International College
Train For Success

School Catalog
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January 3ʳᵈ, 2023 — December 22ⁿᵈ, 2023

INTERNATIONAL COLLEGE

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A Message from the Director

Welcome to International College. We are delighted that you have decided to enroll in one of our courses and we look forward to helping you reach your educational goals. At International College, we are committed to providing a positive, welcoming learning environment where students have access to all the tools necessary for success. We pride ourselves on making our educational programs easily accessible. We offer our most popular classes in both English and Spanish. Live online class sessions start at convenient times that you can easily fit into your busy schedule. Distance is no obstacle when it comes to serving our students. You can take full advantage of learning right from the comfort of your own home.

This catalog will serve as a guide to ensure you receive the most out of your International College experience. You will find a range of stimulating programs, which offer both hands-on training and the opportunity to work closely with our skilled faculty members.

If you have questions or would like to discuss your educational objectives with our staff, do not hesitate to give us a call. We encourage you to take advantage of all that International College has to offer.

Respectfully,
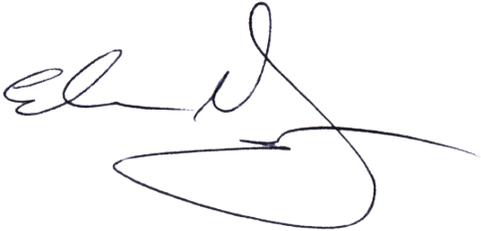
Rogelio Gomez
School Director

ABOUT INTERNATIONAL COLLEGE

History

International College was founded in 1993. We envisioned a learning institution where students could further their education and acquire valuable training without the obstacles presented by the traditional college system. International College was founded on the belief that education, ethics, professionalism and skilled training are the cornerstones of a successful future.

Mission Statement

At International College, we hold our educational programs to a high standard. Our goal is to educate and train our students for success with diligence and integrity. We equip our students with knowledge and skills that are in demand. We accomplish this by providing a supportive environment that enhances learning. We strive to instill a positive attitude and a strong sense of professionalism in every student as they work towards achieving their goals.

License to Operate

International College is a private institution and has been approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards set forth in the Private Postsecondary Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR). Institutional license to operate must be re-approved every three years and is subject to continual review.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site: www.bppe.ca.gov.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

BPPE License to operate numbers:

Valencia: BPPE School Code #1923121

Los Angeles: BPPE School Code #50047112

Sacramento: BPPE School Code #78826924

Salinas: BPPE School Code #74722287

International College is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Statement of Non-Bankruptcy

International College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.) (CSC §94909(a)(12).

Locations

Valencia – Main Campus
28456 Constellation Road
Valencia, CA 91355
Phone: (323) 889-3600
Website: www.icofcalifornia.com

Salinas
1880 North Main Street, Suite 210
Salinas, CA, 93906
Phone: (831) 208-9093
Website: www.icofcalifornia.com

Sacramento
4030 Truxel Road, Suite C
Sacramento, CA 95834
Phone: (916) 834-0573
Website: www.icofcalifornia.com

Los Angeles
5500 Pomona Blvd
Los Angeles, CA 90022
Phone: (323) 889-3600
Fax: (323) 889-3606
Website: www.icofcalifornia.com

Administration

Name	Title
Rogelio Gomez	School Director
Alex Gomez	Admissions Representative
Joanna Gomez	Student Services
Juliette Gomez	Technical Support
Norma Gomez	Administrator
Valerie Gomez	Assistant Director
Gabriela Gonzalez	Admissions Representative
Patricia Gonzalez	Student Services
Dalila Leon	Admissions Representative
Jennifer Mateus	Billing
Antonia R. Montano	Admissions Director
Alma Muñoz	Administrative Assistant
Miguel Perez	Technical Support
Eddie Ramirez	Admissions Representative
Stan Thompson	Admissions Representative
Martina Torres	Custodian
Elizabeth Yac	Office Manager
Jocelyne Yac	Administrative Assistant

Faculty

Name	Title	Course(s)
Riko Conley	Director of Education | Instructor	Graphic Design - English

Riko Conley serves as the Director of Education and instructs students in Graphic Design. He is an Adobe Certified Visual Design Specialist. He holds certifications in Adobe Photoshop, Illustrator, and InDesign. He graduated from the University of Southern California with a bachelor's degree in Digital Media and Design. He has been teaching Graphic Design and Computer Applications courses at International College since 2013.

Efrain Altamirano	Instructor	Computer Applications - Spanish

Efrain Altamirano has been an instructor at International College for the past 8 years. Mr. Altamirano completed 3 years of university level studies in Computer Engineering.

Alexandra Hernandez	Instructor	Legal Secretary - English

Alexandra Hernandez graduated from the University of Redlands with a Bachelor of Arts dual degree in Government and Race & Ethnic Studies. Alexandra Hernandez obtained her Juris Doctorate degree from the University of Southern California (USC) Gould School of Law. Ms. Hernandez is a licensed attorney with the State Bar of California and practiced Criminal Defense for five years prior to joining the International College team.

Maria Hernandez	Instructor	Cake Decoration - Spanish

Maria Hernandez has been an instructor at International College for the past 14 years. She previously worked as an instructor at the San Gabriel Valley Training Center for 12 years.

Alejandro Reyes	Instructor	Graphic Design - Spanish

Alejandro Reyes holds an Associate of Science degree in Multimedia from the Art Institute of Los Angeles. He has worked missions with the United States Army Psychological Operations Unit. His training, loyalty, initiative, and perseverance brought his peers and subordinates to strive for maximum achievement in graphic design and printing during successful overseas missions. He has been an instructor at International College for the past 2 years.

