INTERCOAST COLLEGES

SCHOOL CATALOG

JANUARY 1, 2024- DECEMBER 31, 2025

Website: www.intercoast.edu

Last Updated on December 6, 2024

This catalog is updated annually or when changes occur.

Inserts and addendums will be published as needed and will supplement the catalog.

Applicants are provided with a copy of this catalog in person or via the link on the institution's website, http://intercoast.edu where it is also available to the general public.

INTERCOAST COLLEGES

CALIFORNIA CAMPUSES

WEST COVINA
MAIN CAMPUS
2235 East Garvey Avenue North, Suite B
West Covina, CA, 91791
(626) 337-6800

FAIRFIELD
BRANCH CAMPUS
320 Campus Ln, Suite C
Fairfield, CA 94534
(707) 421-9700

RANCHO CORDOVA
BRANCH CAMPUS
9738 Lincoln Village Dr. Suite 120
Rancho Cordova, CA 95827
(916) 714-5400

RIVERSIDE
BRANCH CAMPUS
21840 Van Buren Boulevard
Riverside, CA 92508
(951) 779-1300

Instruction is held at the campus or, for online students, through the online student portal.
InterCoast offers some programs in a Hybrid format.
Students in the Hybrid format will attend both online and on campus.

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APPROVAL DISCLOSURE STATEMENT

InterCoast Colleges is a private institution, that is approved to operate by the Bureau for Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC §94909(a)(2) and 5, CCR.

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 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, PO Box 980818, West Sacramento, CA 95798-0818; web site address www.bppe.ca.gov. Toll Free telephone number (888) 370-7589, or (916) 574-8900, 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.

APPROVED PROGRAM OFFERINGS	TOTAL ACADEMIC HOURS	TOTAL ACADEMIC CREDITS	FINANCIAL AID UNITS For purposes of Title IV eligibility & disbursements
BACHELOR OF APPLIED SCIENCE DEGREE ADDICTION STUDIES	2195	127	Measured in Academic Credits Program is not eligible for Title IV
ASSOCIATE OF APPLIED SCIENCE DEGREE BUSINESS ADMINISTRATION – Online Only	1080	64	Measured in Academic Credits
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CYBER SECURITY SPECIALIST	900	40	Measured in Academic Credits
ELECTRICAL TRAINING PROGRAM	900	49	30
HVAC TECHNICIAN	720	39	24
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SOLAR INSTALLATION	480	16	16
MEDICAL ASSISTANT	900	42	28
PHARMACY TECHNICIAN	900	42	28

**Additional Information located on each Program's page details the breakdown of Academic Credits.

The institution does not provide English-as-a-Second Language instruction. All courses are taught in English. Due to that fact, it is important that the student can read, write, understand and speak the English language. The level of language proficiency is the 12th grade level, documented by a high school diploma, GED, Home School Certificate or a passing score on the Ability to Benefit examination.

Instruction at the facility can accommodate occupancy levels of approximately 40-125 students at one time, depending on campus location and programs offered. Some programs are available online and/or in a hybrid format. Graduates of InterCoast who successfully complete the course of study, are awarded an appropriate degree, diploma, or certificate.

Prospective enrollees for on-campus programs are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Persons seeking to resolve problems or complaints should first contact the instructor, student services, or academic mentor. Requests for further action may be made to the Campus President. Unresolved concerns at the campus level may be addressed by contacting the President by email at **president@intercoast.edu or by calling (818) 402-5207**.

HISTORY OF INTERCOAST

InterCoast was originally founded as a travel school in South Orange County. The first class started in May 1985. InterCoast received its initial accreditation from ACCET (formerly CNCE) in 1988. InterCoast is committed to optimum entry level training to meet the needs of the medical, technical, and business communities, and continues to improve all aspects of the training programs as needed.

LIBRARY

The institution's online student library is access through LIRN library network with full librarian services. Resource textbooks and other materials can be obtained through Google Scholar or provided in the course room. These references are available to students to provide information which may aid them in their course of study, or which can further enhance their understanding and technological knowledge of their chosen field of study. Many resources can be accessed on the internet. Students are encouraged to go to the local library to further assist in research projects or homework.

HOUSING

InterCoast Colleges is non-residential and does not maintain housing accommodations for students. The institution does not have dormitory facilities under its control and assumes no responsibility to find or assist a student in finding housing. Each campus is in an area where housing is readily available in a variety of cost options ranging from approximately $800 to $2,200 a month for shared housing. These costs vary based on zip code. The costs will vary widely due to the personal choices and needs of the tenant and the institution does not assist in the search for housing.

MISSION STATEMENT & OBJECTIVES

MISSION STATEMENT

InterCoast Colleges provides occupational degrees and certificate programs to prepare students to meet employer expectations for training related employment. InterCoast's passion is its student centered, culturally diverse, inclusive learning environment that promotes respect, opportunity, and community for students, faculty, and staff.

OBJECTIVES

The broad goals of InterCoast are expressed as "objectives" in the following statements, which support the mission of the institution:

- Student centered training that is educationally sound and effective, leading to the development of strong technical skills and soft skills, using available resources, and an understanding of how they can apply the acquired skills successfully in the workforce.
- The development of professional attitudes and behaviors related to good work habits, interpersonal communication skills, self-discipline, confidence, and cultural sensitivity and awareness necessary for workforce readiness.
- Effective team of educators and education liaisons, including caring faculty, academic mentors, student services, and other student support within the institution, that recognize that students have unique and individual differences. They strive to work with each student at the place where they need the support so they can achieve successful completion and training related employment.
- An inclusive environment for student learning, free from discrimination based on age, race, ethnic origin, gender, sexual orientation, or religion.
- Community participation opportunities that promote the practice of giving, while developing transferable skills to the workplace.
- A dedicated management team that effectively guides the organization in the areas of admissions, finances, enrollment, employee and student education and training, and support services for students and employees so they can thrive in their environment.

GENERAL INFORMATION

APPROVALS

InterCoast Colleges is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. That approval to operate means compliance with state standards as set forth in the CEC §94909(a)(2) and 5, CCR.

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.

InterCoast locations are approved for training through WIOA, VA, TRA, EDD, State and Private Vocational Rehabilitation. Not all programs and funding programs indicated herein are approved at all locations.

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

ACCREDITATION

InterCoast Colleges is nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET). InterCoast Colleges has been accredited by ACCET since 1988. Accreditation is the process whereby an association or agency, recognized by the U.S. Secretary of Education, grants public recognition to a school, institute, college, or university, which meets certain qualifications and educational standards, as determined through initial and periodic evaluations. The essential purpose of the accreditation process is to provide a professional peer reviewed conclusion as to the quality of the educational institution or programs offered.

Please note: InterCoast Colleges is offering a Bachelor of Applied Science Degree in Addiction Studies with approval from its accreditor, ACCET. This Bachelor's Degree is not currently approved for Title IV funding. Final approval of this program is contingent upon the success of the accreditor's application to expand its scope with the U.S. Education Department. In the unlikely event that the accreditor does not gain Education Department approval, InterCoast will work with its enrolled students for their continued studies.

RECORDS RETENTION

InterCoast maintains student records for a period of at least five years from the date of student withdrawal or graduation. Student transcripts are held indefinitely (effective January 1, 2010). Any records involved in any claim or expenditure which has been questioned by federal, state or accreditation audit are retained until the question is resolved or for five years.

ADMINISTRATION OF BRANCHES

The administrative staffing at each branch location shall reflect the purpose, size, and educational operations at that location. All InterCoast branches operate under the same policies and procedures of the main campus. The staff of the main and branch campus work closely with the corporate office staff in all operational areas.

COMPENSATION

InterCoast Colleges will not compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, or bonus based on enrollments.

FACILITIES

Each campus includes student classrooms/learning labs, restrooms, offices, reception area, and teaching aids/equipment to meet the learning objectives of each course taught on the campus. Campus facilities may use closed-

circuit surveillance technology to monitor public areas inside and outside of the facility. For questions or concerns, contact the Campus President.

ADMISSIONS POLICIES

CRITERIA FOR ADMISSION

<mark>The Institution does not administer student visas.</mark>

To enhance the success of its graduates and to ensure that only qualified applicants are accepted, the following factors are carefully considered prior to acceptance:

1. PRIOR EDUCATIONAL BACKGROUND

Students must be at least 18 years of age or have earned a High School Diploma or GED or their equivalent for admissions consideration. Students must provide written proof of graduation. Documented proof of high school graduation or its equivalent must include a copy of a high school diploma or a GED, a high school transcript, and/or written certification by a cognizant authority for home-schooled students. A student attestation of high school graduation, which identifies the name of the secondary school, location, and date of graduation, may be provided as proof of high school graduation only on a limited, exceptional basis, if permitted by regulatory agencies, such as when the student's high school closed or a foreign high school transcript is unavailable from a foreign country at war, in a declared state of emergency, or other extreme circumstances that prevent access to transcripts. In such an event, the student's file must include: (1) documented evidence that the institution made all reasonable efforts to obtain documented proof of high school graduation and (2) written documentation to substantiate the extraordinary circumstances that warranted the use of a student attestation of high school graduation. Foreign high school diplomas and post-secondary degrees may require an official United States equivalency evaluation.

Ability to Benefit (ATB) Applicants

Ability to benefit is defined as sufficient aptitude to benefit from post-secondary education without a high school diploma or equivalent. No enrollment agreement may be signed prior to the applicant's demonstration of the aptitude to successfully complete the program to which he or she is applying (e.g. obtaining a passing score on the ability-to-benefit test or completing high school/GED equivalency). Ability to Benefit students who previously attended an accredited postsecondary educational institution must meet admissions guidelines as required under the U.S. Department of Education. Institutions that participate in the Federal Title IV programs must adhere to all policies and guidelines of the U.S. Department of Education. InterCoast will refer students without completion of high school or GED equivalency to independently operated GED training programs or to an accredited high school completion program.

ATB students are not accepted in all programs.

Eligible Career Pathways Program

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB/Eligible Career Pathways program (ECPP) must take and pass an independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures verbal and quantitative skills. A student who passes the test with the minimum required scores as recommended by the independent testing organization, may be eligible to enroll in one of the Eligible Career Pathway Programs (ECPP). InterCoast Colleges has partnered with a private, accredited and registered provider of adult education leading to a high school diploma. Students have the opportunity to earn their high school diploma while concurrently enrolled at the institution through this organization. InterCoast ownership has no personal ownership or affiliation with the ECPP partner.

Consistent with regulations pertaining to ATB and ECPP students, the institution will require that the student participate in the various components of the ECPP program. ECPP has many components that the student must participate in to continue in the ECPP. These include: 1. Enrollment into and participation in the High School component of the ECPP; 2. Participation in academic advising throughout the ECPP; 3. Participation in Career Pathway Coaching throughout the ECPP. ATB Program Requirements - Students enrolled into an ECPP are required to be enrolled concurrently in their vocational training program and the adult education provider. The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The adult education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The adult education program is offered by the independent provider and not by

the institution. The institution does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a condition of achieving a high school diploma or its equivalent. Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education provider. Any ECPP student who fails to remain concurrently enrolled in both the adult education component of the ECPP program and their InterCoast Colleges program may be withdrawn.

2. CAREER SERVICES

During the admissions interview, applicants discuss their potential and interest for employment in their chosen field.

3. INTEREST AND MOTIVATION

Of prime importance is the student's desire to succeed. Evidence of a willingness to make sacrifices is necessary to successfully complete their career program. A proper attitude is essential if the student is to gain the maximum from the learning experience in order to prepare for a new career.

4. AVAILABILITY OF TIME

Availability of Time: Of equal importance to the student's success is the availability of time to actively participate in classes, and additional time to complete projects, assignments, reading and/or homework.

5. INTERACTIVE DISTANCE LEARNING (FULLY ONLINE OR HYBRID):

Availability of Time: Of equal importance to the student's success is the availability of time to participate in online classes, and additional time to complete classroom projects or homework as assigned. The more time spent on preparation and studying, the better the opportunity for achieving success. Students are required to log in and participate in forums, submit assignments, and/or take quizzes in any given week. Additionally, students will spend a significant time offline reading and studying. The student must manage their time carefully in order to succeed. Students

Online and Hybrid students **must** have access to a computer or tablet and internet in order to effectively participate in courses.

Cell phone apps may not facilitate all required participation and cannot be relied upon for completing assignments. In addition, prior computer experience, including word processing knowledge, is helpful for success. Additionally, online students are encouraged to obtain have access to local library's resources. The online LIRN Library can also serve as an access site to the many referenceable resources to complete all assignments and a local library enhances the student's research capabilities. All online courses are delivered on-demand with weekly participation requirements.

Program Specific Requirements that may be required as a part of pre-employment qualifications for hiring including drug screening and/or health clearance/vaccination or COVID-19 full vaccination records may be required in all settings, including clinical internships and externships. Additional pre-employment qualifications may apply to some employers.

PROGRAM	CPR/FIRST AID CERTIFICATION	DRUG SCREEN	TB TEST	LIVE SCAN	CRIMINAL BACK - GROUND CHECK	OTHER
Alcohol & Drug Counseling Studies / AAS Degree Substance Use Disorder Counseling / BAS Degree Addiction Studies	X	X	X	X	X	RADT-1 registration with CCAPP or equivalent with CAADE; drug screening; Full immunization and vaccination documentation. RADT required to work in the field if not certified. High School Diploma or equivalent will be required when applying for California certification after completion of work experience hours required (currently 4000 hours for ADCS Program graduates seeking certification through CCAPP)
Cyber Security Specialist AAS Degree				X		Eligible for Government Security Clearance; industry certification; high

Cyber Security						school diploma or equivalent
Electrical Training Program					X	"ET" Card or Trainee Card required for employment in California; OSHA-10; CPR
Pharmacy Technician	X	X	X	X	X	State Pharmacy Technician License; clean criminal record; High School Diploma or equivalent for California license
HVAC Technician					X	Driver's license record acceptable to the employer; EPA Section 608 Certification; OSHA-10 Safety Certification
Medical Assistant	X		X		X	Full immunization and vaccination documentation; drug screening: No certification/ licensing required in California but some employers may prefer it

Agencies in which Alcohol and Drug Counseling Studies students may be placed for training often will not accept or hire recovering persons unless they have completed some minimum period (often two or more years) of continuous sobriety and are pursuing an appropriate program of recovery. Unless recovering students can qualify under these criteria, they may not be accepted by field placement agencies. In addition, students should be advised that the use of illegal psychoactive drugs is in violation of all accepted professional standards of agencies in which they may be placed or later seek employment.

Drug screening and/or health clearance/vaccination record may be required in the preparation for clinical outbound students in all programs. Results are maintained in a password protected environment. Additional pre-employment qualifications such as acceptable criminal background check and driver's record, may apply to some employers.

LICENSING INFORMATION FOR PHARMACY TECHNICIANS
 InterCoast Colleges' Pharmacy Technician Program is recognized by the California State Board of Pharmacy, to offer a Pharmacy Technician Program that, upon enrollment and after application submission and fulfilling all requirements including a DOJ background check, students can obtain a license in California, students can work as a Pharmacy Technician. InterCoast Colleges Pharmacy Technician Program is not approved in any other states and territories of the United States and the institution has determined that this would affect the ability for students to gain employment in any other state or territory besides California. Students who enroll in this program at InterCoast Colleges intend for their residency to remain in California and intend to obtain employment in California.

Pharmacy Technician graduates must become licensed by the California Board of Pharmacy to practice as a Pharmacy Technician in the state of California. Students will need to fill out an application, complete a Live Scan, provide a current photo, produce official high school transcripts, and submit to a background check and drug screen. Application for a Pharmacy Technician License does not require competency testing in California. However, if a student relocates to another state there may be different requirements to become employed as a Pharmacy Technician. Students should contact the state pharmacy board to gather the most up to date requirements. While InterCoast assumes no responsibility for the information, a summary and links to individual state electrician requirements can be found at this web link: https://www.pharmacytimes.com/view/pharmacy-technician-license-requirements-by-state

STUDENT NOTICE REGARDING SOLAR INSTALLATION LICENSING IN STATES OUTSIDE OF CALIFORNIA
Students who are considering working as a Solar Installation Technician in a state other than California should become familiar with the licensing requirements of the state or municipality to which they intend to work. Students should contact the state licensing board to gather the most up to date requirements. A summary and links to individual state requirements can be found at this web link: https://irecusa.org/solar-licensing-database/ Applicants, students and the public are encouraged to obtain information directly from each state in which they desire to work.

STUDENT NOTICE REGARDING ELECTRICIAN LICENSING IN STATES OUTSIDE OF CALIFORNIA
InterCoast Colleges is approved by the State of California, Department of Consumer Affairs, Division of Industrial Relations (DIR), to offer an Electrical Training Programs that, upon enrollment and after obtaining an Electrical Trainee Card from the DIR, students can work in the electrical field under a licensed electrician, and accumulate hours toward licensure. InterCoast Colleges Electrical Training Program is not approved in any other states and territories of the United States and the institution has determined that this would affect the ability for students to gain employment in any other state or territory besides California. Students who enroll in this program at InterCoast Colleges intend for their residency to remain in California and intend to obtain employment in California.

InterCoast Colleges is approved by the California Department of Industrial Relations to provide a whole program training curriculum for Electrical Trainees who will be working in the State of California. Other states have unique requirements for electricians. Students who intend to move to another state should become familiar with the licensing requirements for that location. Students should contact the state electrician board to gather the most up to date requirements.
A summary and links to individual state electrician requirements can be found at this web link: https://www.servicetitan.com/blog/electrician-license-requirements Applicants, students and the public are encouraged to obtain information directly from each state in which they desire to work.

STUDENT NOTICE REGARDING HVAC TECHNICIAN LICENSING IN STATES OUTSIDE OF CALIFORNIA
Students who are considering working as an HVAC Technician in a state other than California should become familiar with the licensing requirements of the state or municipality to which they intend to work. Most states require EPA608 certification. Students should contact the state HVAC Technician board to gather the most up to date requirements.
A summary and links to individual state requirements can be found at this web link: https://www.hvacschool.org/licensing-requirements/ Applicants, students and the public are encouraged to obtain information directly from each state in which they desire to work.

STUDENT NOTICE REGARDING APPLICANTS AND STUDENTS WITH MISDEMEANOR AND FELONY CONVICTIONS
Although InterCoast does not require disclosure of negative legal history, employment in many positions requires a background check. Active cases, certain misdemeanor or felony convictions may be an obstacle to the student being able to be placed for their clinical internship, become certified or licensed, or obtain a job in their field of study. Internship sites, licensure boards and employers each maintain their own policies regarding individuals with any sort of criminal background and students should investigate the requirements prior to enrollment.

STUDENT NOTICE FOR APPLICANTS TO THE MEDI-CAL PEER SUPPORT SPECIALIST TRAINING
Participants should have personal lived experience with mental health and/or substance use challenges and a sincere commitment to providing support to others in their recovery journey. This program is intended for participants who are residents of California. This course is not approved training to work as a Peer Support Specialist in any other state. InterCoast Colleges is a CalMHSA-Approved Training Provider.

Students who enroll in this program at InterCoast Colleges intend for their residency to remain in California and intend to obtain employment in California.

STUDENT NOTICE REGARDING STATE CERTIFICATION AND/OR LICENSURE FOR SUBSTANCE USE DISORDER TREATMENT PROFESSIONALS
InterCoast Colleges is approved to offer online programs in the AOD field, specifically a certificate program in Alcohol and Drug Counseling in California, an Associates of Applied Sciences in Substance Use Disorder Counseling, and a Bachelor of Applied Sciences in Addiction Counseling. These programs prepare students for certification with CCAPP (CCAPPCredentialing.org), CAADE (Dev.CAADE.org), and CADTP (CADTPCounselors.org). Employment opportunities are limited to California since the program meets certification in California only. Criminal background checks are performed by certification bodies and employers. InterCoast Colleges is not approved for certification for these programs in any other states and territories of the United States and the institution has determined that this would affect the ability for students to gain employment in any other state or territory besides California. Students who enroll

in this program at InterCoast Colleges intend for their residency to remain in California and intend to obtain employment in California.

If a student wants to earn a substance abuse counseling certificate or degree to provide direct services that involve screening, assessment, diagnosis, treatment planning and treatment of substance use disorder, they will likely need to seek state licensure.

While coursework in the alcohol and drug counseling programs often covers a state's educational requirement for licensure, the student will likely need to complete supervised practical training, too. If a student is interested in becoming a licensed alcohol and drug counselor, they should contact their state board or agency for additional information regarding the licensure process and educational requirements. InterCoast currently meets the requirements for the three certification agencies in California. CCAPP, CAADE, and CADTP.

Students should be aware that licensure requirements vary from state to state. If a student moves to another state, they will need to determine the licensure requirements in the state to which they relocate. InterCoast Colleges does not guarantee that the completion of this program will result in state licensure or certification. To see how our program fits in with another state's path to licensure, InterCoast Colleges has provided these links to the individual state licensure boards.

STATE	LICENSING BOARD LINK
Alabama	Alabama Alcohol and Drug Abuse Association
Alaska	State of Alaska Commission for Behavioral Health Certification
Arizona	Arizona State Board of Behavioral Health Examiners
Arkansas	State of Arkansas Board of Examiners of Alcoholism and Drug Abuse Counselors
California	California Department of Health Care Services
Colorado	Colorado Dept. of Regulatory Agencies
Connecticut	State of Connecticut Dept. of Public Health
Delaware	Delaware Certification Board
District of Columbia	DC Department of Health
Florida	Florida Certification Board
Georgia	Georgia Addiction Counselors Association
Hawaii	State of Hawaii, Dept. of Health Alcohol and Drug Abuse Division
Idaho	Idaho Board of Alcohol/Drug Counselor Certification
Illinois	Illinois Certification Board
Indiana	Indiana Professional Licensing Agency
Iowa	Iowa Board of Certification
Kansas	Kansas Behavioral Sciences Regulatory Board
Kentucky	Kentucky Board of Alcohol and Drug Counselors
Louisiana	Louisiana Addictive Disorder Regulatory Authority
Maine	State of Maine Professional & Financial Regulation
Maryland	Maryland Dept. of Health and Mental Hygiene
Massachusetts	Massachusetts Dept. of Health and Human Services
Michigan	Michigan Dept. of Health & Human Services
Minnesota	Minnesota Board of Behavioral Health & Therapy
Mississippi	Mississippi Division of Professional Licensure and Certification (PLACE)
Missouri	Missouri Credentialing Board
Montana	Montana Board of Behavioral Health
Nebraska	Nebraska Department of Health and Human Services Licensure Unit
Nevada	Nevada State Board of Examiners
New Hampshire	New Hampshire Prevention Certification Board
New Jersey	New Jersey Division of Consumer Affairs Alcohol and Drug Counselor Committee
New Mexico	New Mexico Regulation & Licensing Dept.
New York	New York State Office of Alcoholism and Substance Abuse Services
North Carolina	NC Substance Abuse Professional Practice Board

North Dakota	North Dakota Board of Addiction Counseling Examiners
Ohio	Ohio Chemical Dependency Professionals Board
Oklahoma	Oklahoma State Board of Licensed Alcohol and Drug Counselors
Oregon	Mental Health & Addiction Certification Board of Oregon
Pennsylvania	Pennsylvania Certification Board
Rhode Island	Rhode Island Certification Board
South Carolina	Addiction Professionals of South Carolina
South Dakota	SD Board of Addiction and Prevention Professionals
Tennessee	TN Board of Health Alcohol and Drug Abuse Counselors
Texas	Texas Certification Board
Utah	Utah Division of Occupational and Professional Licensing
Vermont	Vermont Alcohol & Drug Addiction Certification Board
Virginia	Virginia Board of Counseling
Washington	Washington State Department of Health
West Virginia	WV Certification Board for Addiction & Prevention Professionals
Wisconsin	Wisconsin Department of Safety and Professional Services
Wyoming	Wyoming Mental Health Professions Licensing Board

HOW TO APPLY FOR ADMISSION TO CERTIFICATE PROGRAMS AND DEGREES

All applicants will participate in an interview with an admissions representative and successfully complete all other admissions requirements before being accepted into the training program. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of training, programs offered, tuition, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to take a tour of the facility virtually or in person and may observe classes if they desire. Enrollment Agreements require the final approval by the authorized school official.

