interfere with normal operation of the school's computing system
31. Abuse of the Fremont College disciplinary system, including but not limited to:
- Failure to obey the summons of a disciplinary body or school official
  - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
  - Disruption or interference with the orderly conduct of a disciplinary proceeding
  - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
  - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
  - Failure to comply with the sanction(s) imposed under the student conduct policy
  - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
32. Harassment or bullying based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

## **Disciplinary Procedures**

### ***Complaint***

1. Any member of Fremont College (e.g., faculty, staff, or student) may file a complaint against any student for misconduct or for otherwise being in violation of Fremont College policies. The complaint shall be prepared in writing and directed to the Assistant Director of Student Affairs, or designee. Complaints should be submitted as soon as possible after the alleged violation occurred.
2. The Assistant Director of Student Affairs or a designee shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.
3. Unless otherwise provided by law, Fremont College generally will not disclose the name of the person making the complaint to the accused student ("student") unless it determines in its sole discretion that the circumstances warrant it.

### ***Notification and Adjudication***

1. Within a reasonable period of time after the complaint is received, the Assistant Director of Student Affairs or his or her designee will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Assistant Director of Student Affairs or his or her designee to discuss the complaint and alleged violation. The Assistant Director of Student Affairs or his or her designee will render and communicate the decision to the student.
2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Assistant Director of Student Affairs or his or her designee may make a determination of violations of Fremont College policies on the basis of the information available and impose sanctions for such violations. This decision shall be communicated to the student.

3. The Assistant Director of Student Affairs or his or her designee's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of Fremont College.

## ***Procedures Regarding Student Dismissals***

When the Administration proposes to dismiss/expel a student from Fremont College, the following procedures should apply unless the student elects to forego them.

1. The charges against the student shall be presented to the student in written form, including the time, place, and nature of the alleged offense(s). A time shall be set for a hearing not less than two or more than fifteen calendar days after the student has been notified of the charges and his or her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Assistant Director of Student Affairs or his or her designee.
2. Hearings shall be conducted by the Director of Operations or his or her designee (herein referred to as the "hearing officer") and may also include faculty, staff, and students according to the following guidelines:
  - Hearings normally shall be conducted in private.
  - Admission of any person to the hearing shall be at the discretion of the Assistant Director of Student Affairs or his or her designee.
  - In hearings involving more than one student, the hearing officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately.
  - The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the hearing officer.
  - Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing officer at his or her discretion.
  - All procedural questions are subject to the final decision of the hearing officer.
  - After the hearing, the hearing officer shall determine whether the student has violated the rules, regulations, or policies that the student is charged with violating. The hearing officer will issue a written determination. If the hearing officer determines that a violation has occurred, the hearing officer's determination will also address whether dismissal from Fremont College is an appropriate sanction for the offense(s).
  - The hearing officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of Fremont College.
  - The hearing officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal therefrom.

## ***Interim Suspension***

Fremont College may immediately remove or suspend a student from school without applying or exhausting these procedures when, in Fremont College's sole judgment, the student poses a threat of harm to himself or herself, to others, or to property of Fremont College or a member of Fremont College.

During the interim suspension, students shall be denied access to the school (including classes, labs, and library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Assistant Director of Student Affairs or designee may determine to be appropriate.

## ***Student Involvement in Conduct Proceedings***

At the discretion of the Director of Operations or his or her designee, students of Fremont College may participate in the adjudication of disciplinary proceedings, including hearings and appeals.

### ***Violations of Law***

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of the Fremont College community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Fremont College will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

### ***Search of Student's Property***

Fremont College reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of Fremont College staff that a serious risk to the health, safety, and welfare of students and/or the school community exists. Personal property and belongings include but are not limited to backpacks, portfolios, clothing, and vehicles brought onto property leased, owned, or controlled by the school.

### ***Sanctions***

Fremont College may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Fremont College reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Assistant Director of Student Affairs or his or her designee defines the terms of probation.
3. **Suspension:** Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his or her suspension.
4. **Expulsion:** The student will be expelled from Fremont College immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or any time or for any reason.
5. **Restitution:** Compensation for loss or damage to property leased, owned, or controlled by the school. Restitution may take the form of monetary or material replacement.
6. **Discretionary sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

## ***Appeal Procedures***

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to Fremont College policies and procedures.

- The student must initially obey the terms of the decision (e.g., a student who has been suspended from school may not be on school property in accordance with the directions indicated in the decision).
- The student must write a letter of appeal in the student's own words, addressed to the Director of Operations of Fremont College or his or her designee. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to Fremont College policies and procedures. It must be delivered to the Director of Operations or his or her designee within seven calendar days following the student's receipt of the decision.
- The Director of Operations or his or her designee may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be composed of faculty or staff members not involved in making the initial disciplinary decision. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the Director of Operations or his or her designee with its recommendation following its review of the appeal. The Director of Operations or his or her designee will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The decision will be final.

## ***Student Complaint/Grievance Procedures***

The College and administration work with each student to resolve the issues a student may have. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with these efforts, then the student may pursue a formal review by following the procedure outlined below:

1. Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail to allow the Program Dean or Lead Faculty to begin an investigation.
2. The Program Dean/Lead Faculty or designee will schedule an appointment with the student within three working days to discuss the complaint.
3. The Program Dean/Lead Faculty or designee will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five working days of the meeting with the student.
4. If the student is not satisfied with the Program Dean/Lead Faculty or designee's report of disposition of the complaint, the student may appeal this result in writing to the Director of Operations within 10 working days of receipt. The appeal letter must include a copy of the

written disposition report and an explanation of why the student is not satisfied with that outcome.

5. The Director of Operations will review the written disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student or Dean.
6. The Director of Operations will provide both the student and the Dean with a written appeal finding mailed within 10 working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.
7. Students not satisfied with the final disposition of the grievance process may contact the BPPE or ACCSC.

The above process does not limit or prohibit a student from enforcing any contractual legal rights or remedies.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. 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 and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
703-247-4212  
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Operations.

### ***Responsible Use of Technology Policy***

Technology facilities and equipment belong to Fremont College and are for the express use of only currently enrolled Fremont College students, faculty, and staff for class projects, assignments, and school-related purposes. Any use of these technology resources for commercial purposes, personal financial gain, or entertainment is not permitted.

### ***Dress Code***

With the exception of the Massage and Sports & Rehabilitation Therapy programs (students in these programs are required to wear either institutional polo shirts or scrubs for core classes), Fremont College does not have a formal dress code for students. However, any student arriving for class in attire that creates a distraction may be asked to leave. Should this occur, a student will be marked as absent for the class session. A professional environment is expected and encouraged. All students must wear their student ID while on campus at all times.



## ***Campus Safety and Security***

The College recognizes that effective learning requires a safe environment, and to this end, complies with the Crime Awareness and Campus Security Act of 1990, Jeanne Clery Disclosures of Campus Security Policies and the Campus Crimes Statistics Act (Clery Act), and the Higher Education Opportunity Act of 1965 and the Safe and Drug Free Colleges and Communities Act and Amendments of 1989.

### ***Crime Awareness***

The College's annual security report is available to any current or prospective student and employees of the college, and may be obtained from the Career Services Department upon request. The security report details any crimes that have occurred on or adjacent to the campus over the past 3 years. The report also contains the College's policies and procedures regarding campus security, crime reporting, crime prevention, sexual misconduct, emergency response and campus evacuation plans.

Students and employees are encouraged to report any criminal activity or other emergency situations to the onsite campus administrator. Reports can be written or verbal, depending on the severity of the situation. Crimes may be reported confidentially. The onsite administrator is responsible for investigating all crimes reported and for taking appropriate action. The College will cooperate with local, state, and federal law enforcement agencies as needed.

### ***Drug Abuse Policy***

It is the policy of Fremont College to comply with the Drug-Free Schools and Community Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. Accordingly, the following information regarding the use of illegal drugs and the abuse of alcohol on the campus or in facilities controlled by Fremont College are prohibited by college regulations and are incompatible with the goal of providing a healthy educational environment for students, faculty, staff and guests. Informative materials on controlled substance use and effects, counseling, treatment and rehabilitation programs, and hot-line telephone numbers in the area are provided to students and staff annually. Information on the laws regarding California drug and alcohol penalties for possession and trafficking is available from the Career Services Department.

#### **Sanctions**

##### *Fremont College Sanctions*

Fremont College, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Fremont College will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of the Fremont College standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

##### *State and Federal Sanctions*

State Drug Laws considers the illegal use of drugs and alcohol serious crimes. The sanctions for first-time violations of these laws range from fines to lengthy terms of incarceration, or both. There may also be civil consequences that result from violating state statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment, and lose the right to vote.

Federal law considers the manufacture, distribution, dispensation, possession or use of illegal drugs, or any controlled substance, a serious crime. For the most current Federal Trafficking Penalties, please visit the U.S. Drug Enforcement Administration website at <http://www.deadiversion.usdoj.gov/21cfr/21usc/841.htm>.

## ***Student Records and Right of Privacy***

Fremont College shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.

Fremont College shall maintain, for each student granted a degree or certificate by Fremont College, permanent records of all of the following:

1. The degree or certificate granted and the date on which that degree or certificate was granted.
2. The courses and units on which the certificate or degree was based.
3. The grades earned by the student in each of those courses.

Student records are maintained at the school site for a minimum of five years from the last date of attendance, and transcripts are maintained permanently.

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their educational records. They are:

*The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.*

Students should submit to the Registrar or other appropriate official written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

*Parental rights of access to educational records depend on the student's financial status: either dependent or independent.*

If the adult student is financially independent, parents have no right of access without the student's consent. If, however, the student is a financial dependent, a parent/guardian's request for educational records is honored by the College. It is the student's responsibility to clarify and document his or her financial status and acknowledge acceptance of the College's disclosure policy upon admission and to update such information via the Registrar.

*The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.*

Students may ask the College to amend records they believe are inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.

*The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception permitting disclosure without consent is to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and

appropriate officials in case of health and safety emergencies); a person or company with whom the College has contracted (such as an attorney, an auditor, or a collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.

*A College official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.* Upon request, the College discloses education records without consent to an official of another school in which a student seeks or intends to enroll.

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

The name and address of the office that administers FERPA is:

Family Policy Compliance Office, +U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **FERPA Release of Information**

### ***Directory Information***

In compliance with the Family Educational Rights and Privacy Act, the College treats the following student information as directory information, which can be disclosed without a specific release of information from the student: student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Students may restrict the release of directory information by written request to the Registrar.

### ***Non-directory Information***

In compliance with FERPA guidelines, a student must provide self-identifying information in a signed and dated written request to the College Registrar for the release of non-directory information. The receipt of a written request by fax satisfies this requirement.

### ***Electronic Files***

The Family Educational Rights and Privacy Act does not differentiate between the medium of storage or the method of transmission. There is no legal difference between the level of protection afforded to physical files over those that are stored or transmitted electronically or in any other form.

### ***Fremont College Statement on Diversity***

Commitment to diversity is central to Fremont College's mission and objectives. Inherent in our mission to close the gap between the traditional classroom and the 21<sup>st</sup>-century workplace is our belief that diversity cultivates innovation, and we are acutely aware that the source of discovery and collaborative achievement lies in the diverse composition of our campus community.

Fremont College promotes diversity as a critical component to achieving educational excellence and training future leaders. We provide a curriculum that engages students in a collaborative learning environment based upon a diverse range of cultures and perspectives. With our Professional Action Learning method, Fremont College embraces opportunities for diverse learning by encouraging students to bring their personal and professional experience into the classroom. Our students are

taught to synthesize and share diverse theories and present the results to each other in order to foster a deeper learning environment.

In principle and practice, Fremont College is committed to a diverse student body and workforce. Fremont College strives to promote a welcoming and inclusive environment and integrates equity and fairness in recruiting and retaining diverse faculty, staff, and students.

## **Master of Business Administration (MBA) Degree**

The MBA program engages the global Business Administration industry with a special focus on modern business practices, innovative education methods, and targeted specializations that meet current and emerging employers' needs. The program encapsulates widely accepted professional Business and Management methods while recognizing the continuously changing and evolving marketplace by embracing modern technological practices, specific specialization options, hands-on learning, and advanced research and analysis practicum. The program expands traditional practices in Business administration with two areas of focus for specialization. This offers candidates a more well-rounded approach to Business Administration education by responding to current market trends and needs, while still providing students with a solid and proven foundation. The normal completion time for this program is 12 months.

Our learning approach implements a robust set of new learning workflows and methods that focus on critical and creative thinking, advanced analytical skills, effective teaming, and self-study. Coupled with a varied set of classroom materials, professional instruction, and mentorship, students are immersed with the content in a way that allows them to transform knowledge into practical mastery.

### ***Vocational Objective***

Graduates of the Master of Business Administration program will have their choice of occupations. They will be able to manage departments or companies using innovative organizational leadership techniques, start a company using entrepreneurial and brand development methods, or consult for businesses needing help in organization development or innovative strategic planning.

### ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Provide students with a contemporary outlook over modern business practices.
2. Analyze best practices of Business Development through innovation, brand development, and entrepreneurship.
3. Develop core competencies of management, leadership initiatives, relationship management and organizational behaviors.
4. Provide specialization in two key focal points within business including Business Development Leadership, and Organizational Leadership.
5. Simulate real-life strategies and practices via independent and group projects.

### ***Graduation Requirements***

To earn a Master's Degree in Business Administration students must:

- Achieve a minimum cumulative GPA of 3.0 grade point average or higher and is based upon the student's satisfactory achievement and demonstration of the required knowledge and skills.
- Only those graduate level courses in which a student earns the equivalent of a 2.0 or higher may be applied toward the total number of credits required for graduation.
- Complete a minimum of 50 quarter credit hours.

- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

<u>Course Type</u>	<u>Quarter Credit Hours</u>
MBA Core Courses	35
MBA Specialty Courses	15
All Courses	50

### MBA Courses

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
MBA510	Business Ethics and the Legal Ecosystem	5.0
MBA515	Modern Finance Practices	5.0
MBA520	Entrepreneurship vs Intrapreneurship Thinking	5.0
MBA525	Relationship Management	5.0
MBA530	Project Team and Communication Management	5.0
MBA535	Crisis and Risk Management	5.0
MBA540	Managing Across Generations	5.0
MBA600	Organizational Behavior	5.0
MBA605	Operational Leadership and Strategy	5.0
MBA610	Business Case Study and Decision-Making Process	5.0

# **Business Leadership Bachelor of Arts Degree Completion**

The College of Business seeks to produce capable and knowledgeable students who combine an understanding of work and careers with an ability to adapt quickly to the expectations of employers and the work environment. This Bachelor of Arts program is designed to provide graduates with the business, technical, and legal skills necessary to begin or advance a career in business leadership. Students will develop the quantitative, qualitative, interpersonal, technical, and legal skills required to lead in today's complicated business climate. The normal completion time for this program is 15 months.

## ***Vocational Objective***

Graduates of the Business Leadership program are eligible for positions in public and private sector organizations including, but not limited to, financial institutions, insurance companies, consumer goods, retailers; telecommunications; entertainment; legal firms; healthcare organizations; non-profits; federal, state, and local governments. Specific jobs with these employers include Business Analyst, Financial Analyst, Sales Trainee, Accountant, Account Manager, Human Resources Manager, Sales Manager, Marketing Manager, Sales Support, Sales Representative.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Develop students' abilities to understand business concepts, terms and theories.
2. Prepare students for jobs in the fields of management, marketing, human resources international business, and finance.
3. Assist students in becoming more proficient in analysis, decision making, and management.
4. Develop students' understanding of international business and the effects of globalization.
5. Appreciate the benefits of experiential learning by displaying good work habits, time management, and self-discipline.
6. Work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender, and other backgrounds and with people with different organizational roles, social affiliations, and personalities.
7. Recognize entrepreneurial opportunities for new business ventures; evaluate potential for business success; and consider implementation issues including financial, legal, operational, and administrative procedures involved in starting new business ventures.
8. Use quantitative and qualitative tools and methodologies to support organizational decision making.
9. Analyze the information content of organizational processes and use web-based techniques, skills, and knowledge of information technology to enhance individual productivity.
10. Apply accounting and finance concepts and methods for evaluating the financial position and performance of organizations.

## ***Graduation Requirements***

To earn a Bachelor of Arts Degree in Business Leadership, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 50 quarter credit hours in core classes and a minimum of 40 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.



**Course Type****Quarter Credit Hours**

Business Leadership Core Courses	50
General Education Courses	40
All Courses	90

**Business Leadership Core Courses**

Course ID	Course Title	Quarter Credit Hours
BA310	Business Law	5.0
BA320	Human Resources Management	5.0
BA330	Leadership and Human Capital Development	5.0
BA331	Internet Marketing	5.0
BA370	Business Development and Sales Techniques	5.0
BA400	Bachelor Capstone *	5.0
BA411	Financial and Managerial Accounting	5.0
BA420	Information Systems	5.0
BA430	Project and Quality Management	5.0
BA432	Entrepreneurship	5.0
HM440	Cannabis Business, Health and the Consumer *	5.0

**General Education Courses**

Course ID	Course Title	Quarter Credit Hours
GE310	Business Communications	5.0
GE326	Philosophy and Ethics A	2.5
GE329	Philosophy and Ethics B	2.5
GE331	Information Literacy	2.5
GE339	Mythology and Pop Culture	2.5
GE345	Modern U.S. History A	2.5
GE350	Modern U.S. History B	2.5
GE410	Advanced Career Management A	2.5
GE420	Psychology A	2.5
GE429	Psychology B	2.5
GE435	The Art of Persuasion	5.0
GE440	Advanced Career Management B	2.5
GE450	The American Economy A	2.5
GE459	The American Economy B	2.5

\* HM440 is an elective course that, when offered, can replace BA400.

# Healthcare Management Bachelor of Science Degree Completion

The Healthcare Management program seeks to produce capable and knowledgeable graduates who understand the theory and practice of healthcare in an administrative environment. This Bachelor of Science degree completion program is designed to provide students with training in economics, financial management, human resources management, quantitative methods, planning, leadership, organizational behavior, law, cultural and global care, and ethics in healthcare. The normal completion time for the program is 15 months.

## ***Vocational Objective***

Graduates of the Healthcare Management program are eligible for positions in various healthcare related institutions including state, local and private hospitals, ambulatory healthcare services, nursing and residential care facilities; and in the government. Specific jobs with these employers include Medical Office Manager, Patient Care Manager, Medical Records Manager, Rehabilitation Center Manager, Healthcare Project Manager, and Health Services Manager.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Express and demonstrate a theoretical and practical understanding of the rapidly changing healthcare environments and the demands associated with the many facets of healthcare.
2. Demonstrate the quantitative and qualitative skills necessary to assess, plan, direct, create, organize, and coordinate financial and human resources needed in healthcare settings.
3. Utilize knowledge about regulations and legal, cultural, and ethical issues to make informed decisions and provide directives that promote maximum healthcare initiatives for the individual, family, and society.
4. Manage patient care services in a variety of settings that promote dignity and respect for the individual from various ethnic and cultural backgrounds.
5. Be educationally positioned for employment in a position of their choice and to continue their studies toward a graduate degree, if they choose.

## ***Graduation Requirements***

To earn a Bachelor of Science Degree in Healthcare Management, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 50 quarter credit hours in core classes and a minimum of 40 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Healthcare Management Core Courses	50
General Education Courses	40
All Courses	90

**Healthcare Management Core Courses****General Education Courses**

Course ID	Course Title	Quarter Credit Hours
BA320	Human Resources Management	5.0
BA400	Bachelor Capstone *	5.0
BA420	Information Systems	5.0
HM311	Managed Care and Healthcare Policies	5.0
HM315	Anatomy and Medical Terminology	5.0
HM331	Epidemiology and Global Health	5.0
HM340	Electronic Health Records Management	5.0
HM350	Medical Coding and Billing	5.0
HM430	Long Term Care and Issues of Aging and Disability	5.0
HM431	Quality Management and Patient Safety	5.0
HM440	Cannabis Business, Health and the Consumer *	5.0

Course ID	Course Title	Quarter Credit Hours
GE310	Business Communications	5.0
GE326	Philosophy and Ethics A	2.5
GE329	Philosophy and Ethics B	2.5
GE331	Information Literacy	2.5
GE339	Mythology and Pop Culture	2.5
GE345	Modern U.S. History A	2.5
GE350	Modern U.S. History B	2.5
GE410	Advanced Career Management A	2.5
GE420	Psychology A	2.5
GE429	Psychology B	2.5
GE435	The Art of Persuasion	5.0
GE440	Advanced Career Management B	2.5
GE450	The American Economy A	2.5
GE459	The American Economy B	2.5

\* HM440 is an elective course that, when offered, can replace BA400.

## **Business Management Associate of Arts Degree**

The Associate Degree in Business Management prepares students for a career requiring an understanding of businesses and business functions. Students will understand how to act ethically and professionally within the business environment, including how to communicate effectively with co-workers and clients. This program will develop students' leadership skills such as team building and project management as well as problem-solving and decision-making skills. Students will also become proficient in using software such as Microsoft Word, Excel, PowerPoint, and Visio and Prezi. Students will gain an understanding of business organizations in today's global economy and a functional understanding of financial and managerial accounting. The degree also provides graduates with the background necessary to continue their education in a business-related bachelor's program. The normal completion time for this program is 15 months.

### ***Vocational Objective***

Graduates of the Associate's in Business Management program are eligible for entry-level positions in both public and private sector organizations. Graduates will be able to perform administrative tasks by planning, coordinating or managing various aspects of a business organization. Specific examples of potential positions include Administrative Assistant, Administrative Coordinator, Administrative Manager, Business Administrator and Office Manager.

### ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Communicate effectively in a wide variety of situations through writing, speaking, listening.
2. Prepare for jobs in the fields of management, marketing, human resources, and finance.
3. Demonstrate proficiency in problem solving, analysis and decision making.
4. Apply knowledge and skills in the functional areas of business.
5. Demonstrate an understanding of teamwork as it occurs in business situations.
6. Use computer hardware, software, the Internet, and other technological tools to enhance communication in the organization.
7. Apply accounting concepts to process financial transactions.

### ***Graduation Requirements***

To earn an Associate of Arts Degree in Business Management, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 67.5 quarter credit hours in core classes and a minimum of 22.5 quarter credit hours in general education courses.

- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Business Core Courses	67.5
General Education Courses	22.5
All Courses	90.0

**Business Core Courses**

Course ID	Course Title	Quarter Credit Hours
PF100	Program Foundations *	5.0
BM110	Understanding Business and Management Structures	5.0
BM120	Professionalism and Work Ethic	5.0
BM130	Effective Communication Practices	5.0
BM140	Customer Expectation Management	5.0
BM150	Business Communication Software	2.5
BM160	Management Information Systems	2.5
BM170	Presentation Software	2.5
BM200	High Impact Presentations	5.0
BM230	Customer Relationship Management (CRM) Systems	5.0
BM240	Finance for the Non-Finance Manager	5.0
BM250	Project Scope, Time and Quality Management	5.0
BM260	Winning with Relationship Selling	5.0
DM104	Leveraging Social Media	5.0
DM204	User Acquisition and Retention Strategies **	5.0
HT260	The Business of Medical Cannabis **	5.0

**General Education Courses**

Course ID	Course Title	Quarter Credit Hours
GE107	College Writing and Success Skills *	2.5
GE112	Critical Thinking	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5

\*PF100 and GE107 is a prerequisite to all other core (or GE) courses. Students must pass these classes to move on to all remaining core (or GE) courses.

\*\* HT260 is an elective course that, when offered, can replace DM204.

# Digital Marketing Associate of Science Degree

The Digital Marketing program at Fremont College takes a comprehensive approach to instruction to ensure that the student graduates with the skills and experience to be ready “day one” in a new employment situation. This Digital Marketing Associate of Science Degree program provides training in creating compelling content for social media channels, email campaigns, sales lead capture landing pages, website popups, email auto-responder series, email sales funnels, target audience identification and segmentation, online advertising campaigns, SEO rich content for websites, backlink building, monitoring online presence and performance, data analysis and reporting. The normal completion time for this program is 15 months.

## ***Vocational Objective***

Graduates of the Digital Marketing program are eligible for entry-level positions in various types of marketing agencies. These include, but are not limited to, advertising, public relations, entertainment, sports, business, healthcare, finance and other industry specific organizations. Specific jobs with these employers include SEO Specialist, SEM Analyst, SEM Manager, Social Media Planner, Interactive Project Manager, Social Media Coordinator, and Marketing Specialist.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Explain the general principles of Digital Marketing.
2. Create content for digital assets.
3. Develop email sales funnels.
4. Conduct Search Engine Optimization (SEO) for online advertising campaigns.
5. Create comprehensive Digital Marketing strategies for various products and services.

## ***Graduation Requirements***

To earn an Associate of Science Degree in Digital Marketing, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Digital Marketing Core Courses	60
General Education Courses	30
All Courses	90

**Digital Marketing Core Courses****General Education Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
PF100	Program Foundations *	5.0
DM102	Digital Marketing Best Practices	5.0
DM103	Search Engine Optimization	5.0
DM104	Leveraging Social Media	5.0
DM105	Content Marketing, PR, and Brand Management	5.0
DM106	Mobile Marketing	5.0
DM201	Landing Page Essentials	5.0
DM202	Email Marketing	5.0
DM203	Conversion Optimization	5.0
DM204	User Acquisition and Retention Strategies	5.0
DM205	Pay Per Click Principles	5.0
DM206	Measurement and Data Analytics	5.0

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE107	College Writing and Success Skills *	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

\*PF100 and GE107 is a prerequisite to all other core (or GE) courses. Students must pass these classes to move on to all remaining core (or GE) courses.



# Health Information Technology Associate of Science Degree

The Healthcare Information Technology program is designed to address the changing landscape of federal healthcare initiatives, billing and coding in an expanding health care environment. This Health Information Technology Associate of Science Degree program provides instruction in healthcare data and coding, computer software applications, and ICD-9, ICD-10, and CPT/HCPS coding guidelines. Health information technicians are members of the healthcare team who assure that healthcare documentation is consistent with professional standards. Students will learn elements of medical documentation including the medical history, physical examination, progress notes reflecting treatment, laboratory values, and radiology reports. The normal completion time for this program is 15 months.

## *Vocational Objective*

Graduates of the Health Information Technology program will be equipped to apply for certification in Health Information Technology. Graduates are eligible for entry-level positions in various healthcare related institutions including state, local, and private hospitals, ambulatory healthcare services, nursing and residential care facilities, and in the government. Specific jobs with these employers include Health Information Technician, Medical Records Technician, Medical Coder, Health Information Manager, Medical Secretary, and Medical Transcriptionist.

## *Learning Outcomes*

*Graduates of the program will be able to:*

1. Develop students' abilities to understand health information technology and perform skills associated with positions in this industry.
2. Prepare students for jobs in the fields of health information technology (HIT) and Health Information Management (HIM) in medical offices and groups, insurance companies, government agencies, health maintenance organizations, companies that design, supply, or maintain medical records or information systems and healthcare vendors.
3. Assist students in becoming more proficient in patient communication and interaction, analysis, decision making, and management.
4. Develop students' understanding of health information technology, billing and coding, and electronic record keeping and the impact on healthcare management of resources.
5. Help students to appreciate the benefits of experiential learning by developing good work habits, time management, and self-discipline.
6. Develop students' ability to work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender, and other backgrounds and with people with different organizational roles, social affiliations, and personalities.