Adriana Sanchez Peña	Instructor	Computer Applications - Spanish

Adriana Sanchez graduated from DeVry University with a bachelor's degree in Computer Science. She holds an Adult Education teaching credential from the CTC in Business Management and Computer Systems. She has been teaching Business and Technology courses for the past twelve years.

Morgan Shaner	Instructor	Computer Applications - English

Morgan Shaner holds a teaching credential in the Social Sciences from the University of La Verne. He taught in public schools for four years before joining International College in 2018.

Brandon Thrasher	Instructor	Small Business Bookkeeping -English Medical Billing and Coding - English

Brandon Thrasher graduated from National University with an MBA, and American Intercontinental University with a degree in Visual Communication. He has over 11 years teaching experience including high school, vocational, and university level.

Tracy Wolf	Instructor	Cake Decoration - English

Tracy Wolf holds an Associate of Science degree in Culinary Arts and Hospitality Management from the City College of San Francisco and a Bachelor of Arts in English from Michigan State University. Ms. Wolf has worked as a pastry chef in the culinary industry since 2005 and previously owned her own bakery in San Francisco, California. Throughout her career, Ms. Wolf has trained and instructed numerous novice bakers in various pastry skills, including cake decorating piping skills, confectionary, general pastry baking, breads and other doughs.

Program:	**CAKE DECORATION (2) (ENGLISH)**
Objective:	This program is designed to introduce students to the art of cake decorating. It offers a combination of in-depth instruction and hands-on training. Students learn from the basics of color mixing and air brushing, to decorating a cake for different special occasions. Topics include cake decorating tools and styles of cakes. Students learn how to properly ice a cake and cover a cake board. This class is presented with lecture and lab portions.
Prerequisites:	Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.
Program Description:	There are four (4) 40-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.
Method of Delivery:	This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.
Duration:	160 hours
Class Schedule:	Monday, Wednesday, Friday
Time/Language:	9:00 a.m. – 2:30 p.m. – English
Charges:	Registration Fee*···$ 250.00
	Tuition ···$ 4,370.00
	Materials and Supplies (Provided by IC)* ·························$ 480.00
	TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ····················$ 5,100.00
	The total charges for a period of attendance is the same as the total charges for the entire educational program.
	(If applicable, a non-refundable $12.50 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).
Equipment:	A computer and webcam are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware. Oven accessibility is required for this course and is not provided by the institution.

MODULE		CLOCK HOURS
1	**Module 1**	**40**
	Introduction to Cake Decorating	
	Natural Flowers	
	Fresh Fruit Cake	
2	**Module 2**	**40**
	Baby Shower Cake	
	Girl Birthday Cake	
	Holiday Cake	
3	**Module 3**	**40**
	Religious Cake	
	Sports Cake	
	Fondant	
4	**Module 4**	**40**
	Two-Tier Fondant Cake	
	Sweet Sixteen Cake – Fondant or Classic	
	Wedding Cake – Introduction	
	Wedding Cake – Fondant or Classic	

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160 HOURS

*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

Program:	**CAKE DECORATION (2) (SPANISH)**
Objective:	This program is designed to introduce students to the art of cake decorating. It offers a combination of in-depth instruction and hands-on training. Students learn from the basics of color mixing and air brushing, to decorating a cake for different special occasions. Topics include cake decorating tools and styles of cakes. Students learn how to properly ice a cake and cover a cake board. This class is presented with lecture and lab portions.
Prerequisites:	Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.
Program Description:	There are four (4) 40-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.
Method of Delivery:	This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.
Duration:	160 hours
Class Schedule:	Monday, Wednesday, Friday
Time/Language:	9:00 a.m. – 2:30 p.m. – Spanish
Charges:	Registration Fee*···$ 250.00
	Tuition ···$ 4,370.00
	Materials and Supplies (Provided by IC)* ·······························$ 480.00
	TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ···················$ 5,100.00
	The total charges for a period of attendance is the same as the total charges for the entire educational program.
	(If applicable, a non-refundable $12.50 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).
Equipment:	A computer and webcam are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware. Oven accessibility is required for this course and is not provided by the institution.

MODULE		CLOCK HOURS
1	**Module 1**	**40**
	Introduction to Cake Decorating	
	Natural Flowers	
	Fresh Fruit Cake	
2	**Module 2**	**40**
	Baby Shower Cake	
	Girl Birthday Cake	
	Holiday Cake	
3	**Module 3**	**40**
	Religious Cake	
	Sports Cake	
	Fondant	
4	**Module 4**	**40**
	Two-Tier Fondant Cake	
	Sweet Sixteen Cake – Fondant or Classic	
	Wedding Cake – Introduction	
	Wedding Cake – Fondant or Classic	

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160 HOURS

*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

Program:	**COMPUTER OPERATION AND APPLICATIONS LIVE ONLINE PROGRAM (ENGLISH)**
Objective:	This course introduces students to the Windows operating system and core Microsoft Office applications. Students will learn the fundamentals of the Windows OS, Microsoft Word, PowerPoint, and Excel. Assignments and projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to a Microsoft Office Specialist certification with additional study.
Prerequisites:	Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.
Program Description:	There is one (1) 16-hour module and four (4) 60-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.
Method of Delivery:	This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.
Duration:	256 hours
Class Schedule:	Monday - Friday
Time/Language:	10:00 a.m. – 1:00 p.m. – English 6:00 p.m. – 9:00 p.m. – English
Charges:	Registration Fee*···$ 250.00 Tuition ···$ 4,250.00 **TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM** ·····················$ 4,500.00 The total charges for a period of attendance is the same as the total charges for the entire educational program. **(If applicable, a non-refundable $12.50 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).**
Equipment:	A computer, webcam and Microsoft Word, PowerPoint & Excel software are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer, hardware and software.