Veterans, eligible spouses, or dependent applicants must wait at least 24 hours from their initial inquiry to sign an enrollment agreement.

Bachelor's Degree Admissions requirements and process can be found in the Bachelor Degree Catalog Addendum at the end of this catalog.

ADMISSIONS DEPARTMENT SCHEDULE AND CONTACT

The Admissions Offices are generally open from 9:30 a.m. until 7:00 p.m., Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Fridays; and from 9:00 a.m. until 1:00 p.m. on Saturday by advance appointment only. The admission representatives can be contacted by calling the admissions department at the campus or **1-877-CAREERS**. Personal interviews for admission may be arranged by appointment during normal admission hours.

PROGRAM SCHEDULES

InterCoast conducts classes throughout the year. These classes consist of structured modules, courses, or sections of instruction. Subject matter is based on educational principles to assure that education standards are maintained. The design is flexible to   provide for the integration of materials. Some classes may be offered online and/or in a hybrid format. Class schedules are subject to change with advance notice.

The institution's system of scheduling modules allows participants to commence training at the beginning of most modules or terms. Instructional techniques are employed so students receive the attention required to reach their objective so as to attain their goal in an efficient and effective manner.

INTERCOAST DOES NOT DISCRIMINATE ON THE BASIS OF SEX, AGE, PHYSICAL OR MENTAL DISABILITY, RACE, COLOR, NATURAL ORIGIN, SEXUAL ORIENTATION, GENDER IDENTIFICATION, MARITAL STATUS, POLITICAL AFFILIATION, CREED OR RELIGION IN ITS ADMISSION TO OR TREATMENT IN ITS PROGRAMS AND ACTIVITIES, INCLUDING ADVERTISING, TRAINING, PLACEMENT ASSISTANCE, AND EMPLOYMENT.

DISABILITIES ACCOMMODATIONS

InterCoast is committed to providing reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. At each location, the Campus President is designated as the College's Section 504 Coordinator and is responsible for developing an Accommodations Plan for all students who have requested accommodations and are determined to be eligible for accommodations. All discussions with the student will remain confidential. Prospective students discuss needs upon enrollment into the program or as early on in the training as possible.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), InterCoast Colleges does not exclude handicapped individuals from participation in the programs offered by the college, solely by reason of the handicap. All students must meet all admissions requirements and have the ability to work in the field, based on the job duties for which the student is trained. A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Campus President has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services. InterCoast is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden to the institution or fundamentally alter the nature of the relevant program, benefit, or service provided by the institution, taking into account the job requirements of the field of study and/or potential barriers to graduate employment. To request auxiliary aid or service, prospective students should contact the Campus President and provide supporting documentation as soon as practical. The Campus President will render a decision within 10 days. Individuals disagreeing with the approved reasonable accommodation may appeal the decision to the President/CEO of InterCoast Colleges.

If there are questions regarding the policy on Disabilities Accommodations, please contact the President/CEO (818) 402-5207. Complaints regarding this policy should be made in writing and sent to President@intercoast.edu. Appeals are heard according to the Appeals Process defined in this Catalog.

HOLIDAY SCHEDULE

Online courses are offered continuously and online access is open 24/7 for students, regardless of holidays. InterCoast is closed for on-campus instruction on the following days:

New Year's Day	**Martin Luther King Day**	**Memorial Day**	**Independence Day**	**Juneteenth**
Labor Day	**Veterans Day**	**Thanksgiving Day**	**Christmas Day**	

Holidays of all religious beliefs are respected and allowed. Students will not be charged for institutional scheduled breaks longer than five school days. The school may close up to three days per year for Faculty and Staff In-Service Training. InterCoast reserves the right to modify this schedule with reasonable advance notice.

CREDIT FOR PREVIOUS TRAINING

Credit for previous applicable educational training is accomplished by waiving courses, which are prerequisites to the satisfactory completion of the program. If the course(s) for which the waiver is requested was taken at a post-secondary institution other than InterCoast, a postsecondary school or college transcript and course syllabi, course outline, or catalog or equivalent are required. Students must have earned a "C" grade or better, and the course must have been taken at an accredited school. Students who re-start in the alcohol and drug counseling programs may only transfer AOD courses in which they had previously earned a "C" grade or better.

InterCoast will determine the credit assigned for prior coursework completed and reserves the right to reject all or a portion of any requests if course content is not compatible with the course(s) taken at InterCoast. Proficiency testing may be required. Additionally, InterCoast students that did not complete their program and students with external coursework credits must have earned credits within seven years from the enrollment or re-enrollment date at InterCoast.

Cyber Security applicants may apply for transfer credit based upon their equivalent earned current industry

certification(s). The certification must match the exact exam listed on the InterCoast Transfer Credit Request form. Certifications must be current and not due to expire during the student's enrollment. The applicant is responsible for providing an acceptable certification document with an expiration date prior to enrollment for transfer credit consideration.

There is a fee of $100 per academic credit charged for transfer credit outside of InterCoast. All transfer fees are due and payable upon enrollment unless other arrangements are made and are non-refundable.

There is no charge to the student for college evaluation of previous credit or proficiency testing. Except in a formal teach-out agreement, or transfer from a closed institution, the institution accepts a maximum of 50% of the program's credits for transfer. Requests for transfer must be made in writing by the enrollee and submitted to Admissions or Financial Aid prior to enrollment. Transfer credit request documentation must be provided to the institution prior to the start of the program.

The school maintains a written record of all credit for previous training granted to the student. The institution will evaluate previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. Notification will be given to all agencies, including the VA, as required. Tuition will be adjusted accordingly to ensure a pro-rated tuition reduction for transfer credit awarded. Transfer Credits are counted as both attempted and completed hours in the measurement of Satisfactory Academic Progress. Financial aid awards may be adjusted if credits are transferred as acceptable. If the student disagrees with the school's administration's decision, the student can appeal the decision to the "School's Appeal Committee." See the appeals section for more information.

TRANSFER OF CREDIT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits earned at InterCoast is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the degree, diploma or certificate earned in a program is also at the complete discretion of the institution to which the students seek to transfer. If the credits earned at this institution are not accepted at the institution to which the students seek to transfer, they may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that attendance at this institution will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending InterCoast to determine if their credits will transfer. Credits students earn at InterCoast in most cases will not be transferable to any other college or university. For example, if students entered InterCoast as freshmen, they will still be freshmen if they enter another college or university at some time in the future even though they earned credits at InterCoast. In addition, if students earn a degree, diploma, or certificate in our programs, in most cases it will not serve as a basis for obtaining a higher-level degree at another college or university. Additionally, there may be a fee charged by the receiving institution for the evaluation and transfer of credit, if applicable. This fee is the responsibility of the student. InterCoast will assist students when requesting transfer to other institutions, including, but not limited to, providing guidance and providing an official transcript (note there is a fee for an official transcript), syllabi, or course outlines as needed.

PARTNERSHIP AGREEMENTS WITH OTHER INSTITUTIONS

InterCoast Colleges has entered into partnership agreements with several post-secondary institutions. . Details and further information about each agreement are available in the Office of Student Affairs.

TUITION

Specific tuition and fees charged for each program may be found in the Catalog. Students may be charged for courses they fail and repeat at the current cost per credit, depending on the program. Tuition is due on the first-class session unless other arrangements have been made with the school and documented in the student's file. Private tuition payment arrangements must be made, upon enrollment and approved in writing by the Campus President. Tuition payments may be made through the school's online portal using a debit or credit card. Payment in the form of personal check, cashier's check or money order may be mailed to the campus. The student may also enter into agreements with a private financing company, or through various alternative loan programs. Per ACCET standard, students are not financially obligated for greater than a one-year period at any time.

If students fall behind in tuition payments by more than 60 days, their access to the classroom may be suspended. The student must be up to date on tuition payment in order to attend the next term or class. If a student falls behind by more than 60 days, the student may not return to their studies without making payment arrangements or bringing all tuition and fee payments current.

Diploma/Certificates will not be released until the student satisfies its financial obligations. Delinquent tuition beyond 120 days may be turned over for collection efforts and may prevent the student from graduating. InterCoast participates in various tuition assistance programs, including but not limited to Veteran's Educational Benefits (VA), WIOA, TRA, Vocational and State Rehabilitation, tribal programs, alternative loan programs, and employer-sponsored programs) and such programs must be approved by the providing agency. Financial Aid is also available through the Title IV Programs under the U.S. Department of Education for those who qualify.

VOCATIONAL REHABILITATION APPLICANTS OR WIOA APPLICANTS

Prospective students wishing to attend InterCoast Colleges under Veteran's Educational Benefits (VA), Vocational Rehabilitation Benefits (either through a state agency or a private rehabilitation agency), WIOA should apply for these benefits through the appropriate agency. The Admissions Office will assist in the application process. When approval is received for a student from a given agency, it should be submitted to the school's Business Office, who then bills the appropriate agency for the amount approved. It is the student's responsibility to obtain appropriate approvals and submit proper documentation to the school. Failure to obtain proper approvals from these agencies could result in the student being 100% financially responsible for the tuition and fees at the published rate.

Pursuant to Section 188 of WIOA and 29 CFR Part 38, InterCoast Colleges prohibits the exclusion of an individual from participation in, discrimination, or denial of employment in the administration of or in connection with any programs and activities funded or otherwise financially assisted in whole or in part under Title I of WIOA because of race, color, religion, sex, national origin, age, disability, political affiliation, or belief. Beneficiaries may not be discriminated against because of citizenship status or participation in a program or activity that receives financial assistance under Title I of WIOA. The equal opportunity officer can be reached by email president@intercoast.edu

SPONSORED STUDENTS

Information concerning employer sponsorship should be obtained directly from the student's employer. Questions concerning tuition payment arrangements for sponsored students should be referred to the Business Office or Campus President.

VETERANS AND ELIGIBLE PERSONS

InterCoast is approved for training Veterans utilizing Veteran Administration Education benefits. The Veteran Administration determines student eligibility for benefits. Detailed information concerning eligibility requirements and education benefits for veterans, eligible spouses or dependents, how to apply, programs covered, and payment rate information is available on the Department of Veterans Affairs website www.gibill.va.gov, by calling 888-442-4551 or by contacting the nearest Veterans Regional Office.

Certification Process: InterCoast Colleges complies with S.2248-Veterans Benefits and Transition Act of 2018, section 103. InterCoast Colleges will not assess or implement any late fees for any covered individuals who are using Chapter 33 or Chapter 31 VA Educational Benefits. Covered individuals must provide the school by the first day of class with a VA Certificate of Eligible (COE) or e-Benefits summary of benefits page or, if Chapter 31, an authorization of approval from the student's case manager. InterCoast College will not impose penalties, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that an individual borrow additional funds because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Previous Credits: The Veteran Administration requires schools to review all prior credits earned by the Veteran student for transferability. Transcripts related to all previous postsecondary education must be evaluated, regardless of whether or not the student previously used VA education benefits for the course. Veterans and other eligible persons receiving benefits must provide the College with transcripts for college-level courses, including Military Service Training Schools and/or Military Occupational Specialties. All transcripts will be evaluated, and appropriate credit will be granted. Any

approved prior credit will be applied toward the student's current program, reducing the overall completion credits and tuition as appropriate.

Note: Previous Credit does not have to be granted if not applicable, but all previous credit must be evaluated. The approval of previous credit follows the school's published policy located within this school catalog. InterCoast does not charge transfer credit fees for its Veteran students.

Transfer of Credits: The transferability of credits earned at InterCoast is at the complete discretion of the institution to which students may seek to transfer. For this reason, it is recommended to make certain that the credits at this institution meet the overall educational goal.

Withdrawal Process for Veteran Student: This school maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course, withdraws, or is discontinued at any time prior to completion. The amount charged to the Veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course should bear to its total length. The refund policy is consistently applied to all students.

The Veteran Administration will be notified of any termination of attendance and will be provided with the Veteran's last date of attendance. Any interruption in attendance after certification of enrollment may cause an overpayment for the Veteran student. The Veteran Administration will determine any overpayment debt, and a notice will be sent to the Veteran. Please note that the Veteran Administration determines any potential overpayment debt, and is a separate process from the institution's refund policy.

Leave of Absence: Similar to the withdrawal process, if a Veteran student ceases attendance and requests a leave of absence, the Veteran Administration will be notified of the leave of absence and the Veteran's last day of attendance. Any interruption in attendance after certification of enrollment may cause an overpayment for the Veteran student. The Veteran Administration will determine any overpayment debt, and a notice will be sent to the Veteran.

Rate of Pursuit and Training Time: All students are expected to adhere to their initial schedule of expected graduation. The Veteran Administration does not continue to pay for an extended period of attendance unless the extension was due to an earned failed course or an approved leave of absence. If a Veteran extends any courses, for example, by reducing required weekly internship hours, this can result in an overall change in the weeks of the course, reducing the Veteran's initial certified enrollment status for housing allowance. The change can result in an overpayment debt for the Veteran student.

Reimbursement to Veterans and Eligible Persons: For information or for resolution of specific payment problems, the Veteran should call the DVA nationwide toll-free number at 1-888-442-4551. GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official US government website at http://www.gov/gibill.

FINANCIAL ASSISTANCE PROGRAMS

FINANCIAL AID

InterCoast Colleges is an eligible institution under the Pell Grant, SEOG, Direct Loans, Subsidized Stafford Loans, Unsubsidized Stafford Loans, Additional Unsubsidized Stafford Loans, and Parent Loans for Undergraduate Students (PLUS) Programs. Students may also qualify for various alternative loan programs. For more information regarding eligibility for any of the programs, contact the InterCoast Financial Aid Office. Students will be asked to complete the Free Application for Federal Student Aid (FAFSA) and applications for all available loan programs, including alternative and institutional loans will be discussed. The student will be notified of his/her financial award. Students who default on Title IV loans received while attending the institution may be terminated and not eligible for re-enrollment, refresher courses, or career services. 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 according to the refund policy. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: 1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. 2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If a student obtains a student loan to pay for their educational program, the student is responsible to repay the full amount of the loan, accrued interest, less any refund.

If Student's financial aid is not disbursed because the file is incomplete or the student is determined to be ineligible due or failure to submit documents, the student is responsible for payment of the earned tuition and fees. Financial aid students must follow up with the financial aid office to ensure there are no missing or inconsistent documents that will impact eligibility for aid and timely disbursements.

VERIFICATION: Students who are selected for verification are notified via email, letter, phone call, or in-person regarding the required documents to submit in order to satisfy verification.

Once the student submits the required documents, if the data does not match what was reported on the FAFSA, the student will correct the ISIR data. The institution may correct ISIR data if the student is unavailable after the student provides the documents. If the Title IV amount changes (increase or decrease in the EFC) due to the documents provided by the student, the student will be emailed or mailed a revised award letter.

Students who submit falsified information while completing verification will be referred to the Office of Inspector General for additional evaluation. Examples of falsified information include but are not limited to false claims of independent student status, false citizenship status, false identities, forgery, submission of false tax documents or non-tax filing data, false marital status, false household size, and other falsification with a direct impact on eligibility.

CAL GRANT PROGRAM

The Cal Grant A Program is a grant program that is administered by the California Student Aid Commission. It is available to eligible degree students. Students must meet eligibility for the program as follows: Students must be approved by the California Student Aid Commission, attend at least half time, apply before the published annual deadline, and meet federal student aid requirements. The payments received from the Cal Grant program will be credited directly to the student's account to cover costs associated with tuition, fees, and supplies. Credit balances are paid to the student in accordance with all federal and state guidelines.

CHAFEE PROGRAM

The Chafee Grant program is a program available to qualified foster youth and is administered by the California Student Aid Commission. In order to qualify for this program, students must be a past or current foster youth. Additionally, students must document their financial need, and be enrolled in a program that is the length of at least one academic year. Students must maintain satisfactory academic progress in order to qualify. Payments received from the Cal Grant program will be credited directly to the student's account to cover costs associated with tuition, fees, and supplies. Credit balances are paid to the student in accordance with all federal and state guidelines and can be used to cover attendance-related costs incurred while attending school.

CANCELLATION POLICY

Per California regulation, cancellation will occur when a student does not attend the first day of class – "No Show," OR: When the student gives written notice of cancellation to the school at the address specified in the enrollment agreement by the first class session, or within the first seven days after classes begin, whichever is later. If the institution cancels a program, a full refund will be issued to the enrolled student(s). The institution will refund any consideration paid by the student. Any refunds due will be made within 45 days following the date of determination. The institution has the right to dismiss the student during the cancellation period if the student is determined to have not met admissions eligibility, or who has not been truthful in their application for admission. A cancellation of this type will result in the student receiving no credit for any courses taken.

TRIAL PERIOD

Any new student enrolling at InterCoast Colleges for the first time (has never enrolled at InterCoast previously) has the option to opt-in to a trial period of 30 calendar days beginning from the first day of the contracted start date. Any new student may cancel during the 30 day trial period without any financial obligations. In addition, during the 30 day trial period, the student will not be considered a regular enrolled student and will not be eligible for any financial aid. If the trial date expires and the new student does not cancel his/her enrollment, the student will be considered a regular student on the 31st day and may continue his/her contracted program. Once considered a regular student, the student is responsible for all program charges commencing the first day of the contracted date and, if otherwise eligible, will become eligible for financial aid. The student has the right to opt-out of the trial period. If the student chooses to opt-out of the trial period, the student will immediately become a regular student and, if otherwise eligible, will be eligible for financial aid. The student will be responsible for all charges beginning the first day of the scheduled class unless the student cancels within the seven-day cancellation period. Charges will commence from the first day of the contracted date.

RELOCATION

Students who relocate while enrolled at InterCoast may not be able to complete their studies if they move to a country or state where the institution is not currently authorized to offer an online option for a particular program. Students who relocate are responsible to research the licensure and certification requirements of the profession for which they may want to seek such credentials. This institution's curriculum may not meet the licensure and/or certification requirements for every state. Prospective students should contact their financial aid advisor to discuss how relocation could alter their eligibility, while current students should contact their campus president if they are considering relocating during their course of study. Graduates should contact the director of student affairs with relocation questions.

WITHDRAWAL REFUND POLICY

A withdrawal may be initiated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If a student withdraws or is dismissed from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund, less the allowable registration fee, as applicable, within 45 days following the student's withdrawal. The student is obligated to pay only for the educational services rendered. If the student obtains a loan to pay for the 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 withdraws after the cancellation period and prior to completion of the period of enrollment, and prior to the completion of 60% of the payment period, a pro-rata refund will be made of the unused portion of the tuition. The amount charged to the student shall not exceed the pro-rata portion of the total charges for academic year tuition. The calculation is based on the length of the completed portion of the course relative to period of attendance.

CALIFORNIA REFUND INFORMATION
The state of California requires a pro rata refund that shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: CA Education Code Title 3 Article 13 94919. Institutions Participating In Federal Student Financial Aid Programs
• An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965

• The institution shall advise each student that a notice of cancellation shall be in writing, and that 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.

• The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

• Institutions shall refund 100 percent 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 initial class session, or the seventh day after enrollment, whichever is later. Once the refund has been calculated according to the State of California, ACCET, and Department of Education, (If Federal Financial Aid was used) the calculation most beneficial to the student will be used.

If the student withdraws after 60% of the period of attendance, 100% of the tuition is earned up to the end of that payment period. Withdrawal will be considered to have occurred not more than 14 days from the last date of actual attendance, or when a student does not return from an approved leave of absence, or when a student requests the withdrawal from institution. Dismissal will be deemed to have occurred on the date that the school takes action. Refund calculations are based upon the payment period as of the last date of attendance. This refund policy will be modified to conform to applicable state or federal statutes.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the   following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

RETURN OF TITLE IV POLICY
Return of Title IV Policy applies to financial aid recipients who officially or unofficially withdraw before completing their program.

Official Withdrawal Process:
An official withdrawal process is initiated when a student in writing or verbally contacts the Registrar's office and provides notification of their intent to cease their enrollment at InterCoast Colleges.

Unofficial Withdrawal Process:
An unofficial withdrawal process is initiated when a student does not provide notification of their intent to cease enrollment, and one of the actions occurs. 1) Non-attendance for 14 consecutive days is reported 2) the student fails to return from an approved leave of absence 3) the student is dismissed due to conduct or failing SAP requirements.

Withdrawal Date and Date of Determination:
InterCoast is an attendance-taking institution. A student's withdrawal date is always the last date of academic attendance as determined by the school's attendance records. The date of determination is the date when the withdrawal process was initiated, as noted above.

R2T4:
When a student officially or unofficially withdraws before the end of a payment period, InterCoast Colleges complies with federal regulations (34 CFR 668.22) and completes a Return to Title IV funds (R2T4) calculation. The R2T4 is calculated utilizing the payment period of the student's last day of attendance with a full academic year of the program. When a student withdraws from a prorated academic year or within the portion of the program that is not a full academic year, the R2T4 is calculated using the period of enrollment of the prorated academic year.

A student's withdrawal date is used to determine the percentage of the payment period completed and, therefore, the percentage amount of financial aid a student has earned. The date of determination is used to determine the time frame for the return of Title IV funds (if applicable) and the notification and disbursement of Post-Withdrawal funds (if applicable).

Percentage of earned Title IV funds that were disbursed and could have been disbursed
The R2T4 is calculated within 30 calendar days of the date of determination. In determining the percentage of the payment period completed for a withdrawn student, the school includes in the denominator (the total number of calendar days in the payment period) all days within the period that the student was scheduled to complete (including those completed by the student) before ceasing attendance, excluding days in which the student was on an approved leave of absence and excluding any scheduled breaks of at least five consecutive days when the student was not scheduled to attend a module or other course offered during the payment period.