## ***Graduation Requirements***

To earn an Associate of Science Degree in Health Information Technology, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

### Course Type

Health Information Technology Core Courses  
General Education Courses  
All Courses

### Quarter Credit Hours

60  
30  
90

### Health Information Tech. Core Courses

Course ID	Course Title	Quarter Credit Hours
PF100	Program Foundations *	5.0
HT110	Introduction to Medical Insurance and Billing	5.0
HT111	Medical Terminology	5.0
HT121	Disease Classification (ICD-10)	5.0
HT130	Introduction to Electronic Health Records	5.0
HT131	Healthcare Procedural Codes (CPT/HCPCS)	5.0
HT210	Medical Office Management	5.0
HT220	Introduction to Microsoft Office	5.0
HT230	Health Information Technology	5.0
HT240	Introduction to Medical Accounting	5.0
HT250	U.S. Healthcare System **	5.0
HT251	Healthcare Law and Ethics	5.0
HT260	The Business of Medical Cannabis *	5.0

### General Education Courses

Course ID	Course Title	Quarter Credit Hours
GE107	College Writing and Success Skills *	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

\*PF100 and GE107 is a prerequisite to all other core (or GE) courses. Students must pass these classes to move on to all remaining core (or GE) courses.

\*\* HT260 is an elective course that, when offered, can replace HT250.

# Paralegal Studies Associate of Arts Degree

Paralegal Studies encompasses many facets of the law and includes, but is not limited to, property, employment law, family law, torts, civil procedures, contracts, and legal research and writing. This ABA-approved Paralegal Studies Associate of Arts Degree program provides training in conducting research on relevant laws, regulations, and legal articles; drafting correspondence and legal documents; gathering evidence and legal documents for attorney review and case preparation; report writing; and processes for obtaining affidavits and other formal statements that may be used as evidence in court. The expected completion time for this program is 15 months.

## ***Vocational Objective***

Graduates of the Paralegal Studies program are eligible for entry-level positions in local, state, and federal government agencies and departments, as well as law firms, legal aid services, finance and insurance companies. Specific jobs with these employers include corporate paralegal, litigation paralegal, family law paralegal, law clerk, and litigation support analyst. (Note: Paralegals may not provide legal services directly to the public except as permitted by law.)

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Demonstrate proficiency in legal writing skills.
2. Identify and interpret the fundamental concepts of substantive and procedural law.
3. Apply oral and written communication skills appropriate to the legal profession.
4. Analyze and apply the law to the facts.
5. Recognize ethical dilemmas and identify rules and laws governing the conduct of paralegals.
6. Employ software applications and technology commonly used in the legal environment.
7. Demonstrate proficiency in research skills utilized by paralegals.

## ***Graduation Requirements***

To earn an Associate of Arts Degree in Paralegal Studies, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses, including GE120, GE129, GE133 and GE139 (or equivalent).
- Legal Specialty Requirement: Students must complete a minimum of 60 quarter units in PA courses. Students must fulfill a minimum 15 quarter credits of legal specialty courses at Fremont College.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

<u>Course Type</u>	<u>Quarter Credit Hours</u>
Paralegal Core Courses	60
General Education Courses	30
All Courses	90

### Paralegal Studies Core Courses

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>	<b>Prerequisites or Co-requisites</b>
PA120	Introduction to Law & Ethics	5.0	GE107/120/129, GE133/139
PA125	Civil Procedure	5.0	GE107/120/129, GE133/139
PA130	Legal Research & Writing	5.0	GE107/120/129, GE133/139
PA140	Criminal Law & Procedure	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA145	Torts	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA150	Advanced Legal Research & Writing	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA220	Legal Practice Technology	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA225	Family Law	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA230	Real Property Law	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA240	Employment Law	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA245	Contracts	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA250	Business Organizations	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139

## General Education Courses

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE107	College Writing and Success Skills	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

# **Sports & Rehabilitation Therapy Associate of Science Degree**

Sports and Rehabilitation Therapy is a growing field for students interested in helping athletes work through injuries and enhancing performance. This Sports & Rehabilitation Therapy Associate of Science Degree program provides training in the basic techniques used by sports therapists to provide services to athletes for conditioning, improving performance, and rehabilitating injuries. The program courses provide students with an understanding of the human skeletal, muscular, and nervous systems; physical assessment through various means of testing and the application of sports therapy theories. The normal completion time for this program is 15 months.

## ***Vocational Objective***

Graduates of the Sports & Rehabilitation Therapy program are eligible for entry-level positions in colleges and universities, elementary and secondary schools, fitness and recreational centers, physician offices and sports injury clinics. Specific jobs with these employers include Rehabilitation Therapist, Medical Massage Therapist, Team Sports Therapist, Health Club Trainer, and Physical Therapist Aide.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Explain the biomechanics, structure, and function of soft tissue and body systems.
2. Relate the integration of body systems to support athletic performance.
3. Recognize, assess, and evaluate sports-related injuries.
4. Perform advanced therapeutic techniques including deep tissue, shiatsu, sports, and positional release.
5. Practice skills in a professional and ethical way as part of the sports medicine team.
6. Collaborate with healthcare professionals to create a treatment plan for athletes.
7. Describe the physiological effects of massage on the human body and how it can enhance athletic performance.
8. Conduct a variety of orthopedic assessment procedures in order to determine specific sports injuries.
9. Use theoretical evidence to justify the techniques they use.
10. Record SOAP notes and intake forms to relay information to other healthcare professionals.
11. Interpret and integrate SOAP notes into treatment planning.
12. Provide services to the athletic community.



## ***Graduation Requirements***

To earn an Associate of Science Degree in Sports & Rehabilitation Therapy, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

### **Supervised Hours**

Per CAMTC policy, students are required to attend a minimum of 500 supervised hours. There are 560 instructional core hours in the *Massage Therapy* program, 575 instructional core hours in the *Sports Therapy & Massage* program, and 840 instructional core hours in the *Sports & Rehabilitation Therapy* program. Fremont College requires all students enrolled in the *Massage Therapy* and *Sports & Rehabilitation Therapy* programs to attend **560 supervised hours**, and all students in the *Sports Therapy & Massage* program to attend **575 supervised hours**. Therefore, any absences during the first 560 hours (for *Massage Therapy* and *Sports & Rehabilitation Therapy*) or 575 hours (for *Sports Therapy & Massage*) of the supervised core courses must be made-up by all *Massage Therapy*, *Sports Therapy & Massage* and *Sports & Rehabilitation Therapy* students (general education courses are excluded). Additionally, after completing the mandatory 560 supervised core hours, students enrolled in the *Sports & Rehabilitation Therapy* program are required to attend at least 70% of the remaining 280 instructional core hours. Course work will be made up in a timely manner. The make-up sessions should occur during the college's regular business hours and only when an instructor is available. Make-up work must be documented by the instructor as being completed and should include the date, time and duration of the make-up session.

### **Hygiene**

**Personal Hygiene:** Students are responsible for maintaining appropriate levels of personal hygiene.

**Fingernails:** Students are to keep fingernails neatly manicured and of a length that allows for the safe delivery of massage techniques.

**Fragrance Control:** Students should avoid wearing any product that produces a scent that is strong enough to be perceived by others including, but not limited to, colognes, perfumes, after-shave products, lotions, powders, deodorants, hair sprays and other hair products, and other personal products.

### **Dress code**

Students are required to wear either institutional polo shirts or scrubs (for core classes) at all times when on campus or at other Fremont sponsored events. Shoes must provide safe, secure footing against all hazards and should be appropriate for a professional work environment. Sandals and open-toed shoes are unacceptable due to potential safety hazard.

## Draping

Fremont College's wellness programs utilize full sheet draping procedures at all times.

### Course Type

### Quarter Credit Hours

Sports & Rehabilitation Therapy Core Courses	60
General Education Courses	30
All Courses	90

### Sports & Rehabilitation Therapy Core Courses

Course ID	Course Title	Quarter Credit Hours
SR110	Massage Therapy Techniques	5.0
SR111	Anatomy and Physiology - Systems of the Body	5.0
SR120	Swedish Massage Techniques	5.0
SR121	Somatic Tissues and Biomechanics	5.0
SR130	Deep Tissue and Neuromuscular Therapy	5.0
SR140	Business, Ethics and MBLEx Prep	5.0
SR210	Sports and Specialized Massage	5.0
SR211	Eastern Theory and Practice	5.0
SR220	Therapeutic Exercise & Procedures	5.0
SR221	Advanced Biomechanics and Assessment	5.0
SR230	Applications of Sports Therapy	5.0
SR231	Personal Training	5.0

### General Education Courses

Course ID	Course Title	Quarter Credit Hours
GE107	College Writing and Success Skills *	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

\*GE107 is a prerequisite to all other core (or GE) courses. Students must pass this class to move on to all remaining core (or GE) courses.

## ***Transfer Credit Policy***

Pursuant to Business and Professions Code section 4604, California Massage Therapy Council (CAMTC) can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC reserves the right, in its sole discretion, to not accept transfer hours.

## ***Disclosures***

Publication of CAMTC's Law related to unfair business practices as related to massage:

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

## ***Programs Requiring Certification: List of Requirements***

Fremont College offers the following programs that lead to positions requiring certification in the State of California:

- Massage Therapy – Diploma
- Sports and Rehabilitation Therapy – Associate of Science
- Sports Therapy & Massage – Diploma

In order to obtain certification as a massage therapist in the State of California, as established by the California Massage Therapy Council (CAMTC), an applicant shall submit a written application and provide the CAMTC with satisfactory evidence that he or she meets all of the following requirements:

1. The applicant is 18 years of age or older.
2. The applicant has successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours, or the credit unit equivalent, that incorporates appropriate school assessment of student knowledge and skills.
  - a. Of the 500 hours, a minimum of 100 hours of instruction shall address anatomy and physiology (*minimum 64 hours*), contraindications (*minimum 13 hours*), health and hygiene (*minimum 5 hours*), and business and ethics (*minimum 18 hours*).
  - b. All of the 500 hours shall be from schools approved by the council.
3. The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates.
4. The applicant has successfully passed a background investigation pursuant to Section 4606, and has not violated any of the provisions of this chapter.
5. All fees required by the council have been paid.
6. The council may issue a certificate to an applicant who meets the qualifications of this chapter if he or she holds a current and valid registration, certification, or license from any other state whose licensure requirements meet or exceed those defined within this chapter. If an applicant has received education at a school that is not approved by the council, the council shall have the discretion to give credit for comparable academic work completed by an applicant in a program outside of California.
7. A certificate issued pursuant to this chapter and any identification card issued by the council shall be surrendered to the council by any certificate holder whose certificate is suspended or revoked.

# Massage Therapy Diploma

Massage therapy is one of the most popular branches of alternative medicine. This Massage Therapy Diploma program is designed to provide students with didactic and clinical training. Included in the training are courses in anatomy, physiology, and kinesiology as well as several specialized massage techniques, such as deep tissue, sports, shiatsu, Swedish, and seated massage. The normal completion time for this program is 9 months.

## *Vocational Objective*

Graduates of the Massage Therapy program will be equipped to apply for state certification in California and to take the MBLEx examinations, which are used or recognized in statute or rule in 38 states plus the District of Columbia. Graduates are eligible for entry-level positions in a variety of professional environments, including clinics, chiropractic offices, sports facilities, spas, and private practice. Specific jobs with these employers include Spa Masseur/Masseuse, Spa Body Therapy, Resort/Cruise Ship Massage Therapist, Hotel Massage Therapist and Special Event Massage Therapist.

The program exceeds the 500 hours required for graduates to become CAMTC Certified Massage Therapists. Fremont College provides assistance with the certification process during the course of the student's program. Massage therapy graduates may be denied certification if they have been convicted of specific felonies or misdemeanors. Fremont College is not responsible for students who are denied certification due to an adverse background check.

## *Learning Outcomes*

*Graduates of the program will be able to:*

1. Explain the structure and function of soft tissue and body system impairments.
2. Perform Eastern and Western massage techniques such as Swedish, deep tissue, shiatsu, sports, and chair massage.
3. Practice massage therapy in a professional and ethical way.
4. Construct and apply an appropriate treatment plan for individual clients.
5. Demonstrate massage techniques using proper body mechanics.
6. Describe the physiological effects of massage on the human body.
7. Conduct a variety of assessment procedures in order to determine appropriate treatments.
8. Use theoretical evidence to justify the techniques they use.
9. Record SOAP notes and intake forms to relay information to other healthcare professionals.
10. Interpret and integrate SOAP notes into treatment planning.
11. Provide services to a diverse population.

## ***Course Sequence***

The Massage Therapy Diploma program is comprised of eight core courses and eight general education courses from the Sports & Rehabilitation Therapy Associate of Science Degree program. To earn the Massage Therapy Diploma, students must complete:

- Eight (8) specific core courses (for a total of 40 credits) and;
- GE107 College Writing and Success Skills (2.5 credits) and;
- Seven (7) of the remaining 11 GE courses (for a total of 20 credits), creating a 60 credit diploma.

Typically, students take one core and one GE course every five weeks. The specific GE courses that a student will take as part of this diploma program are dependent on the schedule in effect at the time that the student enrolls in the program.

## ***Graduation Requirements***

To earn a Diploma in Massage Therapy, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 60 quarter credit hours, comprised of a minimum of 40 quarter credit hours in core classes and a minimum of 20 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

## ***Supervised Hours***

Per CAMTC policy, students are required to attend a minimum of 500 supervised hours. There are 560 instructional core hours in the *Massage Therapy* program, 575 instructional core hours in the *Sports Therapy & Massage* program, and 840 instructional core hours in the *Sports & Rehabilitation Therapy* program. Fremont College requires all students enrolled in the *Massage Therapy* and *Sports & Rehabilitation Therapy* programs to attend **560 supervised hours**, and all students in the *Sports Therapy & Massage* program to attend **575 supervised hours**. Therefore, any absences during the first 560 hours (for *Massage Therapy* and *Sports & Rehabilitation Therapy*) or 575 hours (for *Sports Therapy & Massage*) of the supervised core courses must be made-up by all *Massage Therapy*, *Sports Therapy & Massage* and *Sports & Rehabilitation Therapy* students (general education courses are excluded). Additionally, after completing the mandatory 560 supervised core hours, students enrolled in the *Sports & Rehabilitation Therapy* program are required to attend at least 70% of the remaining 280 instructional core hours. Course work will be made up in a timely manner. The make-up sessions should occur during the college's regular business hours and only when an instructor is available. Make-up work must be documented by the instructor as being completed and should include the date, time and duration of the make-up session.