MODULE		CLOCK HOURS
1	**Introductory to Computers**	16
2	**Windows**	60
	The Desktop and Taskbar	
	Managing Windows, Apps, and Settings	
	Configuration, Maintenance, and Troubleshooting	
3	**Microsoft Office Excel**	60
	Introduction to the Elements of Excel	
	Working with Tables and Charts	
	Basic and Advanced Cell Formatting; Formulas and Functions	
4	**Microsoft Office PowerPoint**	60
	Introduction to the Elements of Power Point	
	Working with Slides, Text, and Objects	
	Insert Sounds, Animations & Transitions	
	Exporting and Printing Presentations	
5	**Microsoft Office Word**	60
	Introduction to the Elements of Word	
	Adjusting Styles and Layout; Inserting Shapes and Images	
	Reviewing, Proofing, Exporting, and Printing	
		256 HOURS

*Once issued to the student, this fee is non-refundable and non-returnable.

Program:	**COMPUTER OPERATION AND APPLICATIONS LIVE ONLINE PROGRAM (SPANISH)**	
Objective:	This course introduces students to the Windows operating system and core Microsoft Office applications. Students will learn the fundamentals of the Windows OS, Microsoft Word, PowerPoint, and Excel. Assignments and projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to a Microsoft Office Specialist certification with additional study.	
Prerequisites:	Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.	
Program Description:	There is one (1) 16-hour module and four (4) 60-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.	
Method of Delivery:	This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.	
Duration:	256 hours	
Class Schedule:	Monday - Friday	
Time/Language:	10:00 a.m. – 1:00 p.m. – Spanish	
	6:00 p.m. – 9:00 p.m. – Spanish	

Charges:

Registration Fee*··$ 250.00
Tuition ···$ 4,250.00

TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ··························$ 4,500.00
The total charges for a period of attendance is the same as the total charges for the entire educational program.
(If applicable, a non-refundable $12.50 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).

Equipment:	A computer, webcam and Microsoft Word, PowerPoint & Excel software are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer, hardware and software.	

MODULE		CLOCK HOURS
1	**Introductory to Computers**	16
2	**Windows**	60
	The Desktop and Taskbar	
	Managing Windows, Apps, and Settings	
	Configuration, Maintenance, and Troubleshooting	
3	**Microsoft Office Excel**	60
	Introduction to the Elements of Excel	
	Working with Tables and Charts	
	Basic and Advanced Cell Formatting; Formulas and Functions	
4	**Microsoft Office PowerPoint**	60
	Introduction to the Elements of Power Point	
	Working with Slides, Text, and Objects	
	Insert Sounds, Animations & Transitions	
	Exporting and Printing Presentations	
5	**Microsoft Office Word**	60
	Introduction to the Elements of Word	
	Adjusting Styles and Layout; Inserting Shapes and Images	
	Reviewing, Proofing, Exporting, and Printing	
		256 HOURS

*Once issued to the student, this fee is non-refundable and non-returnable.

Program:	**GRAPHIC DESIGN (WINDOWS) (ENGLISH/SPANISH)**
Objective:	This course is an online studio class that is intended to teach students how to skillfully use images, shapes and text to create digital art and media. Through demonstrations and hands-on projects, students will learn to solve visual problems using Adobe photoshop, Illustrator and InDesign. Assignments and other projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to an Adobe Certified Associate certification with additional study.
Prerequisites:	Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.
Program Description:	There are six (6) 48-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.
Method of Delivery:	This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.
Duration:	288 hours
Class Schedule:	Monday – Thursday
Time/Language:	10:00 a.m. – 1:00 p.m. – English & Spanish Sessions 6:00 p.m. – 9:00 p.m. – Spanish
Charges:	Registration Fee*···$ 250.00
	Tuition ···$ 4,250.00
	TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ·······················$ 4,500.00
	The total charges for a period of attendance is the same as the total charges for the entire educational program.
	(If applicable, a non-refundable $12.50 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).
Equipment:	A computer, webcam and an Adobe Creative Cloud Subscription are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for information on the minimum requirements for computer, hardware and software.

MODULE		CLOCK HOURS
1	**Adobe Photoshop CS6 Beginner**	48
	Getting to know the work area. Basic photo corrections.	
	Working with selections. Layer basics. Mask and Channels.	
2	**Adobe Photoshop CS6 Advanced**	48
	Typography. Vector drawing. Advanced Layering and Compositing.	
	Advanced Selections and Masking. Preparing files for the web.	
3	**Adobe Illustrator CS6 Beginner**	48
	Getting to know Illustrator. Selecting and aligning; creating and editing shapes.	
	Transforming objects. Drawing with the pen and pencil tools. Color and gradient.	
4	**Adobe Illustrator CS6 Advanced**	48
	Advanced objects and layers. Creating patterns and symbols. Working with brushes.	
	Applying effects. Perspective drawing. Appearance attributes and graphic styles.	
5	**Adobe InDesign CS6 Beginner**	48
	Getting to know InDesign. Working with objects. Working with text.	
	Setting up a document and working with pages.	
6	**Adobe InDesign CS6 Advanced**	48
	Working with color. Working with styles. Importing and	
	Modifying graphics. Effects and transparency. Interactive documents.	
		288 HOURS

*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

Program:	**LEGAL SECRETARY PROGRAM LIVE ONLINE**

Objective: The Legal Secretary program provides students with the legal substantive knowledge and procedural skills necessary to prepare for the "LPI California Legal Certified Legal Secretary" Exam and the legal secretary profession.[1]

Prerequisites: Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.