Days Attended/Scheduled up to the withdrawal date ÷ Days in Payment Period = Percentage Completed

If the percentage totals 60% or less of the payment period, the percentage earned is equal to the percentage of the payment period completed, and the institution will refund (if applicable) the unearned portion received to the appropriate aid program. If the percentage exceeds 60% of the payment period, the percentage of aid earned is 100%, and there will be no unearned funds.

The student is obligated to pay only for the educational services rendered. If the student obtains a loan to pay for their enrolled program, the student will be responsible for paying the full amount of the loan plus interest, less the amount of any refund.

Return of Unearned Title IV Funds School's Responsibility:
If the school received more funds than the student earned, the school must return the excess funds.
The time frame for returning unearned Title IV funds is refunded as soon as possible but no later than 45 days after the date of determination of the student's withdrawal.

Any Title IV credit balance will be allocated first to repay any grant overpayment owed by the student due to the current withdrawal. The institution will return such funds to the Title IV grant account within 14 days of the date that the institution performs the R2T4. If an overpayment does not exist, any Title IV credit balance will be paid per the student (or parent if a Plus loan credit balance) instructions indicated on the Title IV Credit Balance Form. The Title IV credit balance is paid as soon as possible but no later than 14 days from the date the R2T4 was completed.

Effective 7/1/2021, Title IV unearned aid funds are returned in the following order:
Unsubsidized Federal Direct Stafford Loans
Subsidized Federal Direct Stafford Loans
Federal Direct PLUS Loans
Federal Pell Grant
FSEOG

Return of Unearned Aid, Student Responsibility:
After the institution has allocated the unearned funds for which it is responsible for refunding, the student must return any Title IV aid amount that exceeds the school's portion. The amount of Title IV funds that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the institution is required to return from the total amount of unearned Title IV aid to be returned. The student (or parent in the case of funds due to a Parent PLUS Loan) must return or repay, as appropriate, the amount determined.

Post-Withdrawal Disbursement (PWD):
Title IV Aid earned but have not yet been disbursed to the student, and the student is eligible for the funds; the student may be eligible for a post-withdrawal disbursement. A student is eligible for a post-withdrawal Title IV aid disbursement if the student has met the required conditions necessary for a late disbursement. These conditions include a student having a valid SAR/ISIR with an official EFC. In the case of Title IV loans, an originated loan prior to the withdrawal date and not be a subsequent loan disbursement. InterCoast will send a notification to the student (or parent in case of a Plus PWD) within 30 days of the date of determination requesting a response of the student's or parent's desired action to either accept or decline a portion, or all, of the PWD loan. The student or parent has 30 days to respond.

If the student or parent does not respond within the 30-day timeframe, InterCoast will accept requests at a later date. The student/parent will be notified in writing of the outcome of the late request.

All post-withdrawal disbursements are applied to the student's account first. If a credit balance is created, the credit balance is handled accordingly and paid to the student/parent as soon as possible but no later than 14 days from when the credit balance was created. Post-withdrawal disbursements cannot be made after 180 days from the date of determination that a student withdrew and no later than 45 days for PWD grant funds disbursed directly to the student. A post-withdrawal disbursement would be made from available grant funds before available loan funds.

Sample Summary of the Requirements of 34 CFR 668.22 Treatment of Title IV Aid When a Student Withdraws
(Sample taken from page 5-121 in the 20-21 FSA Handbook)
The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Direct Loans, and Direct PLUS Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these terms for you and tell you which one applies to you), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds in the form of a post-withdrawal disbursement. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess funds equal to the lesser of:
1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.
The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you may be required to return the remaining amount. For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) will repay the loan funds in accordance with the terms of the promissory note. That is, you will not be required to repay any loan funds immediately, but instead, you will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make

arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school. If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at https://studentaid.gov.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four 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.

ACADEMIC INFORMATION

METHOD OF INSTRUCTION

Classes are structured so that the student is assigned homework, practice problems, reviews, and regular assessments as a part of each course. InterCoast utilizes equipment and industry related software programs. This equipment is located on the premises. Training on the equipment provides students with the skills required to further enhance their understanding and application of industry skills and techniques.

Some programs are available both online, on campus, and in a Hybrid format. Hybrid courses include both classroom and digital resources such as video activities, assessments, simulations, and discussion forums. Courses include out-of-class work in a digital learning environment such as reading and writing assignments, practice and practical application assignments, assessments, projects, and discussion forums.

Students must be prepared to make a full commitment to the training program by dedication to a specific task, perseverance, self-discipline and hard work. Each student is expected to spend the allocated time required studying, preparing for the future class activity, working on homework, preparing for examinations, labs, or completion of exercises, or other assigned work. Students in online courses should expect to receive grades and or feedback on their submissions within 48 hours excluding weekends.

Institutional Definitions:

Fully Online: Online programs where all instruction for the program is delivered 100% online via the internet in either synchronous or asynchronous formats are considered "fully online". The student is not required to attend any in-person instructional sessions. Video conferencing may be offered for tutoring, advising or supplemental group meetings. All content, learning activities and assessments are delivered online via a structured learning management system (LMS). Fully online courses include consistent levels of interaction with the instructor and their students, as well as between the students and their classmates.

If an internship or externship is required as part of a fully online program and students are not required to attend any of these sessions on campus, the program meets the definition of fully online.

Hybrid Learning: Hybrid courses and/or programs blend in-person and online learning. A program is considered hybrid if some courses within the program are offered fully online and other courses in the program are offered partially online, or if, with a course, the instructional method includes both traditional classroom and online learning. Traditional classroom pedagogy and approaches (including group work, student discussions, and lab work) are supported and/or replaced by online components, often utilized for content delivery by the instructor. For the online component, a computerized electronic technology (eg. learning management system) is utilized to deliver assessments, assignments, and submission of student academic work.

HOMEWORK

The purpose of homework is to reinforce the classroom learning. Homework is important as it helps the student build on what they have already learned in the classroom and prepares them for the next stage in their learning. Homework is also valuable for teachers, as it helps them assess the progress of their students. Research shows a clear link between the time spent by students on out-of-class study and student achievement. Homework activities may vary according to the needs of the various subject areas being studied. While some homework will consist of completing work begun in class and preparing for future lessons, students will also be given work to encapsulate what they have learned and to help them progress to the next stage of their learning. Students are encouraged to seek assistance from their instructors in planning and completing assigned homework and any other   coursework.

COURSE CRITIQUES

Periodically, students are asked to evaluate various aspects of their education including the instructor's methods in the classroom. The instructor being evaluated may receive a summary of any comments but will not have access to the individual student evaluations so that the student will feel comfortable sharing any comments.

SEMESTER CREDIT HOUR MEASUREMENT

Financial Aid Semester Credit Hour: 1 credit equals 1 (one) or any combination of 30 (thirty) hours in Theory, Lecture, Demonstration, Supervised Practice, Laboratory, Internship, and/or Externship. A clock hour equals 60 minutes of training, of which 10 minutes are allowed for a student break.

Academic Semester Credit: 1 credit equals the equivalent of either 15 hours of Lecture, 30 hours of Laboratory or Supervised Practice, or 45 hours of Internship/Externship, or a combination thereof.

ACADEMIC MONITORING

Grades are reviewed at the end of each module. Students who have F grades will be monitored for at-risk, including but not limited to repeating the course. The intent of the academic monitoring is designed to assist students with a strategy to bring their grades up, and ultimately complete their program of study successfully.

GRADING SCALE

GRADE	PERCENTAGE	GRADE POINT	INTERPRETATION
A	90.0 to 100%	4.0	Excellent
B	80.0 to 89.99%	3.0	Very Good
C	70.0 to 79.99%	2.0	Average
D	60.0 to 69.99%	1.0	Poor
F	00.0 to 59.99%	0.0	Failure
I	00.0 to 59.99%	0.0	Incomplete
CR	70.0% or better	n/a	Credit
NC	Less than 60.0%	n/a	No Credit

Student Notification of D Course Grade in ADCS or AAS-SUDC Core Program Courses

The instructor submits grades at the end of each module to the Campus President who tracks a student's academic progress. In an effort to assist the student in maintaining continued eligibility for eventual counselor certification with CCAPP, the school reviews grades and progress at the end of each module so that staff can report to the student what they need to do in order to maintain counselor certification eligibility after graduation. This eligibility includes the requirement that a student must have a "C" (70% or better) in all core AOD courses, in addition to other requirements outlined by CCAPP in order to apply to CCAPP for the CADC-I exam. Students may graduate from the ADCS or the AAS-SUDC program with a 2.0 overall grade point average; however, they may not be able to obtain certification from CCAPP. Students are encouraged to bring the grade to a C by completing additional assignments, if applicable, or retaking the course. Students who re-enter or re-start in the alcohol and drug counseling programs may only transfer AOD courses in which they had previously earned a "C" grade or better

CREDIT/NO CREDIT

The credit/no credit grade is issued for Externship and Clinical Internship coursework and for courses for which credit for previous training was granted. Students may not petition for a Credit/No Credit grade in any other courses/modules. Students earning 70% or better and, for Externship and Clinical Internship coursework, obtaining a satisfactory evaluation from their site will receive credit in a Credit/No Credit courses.

COURSE INCOMPLETE

Incomplete Grade Policy: An incomplete grade "I" is a temporary hold on a final grade when a student has demonstrated passing quality performance but had good reason outside the student's control that interfered in the student completing necessary course work to earn a passing grade. The assignment of an incomplete grade is at the discretion of the Campus President or Instructor and is never used to allow additional time when the failing grade was due to the student's non-participation. The student will have 30 days from the end of the module to make up all required coursework specific to the student's academic plan. The student must agree to the academic plan before issuing an incomplete grade. It is the student's responsibility to complete all coursework within the allotted time. Failure to meet the deadline will result in an automatic "F" fail for that module, and the student will be required to repeat the class. The student is expected to continue with their program schedule, while completing required coursework in the incomplete course unless there are extenuating circumstances requiring an alternative academic plan, as noted in the advising session.

COURSE FAILURE

A grade of F (Failure) or NC (No Credit) is counted as hours attempted but not achieved and has a 0.00 value toward the grade point average (GPA). A student earning an F or NC grade must repeat a non-prerequisite module and/or work satisfactorily in order to graduate. For non-term programs, a separate fee may be charged for repeating a failed course. VA students will not have a repeat course fee but will be charged the tuition for all courses attempted that result in punitive grades (ie: F grade). Students are charges for courses they fail and repeat at the current cost per credit.

COURSE REPEAT

When an F grade course is repeated, the original F grade will be included in the calculation of the overall grade point average (effective for all enrolled students from 3/1/2023).

WITHDRAWAL

When a student withdraws from a program, a "W" or withdrawal will be recorded on the student's transcript for the course in which the student was enrolled but did not complete at least 50% of the time. Although the GPA is not impacted, this "W" grade is a punitive action, as it impacts the calculation of the student's satisfactory academic progress, in that all withdrawn hours count as attempts in evaluating pace and maximum time.

REINSTATEMENT AFTER TERMINATION OR WITHDRAWAL

A student terminated or withdrawn from the program must submit a request for readmission or reinstatement to the Campus President. The student will be informed of the President's decision within 30 days following the receipt of the request. A student who is denied reinstatement may appeal the decision as described under "Student Appeal Procedures."

RE-ENTRY/RESTART POLICY

Any prior student who wishes to re-enter or restart at InterCoast must obtain written approval from the Campus President. Credit may be given for classes successfully completed, provided that they were taken within five years from the date the student is requesting to return from drop students. Students who re-enter within 180 days will resume their coursework under their previous enrollment agreement. A student who has been authorized to restart may be required to sign a new Enrollment Agreement at the current tuition rate and meet with the financial aid intake coordinator to complete the required forms. Any prior tuition balances must be paid in full before the re-enrollment or re-start will be processed unless other financial arrangements have been made by the Campus President. All re-entries/restarts are processed in accordance with all regulations, including financial aid, if applicable.

Student attendance and grade point average are cumulative over all enrollments in a single program. Students who return to school with attendance below 80% and/or GPA below 2.0 from their previous enrollment(s) may be placed on attendance and/or academic warning upon their return. At the time of graduation, the student must achieve at least 80% cumulative attendance and a minimum cumulative 2.0 GPA.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress Policy (SAP) is cumulatively measured and applies to all periods of attendance and is consistently applied to all students through formal SAP evaluations that correspond to the end of payment periods. The policy identifies the requirements and consequences of failing to meet the SAP minimum standards.

SAP is defined as successful progression throughout the student's academic program. Every student attending InterCoast must maintain SAP to continue their enrollment and continue eligibility for financial aid. Satisfactory Academic Progress is measured at the end of a period equal to a payment period for all programs.

SAP is measured as follows: Students are required to maintain a 2.0 GPA (Qualitative measurement) and complete at a pace of at least 67% of all credits attempted (Quantitative measurement). Academic performance is based on three standards: grade point average (GPA), pace, and maximum time. Required Completion Rate Sample Chart:

CREDITS ATTEMPTED	CREDITS EARNED
3	2
9	6
12	8
15	10
18	12
24	16

MAXIMUM TIME FRAME FOR COURSE COMPLETION

All enrolled students must satisfactorily complete their programs of study within a maximum time frame, defined as 150% of the students' scheduled program length, as noted on the enrollment agreement, readmission forms, and/or transfer forms. Any repeated modules will be applied toward the maximum time frame. Additionally, all attempted credits and scheduled attendance up to the student's last date of attendance are computed in the maximum time frame.

If at any time it is determined that a student cannot complete the course of study within the 150% time frame, the student may be terminated from the program. If a student is a transfer student, the accepted transfer course work will be counted in the Maximum Time Frame. All transfer credits are included as both attempted and completed credits to calculate Satisfactory Academic Progress. A student's maximum time frame to receive financial aid will also be reduced by the equivalent transfer of credit hours towards the student's degree or certificate.

ACADEMIC PROBATION POLICY

An academic progress evaluation is performed at the end of each payment period during the students' program. If the student falls below a grade point average of 2.0 (70% or C) at the end of the payment period, the student is placed on academic warning for the payment period. Students are expected to achieve satisfactory academic progress by the end of the warning payment period. If the student's grade point average is below a 2.0 (70% or C) by the end of the warning period, the student is placed on academic probation for the payment period. Students may not receive financial aid funds while on academic probation. A student can appeal as outlined above under Financial Aid Appeal/Probation.

If the student does not achieve a cumulative grade point average of 2.0 (70% or C) by the end of the probation period, they will be terminated from the program. Additionally, if a student is unable to mathematically complete the program at any time, the student can be terminated. Depending on the circumstance, a student could be terminated without entering a warning or probation period. The probation status may be lifted early if the student attains a 2.0-grade point average before the probationary period ends. Students who wish to challenge a decision relative to academic probation may appeal to the School's Appeal Committee. Please see the section under the "Student Appeal Procedures Policy" for further information.

FINANCIAL AID PARTICIPANTS ONLY:

Disbursement process for financial aid loans: Students must meet all eligibility requirements for a disbursement.   1st-time student loans will disburse no earlier than the student's 30th day of enrollment. Additional disbursements will occur as the student progresses and earns required units at specific measurement points, such as mid-point or academic year completion of the published academic program or defined academic year. ***Financial Aid Warning:*** Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive Title IV aid (loans and Pell) during the Warning period. The student's progress will be assessed at the end of the Warning Period's payment period. If the student does not meet the SAP standards at the end of the payment period, the student is ineligible to receive any additional financial aid, which may impact their ability to continue their studies.

Financial Aid Appeal/Probation: If a student is denied financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can appeal by submitting a written request, describing the extenuating circumstances that prevented him/her from meeting SAP standards. An appeal can only be approved if the student can complete all standard requirements by the end of an additional payment period. A student will be notified via email or letter of the approval/denial within three school days after submitting a completed appeal form. If a student's appeal is approved, the student will be given an academic plan and is placed on financial aid probation. The student's financial aid is reestablished by complying with the institution's SAP policy standards during the probation period. A review of the student's progress is completed at the end of the payment period to determine if the student is meeting the academic plan's requirements. If the student meets the academic plan requirements, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements according to the academic plan's requirements.

Limit on Reinstatement Appeals: Financial Aid Students who have become disqualified due to lack of satisfactory progress may only have one appeal consideration. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are documented, extenuating circumstances presented.

STUDENT APPEAL PROCEDURES

A student who wishes to appeal decisions pertaining to satisfactory academic progress, credit for previous training, probation, suspension, termination, graduation requirements, attendance requirements, or any decision relating to matters pertaining to disciplinary action (other than disciplinary actions arising from matters covered under the Campus Sexual Misconduct Policies & Procedures) must write a letter to the School Appeals Committee, which must be received within 14 calendar days following receipt of the school's decision. The School Appeals Committee consists of the Campus President and any four of the following departments: Student Services, Financial Aid, Career Services, Education, and/or Administration. A student must provide written documentation to support his/her position and any mitigating circumstances. The student will be informed of the decision in writing within three school days following the receipt of the appeal. Students who wish to appeal financial aid decisions should refer to the Financial Aid appeal process in the Catalog. Allegations of sexual misconduct shall be investigated and adjudicated in accordance with the Campus Sexual Misconduct Policies & Procedures.

ATTENDANCE POLICY

Students are expected to participate in classes regularly. It is through consistent, uninterrupted participation that a student can gain the knowledge and expertise necessary to be successful. Students should keep in mind that this is an occupational course and active participation is just as important at the institution as it will be in the employment for which this course is preparing them.

All students must make up absences that occur during the externship or clinical internship component of the training program to ensure that all required extern hours are completed prior to graduation. If a module(s) is repeated, the attendance from the original module(s) will be replaced with the attendance from the repeated module for purposes of meeting attendance percentage requirements for graduation. If a student has been officially dropped by the school, and is permitted to re-enter the program, the time elapsed between the last date of attendance and re-entry date is not included in the calculation of the student's maximum program completion time or attendance percentage.

Students must actively participate in a minimum of 80% of the total program in order to graduate. Students may contact student services to review their progress in meeting the standards for attendance.

Under no circumstances is a student permitted to continue training if it is determined that the documented attendance probation stipulations have been violated. Veteran students will have their benefits discontinued if attendance requirements are not met.

ONLINE STUDENTS

Regular and substantive active participation online is required to achieve the minimum 80% attendance standard for graduation. A student attends online courses by participating actively in classes or otherwise engaging in "academically related activities". Examples of "academic engagement" include such activities that demonstrate "regular and substantive interaction" include but are not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an assessment or an exam.
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participating in a study group, group project, or an online discussion that is assigned by the institution.
- Interacting with an instructor about academic matters.

Students should be sure to meet online deadlines for submitting their work as late work will not receive full credit.

Note: Logging into class without active participation as defined above does not constitute participation, and therefore there is no attendance credit.

Breakdown of Weekly Attendance. Attendance is earned by submitting assignments by the due date as scheduled.

Discussion Forum   = 2 hours
Professional Development   = 2 hours
Reflection Assignment   = 3 hours
Academic Assignment   = 2 hours
Assessment   = 2 hours
On-Campus Lab   = 7.5 hours (Hybrid Students)

HYBRID STUDENTS

Students enrolled in a Hybrid Learning Schedule must adhere to the Online Student Attendance Policy when completing the online sessions of their coursework. A student attends online courses by participating actively in classes or otherwise engaging in academically related activities. The student must also adhere to the On-Campus attendance policy when attending lab sessions at the campus. Student attendance is recorded during the on-ground portion of the program. Any tardy or leave early of more than 15 minutes on campus lab day(s) may result in a loss of professionalism points. Attendance is monitored for campus lab each day that lab is scheduled in the program for that student. Students who missed a scheduled lab session may make-up the session within the same week. Students with an excused absence who miss an on-campus session are permitted to make-up the lab session within the same module. If a holiday falls on a scheduled campus lab day within the program of study, students will be required to attend additional hours in the week (or an alternative day) in which there is a holiday in order to fulfill the total scheduled hours for that week.

Students enrolled in the Electrical Training Program or the HVAC Technician program will be required to complete OSHA-10 training. This training includes mandatory attendance at scheduled live video conferencing sessions in order to earn the certification.

ATTENDANCE PROBATION

Students that fail to maintain a minimum of 80% attendance as defined under the "Attendance Policy" will be placed on attendance probation for one module or term, to provide an opportunity to achieve satisfactory attendance progress. Student progress toward achieving 80% is monitored closely during the probationary period.

If satisfactory attendance progress is not achieved at the conclusion of the probationary period, the student may be terminated. A decision can be made by the Campus President at the end of the attendance probationary period to extend the probationary period if it is determined that the student, with improved attendance, has the ability to achieve the 80% reliability standard. If at any time during the probation extension it is determined the student will not achieve the 80% attendance requirement (ie: student's absences are so excessive), or, if the institution believes that the student's attendance and academic progress does not indicate that successful completion can occur, the student may be terminated from the program.

TARDINESS / EARLY DEPARTURE POLICY

Students are expected to be on time for each on campus session of instruction and are expected to attend for the entire session of class. A student is considered tardy for class if he/she arrives later than 15 minutes after the scheduled start of class or if they leave early from class.

"Tardy" definition: Student arrives more than 15 minutes late to class on campus.

"Leave Early" definition: Student leaves class or lab more than 15 minutes before the end of the class or lab on campus.

Consequences of Tardy or Leave Early:

- Students will lose professionalism points in accordance with the published rubric.
- Students will be responsible for any course content missed by showing up tardy or leaving early.

ABSENTEEISM POLICY

If, for any reason, a student must be absent from class, the student must contact the instructor immediately. Repeated absences may result in disciplinary action, just as it may on a job. Excessive absences may also lead to program interruption and/or dismissal. To meet graduation requirements, a student must achieve, at a minimum, 80% cumulative attendance reliability standards, and failure to achieve the attendance standard will result in the student being placed on attendance probation, as outlined under the section titled "Attendance Policy" in this catalog.

Students absent or not actively participating online for more than 14 calendar days will be dropped. Termination can occur earlier if the school determines the student has exceeded the allowable number of absences, does not show that he/she is benefiting from the program, as initiated by the student, or as required by regulation.

EXCUSED ABSENCES

Assignments and assessments may be made up under an excused absence. Late work/testing must be taken/turned in as determined by the instructor. For an absence to be considered excusable, students must provide reason for the absence to the Student Success Partner, Academic Mentor, or Instructor for approval. Written documentation may be requested. Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences. Only the following reasons will be considered as excused:

1. Personal illness/injury (verified by a physician's statement or hospital report when possible).
2. Illness of immediate family member (verified by a physician's statement or hospital report when possible).
3. Death in the family (verified by obituary or other official documents when possible).
4. Court appearance (verified by a legal court document when possible).
5. Medical/Business appointment (verified by document and unable to be scheduled at any other time of the day).
6. Military obligation (verified by official notification when possible).
7. Religious holiday obligations

MAKE-UP WORK

All make-up work must be comparable in content, time and delivery to the classes missed and must be completed within the duration of each module. It is the student's responsibility to communicate this to your instructor and devise a plan for you to complete the assignments and exams. Some assignments and exams may be able to be done early per instructor discretion to accommodate your needs. In the case of an emergency a phone call can be made to the

student success partner and a message can be communicated to your instructor. Instructors and/or the Campus President may also be emailed directly. To receive credit, you must turn in assignment on the day and time that it is due. Work submitted late after the week in which it is due and without an excused absence may be subject to a reduction of points on the assignment(s).