## **Hygiene**

**Personal Hygiene:** Students are responsible for maintaining appropriate levels of personal hygiene.

**Fingernails:** Students are to keep fingernails neatly manicured and of a length that allows for the safe delivery of massage techniques.

**Fragrance Control:** Students should avoid wearing any product that produces a scent that is strong enough to be perceived by others including, but not limited to, colognes, perfumes, after-shave products, lotions, powders, deodorants, hair sprays and other hair products, and other personal products.

## **Dress Code**

Students are required to wear either institutional polo shirts or scrubs (for core classes) at all times when on campus or at other Fremont sponsored events. Shoes must provide safe, secure footing against all hazards and should be appropriate for a professional work environment. Sandals and open-toed shoes are unacceptable due to potential safety hazard.

## **Draping**

Fremont College's wellness programs utilize full sheet draping procedures at all times.

**Course Type****Quarter Credit Hours**

Massage Therapy Core Courses	40
General Education Courses	20
All Courses	60

**Massage Therapy Core Courses**

Course ID	Course Title	Quarter Credit Hours
SR110	Massage Therapy Techniques	5.0
SR111	Anatomy and Physiology - Systems of the Body	5.0
SR120	Swedish Massage Techniques	5.0
SR121	Somatic Tissues and Biomechanics	5.0
SR130	Deep Tissue and Neuromuscular Therapy	5.0
SR140	Business, Ethics and MBLEx Prep	5.0
SR210	Sports and Specialized Massage	5.0
SR211	Eastern Theory and Practice	5.0

**General Education Courses**

*(students take GE107 and then seven of the remaining courses)*

Course ID	Course Title	Quarter Credit Hours
GE107	College Writing and Success Skills *	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

\*GE107 is a prerequisite to all other core (or GE) courses. Students must pass this class to move on to all remaining core (or GE) courses.



## ***Transfer Credit Policy***

Pursuant to Business and Professions Code section 4604, California Massage Therapy Council (CAMTC) can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC reserves the right, in its sole discretion, to not accept transfer hours.

## ***Disclosures***

Publication of CAMTC's Law related to unfair business practices as related to massage:

1. Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- a. To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- b. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

2. Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq."

3. A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

## ***Programs Requiring Certification: List of Requirements***

Fremont College offers the following programs that lead to positions requiring certification in the State of California:

- Massage Therapy – Diploma
- Sports and Rehabilitation Therapy – Associate of Science
- Sports Therapy & Massage – Diploma

In order to obtain certification as a massage therapist in the State of California, as established by the California Massage Therapy Council (CAMTC), an applicant shall submit a written application and provide the CAMTC with satisfactory evidence that he or she meets all of the following requirements:

1. The applicant is 18 years of age or older.
2. The applicant has successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours, or the credit unit equivalent, that incorporates appropriate school assessment of student knowledge and skills.
  - a. Of the 500 hours, a minimum of 100 hours of instruction shall address anatomy and physiology (*minimum 64 hours*), contraindications (*minimum 13 hours*), health and hygiene (*minimum 5 hours*), and business and ethics (*minimum 18 hours*).
  - b. All of the 500 hours shall be from schools approved by the council.
3. The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates.
4. The applicant has successfully passed a background investigation pursuant to Section 4606 and has not violated any of the provisions of this chapter.
5. All fees required by the council have been paid.
6. The council may issue a certificate to an applicant who meets the qualifications of this chapter if he or she holds a current and valid registration, certification, or license from any other state whose licensure requirements meet or exceed those defined within this chapter. If an applicant has received education at a school that is not approved by the council, the council shall have the discretion to give credit for comparable academic work completed by an applicant in a program outside of California.
7. A certificate issued pursuant to this chapter and any identification card issued by the council shall be surrendered to the council by any certificate holder whose certificate is suspended or revoked.

## **Sports Therapy & Massage Diploma**

Massage therapy is one of the most popular branches of complementary and alternative medicine. This Sports Therapy & Massage diploma program is designed to provide students with didactic and clinical training. Included in the training are courses in anatomy & physiology, deep tissue, sports, Swedish, and seated/chair massage. Training is also provided for several specialized massage techniques such as manual lymphatic drainage, myofascial release and hot stone massage. Basic exercise and massage techniques used by sports therapists for conditioning, recovery and rehabilitation will also be covered in the program. The normal completion time for this program is 7 months.

### ***Vocational Objective***

The Sports Therapy & Massage program is approved by the California Massage Therapy Council (CAMTC). Graduates of the Sports Therapy & Massage program will be equipped to apply for state certification in California and to take the MBLEx examination, which is used or recognized in statute or rule in 38 states plus the District of Columbia. Graduates are eligible for entry-level positions in a variety of professional environments, including sports facilities, clinics, chiropractic offices, spas, and private practice. Specific jobs with these employers include Team Sports Massage Therapist, Sports Performance Center Massage Therapist, Fitness Center/Club Massage Therapist, Spa Massage Therapist, Resort/Cruise Ship Massage Therapist, Hotel Massage Therapist and Special Event Massage Therapist.

The program exceeds the 500 hours required for graduates to become CAMTC Certified Massage Therapists. Fremont College provides assistance with the certification process during the course of the student's program. Massage therapy graduates may be denied certification if they have been convicted of specific felonies or misdemeanors. Fremont College is not responsible for students who are denied certification due to an adverse background check.

### ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Explain the structure and function of soft tissue and body system impairments.
2. Perform massage techniques such as Swedish, deep tissue, sports, and rehabilitative massage.
3. Practice massage therapy in a professional and ethical way.
4. Construct and apply an appropriate treatment plan for individual clients.
5. Demonstrate massage techniques using proper body mechanics.
6. Describe the physiological effects of massage on the human body.
7. Conduct a variety of assessment procedures in order to determine appropriate treatments.
8. Use theoretical evidence to justify the techniques they use.
9. Record SOAP notes and intake forms to relay information to other healthcare professionals.
10. Interpret and integrate SOAP notes into treatment planning.
11. Provide services to a diverse population.

## ***Graduation Requirements***

To earn a Diploma in Sports Therapy & Massage, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 45 quarter credit hours.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

### **Supervised Hours**

Per CAMTC policy, students are required to attend a minimum of 500 supervised hours. There are 560 instructional core hours in the *Massage Therapy* program, 575 instructional core hours in the *Sports Therapy & Massage* program, and 840 instructional core hours in the *Sports & Rehabilitation Therapy* program. Fremont College requires all students enrolled in the *Massage Therapy* and *Sports & Rehabilitation Therapy* programs to attend **560 supervised hours**, and all students in the *Sports Therapy & Massage* program to attend **575 supervised hours**. Therefore, any absences during the first 560 hours (for *Massage Therapy* and *Sports & Rehabilitation Therapy*) or 575 hours (for *Sports Therapy & Massage*) of the supervised core courses must be made-up by all *Massage Therapy*, *Sports Therapy & Massage* and *Sports & Rehabilitation Therapy* students (general education courses are excluded). Additionally, after completing the mandatory 560 supervised core hours, students enrolled in the *Sports & Rehabilitation Therapy* program are required to attend at least 70% of the remaining 280 instructional core hours. Course work will be made up in a timely manner. The make-up sessions should occur during the college's regular business hours and only when an instructor is available. Make-up work must be documented by the instructor as being completed and should include the date, time and duration of the make-up session.

### **Hygiene**

**Personal Hygiene:** Students are responsible for maintaining appropriate levels of personal hygiene.

**Fingernails:** Students are to keep fingernails neatly manicured and of a length that allows for the safe delivery of massage techniques.

**Fragrance Control:** Students should avoid wearing any product that produces a scent that is strong enough to be perceived by others including, but not limited to, colognes, perfumes, after-shave products, lotions, powders, deodorants, hair sprays and other hair products, and other personal products.

### **Dress Code**

Students are required to wear either institutional polo shirts or scrubs (for core classes) at all times when on campus or at other Fremont sponsored events. Shoes must provide safe, secure footing against all hazards and should be appropriate for a professional work environment. Sandals and open-toed shoes are unacceptable due to potential safety hazard.

### **Draping**

Fremont College's wellness programs utilize full sheet draping procedures at all times.

**Course Type****Quarter Credit Hours**

Sports Therapy & Massage Core Courses	37.5
General Education Courses	7.5
All Courses	45.0

**Sports Therapy & Massage Core Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
PT130	Business and Ethics	2.5
PT140	Therapeutic Exercise	5.0
SM120	Anatomy & Physiology and Biomechanics	5.0
SM130	Swedish Massage Techniques	5.0
SM150	Deep Tissue	5.0
SM160A	Rehabilitative Sports Massage A	2.5
SM160B	Rehabilitative Sports Massage B	2.5
SM170	Specialized Massage	5.0
SM180	Foundations of Massage Therapy	5.0

**General Education Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE107	College Writing and Success Skills *	2.5
GE212	Anatomy & Physiology of the Body	2.5
GE240	Career Development	2.5

\*GE107 is a prerequisite to all other core (or GE) courses. Students must pass this class to move on to all remaining core (or GE) courses.

## ***Transfer Credit Policy***

Pursuant to Business and Professions Code section 4604, California Massage Therapy Council (CAMTC) can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC reserves the right, in its sole discretion, to not accept transfer hours.

## ***Disclosures***

Publication of CAMTC's Law related to unfair business practices as related to massage:

1. Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- a. To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- b. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

2. Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq."

3. A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

## ***Programs Requiring Certification: List of Requirements***

Fremont College offers the following programs that lead to positions requiring certification in the State of California:

- Massage Therapy – Diploma
- Sports and Rehabilitation Therapy – Associate of Science
- Sports Therapy & Massage – Diploma

In order to obtain certification as a massage therapist in the State of California, as established by the California Massage Therapy Council (CAMTC), an applicant shall submit a written application and provide the CAMTC with satisfactory evidence that he or she meets all of the following requirements:

1. The applicant is 18 years of age or older.
2. The applicant has successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours, or the credit unit equivalent, that incorporates appropriate school assessment of student knowledge and skills.
  - a. Of the 500 hours, a minimum of 100 hours of instruction shall address anatomy and physiology (*minimum 64 hours*), contraindications (*minimum 13 hours*), health and hygiene (*minimum 5 hours*), and business and ethics (*minimum 18 hours*).
  - b. All of the 500 hours shall be from schools approved by the council.
3. The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates.
4. The applicant has successfully passed a background investigation pursuant to Section 4606 and has not violated any of the provisions of this chapter.
5. All fees required by the council have been paid.
6. The council may issue a certificate to an applicant who meets the qualifications of this chapter if he or she holds a current and valid registration, certification, or license from any other state whose licensure requirements meet or exceed those defined within this chapter. If an applicant has received education at a school that is not approved by the council, the council shall have the discretion to give credit for comparable academic work completed by an applicant in a program outside of California.
7. A certificate issued pursuant to this chapter and any identification card issued by the council shall be surrendered to the council by any certificate holder whose certificate is suspended or revoked.

# Physical Therapy Aide & Massage Diploma

Physical Therapy and massage are growing fields for students interested in helping people work through injuries and perform activities of daily living. This Physical Therapy Aide & Massage Diploma program provides training in the basic techniques used by both Physical Therapy Aides and massage therapists in providing services to a diverse population. Courses provide students with an understanding of the basic treatment methods and patient care methods used in the physical therapy setting. Included in the training are courses in anatomy & physiology, therapeutic exercise, deep tissue, sports, and Swedish massage. Training is also provided for several specialized massage techniques such as manual lymphatic drainage, myofascial release and trigger point therapy. Students will also learn the theory behind and be able to practice the use of various physical therapy modalities. The normal completion time for this program is 7 months.

## *Vocational Objective*

Graduates of the Physical Therapy Aide & Massage program are eligible for entry-level positions in physical therapy offices, physician's offices, chiropractic offices, hospitals, fitness and recreational centers, sports injury clinics and private practice. Specific jobs with these employers include Physical Therapist Aide, Rehabilitation Therapist, Medical Massage Therapist, and Team Sports Massage Therapist. **The Physical Therapy Aide & Massage program is not approved by the California Massage Therapy Council (CAMTC) approval.**

## *Learning Outcomes*

*Graduates of the program will be able to:*

1. Understand and differentiate the roles and responsibilities of the physical therapy team.
2. Explain and apply basic treatment methods and patient care used in physical therapy and massage.
3. Explain the biomechanics, structure, and function of soft tissue and body systems.
4. Relate the integration of body systems to restore functional movement.
5. Explain the benefits, expected outcomes and contraindications of using physical agents and modalities in the rehab setting.
6. Perform therapeutic techniques including deep tissue, myofascial and positional release.
7. Practice skills in a professional and ethical way as part of the physical therapy team.
8. Collaborate with healthcare professionals to provide quality care to a diverse population.
9. Describe the physiological effects of massage on the human body and how it is incorporated into the rehabilitation process.
10. Use theoretical evidence to justify the techniques they use.
11. Record SOAP notes and intake forms to relay information to other healthcare professionals.



12. Interpret and integrate SOAP notes into treatment planning.

## ***Graduation Requirements***

To earn a Diploma in Physical Therapy Aide & Massage, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 45 quarter credit hours.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

## **Hygiene**

**Personal Hygiene:** Students are responsible for maintaining appropriate levels of personal hygiene.

**Fingernails:** Students are to keep fingernails neatly manicured and of a length that allows for the safe delivery of massage techniques.

**Fragrance Control:** Students should avoid wearing any product that produces a scent that is strong enough to be perceived by others including, but not limited to, colognes, perfumes, after-shave products, lotions, powders, deodorants, hair sprays and other hair products, and other personal products.

## **Dress Code**

Students are required to wear either institutional polo shirts or scrubs (for core classes) at all times when on campus or at other Fremont sponsored events. Shoes must provide safe, secure footing against all hazards and should be appropriate for a professional work environment. Sandals and open-toed shoes are unacceptable due to potential safety hazard.

## **Draping**

Fremont College's wellness programs utilize full sheet draping procedures at all times.