Program Description: Skill Assignments, Quizzes, and the Final Exam are assigned as outlined in the "Weekly Syllabus". Student progress is evaluated at the end of each module. In order to graduate from the course and receive a diploma, students must complete the Skill Assignments, Quizzes and the Final Exam, receiving a cumulative grade of a "C" or better. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required.

Method of Delivery: This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.

Duration: 144 hours

Class Schedule: Tuesday, Thursday, Friday

Time/Language: 8:30 a.m. – 12:30 p.m. – English

Charges:
Registration Fee*··$ 250.00
Tuition ···$ 4,250.00
Course Materials (Provided by IC)* ···$ 100.00
TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ····················$ 4,600.00
The total charges for a period of attendance is the same as the total charges for the entire educational program.
(If applicable, a non-refundable $12.50 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).

Equipment: A computer is required for this course but is not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and/or hardware.

MODULE		CLOCK HOURS
1	**Module 1**	**20**
	Introduction to American and California Legal Systems	
2	**Module 2**	**16**
	Litigation Process and Procedure	
3	**Module 3**	**24**
	Law Office Administration and Management	
4	**Module 4**	**48**
	Computer Applications and Hands-On Skills	
5	**Module 5**	**24**
	Legal Reasoning and Ethics	
6	**Module 6**	**12**
	"LPI California Certified Legal Secretary" Exam	
		144 HOURS

*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

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[1] Please note, to be eligible to take the "LPI California Certified Legal Secretary" Exam you must have a minimum of two (2) years' full-time experience as a legal secretary, or equivalent as approved by the LPI Certifying Board.

Program:	**MEDICAL BILLING AND CODING ESSENTIALS LIVE ONLINE PROGRAM (ENGLISH)**
Objective:	Through this course, students will acquire the necessary substantive knowledge and skills in order to prepare for a profession as a medical biller. The course begins by providing a broad overview of the medical billing system and the general duties of a medical biller. This course will familiarize students with the various medical billing software programs, different medical billing office structures, and how to collect and verify patient demographics and insurance information. Students will learn medical billing codes, applicable legal regulations, and medical billing associations based on medical practice area. Students will be introduced to hands-on skills in order to learn how to input and verify charges, how to submit billing claims, and how to manage claim denials.
Prerequisites:	Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.
Program Description:	There are three (3) 48-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.
Method of Delivery:	This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.
Duration:	144 hours
Class Schedule:	Tuesday, Thursday, Friday
Time/Language:	9:00 a.m. – 1:00 p.m. – English
Charges:	Registration Fee*···$ 250.00
	Tuition ··$ 4,250.00
	Course Materials (Provided by IC)* ···$ 100.00
	TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ···················$ 4,600.00
	The total charges for a period of attendance is the same as the total charges for the entire educational program.
	(If applicable, a non-refundable $12.50 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).
Equipment:	A computer is required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and/or hardware.
	* Given the variety of billing software platforms/systems utilized in the medical billing profession, popular software systems will be introduced throughout the instructional program but are not required software for installation.

MODULE		CLOCK HOURS
1	**Module 1** Course Introduction & Patient Demographics	48
2	**Module 2** Medical Coding	48
3	**Module 3** Billing Procedures	48
		_____
		144 HOURS

*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

Program:	**SMALL BUSINESS BOOKKEPING ONLINE**
Objective:	In this course, students will learn the fundamental skills of effective bookkeeping and how to use QuickBooks. Students will learn to work with a general ledger, assets, liabilities, equity accounts, balance sheets and income statements. They will also learn how to manage bills and invoices, reconcile bank and credit card accounts, and provide financial statements for tax preparation. Assignments and other projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to an Intuit QuickBooks Certified User (QBCU) certification with additional study.
Prerequisites:	Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.
Program Description:	There are nine (9) modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.
Method of Delivery:	This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.
Duration:	180 hours
Class Schedule:	Monday – Friday
Time/Language:	6:00 P.m. – 9:00 p.m. – English
Charges:	Registration Fee*··$ 250.00
	Tuition ··$ 4,250.00
	Installed Software: QuickBooks Online Plus Subscription ····························$ 00.00
	TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ·······················$ 4,500.00
	The total charges for a period of attendance is the same as the total charges for the entire educational program.
	(If applicable, a non-refundable $12.50 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).
Equipment:	A computer and webcam are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware.

MODULE		CLOCK HOURS
1	**Introduction to QuickBooks 2018 and Company Files**	9
2	**Accounting Principles**	18
3	**Sales and Receivables: Service Business**	21
4	**Payables and Purchases: Service Business**	24
5	**General Accounting: Service Business**	24
6	**Sales and Receivables: Merchandising Business**	24
7	**Payables and Purchases: Merchandising Business**	24
8	**General Accounting: Merchandising Business**	24
9	**Creating a Company in QuickBooks**	12
		180 HOURS

*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

STUDENT CALENDAR

Holidays

International College is closed during the following holidays:

- Martin Luther King Jr. Day: January 16, 2023
- Memorial Day: May 29, 2023
- Juneteenth: June 19, 2023
- Independence Day: July 4, 2024
- Labor Day: September 4, 2023

- Veterans Day: November 10, 2023
- Thanksgiving: November 23, 2023
- Day after Thanksgiving: November 24, 2023
- Christmas Day: December 25, 2023

There will be no class sessions December 25, 2023 through December 29, 2023.