Excused absences with documentation will be considered for assignments and quizzes/exams but late work must be turned in on the student's first day back in class. No late work will be accepted that does not fall within the constraints outlined above.

LEAVE OF ABSENCE POLICY

If a student needs a brief interruption in his/her training program but intends to return, the student may request a leave of absence (LOA) from the institution. The request must be in writing. Leave of absences must not exceed 180 calendar days in a 12-month period, or one half the program length, whatever period is a shorter duration. The 12-month period begins with the first day of the student's initial leave of absence. The student must submit a written, signed, and dated request and provide an explanation as to the reason for the request, including, if possible, documentation. If unforeseen circumstances prevent students from providing a prior written request, the institution may grant the student's request for an LOA, if the institution documents its decision and collects the written request at a later date.

The institution, when issuing the leave, will not grant a leave if there is no reasonable expectation that the student will return to school at the end of the leave of absence period. All Title IV loan recipients who request a leave must be notified by the financial aid department prior to the leave that if he or she fails to return from the leave, it will impact the student's loan repayment terms, including the exhaustion of some or all of the student's grace period. During a leave of absence, a student is ineligible for disbursement of direct student loans. The institution's leave of absence policy allows the student to take multiple leaves, provided that the total number of days for the leave does not exceed the maximum allowed. Leave of absences can be consecutive. If the student's leave of absence is not approved, the student will be counted as absent, and if absences are excessive, the student may be withdrawn from the program. If the leave of absence is approved, the student may return prior to, or at the end of, the leave of absence, and resume training where the student left off, and without paying any additional tuition for the time taken during the leave of absence. Except for non-term credit hour program, upon the student's return from the LOA, the student is permitted to complete the coursework that was started prior to the LOA. Where possible, students are encouraged to begin their leave of absence after module completion, so that, when they return from an approved leave of absence, they may resume training in the next module or course. If a student does not resume attendance at the institution at or before the end of the leave of absence that meets the requirements, the institution will treat the student as a withdrawal.

CLINICAL INTERNSHIP AND EXTERNSHIP TRAINING

The clinical internship course is a Credit/No Credit course with the student attending all required hours at an approved clinical site where they are supervised by an authorized professional working for the clinical site organization. There is no InterCoast instructor present at the approved clinical site. Students do not attend in person at the campus as this course is part of a fully online program.

Students are expected to begin the clinical internship or program externship component of their program as scheduled and must follow the schedule outlined on the Enrollment Agreement. Hours must be completed before the student's maximum program completion time. Clinical and Externship Sites are assigned, on the behalf of the student, by the Clinical Coordinator. All clinical sites must be approved by the Career Services Coordinator and the site must meet all school requirements prior to the student's first day on site. Should the student be terminated or leave voluntarily from a site, the school may assign one additional site at which the student must complete the remaining hours, or the student may be required to repeat some or all clinical internship or externship hours as deemed appropriate by institution, based on the clinical internship or externship evaluation. If the student fails to complete externship or clinical internship experience or is terminated at the second site, the student may be terminated. Students are responsible for parking and transportation to and from the sites. Students may only attend an approved site and must complete all necessary documents prior to the start of any externship and/or clinical training.

Externships and clinical internships may have a different schedule than the students' normal school schedule. Any change in the schedule noted in the enrollment agreement requires approval. Any student who interrupts externship or clinical internship training for more than 14 calendar days will be terminated. Students who do not complete the stated clinical internship or externship hours or objectives may be required to repeat those hours/training. Students must submit to the school various required clinical internship and externship documents within 14 days following this component of the training, in order to be eligible for graduation. Failure to do so will result in termination from the program.

GRADUATION REQUIREMENTS

In order to graduate, students must:

1. Earn the required total number of credits for the program, pass all required courses with a minimum grade as prescribed in the catalog, and complete required coursework within the maximum time frame permitted.
2. Attend 100% of clinical internship or externship hours (if required by your program of study) and receive a satisfactory rating on the final evaluation.
3. Earn a minimum cumulative grade point average of 2.0 or above.
4. Achieve a minimum 80% cumulative attendance.

STUDENT AWARDS

Graduate awards for outstanding achievement are assets to the graduates who earn them, particularly to present to employers when seeking training related employment. Awards are presented to deserving graduates based on performance and faculty recommendations. The following awards are issued to deserving students at the time of formal graduation:

- **Community Service Award:** Given to students who have shown significant contributions to their community
- **President's Honor Award:** Given to students with 4.0 GPA
- **Achievement Award:** Given to students who have shown significant improvement in school

COMPLETION CERTIFICATE / DEGREE

Students will not receive their completion certificate and/or degree until all financial obligations to the institution are made, an exit interview has been completed, including a petition for graduation, and the student has submitted any missing documentation. There is no charge for the initial production of the diploma or certificate. The cost for a replacement diploma or certificate is $35.00 and the graduate must complete an online Petition to Graduate Form found on the intercoast.edu website.

STUDENT TRANSCRIPTS

School transcripts will be issued by the institution's Office of Student Affairs. In order to ensure that the student's records are confidential, InterCoast will issue official transcripts only upon receiving written authorization from the student. In accordance with federal law pertaining to the Family Educational Rights & Privacy Act, transcripts and/or verification of attendance or graduation will not be released to a third party without the student's written consent. InterCoast may, as a courtesy, provide an *unofficial* transcript to the student, upon written request. This will be provided by email at no cost. If the student requests that an *unofficial* transcript be mailed the cost is $10.

The cost to order documentation of proof of graduation or an official transcript is $25 per document. If a tracking number is requested, the additional fee is $10 per document. To order a completion document, students are to submit a completed Transcript Request Form and money order or cashier's check made payable to InterCoast and mailed to the following address:

InterCoast Colleges Office of Student Affairs, Attn: Transcript Request
P.O. Box 3585, Granada Hills, CA 91394-3585

Students may also complete the transcript request online and pay the transcript fee with a credit or debit card by completing that information on the transcript request form found on the InterCoast.edu website Transcript Request

Form Link (external link) . The completed Transcript Request Form can be scanned and emailed to: transcripts@intercoast.edu but will not be processed until payment is received/processed. Transcripts are mailed to the address as designated on the completed Transcript Request Form. All requests are processed in the order received. Requester should allow 10 business days in addition to postal mail time for records to arrive to the requested destination.

STUDENT SERVICES AND CONDUCT

STUDENT SERVICES

The institution offers a considerable range of services to its students, including a break area, free Wi-Fi on campus, free unassigned parking, dedicated social media, various student services events such as student awards, job fairs, open house, graduation ceremonies, and other student support activities. InterCoast offers other student support services in addition to career placement services with staff dedicated to each range of services at every campus, including academic counseling, tutoring, financial aid assistance, and community services referrals. The staff at InterCoast is dedicated to aiding students in successfully completing their career program and their fulfillment of their career objectives. To enhance the academic program, the following advising services are available by appointment:

Academic: *Instructor, Academic Mentor, or Campus President*
Career Guidance: *Career Services Coordinator*
Financial Aid: *Student Affairs Department*
Substance Use: *ADCS Instructor or Program Director*
Campus Crime/Clery Act Campus Security Authority: *Campus President*

STUDENT CONDUCT AND BEHAVIOR POLICIES

Students are always expected to observe the standards of professional conduct, courtesy, and appearance. An important part of the training at InterCoast includes the development of professional attitudes and behaviors to assist students to meet the highest expectations of employment. InterCoast attempts to maintain a "work-like" environment in which students can grow and develop according to the professional expectations of employers. Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining oneself and dressing professionally are just a few of the ingredients that go into the makeup of a professional employee.

InterCoast students are encouraged to pursue the development of these positive attitudes and behaviors. Improper conduct and/or unprofessional behaviors are grounds for immediate dismissal. Students are asked to work in harmony with the institution, its administration and faculty and other students, to aid them to be as fully prepared as possible to succeed in the competitive job market.

Students are expected to treat others with respect. Students are to keep facilities neat and clean for the benefit of other students. A student may be dismissed for possession or use of drugs or alcohol, possession of weapons on school premises, and for behavior that creates a safety hazard to other persons at school, or for disrespectful behavior to others, or for use of profanity and/or derogatory language. In addition, the following behaviors may also result in dismissal from InterCoast: Defacing, stealing, or mutilation of school property (computers, furniture, restroom facilities, etc.), the inappropriate downloading of material from the internet, use of chat rooms or instant messengers on any school computer, inappropriate use of emails, falsification or misrepresentation of material information in any records, financial aid documents, or attendance sheets, whether inadvertent or deliberate, and activities that create a safety hazard to other persons at InterCoast. Observance of rules and regulations and maintenance of a professional manner are required at all times. Unruly conduct or any conduct that interferes with the progress of others and operation of the school is cause for dismissal, whether that behavior is explicitly outlined in the school catalog or not.

As of January 1, 2009, all JCAHO accredited facilities (which include many of InterCoast's clinical internship and externship sites) are required to create a code of conduct and establish a process for educating staff as well as identifying and managing unacceptable behaviors with a "zero tolerance" policy. InterCoast students are expected to respect and adhere to these policies.

Accredited organizations need to establish an education process to help health care professionals understand that, although historically there has been a culture of tolerance of intimidating and disruptive behavior. This can no longer occur. According to JCAHO, these "intimidating and disruptive behaviors can foster medical errors, contribute to poor patient satisfaction and to preventable adverse outcomes, increase the cost of care, and cause qualified clinicians, administrators and managers to seek new positions in more professional environments." In order to promote a professional practice and work environment, all InterCoast students must follow and maintain professional behaviors in compliance with the Student Conduct Code. Neither exclusively nor inclusively binding. The intent of this policy is to provide students with a framework that can assist them in making their own decisions regarding their own behaviors and those of their peers.

DISRUPTIVE BEHAVIOR

Definition: Disruptive behavior is a style of interaction with students, faculty, staff or others that interferes with student learning and causes distress among other students and faculty and affects overall morale within the learning environment. Disruptive behavior undermines the teaching-learning process and can lead to student and/or faculty dissatisfaction.

Disruptive behavior, regardless of who initiates it, consists of the following:

- Rude language and/or sarcasm (written or verbal)
- Threatening mannerisms (verbal or non-verbal)
- Physical threats and abuse

Examples of disruptive behavior:

- Raised voices or yelling or shouting in a hostile manner.
- Throwing items.
- Bullying or demeaning behavior.
- Abusive treatment of others.
- Sexual comments/ innuendo, seductive, aggressive or assaulting behavior, whether in person or online.
- Racial, ethnic or socioeconomic slurs.
- Disruption or disrespectful language.
- Insulting and verbal attacks, in person or online, that are personal in nature and go beyond the bounds of fair professional content. Uncooperative and/or defiant approach to problems.
- Refusal to complete tasks or carry out clinical internship or externship duties.
- Leaving the externship site or clinical site without reporting off to site supervisor.
- Repeated violation of policies or rules.
- Physical attacks, pinching, patting the gluteus of another, slapping or unwanted touching.
- Inappropriate comments.
- Non-Constructive criticism, addressed to its recipient in such a way as to intimidate, undermine confidence, belittle or to imply stupidity or incompetence.
- Persistent hostility toward another.
- Abusive behavior such as patterns of malcontent and frequent outbursts of anger.
- Blames or shames others.
- Threatening to "*get someone*" in any way.
- Belittling or berating statements.
- Tirades in the classroom, labs, externship, or clinical internship site and/or online classroom.
- Unnecessary or consistent sarcasm or cynicism.
- Threats of violence, retribution or litigation.
- Behavior that disparages or undermines confidence in the faculty or school and/or its leaders.
- Public derogatory comments about another student, faculty or staff, or the institution.

Behavior that is perceived as disruptive, offensive, and/or threatening interferes with the learning of other students and impedes the delivery of our program of learning. This behavior may include speech or action that is not part of the learning process but is perceived to create an atmosphere of hostility, intimidation, ridicule or anxiety among other students, instructors or staff.

Documentation:

The instructor or student services coordinator will document the report of disruptive behavior and the discussion with student and bring the issue to the Campus President. The Campus President will decide the necessary response on a case-by-case basis and may impose disciplinary actions that may include formal warning, probation, suspension and/or termination. Observations or reports of behavior of alleged sexual misconduct shall be investigated and adjudicated in accordance with the Campus Sexual Misconduct Policies & Procedures.

DRESS CODE POLICY

Dressing the part of a successful professional raises an individual's self-esteem and confidence. InterCoast promotes professional dress at school in order to enable students to become comfortable with the type of apparel expected by a majority of employers. Employers occasionally visit the campus, sometimes unannounced; therefore all students are asked to always look their best.

The following is a list of inappropriate attire when a student is on a video conferencing call, present on campus, on extern or internship site, and when representing the colleges at off-campus activities.

Backless attire, bare midriff, sleeveless or low-cut tops, baggy jeans/denims or slacks, tattered jeans/denims, headgear of any type other than religious, athletic attire, ragged or frayed clothing, flip-flops.

Allied Health students must be in uniform at all times. Hairstyle must be above the collar. For the purpose of infection control, fingernail length must be keep short and clean, no acrylic nails, and minimal jewelry. Only stud earrings are allowed. Students may wear a short sleeve white crew t-shirt under their uniform top. Pants must be hemmed to a length that rests on the shoes without extending past the back bottom of the shoe. Pants must be of heavy enough material and with a waist-rise high enough that no undergarments are observable. A Hijab may be worn at shoulder length, tucked into scrubs, or worn up. Cigarette smokers *must* take care for any lingering smell of smoke on clothing, hands, nails and breath.

Hybrid students in the HVAC Technician, Electrician and Solar students must wear their designated polo shirts at all times. School ID badges must be worn at all times at school and at externship and clinical internship sites as applicable.

POLICY FOR ONLINE STUDENT PICTURES

InterCoast Colleges believes that online profile pictures can bring community to the online classroom and enhance the online learning environment. It is important that the profile pictures do not distract from the learning environment. Students are required to post a profile picture for identification purposes and it must adhere to the following guidelines:

- Picture should be of the student only (may not include other individuals) and should be "headshots" (taken from the shoulders up)
- No images, clipart, or symbols
- Backgrounds and foregrounds of profile pictures should be neutral and non-distracting (no symbols, images or clipart)
- Profile pictures must present the student in appropriate attire. Students are expected to dress in a manner conducive to an educational environment. A student's attire should not be lewd, indecent, or distracting to the educational process as pictures are displayed for identification purposes in the classroom.

InterCoast Colleges reserves the right to request the student to replace any profile picture that violates the above policy and take appropriate actions as outlined by the student code of professional behavior.

NOTICE OF NON-DISCRIMINATION POLICY

I.POLICY

It is the policy of InterCoast Colleges (the "College") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The College has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy. The Policy can be found at the College's website at www.intercoast.edu or obtained in person from the Title IX Coordinator (see below).

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in any matter related to this Policy.

The College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a

federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The College also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Fairfield Campus:
Orquedia Chavez, Title IX Coordinator/504
 Coordinator
320 Campus Ln, Suite C
Fairfield, CA 94534
Phone: (707) 421-9700
Email: orquedia.chavez@intercoast.edu

West Covina Campus and Online Division:
Christopher Rush, Title IX Coordinator/504
 Coordinator
2235-B East Garvey Avenue North
West Covina, CA 91791
Phone: (626) 337-6800
Email: christopher.rush@intercoast.edu

Rancho Cordova Campus:
Orquedia Chavez, Title IX Coordinator/504
 Coordinator
9738 Lincoln Village Dr. Suite 120
Rancho Cordova, CA 95827
Phone: (916) 714-5400
Email: orquedia.chavez@intercoast.edu

Riverside Campus:
Christopher Rush, Title IX Coordinator/504
 Coordinator
21840 Van Buren Boulevard Riverside, CA
 92508
Phone: (951) 779-1300
Email : christopher.rush@intercoast.edu

Inquiries or complaints concerning the College's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, San Francisco Office 50 United Nations Plaza
Mail Box 1200; Room 1545
San Francisco, CA 94102 Tel: 415-486-5555
Fax: 415-486-5570
TDD: 800-877-8339
Email: OCR.sanfrancisco@ed.gov

InterCoast desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. InterCoast will achieve this through:

A. Education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability.
B. InterCoast will provide training at least twice per year to its staff and faculty strategies aimed at preventing racial or other forms of discrimination. Faculty, though the direction of the Campus President, will incorporate educational strategies in their curricula and classes as fully as possible that provides sensitivity training and anti-discrimination training in their classrooms, at least once while the student is in school.

II.OFFENSES

Offenses of discrimination, both individual and institutional, by anyone enrolled at or employed by InterCoast, are behaviors that are not acceptable. Such behavior is expressly prohibited by the Sexual Harassment Policies & Grievance Procedures and may also violate federal, state and/or local laws. Behaviors that are considered offensive, while certainly not an all-inclusive list, are as follows:

A.   Verbal, physical, or written communication relating to gender, race, ethnicity, color, sexual preference, or age which has the purpose or effect of unreasonable interference with an individual's performance, or which creates a hostile, offensive or intimidating atmosphere for members of the target group is considered offensive and is subject to disciplinary action. InterCoast will not tolerate any acts of intimidation, or any behaviors that demean, slur or stereotype an individual or group on the basis of gender, religion, race, disability, color or descent, or national or

ethnic origin, sexual preference or age.

B.   While some examples of harassment, such as physical and verbal assaults, are easily identified, some other examples— including epithets and "humor" or "tagging"—often go unacknowledged. All of the above instances are equally demeaning and are in violation of this policy.

C.   The Sexual Harassment Policies & Grievance Procedures prohibit sexual harassment. Sexual harassment comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Sexual harassment includes a College employee conditioning the provision of a College aid, benefit, or service on an individual's participation in unwelcome sexual conduct. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education programs or activities also constitutes sexual harassment. Sexual assault, stalking, domestic violence, and dating violence are all forms of sexual harassment. Retaliation following an incident of alleged sexual harassment or attempted sexual harassment is strictly prohibited. The definitions for specific acts of sexual misconduct can be found in the Policy's Definitions of Key Terms.

III. COMPLAINT PROCEDURE

InterCoast strongly encourages any victim of discrimination to report the incident in a timely manner. InterCoast prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). A complaint may be withdrawn or resolved before the procedure is completed. InterCoast will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Complaints of sexual harassment and misconduct, including sexual assault, domestic violence, dating violence, and stalking, are governed under the InterCoast Sexual Harassment Policies & Grievance Procedures. This Policy is posted on the InterCoast website at www.intercoast.edu and also published as part of InterCoast's Annual Security Report. The Sexual Harassment Policies & Grievance Procedures Guidance Memorandum, published below, summarizes these important policies and procedures.

Any other incident of harassment or discrimination should be reported promptly to your supervisor, the Campus President, to any other manager, or to president@intercoast.edu. Upon receipt of such report, InterCoast will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitable. The procedures for addressing harassment or discrimination (other than sexual harassment complaints governed by the Sexual Harassment Policies & Grievance Procedures) may include but are not limited to:

1.   Directly address the alleged offender.
2.   Participate in appropriate mediation with the alleged offender.
3.   File a grievance to remain on file (no immediate action required).
4.   Have the appropriate staff address the issue with the alleged offender as directed.
5.   File a police report through the President's Office if the alleged offense is a criminal offense.
6.   File a formal written complaint.

When a complaint (other than sexual harassment complaints governed by the Sexual Harassment Policies & Grievance Procedures) has been submitted, the President is responsible for deciding the appropriate offices and/or staff to review the complaint. While there is no time limit for reporting, reports of discrimination should be brought forward as soon as possible. All incidents should be reported even if significant time has elapsed, but prompt reporting will better enable InterCoast to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate. In general, an investigation may last up to 30 days from the date that written notice of the investigation was sent to the complainant and respondent.

IV. REMEDIES

If the person charged in the complaint is found to have violated this policy, remedies may range from prescribed educational trainings to various levels of disciplinary action up to and including termination. Sanctions imposed for violations of this policy shall be:

●   Fair and appropriate given the facts of the particular case;
●   Consistent with the College's handling of similar cases;

- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

InterCoast may also determine that additional measures are appropriate to respond to the effects of the incident on the school community.

ANTI-HARASSMENT POLICY

InterCoast Colleges (InterCoast) is committed to providing a workplace free of sexual harassment (including harassment based on gender, pregnancy, childbirth or related medical conditions), as well as harassment based on such factors as race, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status or veteran status.

Employees, Students, and Non-Employees: InterCoast prohibits harassment of employees and students by supervisors, co-workers, students, faculty, and staff. Similarly, all employees and students are prohibited from harassing any non-employees. InterCoast will also attempt to protect employees and students from harassment by non-employees in the workplace. In a school setting, the role between the school employee or contractor, including faculty, are multifaceted, including serving as a guide, mentor, and advisor. The influence and authority of many of the school's personnel extend far beyond the school. Consequently, and as a general proposition, InterCoast believes that a sexual or romantic relationship between a representative of the school and a student, even where consensual and whether or not the student would otherwise be subject to supervision or evaluation, is inconsistent with the proper role of the employee, and must be avoided. InterCoast therefore does not allow such relationships.

Required Training: All Supervisors and Faculty are required to participate in a minimum 2-hour sexual harassment training at least every two years. All non-supervisory staff and students will be provided Harassment Prevention Training generally within 60 days of hire or starting school.

Examples of Harassment: Harassment includes verbal, written, physical, or visual conduct that creates an intimidating, offensive, or hostile working or learning environment or that interferes with work or school performance. Harassing conduct may take many forms such as slurs, jokes, statements, letters, notes, gestures, pictures, or cartoons regarding an employee's sex, race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status, or veteran status. Sexual harassment includes all these sorts of conduct and unwanted sexual advances.
Examples of sexual harassment include:
- Requests for sexual favors;
- Conversations containing offensive sexual comments;
- Offering employment benefits (employees) or other benefits (students/employees) in exchange for sexual favors;
- Making or threatening reprisals in response to refusals to give sexual favors;
- Leering, sexual gestures, displaying sexually suggestive objects or pictures;
- Comments, epithets, slurs, and jokes of a sexual nature or about an individual's body; and
- Touching, assaulting, impeding, or blocking another individual.

Reporting: An incident of sexual harassment may be reported directly to InterCoast's Title IX Coordinator. If InterCoast's Title IX Coordinator is the alleged perpetrator of the sexual harassment, the report should be submitted to InterCoast's Director of Student Affairs. Reports of sexual harassment will be investigated and adjudicated in accordance with the InterCoast Sexual Harassment Policies & Grievance Procedures. While there is no time limit for reporting, reports of sexual harassment should be brought forward as soon as possible. All incidents should be reported even if significant time has elapsed, but prompt reporting will better enable InterCoast to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate.