**Course Type**

Physical Therapy Aide & Massage Core Courses  
General Education Courses  
All Courses

**Quarter Credit Hours**

37.5  
7.5  
45.0

**Physical Therapy Aide  
& Massage Core Courses**

**General Education Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
PT100	Physical Therapy Aide & Rehabilitation	2.5
PT110	Physical Therapy Procedures	5.0
PT120	Modalities and Agents in Physical Therapy	2.5
PT130	Business and Ethics	2.5
PT140	Therapeutic Exercise	5.0
SM120	Anatomy & Physiology and Biomechanics	5.0
SM130	Swedish Massage Techniques	5.0
SM150	Deep Tissue	5.0
SM170	Specialized Massage	5.0

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE107	College Writing and Success Skills *	2.5
GE212	Anatomy & Physiology of the Body	2.5
GE240	Career Development	2.5

\*GE107 is a prerequisite to all other core (or GE) courses. Students must pass this class to move on to all remaining core (or GE) courses.

# **Business Administration Diploma**

Business administration personnel contribute to the daily operations of a professional business setting. This Business Administration diploma program provides students with a variety of skills including critical thinking and problem solving, team building, project management, communication, business etiquette, and software usage. The normal completion time for this program is 7 months.

## ***Vocational Objective***

Graduates of the Business Administration Certificate program are eligible for entry level, general office positions in both the public and private sector organizations. Graduates will be able to complete various clerical and administrative duties. Depending upon the specific courses a student selects, examples of potential jobs include Administrative Assistants, Administrative Secretaries, clerical workers, and Office Assistants.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Perform skills associated with positions in the business environment.
2. Explain the various parts of a business organization and how they work together.
3. Use computer hardware, software, the Internet, and other technological tools to enhance communication in the organization.
4. Communicate effectively in a wide variety of situations through writing, speaking, listening.
5. Organize and manage projects.

## ***Course Sequence***

The Business Administration Diploma program is comprised of nine core courses and three general education courses from the Business Management Associate of Arts Degree program. To earn the Business Administration Diploma, students must complete:

- Nine (9) core courses (for a total of 37.5 credits) and;
- Three (3) general education courses (for a total of 7.5 credits), creating a 45 credit certificate.

Typically, students will take one core and one GE course every five weeks. Some of the specific courses that a student will take as part of this diploma program are dependent on the schedule in effect at the time that the student enrolls in the program.

## ***Graduation Requirements***

To earn a Diploma in Business Administration, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.

- Complete a minimum of 45 quarter credit hours, comprised of a minimum of 37.5 quarter credit hours in core classes and a minimum of 7.5 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Business Core Courses	37.5
General Education Courses	7.5
All Courses	45.0

**Business Administration Core Courses**

Course ID	Course Title	Quarter Credit Hours
PF100	Program Foundations *	5.0
BM150	Business Communication Software	2.5
BM160	Management Information Systems	2.5
BM170	Presentation Software	2.5
	<i>Business Course</i>	5.0
	<i>Business Course</i>	5.0
	<i>Business Course</i>	5.0
	<i>Business Course</i>	5.0
	<i>Business Course</i>	5.0

**General Education Courses**

Course ID	Course Title	Quarter Credit Hours
GE107	College Writing and Success Skills *	2.5
GE112	Critical Thinking	2.5
GE240	Career Development	2.5

For the five core courses generically labeled as "Business Course," students in this program will take business courses from the Business Management Associate Degree based on the calendar of offerings at the time of enrollment. The full list of courses from which these five will be scheduled include:

- BM110 Understanding Business and Management Structures
- BM120 Professionalism and Work Ethic
- BM130 Effective Communication Practices
- BM140 Customer Expectation Management
- BM200 High Impact Presentations
- BM230 Customer Relationship Management (CRM) Systems
- BM240 Finance for the Non-Finance Manager
- DM104 Leveraging Social Media
- DM204 User Acquisition and Retention Strategies \*\*
- HT260 The Business of Medical Cannabis \*\*

\*PF100 and GE107 is a prerequisite to all other core (or GE) courses. Students must pass these classes to move on to all remaining core (or GE) courses.

\* HT260 is an elective course that, when offered, can replace DM204.

# Health Administration Certificate

Healthcare administration personnel contribute to the daily maintenance and management of the operational aspects of hospitals, clinics, and other institutions. This Health Administration diploma program provides training in medical insurance billing, medical accounting, electronic health records, and basic health information technology. The normal completion time for this program is 7 months.

## *Vocational Objective*

Graduates of the Health Administration program are eligible for entry-level positions in various healthcare related institutions including state, local and private hospitals, ambulatory healthcare services, nursing and residential care facilities, and in the government. Specific jobs with these employers include Claims Processors, Medical Insurance Billers, Accounting Assistants, and Information Management Coordinators.

## *Learning Outcomes*

*Graduates of the program will be able to:*

1. Understand health administration and perform skills associated with positions in this industry.
2. Learn the essential security and processing requirements of medical records management.
3. Develop a basic understanding of health administration, insurance, billing and coding.
4. Experience growth in professionalism and work ethic.

## *Course Sequence*

The Health Administration Certificate program is comprised of six core courses and six general education courses from the Health Information Technology Associate of Science Degree program. To earn the Health Administration Certificate, students must complete:

- PF100 Program Foundations (5 credits) and GE107 College Writing and Success Skills (2.5 credits) and;
- Five (5) of the remaining eleven core courses (for a total of 25 credits) and;
- Five (5) of the remaining 11 GE courses (for a total of 15 credits), creating a 45 credit certificate.

Typically, students will take one core and one GE course every five weeks. The specific core and GE courses that a student will take as part of this certificate program are dependent on the schedule in effect at the time that the student enrolls in the program.

## ***Graduation Requirements***

To earn a Certificate in Health Administration, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 45 quarter credit hours, comprised of a minimum of 30 quarter credit hours in core classes and a minimum of 15 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Health Administration Core Courses	30
General Education Courses	15
All Courses	45

**Health Administration Core Courses**

*(students take PF100 and then five of the remaining courses)*

Course ID	Course Title	Quarter Credit Hours
PF100	Program Foundations *	5.0
HT110	Introduction to Medical Insurance and Billing	5.0
HT111	Medical Terminology	5.0
HT121	Disease Classification (ICD-10)	5.0
HT130	Introduction to Electronic Health Records	5.0
HT131	Healthcare Procedural Codes (CPT/HCPCS)	5.0
HT210	Medical Office Management	5.0
HT220	Introduction to Microsoft Office	5.0
HT230	Health Information Technology	5.0
HT240	Introduction to Medical Accounting	5.0
HT250	U.S. Healthcare System **	5.0
HT251	Healthcare Law and Ethics	5.0
HT260	The Business of Medical Cannabis *	5.0

**General Education Courses**

*(students take GE107 and then five of the remaining courses)*

Course ID	Course Title	Quarter Credit Hours
GE107	College Writing and Success Skills *	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

\*PF100 and GE107 is a prerequisite to all other core (or GE) courses. Students must pass these classes to move on to all remaining core (or GE) courses.

\*\* HT260 is an elective course that, when offered, can replace HT250.



# Web and Mobile Marketing Certificate

The Web and Mobile Marketing program at Fremont College will provide the student with the skills and training to pursue an entry-level position in marketing web and mobile applications. This Web and Mobile Marketing Diploma program provides training in various software applications for creating illustrations and digital graphics, designing content across social media channels, creating SEO content, improving design of web and mobile applications, creating landing page designs, improving application user interfaces, and developing SMS messaging. The normal completion time for this program is 7 months.

## *Vocational Objective*

Graduates of the Web and Mobile Marketing program are eligible for entry-level positions in various types of marketing agencies including advertising, public relations, entertainment PR, sports public, business public relations, healthcare public relations and financial public. Specific jobs with these employers include Website Manager, Mobile Marketing Coordinator, Interactive Project Coordinator, and Marketing Specialist.

## *Learning Outcomes*

*Graduates of the program will be able to:*

1. Understand the technical aspects of web and mobile marketing.
2. Create graphics and illustrations for use on web and mobile applications and landing pages, and across social media channels.
3. Improve design layout of web and mobile applications.
4. Develop content for SMS messaging.
5. Generate SEO content for use on web and mobile applications.

## *Course Sequence*

The Web and Mobile Marketing Certificate program is comprised of six core courses and six general education courses from the Digital Marketing Associate of Science Degree program. To earn the Web and Mobile Marketing Certificate, students must complete:

- PF100 Program Foundations (5 credits) and GE107 College Writing and Success Skills (2.5 credits) and;
- Five (5) of the remaining 11 core courses (for a total of 25 credits) and;
- Five (5) of the remaining 11 GE courses (for a total of 15 credits), creating a 45 credit certificate.

Typically, students will take one core and one GE course every five weeks. The specific core and GE courses that a student will take as part of this certificate program are dependent on the schedule in effect at the time that the student enrolls in the program.

### ***Graduation Requirements***

To earn a Certificate in Web and Mobile Marketing, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 45 quarter credit hours, comprised of a minimum of 30 quarter credit hours in core classes and a minimum of 15 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Web and Mobile Marketing Core Courses	30
General Education Courses	15
All Courses	45

**Web and Mobile Mktg. Core Courses**

*(students take PF100 and then five of the remaining courses)*

Course ID	Course Title	Quarter Credit Hours
PF100	Program Foundations *	5.0
DM102	Digital Marketing Best Practices	5.0
DM103	Search Engine Optimization	5.0
DM104	Leveraging Social Media	5.0
DM105	Content Marketing, PR, and Brand Management	5.0
DM106	Mobile Marketing	5.0
DM201	Landing Page Essentials	5.0
DM202	Email Marketing	5.0
DM203	Conversion Optimization	5.0
DM204	User Acquisition and Retention Strategies	5.0
DM205	Pay Per Click Principles	5.0
DM206	Measurement and Data Analytics	5.0

**General Education Courses**

*(students take GE107 and then five of the remaining courses)*

Course ID	Course Title	Quarter Credit Hours
GE107	College Writing and Success Skills *	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

\*PF100 and GE107 is a prerequisite to all other core (or GE) courses. Students must pass these classes to move on to all remaining core (or GE) courses.

## Course Descriptions

### *Master of Business Administration (MBA) Courses*

#### **MBA510 Business Ethics and the Legal Ecosystem**

**5.0 Quarter Credits**

As part of the Core competencies of the MBA program students will examine the business law, its foundations and the role it plays in managing a business with a particular emphasis on the corporate ecosystem. Students will engage in topics such as: Constitutional law, government regulation, ethics, contracts, anti-trust law, securities regulations, employment law, environmental law, and crimes and torts.

#### **MBA515 Modern Finance Practices**

**5.0 Quarter Credits**

This course focuses attention on financial management of business enterprises and their relation to other functional areas of management. The class utilizes case studies and simulation of real scenarios that serve as a robust application framework to financial decisions involving cash flow management, capital planning, capital costs and budgeting, capital budgeting, and assessment of enterprises operating for profit.

#### **MBA520 Entrepreneurship vs Intrapreneurship Thinking**

**5.0 Quarter Credits**

Students study the important role of innovation to business success both within and outside an organization. Students learn the intricacies of developing new products, processes, and organizations through the behavioral skills of questioning, observing, networking and experimenting. Students will challenge the status quo by questioning the parameters of their own thinking through right brain activities.

#### **MBA525 Relationship Management**

**5.0 Quarter Credits**

Relationship Management focuses on methods for managing relationships with potential and current customers and business partners across marketing, sales, and service areas regardless of the channel of distribution. Instead of adopting a culture of adversarial or competitive relationships, internal department partnering, customer partnering and supplier partnering are explored as avenues of adding value for all stakeholders. Global partnerships are also examined.

#### **MBA530 Project Team and Communication Management**

**5.0 Quarter Credits**

By focusing on project and people management, this course builds on the leadership, business, and management concepts contained in the MBA program. Students gain the opportunity to utilize their leadership foundational skills and explore the arena of leadership and how it will impact the future of the individual, the organization, and the world. Students will learn tactics to align project execution with organizational strategies and examines methods that firms take in order to determine project viability, progress metrics, and communication with key stakeholders.

**MBA535 Crisis and Risk Management****5.0 Quarter Credits**

Students learn about the concepts and problems of crisis and emergency management, including how to develop crisis, contingency, and incident management plans. Students will also learn assessment methods for vulnerability to natural disasters, technological hazards, and terrorist threats. Risk analysis, risk perception, risk communication and risk mitigation are all covered.

**MBA540 Managing Across Generations****5.0 Quarter Credits**

This course provides the foundation for developing skills when managing/leading teams across different age groups. Topics include tools to identify key communicative needs, behavioral identifiers and individual needs of employees of different generations. Upon successful completion of this course, students will be able to lead, manage and effectively communicate across multi-generations. This course will help to advance students' careers as leaders.

**MBA600 Organizational Behavior****5.0 Quarter Credits**

This course investigates behavioral factors that affect modern management. By analyzing various models of leadership and organizational change, students will gain effective knowledge with the internal and external components that lead to changes within an organization. Topics include group and team dynamics, organizational structure, motivation, leadership, power, and change management.

**MBA605 Operational Leadership and Strategy****5.0 Quarter Credits**

This course focuses on the principles associated with effective design, implementation and management of organizational processes by building on leadership, business, and management concepts. Student will gain in-depth knowledge of training and performance development concepts similar to line managers or human resource specialists. Using simulation exercises students will identify critical factors in workplace performance and learn ways to how to analyze and rectify bottlenecks and become familiar with various compensation theories, policies, and systems. Finally, Students will learn how to align company vision with training and action and will solidify these processes into complete strategies.

**MBA610 Business Case Study and Decision-Making Process****5.0 Quarter Credits**

This culminating course provides students with the tools to analyze business cases and suggest solutions for issues involving markets, products and services, target customer groups, market share, profits, globalization and value chain. Students will use critical assessments and other analysis tools to resolve problems through analysis of various case studies and present a comprehensive written data analysis with comparable exhibits and supporting arguments.