ADMISSION REQUIREMENTS AND PROCEDURES

Administrative Examinations

Prospective students who would like to enroll in a course at International College will need to take an entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of our entrance exam.

ACADEMIC POLICIES

Maximum Time to Complete Program

Students must complete their program within the specified time given. If a student does not finish within the specified time given and wishes to continue, the student may submit a request to do so in writing. The determination of whether to grant the student's request will be made at the Director's discretion.

Grading System

International College uses a letter grading system. If a student receives a non-passing grade on an assignment, quiz, test or module; the student may be able to retake it. This decision will be made at the instructor's discretion. It is the responsibility of the student to request a retake. The progress and quality of a student's work is measured using a system of letter grades and grade percentages as shown below. Grades are based on the quality of work performed by the student.

PERCENTAGE	LETTER GRADE
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D (Not Passing)
59% and below	F (Not Passing)

Satisfactory Academic Progress

International College's instructors will advise students of their academic progress at the end of each module and recommend make-up work, quizzes, tests and modules as necessary.

Attendance Requirements

Students are highly encouraged to attend all class sessions. If a class is missed, it is the student's sole responsibility to make up any coursework, assignments, quizzes, or tests.

Leave of Absence

Any student who requests a leave of absence must submit a written request to the Student Services Department. The student's written request must be dated and signed by the student and must specify the dates of the requested leave of absence and the reason for the leave. The determination of whether to grant the student's requested leave of absence will be made at the Director's discretion. It is the student's responsibility to contact the school after the leave of absence to continue their program. If and when a student returns from a leave of absence, there is a possibility that changes have occurred with the program and/or software. It will be the returning student's sole responsibility to pay for the required software and/or any other charges associated with the program. A leave of absence may not exceed 6 months in duration.

Graduation Requirements

Students must receive a grade of "C" or better at the end of each module in order to satisfy the requirements for graduation.

Distance Education

International College offers distance education. International College uses online platforms to provide visual and oral instruction. Coursework and projects may be turned in online. Feedback, evaluations and grades are provided online to the student.

Distance Education Disclaimer

As part of the online training program, International College utilizes software that is installed in students' laptops that allows for sharing computer screens between the instructor and the student during class time and/or technical support. With this application, the instructor and/or technician may request access to the student's computer screen and the student may grant permission by clicking "confirm" on the Requesting Dialog.

It is the student's sole responsibility to uninstall these programs at the end of their course. Once uninstalled, International College will no longer have access to the student's computer.

The time lapse between the institution's receipt of student projects, quizzes and exams and the institution's response or evaluation is approximately 3 to 5 business days.

Program Changes

International College reserves the right to make any non-substantive curriculum changes at any time, subject to any required BPPE prior approval. International College acknowledges that any substantive curriculum changes must receive prior approval by the BPPE pursuant to Cal. Education Code section 94893 and Section 94894. International College will not make any program changes in contravention of Cal. Education Code section 94898. Further, International College will abide by Education Code section 94927 in the event that the institution is considered in default of an enrollment agreement.

Language of Instruction

Some courses offered at International College are conducted in both English and Spanish. For specific language of instruction for each program, please refer to the schedule of classes. International College has determined that if a prospective student has a HS diploma, GED or successfully passes an entrance exam in English, they may enroll in an English course. International College has also determined that if a prospective student has a HS diploma, GED or successfully passes an entrance exam in Spanish, they may enroll in a Spanish course. Passing an entrance exam or possessing a high school diploma or its equivalent is the documentation of proficiency that will be accepted.

Credit Transfer

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

The transferability of credits you earn at International College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma(s) that you earn at this institution is not accepted at the institution to which you may 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 the institution to which you may seek to transfer after attending International College to determine if your diploma will transfer.

Transfer and Articulation Agreements
International College has not entered into an articulation or transfer agreement with any other college or university. Students are not required to have a minimum number of units from another institution, and any certification courses are not transferable to another institution for credit.

International College does not accept credits earned from other institutions, credits earned through challenge examinations, credits earned through achievements tests, and/or credits earned through prior experiential learning.

Foreign Students
Students from other countries are welcome to enroll in our programs, however, interested students must make all necessary visa arrangements. International College does not vouch for student status.

FINANCIAL INFORMATION

Students who wish to enroll in a program at International College are able to pay the total charges for the educational program directly to International College by check or money order, due in full at the time of enrollment. Upon request of a prospective student, International College may set-up a payment plan with a student at the Director's discretion.

Tuition Discounts
Students that have obtained a diploma from one of International College's programs are eligible for a half off discount on tuition upon enrollment in a second International College program. This discount is solely on the tuition cost for the program and does not include the registration free, STRF fee, materials, equipment or any other educational program charges.

Financial Aid/Vouchers
Students who have been awarded a Supplemental Job Displacement Benefit Voucher ("SJDB voucher') and wish to utilize this benefit at International College must present it at the time of enrollment as proof of third-party payment. If enrolled as a student, International College may provide SJDB voucher students with complimentary assistance utilizing their voucher benefits - including seeking reimbursement for the miscellaneous $500 expense, computer equipment reimbursement, and the $5,000 Return-to-Work Supplement Program application. If SJDB voucher students have utilized a portion of their voucher benefits to retain the assistance of a return-to-work counselor to access the above-mentioned services, International College may provide such students with a $600.00 tuition discount given the time and resources saved by International College staff. More information regarding the SJDB voucher can be found at https://www.dir.ca.gov/dwc/sjdb.html.