Any other incidents of harassment should be reported promptly to your supervisor, the Campus President, to any other manager, or to president@intercoast.edu. You are not required to complain to your supervisor or teacher if that person is the one harassing you or if you are uncomfortable doing so. For those allegations of harassment not governed by the Sexual Harassment Misconduct Policies & Grievance Procedures:

- Investigation and Retaliation: Every reported complaint of harassment will be investigated thoroughly and promptly. In general, an investigation may last up to 30 days, from the date that written notice of the investigation

was sent to the complainant and respondent. InterCoast will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being. InterCoast prohibits retaliation against any employee or student for cooperating in an investigation or for making a complaint.

● If based upon a preponderance of the evidence, an employee or student is determined to have violated InterCoast policies by harassing another person, the harassing employee or student will be disciplined. Disciplinary action may range from warnings to immediate termination, depending on the circumstances. If a non- employee harasses an employee or student, corrective action will be taken after the appropriate management personnel are consulted.

Sexual Harassment and Retaliation are Illegal: Sexual harassment and retaliation for opposing sexual harassment or for participating in investigations of sexual harassment are illegal. This is also true for the other types of harassment prohibited by this policy. However, intentionally making a false report or providing false information is grounds for discipline. **California:** In addition to notifying InterCoast about any harassment or retaliation, California employees may complain to the California Department of Fair Employment and Housing (DFEH). All employees may complain to the Equal Employment Opportunity Commission (EEOC). In California, the deadline for filing complaints with the DFEH is one year from the date of the unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (FEHC) or file a lawsuit in court. **All States:** The EEOC will review your complaint and determine whether to file a lawsuit in court. The deadline for filing complaints with the EEOC is usually 180 days after the unlawful conduct. However, in California, the deadline may be extended if you first file a complaint with the DFEH. Both the FEHC and the courts can award monetary and other relief in valid cases. For information about contacting the DFEH, the FEHC, or the EEOC please see the posted notice regarding harassment located in the staff break area and/or student break area or check the state government listings in the local telephone directory.

CAMPUS SEXUAL MISCONDUCT POLICIES & PROCEDURES GUIDANCE MEMORANDUM

InterCoast Colleges (the "College") is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the College community should be aware that the College is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws. As part of the College's commitment to providing a working and learning environment free from sexual harassment, the College has developed the Campus Sexual Harassment Policies & Procedures (the "Policy"). The Policy is available online at www.intercoast.edu, or a copy can be obtained from the College's Title IX Coordinator. This Guidance Memorandum is a summary of the Policy.

The Policy governs sexual harassment that occurs in the College's education programs or activities. The Policy applies to all students, employees, and third parties conducting business with the College, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion, or other protected status. The College encourages victims of sexual harassment to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately.

Sexual harassment comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Sexual harassment includes a College employee conditioning the provision of a College aid, benefit, or service on an individual's participation in unwelcome sexual conduct. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education programs or activities also constitutes sexual harassment. Sexual assault, stalking, domestic violence, and dating violence are all forms of sexual harassment. Retaliation following an incident of alleged sexual harassment or attempted sexual harassment is strictly prohibited.

Sexual harassment can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. **The Policy prohibits all forms of sexual harassment.**

The College will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant

the process for filing a formal complaint. The College will also provide the complainant with written notification about assistance available both within and outside of the College community. The College's Title IX Coordinator is responsible for monitoring and overseeing the College's compliance with Title IX and the prevention of sexual harassment, sexual misconduct and discrimination. The College's Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their well-being. This assistance may include providing supportive measures to support or protect a student after an incident of sexual harassment and while an investigation or disciplinary proceeding is pending. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Inquiries or concerns about Title IX may be referred to the College's Title IX/504 Coordinator:

Riverside Campus
Christopher Rush
21840 Van Buren Boulevard
Riverside, CA 92508
 (951) 779-1300 Tel
christopher.rush@intercoast.edu

West Covina Campus and Online Division
Christopher Rush
2235 East Garvey Avenue North
West Covina, CA 91791
(626) 337-6800 Tel
christopher.rush@intercoast.edu

Rancho Cordova Campus
Orquedia Chavez
9738 Lincoln Village Dr. Ste 120
Rancho Cordova, CA 95827
(916) 714-5400 Tel
orquedia.chavez@intercoast.edu

Fairfield Campus
Orquedia Chavez
320 Campus Ln., Suite C
Fairfield, CA 94534
(707) 421-9700 Tel
orquedia.chavez@intercoast.edu

The College strongly encourages any victim of sexual misconduct to seek immediate assistance and report the incident in a timely manner. Victims of sexual misconduct may file a report with the local Police Department. Victims may also file a report with the College's Title IX Coordinator. The College and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The College prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness).

Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the College's disciplinary or criminal process. *InterCoast Colleges does not provide counseling or health care services. Personal counseling offered by the College will be limited to initial crisis assessment and referral.* The policy includes information about counseling and support services that are available outside the College.

The College encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. The College will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being. While the College cannot guarantee confidentiality with respect to student reports of sexual harassment, the College can assist a victim of sexual harassment in obtaining support services and/or confidential counseling. More information about the College's confidentiality policy and available support services is included in the Policy.

Reports of sexual harassment should be made to the School's Title IX Coordinator or a designated School official. As set forth in the Policy, the School's designated School officials are the President and Program Director. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The school will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the school investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title

IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the school's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the school determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The school retains the discretion to determine which cases are appropriate for voluntary resolution.

The investigator will prepare an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. Such report will include a statement of the allegations and issues, the positions of the complainant and respondent, a summary of the evidence (including from interviews and documentation gathered), an explanation why any proffered evidence was not investigated, assessment of individual credibility, findings of fact, and an analysis of whether a violation of the Policy has occurred The investigator will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred.

The College will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual harassment by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled. Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other.

The Title IX Coordinator will give the complainant and respondent at least 10 calendar days' advance notice of the hearing. The Title IX Coordinator may arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary College personnel may be present during the proceeding.

The hearing panel will issue a written determination regarding responsibility. The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a written determination within 10 calendar days after the conclusion of a hearing.

The hearing panel shall be responsible for imposing sanctions that are:

● Fair and appropriate given the facts of the particular case;
● Consistent with the College's handling of similar cases;
● Adequate to protect the safety of the campus community; and
● Reflective of the seriousness of sexual misconduct.

The College may also determine that additional measures are appropriate to respond to the effects of the incident on the College community

Either the respondent or the complainant or both may appeal from a determination regarding responsibility, and from a recipient's dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator(s), or hearing panel member(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

Disciplinary proceedings conducted by the College are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside the College without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances. Additional information about FERPA can be found on the College's website at www.intercoast.edu.

CULTURAL DIVERSITY POLICY

InterCoast strives to achieve an inclusive environment and increasing diversity in our educational program with cultural diversity as a core value. The school aspires to include the development of a culture where individuals move beyond mere tolerance, but also embrace and celebrate the richness of debate and dialogue based upon cultural differences. The school supports the development of a richly diverse student body as well as faculty and staff. The commitment to diversity means the institution as a whole challenges itself and creates opportunities for a culturally diverse learning environment. The school is and shall be supportive of cultural humility and that is incorporated into the educational experience and practiced at the institution.

CELL PHONE USE POLICY

Cell phones should be turned off or muted during class sessions, as the ringing may interfere with class activities. Cell phones should only be used in the classrooms in cases of emergency. Students are asked to leave the classroom to answer emergency calls.

EATING / DRINKING / SMOKING POLICY

In order to maintain a clean, healthy, and professional learning environment, eating, drinking and smoking (including, but not limited to cigars, cigarettes, e-cigarettes, vapor cigarettes) are restricted to defined areas and smoking is never allowed inside the building.

PARKING POLICY

InterCoast has reserved parking areas available for student parking. Free parking is available at all campus sites. Students may not park in undesignated student parking areas. InterCoast is not responsible for parking violations, tow away fees, property theft, or property damage to vehicles. Vehicles should be kept locked at all times. Student parking decals, if required, must be placed in student vehicles before parking at the school premises.

STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Family Rights & Privacy Act prohibits an institution from releasing school records or any other information about a student to any third party without the student's written consent. InterCoast protects the privacy of all students. Students are guaranteed right to access to their own files. Student files are maintained for five years from the date of graduation or withdrawal. Effective January 1, 2010, student transcripts are maintained indefinitely.

Education records are defined as records which are comprised of materials and documents containing information directly related to a student and their education that are maintained by the College. Records are supervised by the Campus President and access is afforded to the College's staff for the purposes of recording grades and attendance, documenting career services and advising notes, and admissions and financial aid information. Student information is also reviewed by the financial aid department for purposes of determining financial aid eligibility. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1.   The right to inspect and review the student's education records within forty-five (45) days of the day that the College receives a request for access. Students may request a review of their records, in writing and submitted to the Campus President. Students will be allowed to review the education record under appropriate supervision, during regular business hours.

2.   The right to request the amendment of a student's education record that the student believes is inaccurate,

misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may request that the College amend a record by requesting the amendment, in writing, submitted to the official responsible for the record, clearly identify the part of the record the student requests be amended, and specify why the amendment should be made. If the College decides not to amend the record as requested, the College will notify the student, in writing, of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information in the student's education record, except to the extent that FERPA Authorizes disclosure without consent. The College discloses an education record without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official performing their tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities.

4. The 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, DC 20202-5901 FERPA@ed.gov. A charge of $0.10 per page will be made for copying the student's education record or any portion thereof.

HONOR SYSTEM POLICY *(Academic Integrity)*

True learning occurs only with the spirit and practice of integrity and honesty and ethical principles are necessary to guide professional development. InterCoast has adopted selected Codes of Conduct and Ethics for each Program. These codes form the basis for InterCoast's Academic Integrity Policy. All InterCoast students must adhere to the tenets of their Program Code of Conduct and Ethics while enrolled in their InterCoast program of study.

If it is determined, upon investigation, that a student received unauthorized assistance in accomplishing assignments, quizzes and/or examinations, that student will be disciplined, up to and including dismissal. If applicable, any students who provided the unauthorized assistance may also be disciplined.

Any incident of academic dishonesty is considered a serious breach of School Policy and will result in immediate action, up to and including suspension or termination from the Program. Consequences may include, but are not limited to, a failing grade on an assignment, test, course, term, or module, suspension, or expulsion from the college. A consequence can be accelerated at the sole discretion of the institution, based upon the circumstances, as determined by the Program Director and the Campus President in consultation with the instructor.

In accordance with the School Catalog, a student who wishes to appeal decisions pertaining to satisfactory academic progress, probation, suspension, termination, graduation requirements, attendance requirements or any decision relating to matters pertaining to disciplinary action (other than disciplinary actions governed under the Campus Sexual Misconduct Policies & Procedures) must write a letter to the School Appeals Committee which must be received within 14 calendar days of receiving the school's decision. A student must provide written documentation to support his/her position and any mitigating circumstances. The student will be informed of the decision within 30 days following the receipt of the appeal. The committee's decision is final.

Below is a list of offenses (not all-inclusive) that constitute academic dishonesty:

- Looking on another person's test paper for answers
- Giving another student answers on tests, homework, or lab projects
- Sharing exam content with a student who will take a make-up exam is considered cheating by both parties
- Using any kind of "cheat sheets" on a test or project including texting or cell phone pictures
- Using a computer, calculator, dictionary, or notes when not allowed
- Discussing exam questions with students who are taking the same class at another time
- Plagiarism, or using the words or works of others without giving proper credit.

- Taking another student's class notes without permission
- Using an annotated instructor's edition of a text
- Having others do your homework for you
- Submitting the same paper for more than one class during your enrollment.
- Submitting the same assignment as another student has submitted is considered cheating by both parties
- Copying files from a lab computer or borrowing someone else's disk with the work on it
- Bribing a student for answers or academic work such as papers or projects
- Buying or acquiring papers or test banks from any source
- Assisting others with dishonest acts
- Inaccurate recording, falsifying or altering records

Top 10 Questions You Should Ask Yourself about Academic Integrity

- If other people found out about your actions, could you defend what you did?
- Is the action you are taking worth the risk and the stress?
- Is it worth failing the course (or worse) if the instructor knew you cheated?
- How would you feel about being expelled from school for this action?
- Is your decision fair to all people concerned?
- Does your decision make you proud of who you are as a person?
- Have you made a carefully thought-out, responsible, mature decision regardless of what everyone else is doing?
- Is it the right thing to do?
- If this action were to appear in the headlines of the newspaper tomorrow morning, would you feel proud?
- If your family knew about your decision, would they be proud of you?

FORMS OF ACADEMIC DISHONESTY

There are several other kinds of actions that are considered offenses against the standards of academic honesty, and among these are plagiarism, cheating, impersonation, aiding and abetting, collusion and falsification and fabrication, defined as follows:

CHEATING

Cheating is **any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment**. [1] Some forms of cheating include getting a copy of an exam or finding out an exam question before it is officially available; copying another person's answer to an exam question; consulting an unauthorized source during an exam (i.e. cell phone, calculator, cheat sheet, hand signals, color codes); submitting the work one has done for one class or project in a second class; submitting work prepared in collaboration with other members of a class without authorization from the instructor; submitting work prepared in whole or in part by another person and representing that work as one's own.

PLAGIARISM

InterCoast practices a ZERO TOLERANCE policy regarding Plagiarism but at the same time, we understand that sometimes such instances may be inadvertent or unintentional, especially with the ease of access to information via the Internet.

Definition of Plagiarism: Plagiarism is the adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment, and is a form of academic dishonesty. Any use of the work of others, whether published, unpublished or posted electronically (e.g., on web sites), attributed or anonymous, must include proper acknowledgement.

AI-generated content

AI-generated content refers to any form of digital content, such as text, images, videos, or audio, that is created by artificial intelligence systems without direct human intervention. These AI systems use advanced algorithms and machine learning techniques to generate content that mimics human creativity and decision-making processes. While AI-generated content has the potential to improve efficiency and creativity in various fields, it also raises ethical concerns related to plagiarism, copyright infringement, bias, and misinformation, which need to be carefully

addressed when using and sharing AI-generated materials. Given the complexity, uncertainty, and rapidly evolving topic of generative AI, students should always consider that some material may be dated and therefore not as accurate.

Appropriate AI Use

There are many ways students can use AI as a tool, rather than a way to cheat.
DO:

● Use AI programs as smart search engines that present information in ways that are easy to read and understand.

● Ask AI programs for clarification or explanations when you need help.

● Generate ideas, topics, and writing prompts using AI programs.

● Be transparent; cite (attribute) AI text and images properly when you use them in your own work.

DON'T:

● Use AI programs to avoid doing your own work.

● Copy text or images from AI programs without proper attribution.

● Use AI text or images without fact-checking and exploring potential plagiarism issues.

● Use AI when your teacher expressly forbids it.

Misuse of AI is considered plagiarism and is subject to the institution's Academic Integrity policy.

Students must adhere to this policy to remain in Good Academic Standing. Therefore, it is highly encouraged that students check their work before submitting assignments. This can easily be accomplished through FREE plagiarism sites such as the following:

● https://www.grammarly.com/plagiarism-checker - free and requires email signup for further detail.
● https://edubirdie.com/plagiarism-checker - free and no signup required.

Additional free resources may be available per your Instructor, Academic Tutor, and/or Student Services. If the instructor recognizes the submitted work as the work of another student, even if the website checker does not recognize or score the infraction, the instructor may apply this policy to the submission.

A student may not submit a written assignment where the plagiarism check exceeds a score of 25%. To uphold the institution's Academic Integrity, the following details the ICC policy:

FIRST OFFENSE - Score exceeds 25% as determined by the instructor's check

1. Faculty will notify student in writing upon discovery.
2. Student will not receive grade on the assignment but an opportunity to redo/resubmit for an official grade without penalty.
3. Faculty will provide guidance in proper citation/s and formatting, to include a recommendation for tutoring.
4. Incident will be documented by faculty and submitted to the Student Services department who will enter the incident into the student database and file the incident report in the student file.

SECOND OFFENSE - Score on second submission OR on a subsequent assignment in the course exceeds 25% as determined by the instructor's check

1. Faculty will notify student in writing upon discovery.
2. Student will receive "0" grade on the assignment, with an opportunity to redo/resubmit for a grade no higher than 70%.
3. Incident will be reported to Academics and Student Services with a recommendation and mandatory meeting for tutoring.
4. Student will be warned of possible Academic Probation if Third/Final Offense encountered.

THIRD AND FINAL OFFENSE - Score on third submission OR on a subsequent assignment in the course exceeds 25% as

determined by the instructor's check

1. Faculty will notify student in writing upon discovery.
2. Student will receive "0" grade for both the work.
3. Incident will be reported to Academics and Student Services with a recommendation for tutoring.
4. Student will be placed on Academic Probation for 30 days.
5. Student may be dismissed from the program if the student submits subsequent plagiarized work exceeding the 25% threshold.

IMPERSONATION

It is a breach of academic honesty to have someone else impersonate one's self in class, in a test or examination, or in connection with any other type of assignment or presentation in a course. Both the impersonator and the individual impersonated may be charged.

AIDING AND ABETTING

It is academic misconduct to encourage, enable, or cause others to commit a breach of academic honesty. Anyone who helps or enables another in cheating, impersonation, plagiarism, or any other breach of academic honesty will be subject to the penalties outlined in the institution's policy. The giver need not be aware of the fact that the receiver will misuse the academic work. Simply providing it enables the receiver to misuse it and thus may be considered aiding and abetting. Examples of aiding and abetting include sharing a care plan/lab report/formula/assignment/old exam/computer program with another student in person or electronically by email, text, camera, or on a social networking site such as Facebook. Both the owner of the lab care plan/report/formula/assignment/old exam/computer program and the person who copied maybe disciplined.

COLLUSION

There is a significant difference between collaboration and collusion. Collaboration is working jointly with others and is often encouraged by course instructors. Collusion is working jointly with others when it is not permissible or when the instructor does not authorize working in a group. 1 Permissible collaboration includes:

● Group work that clearly follows the course director's instructions
● Sharing research findings or discussing course materials with other students when these contributions are fully acknowledged in one's individual work

In contrast, collusion includes:

● Working with another student on an assignment when working in groups has not been approved by the instructor.
● Dividing sections of an assignment or project among a group and then presenting it as work having been completed individually.
● Splitting the tasks for group assignments unevenly where some students do most of the work while others do very little.

FABRICATION AND FALSIFICATION

It is **a breach of academic honesty to fabricate (make-up) research or results.** [1] **This includes**: statistics, experimental results or data, research methodology, facts, quotations, references or bibliographic material and research and the ideas of others.

It is also **a violation of academic honesty to falsify information**. This includes:

● "Massaging" or dishonest reporting of research, lab results or data
● Starting from expected results and working backwards
● Misrepresenting the research and ideas of others
● Falsely reporting having met the responsibilities for a course, internship or externship.
● Falsifying one's attendance in a course or fieldwork
● Falsifying letters of support or letters of reference
● Falsifying academic records and/or transcripts
● Misrepresenting the amount of work one has contributed to group assignments and activities

- ● Falsifying doctors' notes or other documentation related to petitions or missed work
- ● Modifying graded, returned material then submitting it for re-grading

1. Wikipedia: The Free Encyclopedia URL: http://en.wikipedia.org/wiki/Academic_dishonesty, retrieved November 23, 2012.

TESTING PROCEDURES

During exams, each student must follow these prescribed rules:

- ● No hats or outerwear are allowed in the testing area
- ● No talking is allowed during exams
- ● There will be several versions of each test distributed randomly for each exam session
- ● Only school calculators may be used for testing
- ● Seating will be arranged to physically separate desks as much as possible
- ● Students will move to another seat if requested by the instructor or proctor
- ● No cell phones are allowed in the testing area
- ● No backpacks, bags, or purses are allowed in the testing area
- ● No soda or drink containers are allowed in the testing area
- ● Students will return completed answer sheets and test questions to the instructor individually

COPYRIGHT POLICY

InterCoast prohibits the illegal copying of copyrighted texts, publication, documents, and computer software or peer to peer file sharing. Instructors may only copy portions of texts for single use as handouts to illustrate lesson plans, as permitted by federal copyright law. Students may not illegally copy texts or software for distribution, use, or sale. If this policy is violated, the person responsible will be subject to disciplinary action, up to and including termination. 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 $750 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, 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.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Purpose and Goal
In an effort to adhere to 34 C.F.R. 86.100 of section 22 of the Drug-Free Schools and Communities Act Amendment of 1989 and section 1213 of the Higher Education Act, InterCoast Colleges is committed to protecting the safety, health, and well-being of all employees, students, and other individuals in our workplace. We recognize that alcohol abuse and drug abuse pose a significant threat to our goals. We have established an Alcohol and Drug Use Abuse Prevention Policy that balances our respect for individuals with the need to maintain a zero tolerance alcohol and drug-free environment. This organization encourages employees and students to voluntarily seek help with substance use disorder problems.

Covered Individuals
Any employee, student, prospective student, or former student who is online in the learning management system, or attending a virtual session, on campus or on the organization's property, at school sponsored events, or on an extern site, is covered by our Alcohol and Drug Abuse Prevention Policy.

Applicability

While the institution recognizes that many students participate in their educational activities in private settings, our Alcohol and Drug Abuse Prevention Policy is intended to apply whenever anyone is representing or conducting business for the organization and to all students. Therefore, this policy applies during all school related activity.

Prohibited Behavior

It is a violation of our Alcohol and Drug Abuse Prevention Policy to be impaired by, use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, controlled substances, or intoxicants. The term "controlled substance" as used in the policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation 21C.F.R1208.01 et seq The possession or use of marijuana is illegal under federal law, notwithstanding the provisions of the Compassionate Use Act (California Health & Safety Code 11362.5) or California Proposition 64 (Marijuana Legalization). These state laws have no legal effect under federal law.

Searches

Entering the organization's property constitutes consent to searches and inspections of one's property. If an individual is suspected of violating the Alcohol and Drug Abuse Prevention Policy, they may be asked to submit to a search or inspection at any time. Searches can be conducted of backpacks, purses, bags, desks, and workstations. If an individual is justifiably suspected of possessing contraband, the organization reserves the right to request the individual to depart the premises immediately and the designated school official will inform the proper authorities of the situation without physically searching the person.

Consequences

InterCoast Colleges prohibit the unlawful possession, use or distribution of illicit drugs, alcohol, and controlled substances by students and employees on its property or as part of any of its activities. One of the goals of our Alcohol and Drug Abuse Prevention Policy is to encourage students to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of students, if the student violates the Alcohol and Drug Abuse Prevention Policy, the student will be subject to disciplinary action such as removing the student from class (including the online learning management system or extern site), suspension, and/or termination, and the individual may be recommended for completion of an appropriate rehabilitation program and/or referred to counseling. Student may be required to submit letters of reflection (assignments or assigned research based on their topic of offense, or written responses to questions asked, and/or apology statements/letter). While on suspension or expulsion, students will not be allowed to attend courses (online or on campus) or clinical sites and will not be allowed to attend school events. Nothing in this policy prohibits the student from being disciplined or discharged for other policy violations. Students who wish to appeal a decision made under this policy can follow the appeals procedure outlined in the school catalog.