## ***Business Leadership Courses***

### **BA310 Business Law**

**5.0 Quarter Credits**

This course will provide business students with a survey of the principal areas of business law. It will explore the relationship between business and the law with respect to the following topics: torts, crimes, intellectual property, contracts, negotiable instruments, agency, employment, and forms of business organization. Students will also explore the relationship between business and the law with respect to ethics and social responsibility, government regulation, personal property, real property, and international trade. Students will gain a working knowledge of practical rules of law and legal terminology, as well as legal solutions for business-related issues.

### **BA320 Human Resources Management**

**5.0 Quarter Credits**

This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem-solving and critical thinking skills are applied.

### **BA330 Leadership and Human Capital Development**

**5.0 Quarter Credits**

This course introduces students to the challenges and opportunities of leadership. It includes sound academic theory, success stories, case studies, and exercises in critical thinking to help students develop the understanding, skills, and plans needed to manage people.

### **BA331 Internet Marketing**

**5.0 Quarter Credits**

This course covers advertising, marketing, and communications strategies in the new media landscape where traditional and social media co-exist. The course will focus on how social media strategies can be used effectively in marketing programs; when they should/should not be used, how to build them; and how to measure, track, and evaluate their performance and effectiveness. This marketing strategy course will focus on analyzing, developing, implementing, and evaluating media strategies as an integral part of overall marketing strategy.

### **BA370 Business Development and Sales Techniques**

**5.0 Quarter Credits**

Business Development and Sales Techniques will provide students with the skills necessary to manage a territory or account base and use a five-step sales process to gain appointments, present to clients, and manage objections when selling. This course will examine how to uncover the needs of a client, develop and present solutions, and negotiate to gain commitment. It will also discuss the psychology of selling behind the process.

**BA400 Bachelor Capstone****5.0 Quarter Credits**

Bachelor Capstone will provide students with the opportunity to apply their degree program knowledge to test the feasibility of a new career. In this course, students will be developing a comprehensive career plan, a start-up non-profit or for-profit business plan, or a company proposal. Students will choose the individual track they want to pursue, and will be guided through the steps to produce a plan that will open doors in their future career.

**BA411 Financial and Managerial Accounting****5.0 Quarter Credits**

In Financial and Managerial Accounting, students will learn the major accounting concepts needed to understand the financial view of how an organization operates. One or more popular accounting software applications will be taught to allow students to apply their accounting knowledge to a fictitious company.

**BA420 Information Systems****5.0 Quarter Credits**

This course will prepare students to work with commonly used office packages in order to meet organizational and management needs within a professional office. Students will learn about information systems used within the workplace such as Microsoft Office and Google Docs.

**BA430 Project and Quality Management****5.0 Quarter Credits**

This course will identify and describe practical ways to use project management skills, whether the project is large or small. Students will learn how to develop and keep timelines and budgets for projects while managing the quality and effectiveness of team members. They will also learn how to create an effective project plan, including scheduling tasks, assessing project risk and controlling scope.

**BA432 Entrepreneurship****5.0 Quarter Credits**

This course examines entrepreneurship, the essential components of business building, and growth. Students will identify business opportunities and will learn how to determine if a business idea is feasible. Students will also learn the advantages and disadvantages of purchasing a franchise company.

## ***Healthcare Management Courses***

### **HM311 Managed Care and Healthcare Policies**

**5.0 Quarter Credits**

In this course, students learn about the major concepts and operational principles behind managed care, which limits access to care in order to reduce cost and is exerting a growing influence on healthcare delivery in the United States. This course also examines regulation of managed care practices and how the managed care model affects the doctor–patient relationship. Rapidly changing health policy on the federal level, including efforts to reform health care financing and delivery, has tremendous implications for all segments of the healthcare industry. In this course, students review major trends and players in healthcare policy, the policymaking process pump, and the economic, social, and political impact of policy decisions.

### **HM315 Anatomy and Medical Terminology**

**5.0 Quarter Credits**

This course includes an overview of terminology including word analysis and word forms related to the human body. It includes a survey of medical terminology of the body systems, anatomical and physiological terminology, diagnostic terms, clinical and surgical procedures, and laboratory tests.

### **HM331 Epidemiology and Global Health**

**5.0 Quarter Credits**

In this course, students gain a fundamental understanding of epidemiology, which identifies diseases, determines how they are spread, and how they are measured in the distribution of human populations. Students will explore the social determinants of health and the role of epidemiology in the planning and administration of health services, and prevention of disease. Topics include public health, communicable diseases, epidemiological study methods, prevention of disease, and cultural wellness. Through a broad review and case studies, this course examines health challenges and solutions on a community and global level and the economic, social, and political forces that have shaped wellness and healthcare.

### **HM340 Electronic Health Records Management**

**5.0 Quarter Credits**

This course is designed to provide students with advanced information and skills necessary to use electronic health record (EHR) systems in the healthcare setting. Students will have the opportunity to work with an existing EHR for hands- on training.

### **HM350 Medical Billing and Coding**

**5.0 Quarter Credits**

This course will acclimate learners to medical coding and billing in order to prepare them for this common administrative duty within medical organizations. Common medical terms, conditions, diseases, and disorders will be utilized in coding, which will ensure accurate claims processing, thus stabilizing revolving revenue upon disbursement of payments from insurance carriers. Upon completion of this course, the learner will be able to comprehend the work day for coders and billers within a medical organization.



**HM430 Long Term Care and Issues of Aging and Disability****5.0 Quarter Credits**

This course evaluates the continuum of long term care and provides an overview of the management and administration of long term facilities and services. It examines special economic, cultural, and social considerations, as well as certain laws and regulations, as they apply to patients in long term care. This course examines administrative and staffing functions and the essential skills necessary to manage long – term care patients and employees. A sub-component of long care, mental health, is integrated into the coverage of working with the community, programming, public policy, marketing, and financing.

**HM431 Quality Management and Patient Safety****5.0 Quarter Credits**

This course explores the development and evolution of quality in healthcare and the development of a quality assurance/quality improvement plan, team, and ongoing process. Various methods of providing high-quality care, such as the use of clinical practice guidelines, are reviewed for their impact on patient outcomes and safety. This course presents the basic principles of quality management, including establishing benchmarks and improving patient safety, measuring health outcomes and patient satisfaction, and reviewing the regulations and accreditation requirements that apply in healthcare settings.

**HM440 Cannabis Business, Health and the Consumer****5.0 Quarter Credits**

This course is an introduction to the medical and adult use cannabis industry. The endocannabinoid system, the chemical makeup of cannabis, and its use as a form of treatment for various medical conditions is examined. Students learn how cannabis effects symptoms and diseases, as well as how to guide patients to the correct medicine. Students will gain an understanding of the cannabis plant, how it is grown and harvested, the cannabis extraction processes, and products that can be made from cannabis plants. The modern cannabis industry is reviewed, including seed to sale technology, compliance, facilities, sales, and brand development, with a review of the various career opportunities. The historical use of hemp, the prohibition of cannabis in America, and the current legal landscape are also examined.

## ***Business Management / Business Administration Courses***

### **BM110 Understanding Business and Management Structures      5.0 Quarter Credits**

Introduces and develops skills necessary for effective leadership in business. Topics include key traits of strong leaders, team leadership, how a business operates, and business knowledge and skills needed in all business enterprises. Students will learn how the various business functions, such as finance, marketing, human resources and production work together in effective companies.

### **BM120 Professionalism and Work Ethic      5.0 Quarter Credits**

In this course, students will learn how attitude, personality, ethics and goal-setting impact work performance and life plans. In addition, students will learn how to assess workplace expectations and how accountability and appropriate communication with others helps their success in the workplace. This course will prepare students to handle a variety of business situations, including networking events, business meetings and business meals.

### **BM130 Effective Communication Practices      5.0 Quarter Credits**

In this course, students will learn the practices and principles of effective interpersonal communication. Covered topics include: the communication process, perception, listening, nonverbal communication, working in teams, conflict, giving directions, and meeting facilitation.

### **BM140 Customer Expectation Management      5.0 Quarter Credits**

In this course, students will learn how to identify their customers in any business situation, how to determine exactly what the customer wants in a product or service, and how to achieve complete customer satisfaction with high performance. Also included in this course is how to manage and influence customer expectations to achieve specific and agreed-upon objectives.

### **BM150 Business Communication Software      2.5 Quarter Credits**

This course covers word processing using software packages, such as Microsoft Word and Google Docs. Students will learn how to create, edit, and save documents; format text and paragraphs; create and edit tables; and use graphics and pictures to enhance documents. Students will be able to create a professional-looking business document.

### **BM160 Management Information Systems      2.5 Quarter Credits**

This course covers spreadsheets using software packages, such as Microsoft Excel and Google Sheets. Students will learn how to create, edit and save spreadsheets; format a worksheet; create and modify formulas; create and modify charts and tables; and sort data. Students will be able to create a professional-looking business spreadsheet.

### **BM170 Presentation Software      2.5 Quarter Credits**

This course covers creating and modifying a presentation using software packages, such as Microsoft PowerPoint, Prezi and Google Slides. Students will learn how to create, edit and save presentations; format and organize slides; work with graphics, tables and charts in presentations; and add multimedia to create a professional-looking a business presentation.

### **BM200 High Impact Presentations**

**5.0 Quarter Credits**

Students will develop the skills necessary to give an effective business presentation. Topics covered include: analyzing the audience, using visual aids, connecting with the audience, and managing questions and interruptions. Students will learn practical tips for planning key messages and structuring the delivery.

### **BM230 Customer Relationship Management (CRM) Systems**

**5.0 Quarter Credits**

Students will learn how companies have adopted a customer centric (rather than a product-centric) focus for business development. This course will cover how customer relationship management (CRM) works, how customer databases helps businesses to grow, the value of loyal customers, and the costs of serving customers using various marketing channels.

### **BM240 Finance for the Non-Finance Manager**

**5.0 Quarter Credits**

In this course, students will learn how to read and understand financial statements to determine if a company is profitable. Income statements, balance sheets, statements of owners' equity, and key ratios will be covered.

### **BM250 Project Scope, Time and Quality Management**

**5.0 Quarter Credits**

In this course, students will learn the fundamentals of project management, including generally recognized practices to successfully manage projects. The project plan showing project scope, schedules and quality management will be covered. Students will also learn the importance of managing all of the project stakeholder relationships.

### **BM260 Winning with Relationship Selling**

**5.0 Quarter Credits**

This course will help students to understand the effectiveness of the “partnering mindset” in selling. Students will learn techniques to use meetings, phone calls, emails and other tools to build solid business relationships with future prospects and customers.

## ***Digital Marketing / Web and Mobile Marketing Courses***

### **DM102 Digital Marketing Best Practices**

**5.0 Quarter Credits**

This course will offer an overview of digital marketing. It will cover the basics of marketing analytics, quantitative analysis, marketing research techniques, and marketing management, but will also touch on more advanced aspects such as how to utilize social media for business, to nurture leads, to develop technical skills, and to optimize content for search engines.

### **DM103 Search Engine Optimization**

**5.0 Quarter Credits**

In this course, students will learn how to get content to the top of search engines by identifying buzz-worthy content, incorporating aspects of public relations that deal with link-building, and creating visually stimulating infographics and video.

### **DM104 Leveraging Social Media**

**5.0 Quarter Credits**

This course will examine various social media channels, provide information on the user trends, and teach students how to best position a brand and promote the value it offers the marketplace.

### **DM105 Content Marketing, PR, and Brand Management**

**5.0 Quarter Credits**

This course will teach students the basics of public relation strategies in a digital world, and how to engage the journalism landscape and craft content compelling for the marketplace as well as for journalists and bloggers.

### **DM106 Mobile Marketing**

**5.0 Quarter Credits**

Students will learn how to create mobile marketing content that is engaging and induces user action. From integrating a multi-channel campaign, to learning the nuances of SMS messaging, to designing SEO content that works, this course will cover both the basics and more advanced methods of mobile marketing.

### **DM201 Landing Page Essentials**

**5.0 Quarter Credits**

This course will teach best practices in designing landing pages that effectively capture visitors' information through slick design, specific messaging, and user-friendly navigation.

### **DM202 Email Marketing**

**5.0 Quarter Credits**

In this course, students will be able to identify best practices in creating email autoresponder messages, broadcast emails, and funnel communication. Learning how to nurture an email list will serve as the underlying theme throughout this course.

**DM203 Conversion Optimization****5.0 Quarter Credits**

Students will learn how to create an optimal website experience that increases the percentage of visitors converting into customers. The course will cover data mining A/B testing.

**DM204 User Acquisition and Retention Strategies****5.0 Quarter Credits**

Acquiring users and keeping them is the bottom line goal for companies. In this course, students will learn various methods of acquiring users, how to measure the methods, and then learn how to analyze the user to effectively create a retention plan.

**DM205 Pay Per Click Principles****5.0 Quarter Credits**

This course will cover in detail how to manage Internet advertising campaigns by creating an effective landing page, split testing, analyzing keyword optimization, and analyzing data to minimize PPC costs.

**DM206 Measurement and Data Analytics****5.0 Quarter Credits**

This course will teach students how to analyze website traffic, landing page funnels and Google Analytics, and properly optimize websites. Students will learn to use a variety of tools to dig deeper into optimization metrics to inform an execution plan.

## ***Healthcare Information Technology / Health Administration Courses***

### **HT110 Introduction to Medical Insurance and Billing**

**5.0 Quarter Credits**

This course is an overview of health information systems in ambulatory care and the concepts of confidentiality, ethics, and healthcare legislation at various levels. It also introduces regulations relating to maintenance, release, and use of health information and guidelines for access to records according to the Health Information Portability and Accountability Act (HIPAA/AS) and regulatory agencies.

### **HT111 Medical Terminology**

**5.0 Quarter Credits**

This course includes an overview of terminology including word analysis and word forms related to the human body. It also includes a survey of medical terminology of the body systems, anatomical and physiologic terminology, diagnostic terms, clinical and surgical procedures, and laboratory tests.

### **HT121 Disease Classification (ICD-10)**

**5.0 Quarter Credits**

ICD-10 represents the newest coding system for medical diseases and health problems, which results in additional precision and complexity for medical billing and coding professionals. This course provides a primer and overview of the new coding system and the differences between ICD-9 and ICD-10.