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. Any loan obtained to pay for

an educational program is completely separate from International College and International College is not responsible for, liable to, or a guarantor of the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

International College does not participate in any Federal or State Financial Aid programs.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.
However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Each qualifying institution shall collect an assessment of two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0)

The STRF rate for students signing enrollment agreement is $2.50 per $1,000 of tuition paid. A sample calculation is as follows: for tuition paid of $1,499 or LESS, it is rounded down to $1,000; and the assessment is $.00. If the tuition paid is GREATER THAN $1,500, the amount paid will be rounded up to $2,000, hence, the STRF fee to be charged is $5 ($2,000 x .0025).

NOTE: The STRF fee is non-refundable
Questions regarding the STRF maybe be directed to the Bureau for Private Postsecondary Education at P.O. BOX 980818, West Sacramento, CA 95798-0818. Phone: (916) 574-8900.

Cancellation and Withdrawal Policies

Students have the right to cancel their enrollment agreement or withdraw from their program at International College. Cancellation or withdrawal is effective only by way of written notice received by International College from the student. Cancellation or withdrawal is effective only upon delivering written notice to the school in person or by mail.

If sent by mail, cancellation or withdrawal is effective on the date written notice is sent to International College. Written notice of cancellation or withdrawal sent by mail must be mailed to: 28456 Constellation Road, Valencia, California 91355. It is the student's responsibility to verify that International College has received written notice.

A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. International College shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation, is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If a student withdraws from the program after a period of attendance, the refund policy for students who have completed 60 % or less of the period of attendance shall be a pro rata refund less applications fees and nonrefundable charges outlined in the student enrollment agreement.

International College shall pay or credit refunds within 45 days of a student's cancellation. Refund will be sent to the original payer of the agreement. You will be provided with a copy of the school's cancellation policy and form, which you may use to cancel your enrollment with the school.

A cancellation notice must be signed, dated and indicate that you no longer desire to be bound by the enrollment agreement or attend class.

Refund Policy
NOTICE: If any fees were paid through a third party such as an insurance company, the refund will be forwarded to such third party. If the student has paid with cash, guaranteed student loans, or personal loans, the refund will be forwarded to the student.

All refunds will be forwarded within 45 days from the date the school receives your cancellation notice. International College will forward you and/or any third-party payor any documents and/or agreements provided by you during your enrollment.

In order to receive a full refund of the money paid, minus any non-refundable charges and a cancellation fee, the cancellation notice must be in writing and received within the time period mentioned above in the cancellation/withdrawal policy section. The form must be signed and dated.

Refund Policy Example
Computer Applications Live Online Course refund example. This example is based on 100 hours attended before withdrawal:

Total Course Cost: $5,500

$ 250.00	Non-refundable Registration Fee
$ 600.00	Computer, Mouse & Earphones (Non-Returnable)
$ 80.00	Installed Software: Microsoft Word, PowerPoint & Excel (Non-Returnable)
$ 930.00 =	Non-Refundable fees owed to School

$4, 570.00	Tuition
Divided by 256 hrs.	Total amount of course hours
Equals $17.85	Charge to Student per hour
Multiply by 100	100 hours attended before Written Notice of Withdrawal
=$1,785.00	Tuition for training hours provided owed to School

=$2,715.00	Total amount owed to School

$5,500	Total Course Cost
-$2,715.00	Total amount owed to School
=$2,785.00	Total Amount of Refund Owed to Student

If the student is eligible to pay the Student Tuition Recovery Fund fee, the total amount of $2,715.00 is rounded to $3,000.00 multiplied by .0005, which equals to $1.50, amount that will be added to the total amount due. This charge is collected at the time of registration, if applicable to the student, and it is a non-refundable charge. Therefore, the total amount owed to the school will be:

$2,715.00	Total Amount Owed to School
+ $ 1.50	Student Tuition Recovery Fund Fee
=$2,716.50	Total Charges

$5,500.00	Total course cost
-$2,716.50	Charges

=$2,783.50   Total Amount of Refund Owed to Student

The above example is a guideline to help the Student and the School determine the amount owed to the School and the amount of the refund returnable to the third party payor, if applicable, under the terms and conditions provided in this agreement.

NOTE: If the school has transmitted the student the balance of the material as the student has requested, the school will provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but it will not be obligated to pay any refund after all of the lessons and material are transmitted.

STUDENT CODE OF CONDUCT

Online Course Conduct
Students of International College are expected to conduct themselves in a professional manner with consideration and respect for students, staff, and instructors. International College reserves the right to suspend or terminate the enrollment of any student found to be in violation of this code of conduct. Violations include, but are not limited to the following:

- Disregard for the rules and regulations of the college
- Dishonesty, cheating, or furnishing false information
- Obstruction or disruption of classes
- Theft or damage of property belonging to the college and/or member of the college
- Disorderly, lewd, indecent, obscene, offensive conduct or negative expression toward students or staff members
- Harassment, assault, battery, abuse, or any threat of force or violence directed toward students, staff, or any member of the college
- Use, possession, distribution, or presence of drugs and/or alcohol whether on school grounds or during any live class
- Use, possession, distribution, or presence of any object that might be used as a lethal weapon or risk the health and safety of students and staff

Anti-harassment Policy
International College is committed to providing a learning environment free of unlawful harassment, and will take all reasonable steps to prevent such from occurring. In addition to prohibiting other forms of unlawful discrimination, the school maintains a strict policy prohibiting harassment because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, pregnancy, age, sexual orientation, and any other basis protected by applicable federal, state or local law. All such harassment is **prohibited**. International College's anti-harassment policy applies to everyone involved in the operation of the school and all students, and prohibits harassment by any school student, employee, including supervisors, co-workers, and any person conducting business with or for the school.