Any student who is convicted of a criminal drug violation for possession or sale of illegal drugs or controlled substances may limit their potential for employment based on industry standards.

Any employee or student who is involved with the unlawful possession, use or distribution if illicit drugs, alcohol, or controlled substances may be subject to referral for prosecution for violations of applicable local, State, or Federal laws. Federal and state sanctions for illegal possession of controlled substances can range from up to four year's imprisonment and up to $20,000 in fines for each offense. Under federal laws, possession of illegal drugs may result in sanctions of not less than five years and up to life imprisonment.

Return-to-School Agreements

Following a violation of the Alcohol and Drug Abuse Prevention Policy, a student may be offered an opportunity to participate in appropriate counseling. In such cases, the student must sign and abide by the terms set forth in a Return-to-School Agreement (RTS) and clearance from the counseling professional as a condition of continued education.

Assistance

InterCoast Colleges recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our students and employees, our

drug-free workplace policy:
- Encourages individuals to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages individuals to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.

The ultimate financial responsibility for recommended treatment belongs to the individual.

Confidentiality

All information received by the organization through the Alcohol and Drug Abuse Prevention Policy is **confidential** communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and students have important roles to play. All employees and students are required to not report to work/school or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, individuals are encouraged to:
- Report dangerous behavior to the designated school official.

It is the designated school official's responsibility to:
- Inform individuals of the drug-free workplace policy.
- Observe individual's performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel individuals as to expected performance improvement.
- Clearly state consequences of policy violations.

Communication

Communicating our Alcohol and Drug Abuse Prevention Policy to employees and students is critical to our success. To ensure all individuals are aware of their role in supporting our Alcohol and Drug Abuse Prevention Policy:
- All will receive a written copy of the policy in the student catalog.
- All will review the policy in the admissions process.
- The policy will be reviewed in orientation sessions with new students and employees.
- All will receive an update of the policy.
- Education about the dangers of alcohol and drug use and the availability of help will be provided to all individuals.
- Every staff and faculty member will receive training to help him/her recognize and manage students with alcohol and other drug problems.

Policy Review and Effectiveness

In an effort to maintain biennial review materials effectively, InterCoast Colleges will keep such materials at a centralized location via the Corporate Administrative Office. Materials may include, but not limited to, departmental trainings on alcohol and drug education, annual notifications, biennial policies review and updates, and employee/student disciplinary sanctions.

Potential Health and Behavioral Risks

ALCOHOL: *Inattentive, accident prone, undependable, excessive drinking at meetings or lunches, absenteeism, tardiness.*

AMPHETAMINES: *Erratic production, interpersonal problems, excessive use of medical benefits, absenteeism, tardiness.*

COCAINE: *Mood swings that cause problems with other employees, inconsistent performance, possibly selling drugs at work and/or stealing from employer, absenteeism, tardiness.*

MARIJUANA: *Loss of short-term memory, slowed responses, sleepiness, difficulty concentrating, erratic production, frequent trips to isolated areas.*

OPIATES/NARCOTICS: *Unable to think clearly, loss of interest in physical appearance, possibly selling drugs at work and/or, stealing from employer, and low motivation.*

HALLUCINOGENS (*PCP, LSD, ecstasy, dextromethorphan***): Bizarre behavior, disoriented, impaired speech, accident-prone. Unable to perform functionality.**

INHALANTS *(nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons): Nausea, dizziness, fatigue, slurred speech, hallucinations, or delusions*

SEDATIVES: *Reduced reaction time and confusion*

Facts on Drug Abuse
Substance abuse can cause very serious health and behavioral problems, including short-and long-term effects upon both the body (physiological) and mind (psychological), as well as impairment of learning ability, memory, and performance. Chronic health problems may arise from long-term abuse, and acute, traumatic reactions may arise even from one-time or moderate use.

In addition to the toxicity of specific drugs, mixing drugs can compound toxic effects. Illegal, "counterfeit" or "designer" drugs may be toxic, contaminated, or have impurities causing poisoning, and can be lethal. Acute health problems may include heart attack, stroke, and sudden death (even first-time use of cocaine or GHB). Long-term effects include heart and/or lung damage, high blood pressure, blood vessel leaks in brain, brain cell destruction, permanent memory loss, infertility, impotency, immune system impairment, kidney failure, and cirrhosis of the liver.

Human Immunodeficiency Virus (HIV or AIDS), sexually transmitted disease, rape, unwanted pregnancy, injury, accidents, and violence can result from substance abuse. Using alcohol or other drugs while pregnant can cause fetal damage, birth defects, miscarriage and infant death.

For additional information on health risks of substance abuse, see the website of the National Institute on Drug Abuse, https://nida.nih.gov/
For emergency help call 911. Additionally for information, a person can call the Poison Control Board 1-800-222-1222.

Addiction HELP Phone Numbers
If a person would like to talk to someone outside of the school, they can call one of the numbers listed on this page, or call a hospital or treatment center in their area by dialing information (411).

Independent Twelve Step Programs:
Alcoholics Anonymous (AA) 800-970-9040 https://www.aa.org/
Marijuana Anonymous 800-766-6779 http://www.marijuana-anonymous.org
Narcotics Anonymous (NA) 916-732-2299 http://www.na.org/
Al-Anon/Alateen 1-888-425-2666 http://www.al-anon.alateen.org

SAFETY POLICIES

Campus safety and security are important issues at InterCoast. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, employees and the public well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents

of certain crimes on or near campus.

Each year InterCoast prepares this report to comply with the Clery Act. The full text of this report can be located on the InterCoast web site at www.intercoast.edu. This report is prepared in cooperation with the local law enforcement agencies around our campuses. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the Campus President or by calling 818-672-2100. All prospective employees may obtain a copy from the Business Office, website: www.intercoast.edu, or by calling 818-672-2100.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Notification of Campus Emergencies: InterCoast will, without delay and upon confirmation of a significant emergency or other dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or affecting the campus, use any one or a combination of several methods to notify as many people as possible in a timely manner. InterCoast students, faculty and staff may use the institution's internal intercom system or opt to receive text and/or e-mail emergency notifications.

InterCoast Authorities may delay notification in cases in which, in the professional judgment of responsible authorities, immediate notification would compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. InterCoast will evaluate the circumstances of an event and will assign the appropriate priority based on safety considerations for life, property and environment, in that order. In-progress events will generally take priority over events that have just occurred or that have occurred at some earlier point in time. Actual, occurring events will generally take priority over similar events that may potentially occur in the future. The content and scope of the notification will be determined at the earliest possible point in an event, and the notification may be initiated by the Campus President, Staff or Faculty, as determined by the particular circumstances. The scope of the notification – who/which segments of the community will be notified – will be determined by the same people, and will reflect the nature and scope of the event. An event contained in a small area or a single room will likely dictate a smaller scope of notification than would an uncontained or dynamic event. Subsequent notifications to the larger community will generally be made by the Campus President.

WHAT TO DO IN AN EMERGENCY

VIOLENT CRIMES

If you are being threatened with physical harm, call 9-1-1.

MEDICAL EMERGENCIES

If you or someone else is facing a medical emergency, call 9-1-1.

FIRE
If you detect smoke or a fire, call 9-1-1 immediately.

Your worst enemy in a fire is time. You may have only seconds (not minutes) to evacuate a building once the alarm has sounded.

- Leave the building immediately once the alarm activates.
- Do not spend time looking for particular items such as backpack, purse, or phone.
- Unlock and close the door to the classroom or office from which you exit.
- Do not search for others within the building.
- Meet at the campus designated area once you have evacuated the building.

EARTHQUAKE
- If an earthquake strikes take cover immediately under a sturdy object.
- Be prepared to move with the object and, if possible, grab the object.
- Cover your head, neck and face to the fullest extent possible.
- Stay away from, to the fullest extent possible, windows and items that might fall.

- Do not attempt an evacuation during the earthquake.
- Once the shaking stops; evacuate and remain prepared for aftershocks.
- Do not move seriously injured individuals.
- Provide search and rescue personnel with the last known location of any missing victim.
- Once outside seek open areas away from power lines, buildings and objects that might fall.

WINTER STORMS
- Pay attention to weather reports and warnings of freezing weather and winter storms.
- Listen for emergency information and alerts.
- Sign up for your community's warning system. The Emergency Alert System (EAS).
- Be prepared for winter weather at home, at work and in your car. Create an emergency supply kit for your car. Include jumper cables, sand, a flashlight, warm clothes, blankets, bottled water and non-perishable snacks.
- Keep a full tank of gas.

LOCKDOWN

A "Lockdown" is a form of "sheltering-in-place" that is a temporary technique utilized to limit human exposure to an apparent life- threatening, hostile or hazardous situation or threat. When a lockdown is declared by local police or a campus official, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to a secured area until the "all clear" confirmation has been given.

Individuals may be required to move to a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g. shooter, bomb threat, etc.). In all cases, individuals must follow directions of local law enforcement officials.

Examples of life-threatening or hazardous situations that may require a campus lockdown include, but are not limited to:

- Someone has a gun or weapon on campus or there is an active shooter or shots are heard on campus
- Serious crime that is actively occurring on campus (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- Serious crime committed in close proximity to the campus or a campus building (e.g.: homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)

Initiation of Lockdown Procedure

If the risk assessment determines the need to secure a building or buildings to protect the campus community and to prevent an escalation of the emergency, the local law enforcement officials or campus president or designee will give the order to Lockdown specific areas or the entire campus.

Notice that a Lockdown has been issued will be broadcast over the college's telephone intercom or by other appropriate means.

Lockdown Procedure

- All campus buildings are to be locked to prevent entrance from unauthorized persons.
- Follow instructions and try to remain calm;
- Close and lock all doors immediately, turn off lights, and take cover to protect yourself. If it is not possible to lock the doors, place furniture and equipment in front of them to barricade them. Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
- Close blinds and drapes for concealment.
- Put cell phones on vibrate, and if communication is needed, use text messaging only.
- Remain under lockdown until advised by campus official or Law Enforcement Personnel that the crisis has been resolved.
- Utilize the school's "card" notification system to indicate to officials that there are people in the room or office and that they are sheltering in place.
- Move to the point in the room that is most distant from a door entering the room from the outside or from a

corridor/hallway. Do not huddle but spread out.

- Staff members are to remain in their offices, or a secure area, preferably without windows, with the door locked or barricaded, where possible.
- Faculty members are to remain in their classroom or office with the doors locked or barricaded, where possible.
- If an assailant enters the room and you are not able to flee, consider throwing items at the person to inhibit progress.
- Remember that every emergency situation is different, and you always should use your best instincts.

PERSONAL PROPERTY

Students are asked to monitor all of their own personal property such as laptops, tablets, Chromebook, backpacks, books, wallets, purses and other personal items, as the school is not responsible for lost or stolen property.

GUESTS POLICY

Students are welcome to bring guests to tour the school during the school's normal hours of operation with approval of the Campus President. Guests are asked to sign in at the reception desk.

COMPUTER LABORATORY USE

InterCoast Colleges maintains a computer laboratory and is available to all students during non-scheduled class usage hours. Students are expected to demonstrate proper use of the computer equipment at all times. Any inappropriate uses of computer equipment including, but not limited to the inappropriate downloading of programs or materials from the internet and/or other mistreatment and unauthorized use of equipment will not be tolerated. No smoking, eating, or drinking is permitted at any time in the computer laboratory.

STUDENT EMAILS (ISSUED BY SCHOOL) POLICY

Student (@students.intercoast.edu) email accounts may be issued to registered students of the college prior to their first term. Student use of email is subject to the student conduct policies as stated in the school catalog. The @students.intercoast.edu student email account will be disabled after student graduates or withdraws from the college.

STUDENT GRIEVANCE PROCEDURES

Adherence by all parties to the Code of Professional Behavior is required at all times during the grievance process.

NOTE: The student grievance procedures set forth below do not apply to complaints of alleged discrimination. Please see the College's Notice of Non-Discrimination, Anti-Harassment Policy and Campus Sexual Misconduct Policies & Procedures Guidance Memorandum, above, for more information about the reporting and adjudication of such grievances.

FIRST STEP: Students who encounter difficulties, problems, or have complaints should, either orally or in writing, request an individual conference with the instructor or staff member to discuss the matter within 48 hours of the incident.

SECOND STEP: If a satisfactory resolution to the problem is not reached, the aggrieved party should make an appointment to speak with the Program Director. If there is no Program Director, the aggrieved party should meet with the Campus President.

THIRD STEP: If the second step has not resolved the grievance within 3 days of the first step, the aggrieved party may present to the corporate office, in writing, all facts of the grievance using the available link on the school website. Student Grievance Form Link or by sending an email to president@intercoast.edu

Within 14 calendar days upon receipt of the written information, the Campus President will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the Campus President, a member of the corporate staff, and three staff or faculty members not involved with the incident in question.

All persons, or their representatives, involved with the incident must be present at the time of the meeting. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 14 days. The Committee's decision is final.

No retaliation of any kind shall be taken against a student for participating in the complaint or grievance process. These procedures shall also protect data privacy rights. The college maintains a record of all complaints and grievances filed and are collected and archived in the Vice President of Compliance Office.

Complainants who have exhausted all complaint and grievance procedures provided under this policy and who seek further resolution or appeal may contact the School President in writing by email president@intercoast.edu.

Students who are still unable to resolve their complaint with the school may file a formal written complaint with:

State Agency:	Accrediting Agency:
Bureau for Private Postsecondary Education (BPPE)	Accrediting Council for Continuing Education and Training (ACCET)
1747 North Market Blvd. Suite 225	In writing via the online form on the ACCET website
Sacramento, CA 95834	(https://accet.org/about-us/contact-us)
Phone: (888) 370-7589	
Fax: 916-263-1897	

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet website 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

GRADUATE EMPLOYMENT ASSISTANCE SERVICES

InterCoast Colleges offers job placement assistance for all students upon graduation at no additional charge; however, no guarantee of job placement, level of anticipated income, or wage rate is made or implied by the institution or any of its employees or representatives. InterCoast employs a Career Services Coordinator to assist graduates in contacting companies in order to secure employment. The Career Services Coordinator acts as a liaison between students and the employment community. Employment assistance efforts require both the graduate and institution to work hand in hand in the efforts. The graduate is expected to work diligently to secure employment, utilizing the career development training, soft skills training, and technical skills training received. Graduates are encouraged to begin their employment search activities during externship and/or clinical internship training or within the last six weeks of schooling if applicable.

Many students obtain employment without the assistance of the Career Services staff; however, the institution is available to assist eligible graduates at any time. All graduates will be provided placement assistance unless they are not eligible (as noted below) and/or if the graduate has submitted a valid student waiver of placement assistance. Graduates waiving placement assistance may later resume placement assistance by notifying the Career Services Department that they again wish to be placed in an active job seeking status.

Successful job search is dependent upon a self-confident and well-prepared applicant with a well-planned strategy, and the Career Services Coordinator will assist in this effort. The Career Services Coordinator will work with each graduate until he/ she is placed, assuming cooperation on the part of the graduate. The Career Services Department staff provides employment assistance to graduates to find employment opportunities in their career fields, matching their training, capabilities, and experience.

In order for graduates to be eligible for employment assistance, and in order to effectively utilize career services, graduates must:

1.   Search for employment in a job that utilizes the skills and knowledge learned in their program of study, (Training Related Employment) or maintain a position with their current employer that results in a training-related increase in responsibility, increase in pay, or promotion with that current employer.

2.   Graduates must submit a completed and acceptable resume to the Career Services Coordinator. This resume must be submitted in electronic form to the campus career services coordinator email address.

3.   The Career Services Department must receive timely updates from graduates on any change in name, address, telephone number, email, and social media. Additionally, the institution must be advised in writing of any changes in employment status or if graduate is temporarily unavailable for interview activity due to vacation or other activity.

4.   Graduates must maintain email and telephone contact with the Career Services Department at least once weekly during the active job search period. If an appointment is made with an employer or with the Career Services Coordinator and it cannot be kept, an immediate call to the employer and/or institution must be made.

5.   Graduates should maintain a record of all job search activity and it is recommended that they keep the record current and suggested that they submit the activity weekly to the career services coordinator to receive feedback on their job search.

6.   Graduates must notify the Career Services Coordinator of the outcome of all interviews. Graduates agree to inform the school of any job acceptances, regardless of how the employment was secured.

Graduates must complete an exit interview with all departments, including financial aid (if applicable), student services, career services, education, and must meet with the Campus President. It is suggested that the student schedule the appointment to meet with the various department staff in person or via video conferencing so that the exit is completed within one week following the last date of attendance.

INTERCOAST

COLLEGES

PROGRAMS

Not all programs are available at all locations.

AAS DEGREE BUSINESS ADMINISTRATION

Offered Online Only | High School Diploma or GED Required

PROGRAM DESCRIPTION

The emphasis of this program is placed on courses which enable the student to gain theoretical knowledge important for working in the field and to apply concepts to meet their occupational objectives. Upon completion of all requirements the student will be awarded an AAS (Associates in Applied Sciences) Degree.

The Associate in Applied Science Business Administration program provides graduates with the necessary skills to succeed in today's business world. Areas of study include accounting, economics, finance, human resource management, marketing, basic computer operations and business law.

PROGRAM OBJECTIVES

The program prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, marketing, and business decision-making

OCCUPATIONAL OBJECTIVES

The program provides graduates with both entrepreneurial skills for those who prefer to run their own businesses and organizational skills for those who wish to work in larger corporate organizations. The program's goal is to prepare students to pursue supervisory and managerial positions in financial institutions, government, transportation, small businesses, manufacturing, insurance, and retailing.

DEGREE REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		INTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
PD200B Professional Development	60	4	30	1	0	0	90	5
BUS200 Intro to Computer Applications	60	4	30	1	0	0	90	5
BUS202 Business Communications	60	4	30	1	0	0	90	5
BTA215 Intro to Information Technology	60	4	30	1	0	0	90	5
BUS203 Business Law	60	4	30	1	0	0	90	5
BTA213 Human Resources Fundamentals	60	4	30	1	0	0	90	5
BTA214 Human Resource Management	60	4	30	1	0	0	90	5
CA212 Introduction to Accounting	60	4	30	1	0	0	90	5
BUS210 Marketing Principles	45	3	0	0	0	0	45	3
BUS206 Accounting II	45	3	0	0	0	0	45	3
BUS208 Small Business Management & Entrepreneurship	45	3	0	0	0	0	45	3
GENERAL EDUCATION COURSES – 5 Required (15 Credits)								
MAT101 College Mathematics	45	3	0	0	0	0	45	3
BUS107 Microeconomics	45	3	0	0	0	0	45	3
BUS111 Personal Leadership	45	3	0	0	0	0	45	3
ENG101 English Composition	45	3	0	0	0	0	45	3
PSY101 Principles of Psychology	45	3	0	0	0	0	45	3
TOTALS	**840**	**56**	**240**	**8**	**0**	**0**	**1080**	**64**

1080 HOURS
MAXIMUM STUDENT/TEACHER RATIO

CIP CODE: 52.0201
LECTURE-45:1 LAB-24:1

SOC - O*NET: 13-1199
64 WEEKS TO COMPLETE

CLASSROOM/LAB EQUIPMENT AND SUPPLIES

Tables and chairs, White Boards, Projector, Appropriate posters, charts and handouts. Computer lab with computers and printer available to all programs.

PROGRAM-SPECIFIC EQUIPMENT AND SUPPLIES

No specialized laboratory equipment required.

AAS DEGREE BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

COURSE NUMBER: PD200B   **COURSE NAME**: Career Development   **PREREQUISITES**: NONE
This course is designed to introduce valuable life skills needed for career development. Students will learn to develop a resume, cover letter, and follow up letter as they prepare for a successful job search and job interview.

COURSE NUMBER: BUS200   **COURSE NAME**: Intro to Computer Applications   **PREREQUISITES**: NONE
This course will teach the student the fundamentals of Microsoft Excel, Word, Access, PowerPoint, and Outlook. Students will become acquainted with the proper procedures to create spreadsheets, documents, databases and presentations suitable for coursework, professional purposes, and personal use.

COURSE NUMBER: BUS202   **COURSE NAME**: Business Communications   **PREREQUISITES**: NONE
Students will be taught effective verbal and nonverbal communication skills, learn to write effective business communications, including letters, memos and email messages. This course will help the student develop an increased knowledge of key concepts in customer service. Students will study customer service from a customer satisfaction perspective and learn how to provide excellent customer service for the company.

COURSE NUMBER: BTA215   **COURSE NAME**: Intro to Information Technology   **PREREQUISITES**: NONE
This course will introduce the student to the technology topics and issues in today's workplace. Students will learn to manage the work environment and technology including basic network administration, network security, and computer troubleshooting.

COURSE NUMBER: BUS203   **COURSE NAME**: Business Law   **PREREQUISITES**: NONE
Students will learn basic legal concepts of business ethics, contact law, criminal law, torts and unfair trade practices as they relate to common business activities.

COURSE NUMBER: BTA213   **COURSE NAME**: Human Resources Fundamentals   **PREREQUISITES**: NONE
This course will provide the student with a complete, comprehensive review of essential personnel management concepts and techniques. Students will explore how Human Resources play a key role in helping companies meet the challenges of global competition. Strategic objectives to lower costs, improve productivity, and increase organizational effectiveness are changing the way every part of the organization, including the HR department, does business.

COURSE NUMBER: BTA214   **COURSE NAME**: Human Resource Management   **PREREQUISITES**: NONE
This course explores how managerial ethical behavior affects organizations, employees, communities, and society. Introduces some of the basic concepts of supervising other employees including directing and delegating work, motivating employees, monitoring and evaluating work, and building a strong work unit.

COURSE NUMBER: CA212   **COURSE NAME**: Introduction to Accounting   **PREREQUISITES**: NONE
This course provides an introduction to financial accounting. Topics include accounting concepts and principles, and preparation of financial statements.

COURSE NUMBER: BUS210   **COURSE NAME**: Marketing Principles   **PREREQUISITES**: NONE
The purpose of this course is to teach students to identify the marketing mix components; explain the environmental factors which influence consumer and organizational decision-making processes; outline a marketing plan; and interpret marketing research data to forecast industry trends and meet customer demands.

COURSE NUMBER: BUS206   **COURSE NAME**: Accounting II
PREREQUISITES: Completion of CA112 or equivalent
This course provides the student with additional accounting principles. The emphasis is on recording accounts payable and receivable, long term assets, current and long term liabilities, corporate and partnership accounting. Students will learn to prepare a statement of cash flows and use the information to prepare financial ratios.