### **HT130 Introduction to Electronic Health Records**

**5.0 Quarter Credits**

This course is designed to provide the basic knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting. Students will learn how to complete and itemize statements using computer software applications for HCFA 1500 and UB92 forms.

### **HT131 Healthcare Procedural Codes (CPT/HCPCS)**

**5.0 Quarter Credits**

This course assists the student to develop advanced coding skills, understand the concepts presented in ICD-9-CM/ICD-10-CM, ICD-10-PCS, and the Healthcare Common Procedure Coding System (HCPCS), and to use applications in the prospective payment system. Areas of instruction include the Medicare Severity diagnostic related groups, interpretation of laboratory and radiologic findings, basic pharmacology, and Coding Clinic guidelines.

### **HT210 Medical Office Management**

**5.0 Quarter Credits**

This course introduces students to the basic principles of medical office management. This course will familiarize students with the office protocols and requirements associated with various nursing and healthcare procedures.

**HT220 Introduction to Microsoft Office****5.0 Quarter Credits**

This course is an introduction to basic software applications used in the medical office environment. Students will learn the purposes as well as the practical uses of popular products in this space.

**HT230 Health Information Technology****5.0 Quarter Credits**

This course introduces the organizational management of health information services. The roles and functions of healthcare leadership are reviewed as they are applied to communication and interpersonal skills, development of policies and procedures, job descriptions, training programs, workflow management, performance standards, risk management, revenue cycles, and organizational resources.

**HT240 Introduction to Medical Accounting****5.0 Quarter Credits**

This course is an introduction to the principles governing how private-sector health care organizations report standardized financial information to parties external to the organization. The course will emphasize reporting of an organizational fiscal posture, organizational activity and performance, and basic interpretation and analysis of the fiscal information reported. The course assumes students have no prior knowledge of or experience in accounting or finance.

**HT250 U.S. Healthcare System****5.0 Quarter Credits**

This course provides a broad overview of the United States health care system. The historical evolution of the business of health care is examined. The student will explore management concepts and workforce opportunities within the health care industry.

**HT251 Healthcare Law and Ethics****5.0 Quarter Credits**

This course is an introduction to the laws and ethics of providing health care services. The course is intended to familiarize the student with state and federal health regulations. Because ethics and laws are both dynamic, emphasis is placed on discussing some of the dramatic changes in health care delivery, such as managed care, patient self-determination, medical record keeping, and various laws that impact health care employment.

**HT260 The Business of Medical Cannabis****5.0 Quarter Credits**

This course introduces students to the modern business of cannabis and its role in the healthcare industry. A broad historical overview of cannabis, an evolution of related laws, and the move towards legalization are reviewed. Students will examine the endocannabinoid system (ECS) and learn how cannabis interacts with the human body. The science of the cannabis plant and its growth, harvesting and extraction will be introduced. Students will learn about the various products that can be made from cannabis plants, and the modern industry that is bringing these products to market. The broad range of career opportunities are explored, as well as considerations for owning and operating a cannabis dispensary.

***Paralegal Studies Courses***

**PA120 Introduction to Law & Ethics****5.0 Quarter Credits**

This course provides an introductory survey of American law and jurisprudence, the federal and state judicial systems, and various substantive legal fields. Additional topics of coverage will include client intake interviews, the doctrine of confidentiality and ethical concerns, and the inner workings of a law firm. This course will also provide a review of the professional rules of conduct, and common and specialty areas of practice, in both the private, public, and non-profit sectors.

**PA125 Civil Procedure****5.0 Quarter Credits**

Presents a foundational overview of civil procedure while discussing the litigation process and evaluating topics including summary judgments, discovery, interrogatories, depositions, and various components of trial preparation. Introduces the student to the concepts and mechanics of litigation and how to navigate a civil lawsuit from inception through the appeal process. This course will also cover pertinent topics such as sources of American law, informal fact gathering and investigation, case evaluation and strategy, and parties and jurisdiction. Students will be introduced to pleadings, including analysis and practical exercises in motions, including complaints, answers and cross-complaints.

**PA240 Employment Law****5.0 Quarter Credits**

This course surveys employment law and covers the employer/employee relationship, at will status, employee testing, whistle blowing lawsuits, wage and hour concerns, and benefits. This course will discuss alternative dispute resolution, the civil rights act and affirmative action programs. The students will review other topics in employment law including the FMLA, OSHA, collective bargaining agreements and applicable labor codes and regulations. The class will provide the student with instruction concerning topics including race, age, sexual, disability, gender and wage/hour discrimination, as well as workers' compensation laws.

**PA245 Contracts****5.0 Quarter Credits**

This course provides a general introduction to the fundamentals of contract law and addresses the necessary formalities to create binding contractual obligations, including the requirements of mutual assent (offer, acceptance), consideration and the statute of frauds. This course will also provide instruction covering capacity, legality and the effect they can have in relation to the validity of a contract, as well as specific conditions that may be included in a contract. The students will cover topics including breach of contract and the associated remedies that may apply. In addition, the student will be introduced to the Uniform Commercial Code and third party contracts, as well as how to draft a contract.



**PA250 Business Organizations****5.0 Quarter Credits**

This course will include an examination of business organizations, including sole proprietorships and general and limited partnerships. The student will also be introduced to the Corporations Code, as well as state and federal securities laws. Other topics that will be covered, include the paralegal's role regarding business enterprises, particularly in the area of facilitating filings with the Secretary of State. The students will review business organizations, corporate structure, management, shareholders, annual and special meetings, and dividends. The course will review what happens when a corporation changes its structure, dissolves/winds-up and what the qualifications are to establish a foreign corporation.

**PA220 Legal Practice Technology****5.0 Quarter Credits**

This course introduces the student to various types of technology that are commonly used in the legal field. The students will receive an overview of computers, word processing, PDF file creation and document assembly. This course will also introduce the student to databases and case management software, as well as spreadsheet, legal timekeeping and billing software. The students will receive instruction on how utilize the internet and computer-assisted legal research with legal search engines such as Westlaw. In addition, the students will receive training in litigation support software and electronic discovery.

**PA230 Real Property Law****5.0 Quarter Credits**

This class provides an overview of real property law including estates in real property, various forms and classifications of ownership, and marketability of title. Additional topics include the rights and duties of landowners, property disputes between neighbors, involuntary liens, and foreclosures. The students will receive instruction in topics including landlord/tenant law, deeds and the transfer of real estate interests, as well as mortgages, title searches and title insurance. This course provides instruction on developing practical skills, including how to research deeds and title, decipher mortgage clauses, and the ethical issues facing legal practitioners in the field.

**PA225 Family Law****5.0 Quarter Credits**

This course provides an introduction of the legal theories and research materials related to the field of family law and associated matters such as dissolution, legal separation, OSC motions to establish and modify child custody, visitation, child support, spousal support, and the notice and enforcement of those orders. In this course the students will be introduced to the family code, and how to access and analyze pertinent components of the code. The course will review the principals of community and separate property, as well as the associated property rights and obligations that arise in a marital or domestic partnership. The students will cover how to access judicial council forms, and techniques and practice in preparing those forms which are commonly required in typical family law proceedings.

### **PA130 Legal Research and Writing**

**5.0 Quarter Credits**

This course introduces students to the skills necessary to analyze the facts of a case and conduct the requisite legal research, including searching for case and statutory law, and analyzing and presenting those primary sources once located. This course will also introduce the students to the federal and state court systems, and legal authorities such as practice guides, digests and annotated law reports. The students will receive instruction in research skills so the students can produce comprehensive written memorandums, including inter-office memorandums, legal research memorandums and case briefs. Students will also receive training in reference to secondary sources such as legal encyclopedias, periodicals, restatements and treatises.

### **PA140 Criminal Law and Procedure**

**5.0 Quarter Credits**

This course presents a foundational overview of criminal law and procedure, and introduces the student to the penal code, crimes and the criminal justice system. The student will learn to differentiate between criminal and civil standards of proof, and how they're applied. This course will illustrate the distinction between criminal law and criminal procedure, principals of criminal jurisdiction, as well as constitutional limits related to criminal procedure. This course provides a review of criminal law and procedure, and will cover pertinent topics, including types of criminal offenses, defenses to crimes, intent and the result of not meeting the applicable standard of proof. The students will also discuss the components of criminal procedure and how it affects the investigative stages of a case, including the pre-trial and charging stages.

### **PA145 Torts**

**5.0 Quarter Credits**

This course will cover the basic principles of civil liability in tort, including a comprehensive review of intentional torts and the elements of negligence. The student will learn how to effectively apply those elements to establish a prima facie case. This course will present the defenses that a defendant may raise, and the underlying principals and policies justifying and limiting liability. This course will cover the topic of negligence, including the primary defenses to negligence and the effect that they may have on a tort claim. This course will also introduce the student to the concepts of strict and products liability, malpractice, fraud, misrepresentation, and business torts.

### **PA150 Advanced Legal Research & Writing**

**5.0 Quarter Credits**

This course introduces the student to advanced legal research and writing, which builds on skills formulated in the introductory courses. This course focuses on legal correspondence, opinion letters, keeping the client advised, the need for clarity and maintaining client files. The student will learn how to gather pertinent and tangible facts, how they relate to hearsay, and evidentiary rules that may have an effect in reference to the admissibility of facts. The student will also learn how to draft a persuasive memorandum in accordance with applicable rules. This course will also cover the drafting legal motions, weaving factual declarations into a legal argument, and preparing captions, and points and authorities. The students will receive enhanced training on notice requirements, filing, e-filing, and proof of service requirements. In addition, the student will receive enhanced training in computerized legal research, and how to organize the material they find in a concise and professional manner.

## ***Sports & Rehabilitation Therapy /Massage Therapy Courses***

**SR110 Massage Therapy Techniques****5.0 Quarter Credits**

This course covers the history, benefits, and contraindications of massage; anatomical terminology; and basic Swedish techniques such as effleurage, petrissage, friction, tapotement, and vibration. Students completing this course will have had extensive hands-on application of these techniques in classroom and lab sessions.

**SR111 Anatomy and Physiology – Systems of the Body****5.0 Quarter Credits**

This course covers the fundamentals of anatomy and physiology, including the levels of organization of the body. The anatomy and physiology of the circulatory, immune, respiratory, digestive, nervous and endocrine systems will be covered. Students will learn the structure, function, and effects of massage on each of these systems. Students will also be able to name and describe pathologies of these systems. Students will also learn how to perform seated/chair massage.

**SR120 Swedish Massage Techniques****5.0 Quarter Credits**

Development of efficient Swedish massage skills is the objective of this class. Students will learn how to perform an entire massage session using multiple massage tools and techniques. Maintaining proper body mechanics while giving massage will be stressed throughout the module. Students will learn and practice the SOAP method of charting. Pathologies and contraindications will also be covered.

**SR121 Somatic Tissues and Biomechanics Credits****5.0 Quarter**

This course covers the structures and functions of the skeletal and muscular systems. Students completing this course will be able identify and explain the structures, functions, and pathologies of the skeletal and muscular systems. Students will also be able to identify and explain joint structure, kinesiology, and pathologies. Students will be introduced to biomechanics as it relates to joint function and range of motion.

**SR130 Deep Tissue and Neuromuscular Therapy****5.0 Quarter Credits**

This course covers the theory and application of deep tissue massage techniques such as myofascial release, cross-fiber friction, and neuromuscular trigger point therapy. Students completing this course will have had extensive hands-on application of these techniques in classroom and lab sessions.

**SR140 Business, Ethics and MBLEx Prep****5.0 Quarter Credits**

This course will provide students with pertinent business knowledge related to their field. Students will learn about business and financial management, professionalism, ethics, standards of practice and goal setting. The different foundations of successful businesses will be identified, as will various marketing tools, such as flyers and business cards. The rules and regulations about California Massage Therapy Council (CAMTC) certification will also be examined. Finally, students will prepare for the MBLEx by reviewing the eight content areas, which include anatomy and physiology; kinesiology; pathology, contraindications, areas of caution, special populations; benefits and physiological effects of techniques that manipulate soft tissue; client assessment, reassessment and treatment planning; overview of massage and bodywork modalities/culture/history; ethics, boundaries, laws, regulations; and guidelines for professional practice.

**SR210 Sports and Specialized Massage****5.0 Quarter Credits**

This course covers the theory and application of sports massage and other modalities used in sports rehabilitation. Students completing this course can apply manual lymphatic drainage massage, positional release, stretching, and hydrotherapy. In addition, students will be introduced to the practice of hot stone therapy.

**SR211 Eastern Theory and Practice****5.0 Quarter Credits**

This course introduces students to the principles associated with Chi, meridians, yin and yang, fundamental substances, and five-element theory. Students will also learn the practical application of shiatsu and acupuncture. Students will also be introduced to the theory and practice of reflexology.

**SR220 Therapeutic Exercise and Procedures****5.0 Quarter Credits**

This course addresses the proper use of therapeutic exercise in the rehabilitation process. Students will have hands-on experience in the proper application of therapeutic exercises that support the improvement and/or maintenance of specific conditions of the body. The course will discuss isometric, isotonic, concentric, and eccentric muscle actions, in addition to flexibility and stretching exercises and ways to integrate them into a rehab program. It will also provide students with knowledge and understanding of working with an athletic demographic in a rehabilitation environment.

**SR221 Advanced Biomechanics and Assessment****5.0 Quarter Credits**

This course discusses the comprehensive assessment process and its utilization in sports rehabilitation. Students will have a basic understanding of biomechanical dysfunctional patterns for various areas of the body and will learn how to properly assess athletes and interpret collected data for these conditions. Students will gain skills and practice in history taking, observation, palpation, special testing and SOAP charting.

**SR230 Applications of Sports Therapy****5.0 Quarter Credits**

This course includes an overview of various athletic medical pathologies and covers the basics of applied sports therapy. Emphasis is on etiologies and mechanisms surrounding muscular and skeletal injuries, as well as vascular, degenerative, and other soft tissue disturbances / conditions. The course focuses on the clinical reasoning process for prevention and rehabilitation of athletic injuries. Students will develop and implement advanced treatment protocols for various pathologies of the body.