Non-discrimination and Diversity (Affirmative Action Policy)
School policy prohibits unlawful discrimination based on race, color, creed, sex, gender, marital status, age, pregnancy, national origin, physical disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws. All such discrimination is **unlawful.** International College is committed to complying with all applicable laws and prohibits unlawful discrimination by any student, employee of the school, including supervisors and co-workers. If you believe you have been subjected to any form of unlawful discrimination, you may report the incident to any school official.

International College is committed to providing a work environment free of unlawful harassment, and will take all reasonable steps to prevent such from occurring. International College's non-discrimination and diversity policy applies to everyone involved in the operation of the school and prohibits harassment by any student, school employee, including supervisors, co-workers, and any person conducting business with or for the school.

Probation Policy
A student may be placed under probation for engaging in prohibited conduct. At the discretion of the school's Director, a student's probation may be revoked if the issue has been resolved.

Grounds for Disciplinary Action
International College reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, including, but not limited to:

1. Failure to pay tuition
2. Engaging in discriminatory or abusive behavior
3. Reckless or disorderly conduct that negatively affects the classroom setting

Disciplinary action may include, but is not limited to, a verbal or written warning, probation, suspension, or dismissal. The order in which they are applied and what type of disciplinary action is taken is at the discretion of the school's Director.

STUDENT SERVICES

Academic Assistance
International College offers academic assistance based on staff availability and is subject to change without prior notice. Technical Support is available Monday-Friday between 8:30 am -5:30 pm.

Resume Workshops
International College offers resume workshops. The workshop is designed to help students develop a resume.

Job Classifications by Course
Although International College does not guarantee job placement, students will learn marketable skills that can be applied to occupations in several job sectors. Additionally, students may be able to market learned skills through freelance opportunities and/or self-employment.

Course	Job Classifications
Cake Decoration (2) (English)	51-3011 Bakers; 35-1011 Chefs and Head Cooks; 35-2021 Food Preparation Workers; 35-9099 Food Preparation and Serving Related Workers, All Other; 51-9198 Helpers-Production Workers; 51-9199 Production Workers, All Other
Cake Decoration (2) (Spanish)	51-3011 Bakers; 35-1011 Chefs and Head Cooks; 35-2021 Food Preparation Workers; 35-9099 Food Preparation and Serving Related Workers, All Other; 51-9198 Helpers-Production Workers; 51-9199 Production Workers, All Other
Computer Operations and Applications Live Online Program (English)	15-1232 Computer User Support Specialists, 15-1299 Computer Occupations, All Other, 43-4051 Customer Service Representatives, 43-4071 File Clerks, 43-4171 Receptionists and Information Clerks, 43-4199 Information and Record Clerks, All Other, 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, 43-9021 Data Entry Keyers, 43-9022 Word Processors and Typists, 43-9031 Desktop

	Publishers, 43-9061 Office Clerks, General, 43-9199 Office and Administrative Support Workers, All Other
Computer Operations and Applications Live Online Program (Spanish)	15-1232 Computer User Support Specialists, 15-1299 Computer Occupations, All Other, 43-4051 Customer Service Representatives, 43-4071 File Clerks, 43-4171 Receptionists and Information Clerks, 43-4199 Information and Record Clerks, All Other, 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, 43-9021 Data Entry Keyers, 43-9022 Word Processors and Typists, 43-9031 Desktop Publishers, 43-9061 Office Clerks, General, 43-9199 Office and Administrative Support Workers, All Other
Graphic Design (Windows) (English/Spanish)	27-1024 Graphic Designers, 27-1011 Art Directors, 27-1019 Artists and Related Workers, All Other, 11-2021 Marketing Managers, 11-2011 Advertising and Promotions Managers, 43-9031 Desktop Publishers
Legal Secretary Program Live Online	23-2011 Paralegals and Legal Assistants, 23-2099 Legal Support Workers, All Other, 43-4051 Customer Service Representative, 43-6012 Legal Secretaries and Administrative Assistants, 43-9061 Office Clerks, General, 43-9199 Office and Administrative Support Workers, All Other
Medical Billing and Coding Essentials Live Online Program (English)	43-3021 Billing and Posting Clerks, 43-3011 Bill and Account Collectors
Small Business Bookkeeping Online	13-2011 Accountants and Auditors, 13-2099 Financial Specialists, All Other, 13-2031 Budget Analysts, 13-2052 Personal Financial Advisors, 43-3021 Billing and Posting Clerks, 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-3099 Financial Clerks, All Other, 43-4199 Information and Record Clerks, All Other

Learning Resources
International College does not have a library available to students. Our instructors make any learning material, recorded classes or missed coursework available to students upon request.

Students with Disabilities
At International College, we are committed to providing reasonable accommodations for students with disabilities. Students seeking academic accommodations due to a disability should make the request at the time of enrollment, or to the program instructor prior to or during the 1st week of class attendance. However, we cannot guarantee that every case will have the desired outcome in regards to expected accommodations.