COURSE NUMBER: BUS208   **COURSE NAME**: Small Business Management & Entrepreneurship   **PREREQUISITES**: NONE
In this course, the student will learn about planning, marketing, and managing a small business. The course will teach the student to analyze various theories and applications of management and address the current issues, ethical concerns, and legal regulations that have an impact on small business. The student will also review the critical role that entrepreneurs play in our economy.

COURSE NUMBER: MAT101   **COURSE NAME**: College Mathematics   **PREREQUISITES**: NONE
This course is designed to introduce the fundamental concepts of a pre-algebra course. Topics such as whole numbers, fractions, decimals and integers, order of operations, percent, measurements and probability are covered.

COURSE NUMBER: BUS107   **COURSE NAME**: Microeconomics   **PREREQUISITES**: NONE
This course focuses on the consumer, the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly, and monopolistic competition.

COURSE NUMBER: BUS111   **COURSE NAME**: Personal Leadership   **PREREQUISITES**: NONE
The course is designed to provide students with a broad understanding of leadership and supervision. The course focuses on introducing and demonstrating a variety of techniques/applications required for problem identification and problem solving, team building, conflict resolution and negotiation, written and interpersonal communications and leadership/management development.

COURSE NUMBER: ENG101   **COURSE NAME**: English Composition   **PREREQUISITES**: NONE

This course is designed to develop written communication skills. Topics covered include understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

COURSE NUMBER: PSY101   **COURSE NAME**: Principles of Psychology   **PREREQUISITES**: NONE

This course is designed to introduce human behavior. Topics such as the Field of psychology, biological foundation of the brain, sensation, cognition and intelligence, human development, perception, motivation, personality, learning/memory, and stress are covered.

BUSINESS OFFICE ADMINISTRATION

Offered Online Only

PROGRAM DESCRIPTION

This certificate program provides the necessary knowledge and skills to compete in today's business environment. The program is designed to provide extensive "hands-on" training with today's most popular software programs included in Microsoft Office programs. Basic office administration skills are also incorporated into the program including business communication, general office, customer service, human resources, and business law. Upon completion of all requirements the student will be awarded a Certificate.

PROGRAM OBJECTIVES

This program is designed to teach students the necessary skills in mastering Microsoft Office programs such as Word, Excel, Access, PowerPoint, and Outlook. Business specialty skills such as typing, business communications, general office, customer service, and human resources are of primary focus.

OCCUPATIONAL OBJECTIVES

Graduates will be qualified for entry-level positions in a wide variety of business, technical, industrial, professional, and government positions that require these computer skills. Graduates will be qualified to seek employment in occupational titles or job descriptions that include; Administrative Assistant, Office Manager, Administrative Manager, Administrative Specialist, Administrator, Director of Operations, Administrative Coordinator, Administrative Director, Administrative Officer.

EDUCATIONAL REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		INTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
PD200B Professional Development	60	4	30	1	0	0	90	5
BUS200 Intro to Computer Applications	60	4	30	1	0	0	90	5
BUS202 Business Communications	60	4	30	1	0	0	90	5
BUS203 Business Law	60	4	30	1	0	0	90	5
BTA213 Human Resources Fundamentals	60	4	30	1	0	0	90	5
BTA214 Human Resource Management	60	4	30	1	0	0	90	5
BTA215 Intro to Information Technology	60	4	30	1	0	0	90	5
CA212 Introduction to Accounting	60	4	30	1	0	0	90	5
TOTALS	**480**	**32**	**240**	**8**	**0**	**0**	**720**	**40**

720 HOURS   CIP CODE: 52.0401   SOC CODE: 43-4161

MAXIMUM STUDENT/TEACHER RATIO   LECTURE-45:1 LAB-24:1   **32 WEEKS TO COMPLETE**

This program prepares graduates for the following occupation: Administrative Assistant: https://www.onetonline.org/link/summary/43-6011.00

CLASSROOM/LAB EQUIPMENT AND SUPPLIES

Tables and chairs, White Boards, Projector, Appropriate posters, charts and handouts. Computer lab with computers and printer available to all programs.

PROGRAM-SPECIFIC EQUIPMENT AND SUPPLIES

No specialized laboratory equipment required.

BUSINESS OFFICE ADMINISTRATION COURSE DESCRIPTIONS

COURSE NUMBER: PD200B   **COURSE NAME**: Career Development   **PREREQUISITES**: NONE

This course is designed to introduce valuable life skills needed for career development. Students will learn to develop a resume, cover letter, and follow up letter as they prepare for a successful job search and job interview.

COURSE NUMBER: BUS200   **COURSE NAME**: Intro to Computer Applications   **PREREQUISITES**: NONE

This course will teach the student the fundamentals of Microsoft Excel, Word, Access, PowerPoint, and Outlook. Students will become acquainted with the proper procedures to create spreadsheets, documents, databases and presentations suitable for coursework, professional purposes, and personal use.

COURSE NUMBER: BUS202   **COURSE NAME**: Business Communications   **PREREQUISITES**: NONE

Students will be taught effective verbal and nonverbal communication skills, learn to write effective business communications, including letters, memos and email messages. This course will help the student develop an increased knowledge of key concepts in customer service. Students will study customer service from a customer satisfaction perspective and learn how to provide excellent customer service for the company.

COURSE NUMBER: BUS203   **COURSE NAME**: Business Law   **PREREQUISITES**: NONE

Students will learn basic legal concepts of business ethics, contact law, criminal law, torts and unfair trade practices as they relate to common business activities.

COURSE NUMBER: BTA213   **COURSE NAME**: Human Resources Fundamentals   **PREREQUISITES**: NONE

This course will provide the student with a complete, comprehensive review of essential personnel management concepts and techniques. Students will explore how Human Resources play a key role in helping companies meet the challenges of global competition. Strategic objectives to lower costs, improve productivity, and increase organizational effectiveness are changing the way every part of the organization, including the HR department, does business.

COURSE NUMBER: BTA214   **COURSE NAME**: Human Resource Management   **PREREQUISITES**: NONE

This course explores how managerial ethical behavior affects organizations, employees, communities, and society. Introduces some of the basic concepts of supervising other employees including directing and delegating work, motivating employees, monitoring and evaluating work, and building a strong work unit.

COURSE NUMBER: BTA215   **COURSE NAME**: Intro to Information Technology   **PREREQUISITES**: NONE

This course will introduce the student to the technology topics and issues in today's workplace. Students will learn to manage the work environment and technology including basic network administration, network security, and computer troubleshooting.

COURSE NUMBER: CA212   **COURSE NAME**: Introduction to Accounting   **PREREQUISITES**: NONE

This course provides an introduction to financial accounting. Topics include accounting concepts and principles, and preparation of financial statements.

AAS DEGREE CYBER SECURITY

Offered Online Only - High School Diploma or GED Required

PROGRAM DESCRIPTION

The emphasis of this program is placed on courses which enable the student to gain theoretical knowledge important for working in the field and to apply concepts to meet their occupational objectives. Upon completion of all requirements the student will be awarded an AAS (Associates in Applied Sciences) This degree provides the necessary knowledge for optional career-relevant industry certifications in cyber security Emphasis is placed on courses which enable the student to gain theoretical knowledge important for working in the field of information security. Upon completion of all requirements the student will be awarded an AAS Degree in Cyber Security. The Cyber Security program provides graduates with the necessary skills to succeed in today's business, banking and defense world. Areas of study include cybercrime, ethical hacking, network security as well as digital forensics and security compliance legal issues.

PROGRAM OBJECTIVES

The program prepares individuals to plan, organize, direct, and secure the virtual connections of a firm or organization. Students will learn to troubleshoot computer, operating systems, network switches and routers. The learner will also attain foundational skills in cyber defense to investigate, detect, and quarantine malware and be prepared for optional industry certification testing in A+, NET+, Security+, Linux+, ECH-Certified Ethical Hacking, Risk Management CASP+, and Pen-Testing. The program prepares students to plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. The graduate may ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. The graduate may also respond to computer security breaches and viruses.

OCCUPATIONAL OBJECTIVES

The program provides graduates with knowledge to work in information security governance, network intrusion forensic investigator as well as understanding the chain of custody for recording a digital cyber breach. The student will learn both hard and soft skills needed for this booming career. Typical job titles include Computer Technician, Desktop Support, Data Security Administrator, Information Security Specialist, Information Systems Security Analyst, Information Technology Security Analyst (IT Security Analyst), Information Technology Specialist, Network Security Analyst, Security Analyst, Systems Analyst. Security Operations Center (SOC) Analyst, Incident Response Analyst, Vulnerability Management Analyst, Security Engineer.

DEGREE REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		INTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDITS
PC201 Hardware Security	30	2	60	2	0	0	90	4
PC202 Software Security	30	2	60	2	0	0	90	4
NET201 Network Security	30	2	60	2	0	0	90	4
NET202 Securing Network Firewalls	30	2	60	2	0	0	90	4
CYB201 Securing Threats, Attacks & Vulnerabilities	30	2	60	2	0	0	90	4
CYB202 Advanced Security Essential & Malware	30	2	60	2	0	0	90	4
LIX201 Linux Security	30	2	60	2	0	0	90	4
FCEH201 Certified Ethical Hacking	30	2	60	2	0	0	90	4
PEN201 Penetration Testing Attacks & Exploits	30	2	60	2	0	0	90	4
PEN202 Implementing Penetration Testing Tools	30	2	60	2	0	0	90	4
ISICP301 Certified Information Systems Security	30	2	60	2	0	0	90	4
ISPP301 Risk Analysis	30	2	60	2	0	0	90	4
GENERAL EDUCATION COURSES – 5 Required (15 Credits)								
MAT101 College Mathematics	45	3	0	0	0	0	45	3
ENG101 English Composition	45	3	0	0	0	0	45	3
PSY101 Principles of Psychology	45	3	0	0	0	0	45	3
BUS111 Personal Leadership	45	3	0	0	0	0	45	3
PRO100 Professional Development	45	3	0	0	0	0	45	3
TOTALS	**585**	**39**	**720**	**24**	**0**	**0**	**1305**	**63**

1305 HOURS

CIP CODE: 11.1003

SOC - O*NET: 15-1212

MAXIMUM STUDENT/TEACHER RATIO

LECTURE-45:1 LAB-24:1

68 WEEKS TO COMPLETE

CLASSROOM/LAB EQUIPMENT AND SUPPLIES

Tables and chairs, White Boards, Projector. Computer lab with computers and printer available to all programs.

PROGRAM-SPECIFIC EQUIPMENT AND SUPPLIES

No specialized laboratory equipment required.
Student PC or Laptop required

AAS DEGREE CYBER SECURITY COURSE DESCRIPTIONS

COURSE NUMBER: PC201   **COURSE NAME**: Hardware Security   **PREREQUISITES**: NONE
This course is designed to prepare the student to install, manage, repair, secure, and troubleshoot PC hardware and Windows, Linux, and Mac operating systems. This course is designed to help you gain real-world skills that you will use every day as a PC technician and teach the learner to how to lock down and secure an operating system as well as learn to encrypt hard drives and removable media.

COURSE NUMBER: PC202   **COURSE NAME**: Software Security   **PREREQUISITES**: NONE
This course is designed to prepare the student to install, manage, repair, secure, and troubleshoot PC hardware and Windows, Linux, and Mac operating systems. This course is designed to help you gain real-world skills that you will use every day as a PC technician. By the time you are done with this course, you should be able to do the following: Set up a new computer, identify system requirements when purchasing a new computer, Understand the technology and specifications used to describe computer components, make informed choices about which device characteristics are required for your situation, install, or upgrade the operating system and manage external devices.

COURSE NUMBER: NET201   **COURSE NAME**: Network Security   **PREREQUISITES**: NONE
This course covers the configuration, management, and basic security of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud and virtualization technologies.

COURSE NUMBER: NET202   **COURSE NAME**: Securing Network Firewalls   **PREREQUISITES**: NONE
This Course teaches introduces advanced networking skills, such as firewall security, network customization, how to troubleshoot common network service issues and the characteristics of network topology types and technologies such as SAN, NAS, and how to troubleshoot common network firewall settings such as incorrect firewall settings or incorrect ACL settings. This course also touches on cloud computing, as well as wireless standards and characteristics of network topologies, types and technology types.

COURSE NUMBER: CYB201   **COURSE NAME**: Securing Threats, Attacks & Vulnerabilities **PREREQUISITES**: NONE
This course is designed to help the student understand the information security landscape and will prepare them to become security professional. Some of the topics that will be covered are understanding security basics, policies, procedures, physical security, perimeter security, network security, host security, application security, and data security.

COURSE NUMBER: CYB202   **COURSE NAME**: Advanced Security Essential & Malware   **PREREQUISITES**: NONE
This course teaches the skills required to be an entry-level Cyber and Network Security Technician. Security threats are increasing in number and severity and the gap between the need for security professionals and qualified Cyber personnel is the largest of any IT specialty currently.

COURSE NUMBER: LIX201   **COURSE NAME**: Linux Security
PREREQUISITES: Completion of PC101, PC102, NET101, NET102, CYB101, PEN201, PEN202
This course teaches both the Linux module management, process and task management, print management, mail, SQL basic knowledge, system monitoring, networking, and security implementation for Linux platform.

COURSE NUMBER: FCEH201   **COURSE NAME**: Certified Ethical Hacking
PREREQUISITES: Completion of PC101, PC102, NET101, NET102, CYB101, PEN201, PEN202
This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be led into scanning and attacking their own networks. No real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation.

COURSE NUMBER: PEN201   **COURSE NAME**: Penetration Testing Attacks & Exploits   **PREREQUISITES**: NONE
This course is designed to prepare the student to take a proactive step in locating vulnerabilities and threats by learning the importance of Penetration Testing. The student will be able to locate gaps in a network or computer system before the attacker can. This course is designed to help you gain real-world skills that you will use every day as a security analyst or any other security position. You will also learn to avoid malicious cyber-attacks and manage security breaches.

COURSE NUMBER: PEN202   **COURSE NAME**: Implementing Penetration Testing Tools   **PREREQUISITES**: NONE
This course provides you with the skills necessary to prepare them to work in one of the most in-demand career fields, where advanced hacking jobs now outnumber ethical hackers. This course can help make you indispensable to the IT department. This course will introduce the fundamentals of bash scripting, port scanning, capturing network traffic and how to defend against various network & software attacks.

COURSE NUMBER: ISICP301   **COURSE NAME**: Certified Information Systems Security Pro-CISSP
PREREQUISITES: Completion of PC101, PC102, NET101, NET102, CYB101, PEN201, PEN202
This course is focused on preparing for CISSP Certification and career of IS/IT Cyber Security professional. The CISSP Certification is administered by the International Information Systems Security Certification Consortium or (ISC). (ISC) promotes the CISSP exam as an aid to evaluating personnel performing information security functions. Candidates for this exam are typically network security professionals and system administrators with at least four years of direct work experience in two or more of the ten test domains. As the first ANSI ISO accredited credential in the field of information security, the Certified Information Systems Security Professional (CISSP) certification provides information security professionals with not only an objective measure of competence, but a globally recognized standard of achievement.

COURSE NUMBER: ISPP301   **COURSE NAME**: Risk Analysis
PREREQUISITES: Completion of PC101, PC102, NET101, NET102, CYB101, PEN201, PEN202
This course was developed to provide an industry-wide means of certifying the competency of security professionals. This class will cover cryptographic tools and techniques, comprehensive tolls and techniques in the security field, comprehensive security solution to issues related to Cyber breaches, how to secure a virtualized, distributed, and shared computing. This course also covers host security, application security and penetration testing, risk management, policies and procedures and incident response and enterprise security.

COURSE NUMBER: MAT101   **COURSE NAME**: College Mathematics   **PREREQUISITES**: NONE
This course is designed to introduce the fundamental concepts of a pre-algebra course. Topics such as whole numbers, fractions, decimals and integers, order of operations, percent, measurements and probability are covered.

COURSE NUMBER: ENG101   **COURSE NAME**: English Composition   **PREREQUISITES**: NONE
This course is designed to develop written communication skills. Topics covered include understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

COURSE NUMBER: PSY101   **COURSE NAME**: Principles of Psychology   **PREREQUISITES**: NONE
This course is designed to introduce human behavior. Topics such as the Field of psychology, biological foundation of the brain, sensation, cognition and intelligence, human development, perception, motivation, personality, learning/memory, and stress are covered.

COURSE NUMBER: BUS111   **COURSE NAME**: Personal Leadership   **PREREQUISITES**: NONE
The course is designed to provide students with a broad understanding of leadership and supervision. The course focuses on introducing and demonstrating a variety of techniques/applications required for problem identification and problem solving, team building, conflict resolution and negotiation, written and interpersonal communications and leadership/management development.

COURSE NUMBER: PRO100   **COURSE NAME**: Career Development   **PREREQUISITES**: NONE
This course is designed to introduce valuable life skills needed for career development. Students will learn to develop a resume, cover letter, and follow up letter as they prepare for a successful job search and job interview.

AAS DEGREE SUBSTANCE USE DISORDER COUNSELING

Offered Online Only - High School Diploma or GED Required

PROGRAM DESCRIPTION

The emphasis of this program is placed on courses which enable the student to gain theoretical knowledge important for working in the field and to apply concepts to meet their occupational objectives. Upon completion of all requirements the student will be awarded an AAS (Associates in Applied Sciences) Degree. This program provides the necessary knowledge, skill and attitude development needed to be effective in the treatment of alcohol and other drug dependency and abuse. The program is designed to provide students that do not have prior experience in the field of Alcohol and Drug Counseling with a competency based educational program that meets the requirements for becoming an addiction counselor and provides the foundation for continuing education in counseling. General Education courses offered online.

PROGRAM OBJECTIVES

The program's goal is to provide the alcohol and drug treatment field with knowledgeable and skilled counselors.

OCCUPATIONAL OBJECTIVES

The objective is to meet the requirement and demand for certified counselors, secure employment, and provide the student with possible advancement opportunities. Although field experience is required before becoming certified, this course exceeds the didactic and supervised fieldwork internship requirement standards of the California Consortium of Addiction Programs and Professionals (CCAPP) for future certification. For further details in receiving certification in the field of recovery and obtaining field credentials through CCAPP please visit their web-site at https://www.ccapp.us Graduates applying for future CADC-I credentials must have achieved a grade of "C" or better in all core modules.

DEGREE REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		INTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
AOD222 Intro & Overview of AOD	45	3	0	0	0	0	45	3
AOD223 Law & Ethics for SUD Counselors	45	3	0	0	0	0	45	3
AOD224 Physiological Effects of AOD	45	3	0	0	0	0	45	3
AOD225 Pharmacology	45	3	0	0	0	0	45	3
AOD226 Counseling Competencies	45	3	0	0	0	0	45	3
AOD227 Case Management	45	3	0	0	0	0	45	3
AOD228 Personal Counseling Skills	45	3	0	0	0	0	45	3
AOD229 Group Counseling	15	1	60	2	0	0	75	3
AOD231 Family Dynamics	45	3	0	0	0	0	45	3
AOD237 Special Populations and Cultural Diversity in Substance Use Disorder Treatment	45	3	0	0	0	0	45	3
MHT201 Community Mental Health	45	3	0	0	0	0	45	3
MHT202 Sexual Abuse, Trauma, Crisis Prevention & Intervention	45	3	0	0	0	0	45	3
MHT207 Psychiatric Rehabilitation Principles, Methodology & Application	75	5	0	0	0	0	75	5
AOD235 Clinical Practicum/Intervention & Prevention	15	1	70	2	0	0	85	3
AOD236 Professional & Personal Growth in Recovery	15	1	60	2	0	0	75	3
AOD238 Clinical Internship w/Supervision (34 hrs / week for 8 Weeks)	0	0	0	0	265	5	265	5
General Education Courses 5 Required (15 Credits)								
BUS111 Personal Leadership	45	3	0	0	0	0	45	3
ENG101 English Composition	45	3	0	0	0	0	45	3
MAT101 College Mathematics	45	3	0	0	0	0	45	3
PSY101 Principles of Psychology	45	3	0	0	0	0	45	3
PSY102 Developmental Psychology	45	3	0	0	0	0	45	3
TOTALS	840	56	190	6	265	5	1295	67

1295 HOURS **CIP CODE: 51.1501** **SOC - O*NET: 21-1011**

MAXIMUM STUDENT/TEACHER RATIO **LECTURE-45:1 LAB-24:1** **68 Weeks to Complete**

CLASSROOM/LAB EQUIPMENT AND SUPPLIES

Charts and handouts. Computer lab with computers and printer available to all programs.
No specialized laboratory equipment

PROGRAM-SPECIFIC EQUIPMENT AND SUPPLIES Student owned computer

AAS DEGREE SUBSTANCE USE DISORDER COUNSELING COURSE DESCRIPTIONS

COURSE NUMBER: AOD222   **COURSE NAME:** AOD Introduction & Overview   **PREREQUISITES:** NONE
At the completion of this course the student will gain applicable knowledge of historical uses of alcohol and the exploration/etiology of alcoholism. In addition, discussions will explore the history, current approaches, and controversies involved in the treatment of alcoholism and narcotic addiction/abuse.

COURSE NUMBER: AOD223   **COURSE NAME:** Law & Ethics for SUD Counselors   **PREREQUISITES:** NONE
Student will gain an understanding of state and national regulatory processes relevant to ethical conduct and practices within the industry/profession.

COURSE NUMBER: AOD224   **COURSE NAME**: Physiological Effects of AOD   **PREREQUISITES**: NONE
At the completion of this course the student will be able to distinguish the body systems affected by alcohol use, abuse, and dependence as well as identify illnesses and diseases primarily caused by or exacerbated by alcohol.

COURSE NUMBER: AOD225   **COURSE NAME**: Pharmacology   **PREREQUISITES**: NONE
At the completion of this course the student will be able to identify and classify various illicit and prescription drugs.

COURSE NUMBER: AOD226   **COURSE NAME**: Counseling Competencies   **PREREQUISITES**: NONE
This course is designed to provide a practical integrative approach to counseling. Students will learn both a theoretical and practical knowledge base for the entry-level AOD counselor. In addition to didactic lecture, each class will explore the basic counseling micro skills via role-playing activities which involve active listening, paraphrasing and reflection of feelings, probing, summarizing, confrontation, reframing, and normalizing. The student will also gain knowledge of the fundamental principles of counseling and the counseling relationship.

COURSE NUMBER: AOD227   **COURSE NAME**: Case Management   **PREREQUISITES**: NONE
The student will gain knowledge of the fundamental principles of counseling and the counseling relationship. The student will learn case management documentation requirements, reports and recordkeeping.

COURSE NUMBER: AOD228   **COURSE NAME**: Personal Counseling Skills   **PREREQUISITES**: NONE
At the completion of this course the student will gain applicable knowledge of counseling skills training, becoming a counselor, an overview of skills training, understanding the counseling relationship, and attending to the client.

COURSE NUMBER: AOD229   **COURSE NAME**: Group Counseling   **PREREQUISITES**: NONE
At the completion of this course the student will gain applicable knowledge of counseling theories, an overview of skills training, understanding the counseling relationship, and attending to the client.