**SR231 Personal Training****5.0 Quarter Credits**

This course covers fitness assessment, exercise prescription, and exercise leadership along with discussions of anatomy and physiology, injury prevention, psychology, emergency techniques, exercise leadership programs, and legal issues. Students gain the fundamental knowledge, skills, and abilities used to improve, maintain, and/or optimize health-related components of physical fitness and performance. The course also includes information on writing appropriate exercise recommendations, leading and demonstrating safe and effective methods of exercise, and motivating individuals.

## ***Sports Massage & Therapy / Physical Therapy Aide & Massage Courses***

### **PT100 Physical Therapy Aide and Rehabilitation**

**2.5 Quarter Credits**

This course will provide students with knowledge of physical therapy and massage history and evolution. Students will understand and differentiate among the roles and responsibilities of members of the physical therapy team as they apply to the Physical Therapy Aide. Students will learn and practice proper communication and patient interaction skills. Ethics, boundaries and legal aspects of the profession will be covered. Students will be introduced to the physical therapy facility, office procedures and record keeping/charting.

### **PT110 Physical Therapy Procedures**

**5.0 Quarter Credits**

Students will be introduced to basic treatment methods and patient care. This includes patient/therapist safety, transporting, transferring and positioning patients, ambulation and gait training. Students will also learn the concept and use of physical therapy equipment such as wheelchairs, walkers, crutches and quad canes. Students will gain knowledge of injuries and dysfunctions of the body and how physical therapy is utilized for these conditions.

### **PT120 Modalities and Agents in Physical Therapy**

**2.5 Quarter Credits**

Students will be introduced to the modalities and agents used in physical therapy including the benefits, contraindications and expected outcomes in the use of physical agents. Instruction will be given in the safe application of ultrasound, electrical stimulation and hot and cold therapies. Skill development in the utilization of these modalities as part of a comprehensive treatment plan will be emphasized.

### **PT130 Business and Ethics**

**2.5 Quarter Credits**

This course will provide students with pertinent business knowledge related to their field. Students will learn about various aspects of business including professionalism, ethics, standards of practice and goal setting. The different foundations of successful businesses will be identified, as will various marketing tools, such as brochures/flyers and business cards. The rules and regulations related to California Massage Therapy Council (CAMTC) certification will also be examined. Students will participate in discussions, practice quizzes and exams in all content areas of the MBLEx (State Certification Exam).

### **PT140 Therapeutic Exercise**

**5.0 Quarter Credits**

This course addresses the proper use of therapeutic exercise in the rehabilitation process. Students will gain knowledge and experience in the proper application of therapeutic exercise that supports the improvement and/or maintenance of specific conditions of the body. The course will discuss dynamic and static balance; functional activities; range of motion and stretching exercises; and how to integrate them into a rehab program.

**SM120 Anatomy & Physiology and Biomechanics****5.0 Quarter Credits**

This course covers the structures and functions of the muscular and skeletal systems and how they work together as one. Students completing this course will be able identify and explain the structures, functions, and pathologies of both of these systems. Students will learn joint structure, kinesiology, and pathologies as they relate to the musculoskeletal system. Students will be introduced to biomechanics as it relates to posture, gait, joint function and range of motion.

**SM130 Swedish Massage Techniques****5.0 Quarter Credits**

Students will be introduced to the theory and practice of the various strokes used in Swedish Massage. Students will learn how to perform an entire full body massage session while maintaining proper body mechanics. Students will also learn and practice charting utilizing the SOAP method. Students will learn indications and contraindications for various pathologies as they relate to massage.

**SM150 Deep Tissue****5.0 Quarter Credits**

This course covers the theory and application of massage modalities related to deep tissue work. Techniques such as myofascial release, neuromuscular trigger point therapy and cross fiber frictioning will be addressed. Students will be introduced to the theory and practice of techniques that fall under the PNF (Proprioceptive Neuromuscular Facilitation) umbrella.

**SM160A Rehabilitative Sports Massage A****2.5 Quarter Credits**

Both SM160A and SM160B provide a comprehensive overview of various sports-related pathologies and cover the basics of rehabilitative massage. Emphasis will be placed on the etiologies and mechanisms surrounding musculoskeletal injuries, as well as vascular, degenerative, and other soft tissue conditions. These courses focus on the clinical reasoning process for soft tissue rehabilitation of athletic injuries. In SM160A, students will develop and implement treatment protocols for the ankle/foot, knee, hip and lower back.

**SM160B Rehabilitative Sports Massage B****2.5 Quarter Credits**

Both SM160A and SM160B provide a comprehensive overview of various sports-related pathologies and cover the basics of rehabilitative massage. Emphasis will be placed on the etiologies and mechanisms surrounding musculoskeletal injuries, as well as vascular, degenerative, and other soft tissue conditions. These courses focus on the clinical reasoning process for soft tissue rehabilitation of athletic injuries. In SM160B, students will develop and implement treatment protocols for the neck and spine, shoulder, elbow, wrist and hand.

**SM170 Specialized Massage****5.0 Quarter Credits**

This course covers the theory and application of massage for special populations. The theory and application of sports massage, positional release and manual lymphatic drainage will be covered.

Other modalities used in the massage and rehabilitation fields such as hydrotherapy and warm stones will also be addressed. Students will also learn how to perform seated/chair massage.

**SM180 Foundations of Massage Therapy**

**5.0 Quarter Credits**

This course covers the history, benefits, and contraindications of massage. Students will be introduced to scientific and anatomical terminology as they relate to the field of massage. Basic massage techniques such as effleurage, petrissage, friction, tapotement, and vibration will also be covered. Students will have extensive hands-on application of these techniques in classroom and lab sessions.



## ***Foundation and Capstone Courses***

### **PF100 Program Foundations**

**5.0 Quarter Credits**

This course, taken alongside *College Writing and Success Skills* (GE107) will provide you with the information and abilities you need to complete your program and excel in your chosen career. This course will provide you with the necessary foundational knowledge for your program and identify reasonable goals to set upon completion. During this course you will also learn about online portfolios and create one of your own so that you will be able to highlight your best academic work to future employers. This course is a prerequisite to all other core (or GE) courses. Students must pass this course to move on to all remaining core (or GE) courses.

### **BA400 Bachelor Capstone**

**5.0 Quarter Credits**

Bachelor Capstone will provide students with the opportunity to apply their degree program knowledge to test the feasibility of a new career. In this course students will be developing a comprehensive career plan, a start-up non-profit or for-profit business plan, or a company proposal. Students will choose the individual track they want to pursue and will be guided through the steps to produce a plan that will open doors in their future career.

## ***General Education Courses***

### **GE107 College Writing and Success Skills**

**2.5 Quarter Credits**

This course will prepare students for all other courses by ensuring that they have the necessary tools to be successful. They will gain the research and writing skills necessary to successfully complete college-level assignments in a variety of activities common to all online courses, including discussions, essays, presentations and journals. Writing assignments will focus on topics related to non-cognitive skills that impact students' success in college, including motivation, goal setting, commitment, time management, professionalism, listening, critical thinking, self-efficacy, teamwork and others. This course will also examine computer literacy, Internet usage, library resources, and the various online technologies that students will use throughout their program. This course is a prerequisite to all other core (or GE) courses. Students must pass this course to move on to all remaining core (or GE) courses.

### **GE112 Critical Thinking**

**2.5 Quarter Credits**

This introductory level course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reasonable strategies for belief formation.

### **GE120 Public Speaking A**

**2.5 Quarter Credits**

This course provides the student with a basic understanding of public speaking. Students will learn how to apply public speaking concepts to create a basic speech. Students will prepare a persuasive and informative speech with supporting materials.

### **GE129 Public Speaking B**

**2.5 Quarter Credits**

This course will provide students with the information necessary to evaluate speeches and find supporting materials. Students will prepare a demonstration and tribute speech.

### **GE133 English Composition A**

**2.5 Quarter Credits**

This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications. Emphasis is placed on developing individual writing skills and developing strategies for collaborative writing in learning teams.

**GE139 English Composition B****2.5 Quarter Credits**

This English composition course will provide students with an opportunity to sharpen their writing skills in order to prepare for professional environments. This course will identify various types of professional written documents such as letters, emails, and memos. Students will learn how to organize their thoughts clearly and use tone and word choice appropriately depending on audience.

**GE210 Natural Science A****2.5 Quarter Credits**

This course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind. They will also explore the scientific, political, economic, and social implications of environmental science.

**GE212 Anatomy & Physiology of the Body****2.5 Quarter Credits**

This course covers the fundamentals of anatomy and physiology of several body systems including: the circulatory, immune, respiratory, digestive, nervous and endocrine systems. Students will learn the structure, function, and effects of massage on each of these systems as well as naming and describing pathologies of these systems.

**GE218 Natural Science B****2.5 Quarter Credits**

This course will provide students with practical information pertaining to environmental science. Students will learn how certain changes impact the environment. Through the application of information learned within the course, students will be able to lower their carbon footprints.

**GE230 College Math A****2.5 Quarter Credits**

This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions and decimals, integers, order of operations, percents, signed numbers, measurements, and geometry.

**GE239 College Math B****2.5 Quarter Credits**

This course uses math concepts to introduce students to the fundamental issues of personal financial planning. It is designed to provide students with the math concepts needed to understand the financial planning process, credit, and managing debt. The math concepts presented include computing gross and net pay, budgets and credit card interest, as well as home and car loans. Identity theft will also be discussed.

**GE240 Career Development****2.5 Quarter Credits**

This course provides the foundation for developing long-term career management skills. Students will receive tips for producing quality resumes and cover letters and interactive techniques for interviewing success. Upon successful completion of this course, students will be able to research job leads, write a resume, prepare for a job interview, follow up on a job interview, and apply strategies to keep a job and advance in a career.

**GE249 Sociology of Sex and Gender****2.5 Quarter Credits**

This course will analyze sex and gender within contemporary society. Students will learn about the history of sex and gender and their evolving roles within societal institutions, such as language, economics, politics, education, law, medicine, and family.

**GE250 Modern Music****2.5 Quarter Credits**

This course will focus on modern music within our society by focusing on various genres and the evolution of the styles. Music will be placed within context, and the impact of culture, including technology, upon music will be discussed.

**GE310 Business Communications****5.0 Quarter Credits**

This course will focus on effective business communications across various channels, age groups, leadership cultures and leadership profiles. It will also provide tools used to manage humanistic qualities in the work place based on profiles of individuals. Finally, it will teach students how to motivate and maximize others' performance levels.

**GE326 Philosophy and Ethics A****2.5 Quarter Credits**

This course examines the dynamic role of ethics in modern society. Students analyze ethical standards through philosophical beliefs and values in personal and professional settings.

**GE329 Philosophy and Ethics B****2.5 Quarter Credits**

This course will explain various philosophical theories and beliefs and their impact on human and societal behavior. It will also connect these theories to ethics and explain how philosophy and ethics influence each other and society as a whole.

**GE331 Information Literacy****2.5 Quarter Credits**

This course will identify a variety of types and formats of potential sources of information and instruct students on the practical application of digital tools, technologies, and resources. Students will learn how to use these tools to research and analyze information related to their chosen field of study and use this information to solve problems and make decisions. This course will also emphasize information literacy's importance in information sharing, community development, and education.

**GE339 Mythology and Pop Culture****2.5 Quarter Credits**

Every civilization has created myths or folklore to explain human existence and our place in the world. Within all of these myths, similar archetypes can be found that are connected to human traits. These archetypes and the myths from which they are derived will be explained in this course. Students will analyze current pop culture, including video games, movies, and television, to find instances of these archetypes. This course aims to connect history, culture, and humanity through common mythology.

**GE345 Modern U.S. History A****2.5 Quarter Credits**

This course will discuss modern United States history from 1960 to 2010. Major events and policies will be discussed and explained, and students will understand the effects these events have had on their lives and our country as a whole.

**GE350 Modern U.S. History B****2.5 Quarter Credits**

This course will discuss modern United States history from 1920 to 1960. Major events and policies will be discussed and explained including the Great Depression, the New Deal, World War II, the Cold War, and the Fair Deal. Students will understand the effects these events have had on their lives and our country as a whole.

**GE410 Advanced Career Management A****2.5 Quarter Credits**

This course builds upon student's current job search skills in order to develop long-term career management skills. Students will deepen their understanding of vital career management skills by continuing to develop their abilities to create resumes and cover letters and have interview and networking success. Students will also learn about goal setting and personal development.

**GE420 Psychology A****2.5 Quarter Credits**

This psychology course introduces human behavior and explains from a biological perspective why humans behave the way they do. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, cognition, learning and memory, and motivation.

**GE429 Psychology B****2.5 Quarter Credits**

This psychology course looks at human behavior and explains the things that influence it. This course includes the study of the theories and concepts of psychology that focus on emotion, states of consciousness, personality theories, life-span development, sexuality and applied psychology.

**GE435 The Art of Persuasion****5.0 Quarter Credits**

People respond in different ways depending on how they are approached and treated during an interaction. This course will identify how to have positive and influential encounters with others just by making simple changes such as adjusting body language, tone of voice, and levels of encouragement as these can determine how people will respond. This course will also discuss how to communicate and interact with others to manage goals and perspectives and motivate changes in behavior and beliefs.

**GE440 Advanced Career Management B****2.5 Quarter Credits**

This course teaches students how to effectively function as a professional in the workplace. Business etiquette, effective written and oral communications, and employer expectations are covered.

**GE450 The American Economy A****2.5 Quarter Credits**

This course will focus on the history of the American economic system. Starting with the founding of this country, students will learn about the creation and evolution of the economy within the United States. In order to fully understand this system, students will develop a conceptual understanding of several economic principles.

**GE459 The American Economy B****2.5 Quarter Credits**

This course will focus on the current American economic system and how this system is structured and functions. Several economic principles will be explained and discussed so students will be able to fully grasp the forces at play within the current marketplace.

## Catalog Consumer Disclosures

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

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

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

Fremont College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

<http://fremont.edu/programs/gainful-employment/>



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