Housing Assistance
International College does not have dormitory facilities available to students. The school does not provide assistance to students in finding housing. However, our school is located near a residential area, which may allow a student to easily find housing if desired. Apartments near our school may be leased or rented at prices ranging from $1,500 to $2,200 for a one-bedroom unit. The student is solely responsible for their own housing arrangements, as well as their security and safety. However, given that all of International College's programs are offered online, student relocation is not required and/or recommended.

School Facilities

International College's headquarters is located at 28456 Constellation Road, Valencia, California 91355.

School Teaching Facilities by Course		
Course	**Location**	**Equipment and/or materials used**
Cake Decoration (2) (English)	Online	Computers, Software, Hardware, Oven
Cake Decoration (2) (Spanish)	Online	Computers, Software, Hardware, Oven
Computer Applications Online	Online	Computers Software, Hardware
Graphic Design Online	Online	Computers Software, Hardware
Legal Secretary Program Live Online	Online	Computers Software, Hardware
Medical Billing and Coding Essentials	Online	Computers Software, Hardware
Small Business Bookkeeping Program	Online	Computers Software, Hardware

Rental Computers

Rental computers may be available upon request and rental charges may vary depending on the course enrolled and the required software necessary for course participation. If a rental computer is provided to a student, a separate contract may be required. Inquiries regarding rental computers should be directed to the Student Services Department.

Student Complaint and Grievance Procedure

"SPECIAL NOTICE ABOUT THE PURPOSE OF THE CATALOG, ITS PROVISIONS AND LIMITATIONS"

This catalog is the document of authority for all students. While every effort is made to ensure the correctness and timeliness of information contained in the catalog, International College cannot guarantee its accuracy. The school reserves the right to change its policies, rules, regulations, graduation requirements, course offerings, fee information and any other contents of this catalog at any time. International College will publish a revised catalog at the beginning of the academic year in order to keep the information up to date.

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.

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: 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, 1-888-370-7589, 1-916-574-8900 or by Fax: 1-916-263-1897.

Resolution of Disputes

As a student, you are expected to adhere to acceptable school policies in matters of personal conduct, and exhibit a high degree of integrity. This not only involves sincere respect for the rights and feelings of others, but also demands that, while you are a student at International College, you refrain from any behavior that might be harmful to you, other students and school staff.

The school will not tolerate students speaking to each other or to staff members in a derogatory manner. The following are procedures which may be followed to address or resolve disputes:

- If you have a problem or issue with another student during a class session and this matter cannot be resolved amongst yourselves, inform your instructor or another staff member, rather than discussing it with others.

- If you have a problem or issue with one of our staff members, you may address it by writing to the school's Director, or request a meeting to speak with the Director regarding the matter.

Although International College cannot guarantee that, in each instance, the student will be satisfied with the result or answer, the school will attempt in each instance to resolve the matter in the best way possible. Disciplinary measures will be taken accordingly, or as recommended under, but not limited to, the Probation and Dismissal/Termination Policies. Please allow up to 10 business days for proper investigation and resolution of disputes.

If, however, your concern is not resolved satisfactorily, you may follow the procedures specified in the above sub-section (Student Complaint/Grievance Procedure) to contact the Bureau for Private Postsecondary Education.

Retention of Student Records
International College keeps students' records for no less than 5 years at its main location, 28456 Constellation Road, Valencia, California 91355.

International College shall maintain, for each student granted a diploma by the institution, permanent records of all of the following:

(1) The diploma granted and the date on which it was granted.
(2) The courses on which the diploma was based.
(3) The transcripts detailing the grades earned by the student in each of those courses.

HEALTH AND SAFETY CONSIDERATIONS

Substance Abuse Policy
International College is committed to providing a substance free work place for its students and employees. This policy applies to all students, without exception, including employees. No student is allowed to consume, possess, sell or purchase any drug or alcoholic beverage, which may impair an individual's mental or physical capacity, on any property owned by or leased on behalf of International College. The school will not tolerate students who attend the school while impaired by use of alcoholic beverages or drugs. All students should report evidence of alcohol or drug abuse to a staff member immediately. Students who violate the Substance Abuse Policy will be subject to disciplinary action, including termination.

Limitation of Liability
We encourage all students and staff to maintain good physical, mental and social health. Nevertheless, we encourage students to assume responsibility for their personal wellbeing. In the event of a life-threatening medical emergency, on or near any of International College's campuses or offices, call 911.

Safety
International College is committed to providing you with a safe learning place to ensure the health and safety of all its students and employees. At the same time, it is your responsibility to promptly report potential hazards, unsafe conditions, and unsafe practices, as observed, to a staff member. Should an unsafe condition or accident occur, whether or not anyone is injured, it should be reported to a staff member as soon as possible. All injuries must be reported to your instructor or other available staff member immediately.

Housekeeping
Neatness and good housekeeping are signs of efficiency. Students are expected to keep their work areas neat and orderly at all times; it is a required safety precaution. Always be aware of good health and safety standards, including fire and loss prevention.

Workplace Security Policy
International College is committed to maintaining a safe and secure learning place. In order to maintain a secure learning environment, the school strictly prohibits students, employees and visitors from bringing any firearms on school property. Students must be aware of persons loitering for no apparent reason in and around school premises such as, but not limited to: parking areas, walkways, entrances, exits and service areas. Students should report any suspicious activities to a staff member. Secure your belongings when called away from your study area for an extended length of time or at the end of the school day. Do not leave valuable or personal articles in or around your study area.

As a security measure, visitors other than current students are not permitted to enter the non-public areas of International College premises without approval from a school official. This policy applies during school hours and non-school hours. All authorized visitors must sign in at the reception desk and be accompanied by a staff member at all times.