COURSE NUMBER: AOD231   **COURSE NAME**: Family Dynamics   **PREREQUISITES**: NONE
This course provides an understanding of the family dynamics in a chemically dependent family and the interventions which may lead to recovery for family members. It provides a clear understanding of healthy functional families.

COURSE NUMBER: AOD237   **COURSE NAME**: Special Populations and Cultural Diversity in Substance Use Disorder Treatment
PREREQUISITES: NONE
This course will provide the student with an understanding of co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community, and gives an integrated approach to address the issues accompanying the illness. This course also provides students with skills toward the development of culturally responsive clinical skills that are vital to the effectiveness of behavioral health services.

COURSE NUMBER: MHT201   **COURSE NAME**: Community Mental Health   **PREREQUISITES**: NONE
Upon completion of this course the student will be able to identify basic helping theories and techniques including empathic understanding, reflection, clarification of ideas, joining, use of natural supports, and basic interviewing techniques. The student will also be trained to recognize the stigma experienced by consumers of mental health services.

COURSE NUMBER: MHT202   **COURSE NAME**: Sexual Abuse, Trauma, Crisis Prevention & Intervention
PREREQUISITES: NONE
This course is designed to study the principles of crisis intervention and resolution. The course will cover theories and techniques of intervention and resolution. Students will learn to assess and react to various crises. Participants will become aware of resources available to assist individuals with psychiatric disabilities in crisis. Medical aspects of crisis intervention will be taught. Consumer empowerment strategies will also be covered.

COURSE NUMBER: MHT207   **COURSE NAME**: Psychiatric Rehabilitation Principles, Methodology & Application
PREREQUISITES: NONE
This course is designed introduce discussion topics and/or activities that bring the concepts of recovery into focus and give each student the opportunity to rehearse and experience the application of these skills. In addition to working with service recipients, students will also learn basic skills to support family members. Throughout the course, skills for greater self-awareness and cultural competence will be identified and developed.

COURSE NUMBER: AOD235   **COURSE NAME**: Clinical Practicum
PREREQUISITES: Completion of AOD222, AOD223, AOD224, AOD225, AOD126, AOD227, AOD228, AOD229, AOD231, AOD237 or equivalent
Clinical Practicum is a comprehensive and hands-on course designed to provide students with practical experience and essential skills in Substance Use Disorder Counseling. The course covers a range of topics and activities, ensuring students are well-prepared for their journey as Registered Alcohol and Drug Technicians (RADT).

COURSE NUMBER: AOD236   **COURSE NAME**: Professional & Personal Growth in Recovery
PREREQUISITES: Completion of AOD235 or equivalent
This course invites you to embark on a profound exploration of your inner world and equips you with the tools to thrive in various aspects of your life. Through engaging modules, you will gain insights into self-discovery, learning styles, emotional intelligence, stress management, and the power of a positive mindset.

COURSE NUMBER: AOD238   **COURSE NAME:** Clinical Internship w/Supervision
PREREQUISITES: Completion of all Core AOD Courses
The clinical opportunity provides real world vocational experience to student counselors while they continue to participate in counseling supervision. Includes 3 hours of agency orientation.

COURSE NUMBER: BUS111   **COURSE NAME**: Personal Leadership   **PREREQUISITES**: NONE
The course is designed to provide students with a broad understanding of leadership and supervision. The course focuses on introducing and demonstrating a variety of techniques/applications required for problem identification and problem solving, team building, conflict resolution and negotiation, written and interpersonal communications and leadership/management development.

COURSE NUMBER: ENG101   **COURSE NAME**: English Composition   **PREREQUISITES**: NONE
This course is designed to develop written communication skills. Topics covered include understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

COURSE NUMBER: MAT101   **COURSE NAME**: College Mathematics   **PREREQUISITES**: NONE
This course is designed to introduce the fundamental concepts of a pre-algebra course. Topics such as whole numbers, fractions, decimals and integers, order of operations, percent, measurements and probability are covered.

COURSE NUMBER: PSY101   **COURSE NAME**: Principles of Psychology   **PREREQUISITES**: NONE
This course is designed to introduce human behavior. Topics such as the Field of psychology, biological foundation of the brain, sensation, cognition and intelligence, human development, perception, motivation, personality, learning/memory, and stress are covered.

COURSE NUMBER: PSY102   **COURSE NAME**: Developmental Psychology   **PREREQUISITES**: NONE
This course is an introduction to the study of the behavioral, cognitive and psychosocial aspects of growth through the human lifespan; with emphasis on childhood, adolescence and late adulthood, includes topics on death and dying.

ALCOHOL AND DRUG COUNSELING STUDIES

PROGRAM DESCRIPTION

This program provides the necessary knowledge, skill and attitude development needed to be effective in the treatment of alcohol and other drug dependency and abuse. The program is designed to provide students that do not have prior experience in the field of Alcohol and Drug Counseling with a competency based educational program that meets certification standards in California. Offered online or on ground. Upon completion of all requirements the student will be awarded a Certificate.

PROGRAM OBJECTIVES

This program will provide the needed education and training for those seeking a new and fulfilling career as a Drug and Alcohol Counselor.

OCCUPATIONAL OBJECTIVES

The objective is to meet the requirement and demand for certified counselors, secure employment, and provide the student with possible advancement opportunities. Although field experience is required before becoming certified, this course exceeds the didactic and supervised fieldwork internship requirement standards of both CAADE and the California Consortium of Addiction Programs and Professionals (CCAPP) for future certification.   For further details in receiving certification in the field of recovery and obtaining field credentials through CCAPP please visit their web-site at https://www.ccapp.us Graduates applying for future CADC-I credentials through CCAPP must achieve a grade of "C" or better in all core courses.

EDUCATIONAL REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		INTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
AOD222 Intro & Overview of AOD	45	3	0	0	0	0	45	3
AOD223 Law & Ethics for SUD Counselors	45	3	0	0	0	0	45	3
AOD224 Physiological Effects of AOD	45	3	0	0	0	0	45	3
AOD225 Pharmacology	45	3	0	0	0	0	45	3
AOD226 Counseling Competencies	45	3	0	0	0	0	45	3
AOD227 Case Management	45	3	0	0	0	0	45	3
AOD228 Personal Counseling Skills	45	3	0	0	0	0	45	3
AOD229R Group Counseling	15	1	60	2	0	0	75	3
AOD231 Family Dynamics	45	3	0	0	0	0	45	3
AOD235 Clinical Practicum	15	1	70	2	0	0	85	3
AOD236 Professional & Personal Growth	15	1	60	2	0	0	75	3
AOD237 Special Populations and Cultural Diversity in Substance Use Disorder Treatment	45	3	0	0	0	0	45	3
AOD238 Clinical Internship w/Supervision (34 hours per week for 8 weeks)	0	0	0	0	265	5	265	5
TOTALS	450	30	190	6	265	5	905	41

905 HOURS	**CIP CODE: 51.1501**	**SOC - O*NET: 21-1011**
MAXIMUM STUDENT/TEACHER RATIO	**LECTURE-45:1 LAB-24:1**	**44 WEEKS TO COMPLETE**

This program prepares graduates to be an Alcohol & Drug Counselor: https://www.onetonline.org/link/summary/21-1011.00

Credits earned upon graduating from this certificate program are 100% transferrable to the AAS Degree in Substance Use Disorder Counseling at InterCoast Colleges.

CLASSROOM/LAB EQUIPMENT AND SUPPLIES

Tables and chairs, White Boards, Projector, Appropriate posters, charts and handouts. Computer lab with computers and printer available to all programs.

PROGRAM SPECIFIC EQUIPMENT AND SUPPLIES

No specialized laboratory equipment required.

ALCOHOL AND DRUG COUNSELING STUDIES COURSE DESCRIPTIONS

COURSE NUMBER: AOD222   **COURSE NAME:** Intro & Overview of AOD   **PREREQUISITES:** NONE
At the completion of this course the student will gain applicable knowledge of historical uses of alcohol and the exploration/etiology of alcoholism. In addition, discussions will explore the history, current approaches, and controversies involved in the treatment of alcoholism and narcotic addiction/abuse.

COURSE NUMBER: AOD223   **COURSE NAME:** Law & Ethics for SUD Counselors   **PREREQUISITES:** NONE
Student will gain an understanding of state and national regulatory processes relevant to ethical conduct and practices within the industry/profession.

COURSE NUMBER: AOD224   **COURSE NAME**: Physiological Effects of AOD   **PREREQUISITES**: NONE
At the completion of this course the student will be able to distinguish the body systems affected by alcohol use, abuse, and dependence as well as identify illnesses and diseases primarily caused by or exacerbated by alcohol.

COURSE NUMBER: AOD225   **COURSE NAME**: Pharmacology   **PREREQUISITES**: NONE
At the completion of this course the student will be able to identify and classify various illicit and prescription drugs.

COURSE NUMBER: AOD226   **COURSE NAME**: Counseling Competencies   **PREREQUISITES**: NONE
This course is designed to provide a practical integrative approach to counseling. Students will learn both a theoretical and practical knowledge base for the entry-level AOD counselor. In addition to didactic lecture, each class will explore the basic counseling micro skills via role-playing activities which involve active listening, paraphrasing and reflection of feelings, probing, summarizing, confrontation, reframing, and normalizing. The student will also gain knowledge of the fundamental principles of counseling and the counseling relationship.

COURSE NUMBER: AOD227   **COURSE NAME**: Case Management   **PREREQUISITES**: NONE
The student will gain knowledge of the fundamental principles of counseling and the counseling relationship. The student will learn case management documentation requirements, reports and recordkeeping.

COURSE NUMBER: AOD228   **COURSE NAME**: Personal Counseling Skills   **PREREQUISITES**: NONE
At the completion of this course the student will gain applicable knowledge of counseling skills training, becoming a counselor, an overview of skills training, understanding the counseling relationship, and attending to the client.

COURSE NUMBER: AOD229R   **COURSE NAME**: Group Counseling   **PREREQUISITES**: NONE
At the completion of this course the student will gain applicable knowledge of counseling theories, an overview of skills training, understanding the counseling relationship, and attending to the client.

COURSE NUMBER: AOD231   **COURSE NAME**: Family Dynamics   **PREREQUISITES**: NONE
This course provides an understanding of the family dynamics in a chemically dependent family and the interventions which may lead to recovery for family members. It provides a clear understanding of healthy functional families.

COURSE NUMBER: AOD235   **COURSE NAME**: Clinical Practicum
PREREQUISITES: Completion of AOD222, AOD223, AOD224, AOD225, AOD126, AOD227, AOD228, AOD229, AOD231, AOD237 or equivalent
Clinical Practicum is a comprehensive and hands-on course designed to provide students with practical experience and essential skills in Substance Use Disorder Counseling. The course covers a range of topics and activities, ensuring students are well-prepared for their journey as Registered Alcohol and Drug Technicians (RADT).

COURSE NUMBER: AOD236   **COURSE NAME**: Professional & Personal Growth in Recovery
PREREQUISITES: Completion of AOD235 or equivalent
This course invites you to embark on a profound exploration of your inner world and equips you with the tools to thrive in various aspects of your life. Through engaging modules, you will gain insights into self-discovery, learning styles, emotional intelligence, stress management, and the power of a positive mindset.

COURSE NUMBER: AOD237   **COURSE NAME**: Special Populations and Cultural Diversity in Substance Use Disorder Treatment
PREREQUISITES: NONE
This course will provide the student with an understanding of co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community, and gives an integrated approach to address the issues accompanying the illness. This course also provides students with skills toward the development of culturally responsive clinical skills that are vital to the effectiveness of behavioral health services.

COURSE NUMBER: AOD238   **COURSE NAME:** Clinical Internship w/Supervision
PREREQUISITES: Completion of all Core AOD Courses
The clinical opportunity provides real world vocational experience to student counselors while they continue to participate in counseling supervision. Includes 3 hours of agency orientation.

BEHAVIORAL HEALTH ASSISTANT

Offered Online Only

PROGRAM DESCRIPTION

This program provides the necessary knowledge, skill and attitude development needed to be effective in providing specific behavioral health services. The Behavioral Health Assistant works with other social and human service providers in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers and/or substance use disorder counselors with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, crisis intervention, case management, client advocacy, prevention, education or dependent care. Upon completion of all requirements the student will be awarded a Certificate.

PROGRAM OBJECTIVES

This program will provide the needed education and training for those seeking a new and fulfilling career as a behavioral health assistant.

OCCUPATIONAL OBJECTIVES

The program's goal is to provide the mental health field with entry level, knowledgeable, and skilled assistants. The objective is to meet the requirement and demand for co-occurring disorder specialists, secure employment, and provide the student with advancement opportunities. Typical job titles include Addictions Counselor Assistant, Advocate, Clinical Assistant, Residential Care Assistant, Social Services Aide, Social Services Assistant, Social Work Assistant, Social Work Associate, Social Worker Assistant, Mental Health Assistant, Mental Health Peer Advocates, Peer Partners, Peer Specialists, Peer Support, Parent Partners, Peer Employment Specialists, Peer Housing Specialists, Homeless Outreach, Peer Bridgers, Recovery Coaches, Wellness Outreach Workers (WOW), Community Workers.

EDUCATIONAL REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		INTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
PRO100 Career Development	45	3	0	0	0	0	45	3
BHS100 Intro to Social and Human Services	45	3	0	0	0	0	45	3
BHS101 Interpersonal Communications	45	3	0	0	0	0	45	3
AOD223 Law & Ethics for SUD Counselors	45	3	0	0	0	0	45	3
AOD227 Case Management	45	3	0	0	0	0	45	3
BHS229 Group Counseling	45	3	0	0	0	0	45	3
AOD231 Family Dynamics	45	3	0	0	0	0	45	3
AOD236 Professional & Personal Growth in Relapse & Recovery	15	1	60	2	0	0	75	3
AOD237 Special Populations and Cultural Diversity in Substance Use Disorder Treatment	45	3	0	0	0	0	45	3
BHS120 Peer Support – Competencies of Practice	20	1	40	1	0	0	60	2
BHS121 Community Health Work Strategies	40	2	0	0	0	0	40	2
MHT201 Community Mental Health	45	3	0	0	0	0	45	3
MHT202 Sexual Abuse, Trauma, Crisis Prevention & Intervention	45	3	0	0	0	0	45	3
MHT207 Psychiatric Rehabilitation Principles, Methodology & Application	75	5	0	0	0	0	75	5
TOTALS	**580**	**38**	**140**	**4**	**0**	**0**	**720**	**42**

720 HOURS   CIP CODE: 51.1502   SOC CODE: 29-2053 / O*NET: 21-1093.00

MAXIMUM STUDENT/TEACHER RATIO   LECTURE-45:1 LAB-24:1   42 WEEKS TO COMPLETE

This program prepares graduates for the following occupation: Social & Human Services Assistant: https://www.onetonline.org/link/summary/21-1093.00

BEHAVIORAL HEALTH ASSISTANT COURSE DESCRIPTIONS

COURSE NUMBER: PRO100   **COURSE NAME**: Career Development   **PREREQUISITES**: NONE
This course is designed to introduce valuable life skills needed for career development. Students will learn to develop a resume, cover letter, and follow up letter as they prepare for a successful job search and job interview.

COURSE NUMBER: BHS100   **COURSE NAME**: Intro to Social and Human Services   **PREREQUISITES**: NONE
The student will receive an introduction to the field of Social and Human services, including the history, philosophy, and current delivery systems to a diverse client population.

COURSE NUMBER: BHS101   **COURSE NAME**: Interpersonal Communications   **PREREQUISITES**: NONE
This course introduces the practices and principles of interpersonal communication in both individual and group settings. Emphasis is on the communication process; issues addressed include perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.

COURSE NUMBER: AOD223   **COURSE NAME:** Law & Ethics for SUD Counselors   **PREREQUISITES:** NONE
Student will gain an understanding of state and national regulatory processes relevant to ethical conduct and practices within the industry/profession.

COURSE NUMBER: AOD227   **COURSE NAME**: Case Management   **PREREQUISITES**: NONE
The student will gain knowledge of the fundamental principles of counseling and the counseling relationship. The student will learn case management documentation requirements, reports and recordkeeping.

COURSE NUMBER: BHS229   **COURSE NAME**: Group Counseling   **PREREQUISITES**: NONE
At the completion of this course the student will gain applicable knowledge of counseling theories, an overview of skills training, understanding the counseling relationship, and attending to the client.

COURSE NUMBER: AOD231   **COURSE NAME**: Family Dynamics   **PREREQUISITES**: NONE
This course provides an understanding of the family dynamics in a chemically dependent family and the interventions which may lead to recovery for family members. It provides a clear understanding of healthy functional families.

COURSE NUMBER: AOD236   **COURSE NAME**: Professional & Personal Growth in Recovery
PREREQUISITES: Completion of AOD235 or equivalent - This course invites you to embark on a profound exploration of your inner world and equips you with the tools to thrive in various aspects of your life. Through engaging modules, you will gain insights into self-discovery, learning styles, emotional intelligence, stress management, and the power of a positive mindset.

COURSE NUMBER: AOD237 **COURSE NAME**: Special Populations and Cultural Diversity in Substance Use Disorder Treatment
PREREQUISITES: NONE - This course will provide the student with an understanding of co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community, and gives an integrated approach to address the issues accompanying the illness. This course also provides students with skills toward the development of culturally responsive clinical skills that are vital to the effectiveness of behavioral health services.

COURSE NUMBER: BHS120   **COURSE NAME**: Peer Support – Competencies of Practice **PREREQUISITES**: NONE
This course is designed to introduce the student to Peer Recovery Services, which are provided by people who have personal experience in recovery from addiction, mental illness, or co-occurring substance and mental disorders.

COURSE NUMBER: BHS121   **COURSE NAME**: Community Health Work Strategies   **PREREQUISITES**: NONE
At the completion of this course the student will gain applicable knowledge of Peer Support skills training, understanding the Peer Support Relationship, and Attending to the Client.

COURSE NUMBER: MHT201   **COURSE NAME**: Community Mental Health   **PREREQUISITES**: NONE
Upon completion of this course the student will be able to identify basic helping theories and techniques including empathic understanding, reflection, clarification of ideas, joining, use of natural supports, and basic interviewing techniques. The student will also be trained to recognize the stigma experienced by consumers of mental health services.

COURSE NUMBER: MHT202   **COURSE NAME**: Sexual Abuse, Trauma, Crisis Prevention & Intervention   **PREREQUISITES**: NONE
This course is designed to study the principles of crisis intervention and resolution. The course will cover theories and techniques of intervention and resolution. Students will learn to assess and react to various crises. Participants will become aware of resources available to assist individuals with psychiatric disabilities in crisis. Medical aspects of crisis intervention will be taught. Consumer empowerment strategies will also be covered.

COURSE NUMBER: MHT207   **COURSE NAME**: Psychiatric Rehabilitation Principles, Methodology & Application   **PREREQUISITES**: NONE
This course is designed introduce discussion topics and/or activities that bring the concepts of recovery into focus and give each student the opportunity to rehearse and experience the application of these skills. In addition to working with service recipients, students will also learn basic skills to support family members. Throughout the course, skills for greater self-awareness and cultural competence will be identified and

developed.

MEDI-CAL PEER SUPPORT SPECIALIST TRAINING

High School Diploma or GED Required

PROGRAM DESCRIPTION:

The Medi-Cal Peer Support Specialist Training program is designed to equip participants with the knowledge and skills required to become effective peer support specialists. The program consists of 17 sessions covering core competencies essential for providing peer support services. Participants will gain a comprehensive understanding of hope, recovery, wellness, advocacy, cultural competence, trauma-informed care, and other critical topics.

TRAINING HOURS:

80 Clock Hours consisting of 8 Weeks – Two sessions per week
In Person class meets from 9:00 am – 2:00 pm every Monday and Saturday

PREREQUISITES:

Other than a high school diploma or GED, there are no specific prerequisites for enrolling in the Medi-Cal Peer Support Specialist Training program. However, participants should have personal lived experience with the process of recovery from mental health and/or substance use disorder, either as a consumer of these services or as a parent or family member of the consumer, and a sincere commitment to providing support to others in their recovery journey.

This program is intended for participants who are residents of California. This course is not approved training to work as a Peer Support Specialist any other state. InterCoast Colleges is a CalMHSA-Approved Training Provider.

PROGRAM REQUIREMENTS

TOPICS	CLOCK HOURS
Topic 1: The Concepts of Hope, Recovery, and Wellness	4.7
Topic 2: The Role of Advocacy	4.7
Topic 3: The Role of Consumers and Family Members	4.7
Topic 4: Psychiatric Rehabilitation Skills and Service Delivery and Addiction Recovery Principles	4.7
Topic 5: Cultural and Structural Competence Trainings	4.7
Topic 6: Trauma Informed Care	4.7
Topic 7: Group Facilitation Skills	4.7
Topic 8: Self-Awareness and Self-Care	4.7
Topic 9: Co-occurring Disorder of Mental Health and Substance Use	4.7
Topic 10: Conflict Resolution	4.7
Topic 11: Professional Boundaries and Ethics	4.7
Topic 12: Preparation for Employment Opportunities	4.7
Topic 13: Safety and Crisis Planning	4.7
Topic 14: Navigation of and Referral to Other Services	4.7
Topic 15: Documentation Skills and Standards	4.7
Topic 16: Confidentiality	4.7
Topic 17: Digital Literacy	4.8
TOTALS	**80**

80 HOURS   **CIP CODE: 51.1504**   **SOC - O*NET: 21-1093.00**

MAXIMUM STUDENT/TEACHER RATIO   **LECTURE-45:1 LAB-24:1**   **8 Weeks to Complete**

CLASSROOM/LAB EQUIPMENT AND SUPPLIES
Charts and handouts. Computer lab with computers and printer available to all programs.
No specialized laboratory equipment

TOPIC DESCRIPTIONS ARE MANDATED BY CALMSHA

CYBER SECURITY SPECIALIST

High School Diploma or GED Required – Offered Fully Online

PROGRAM DESCRIPTION

This certificate program provides the necessary knowledge for career-relevant industry certifications in cyber security Emphasis is placed on courses which enable the student to gain theoretical knowledge important for working in the field of information security. Upon completion of all requirements the student will be awarded a Certificate in Cyber Security. The Cyber Security program provides graduates with the necessary skills to succeed in today's business, banking and defense world. Areas of study include cybercrime, ethical hacking, network security as well as digital forensics and security compliance legal issues.

PROGRAM OBJECTIVES

The program prepares individuals to plan, organize, direct, and secure the virtual connections of a firm or organization. Students will learn to troubleshoot computer, operating systems, network switches and routers. The learner will also attain foundational skills in cyber defense to investigate, detect, and quarantine malware and be prepared for optional industry certification testing. The program prepares students to plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. The graduate may ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. The graduate may also respond to computer security breaches and viruses.

OCCUPATIONAL OBJECTIVES

The program provides graduates with knowledge to work in information security governance, network intrusion forensic investigator as well as understanding the chain of custody for recording a digital cyber breach. The student will learn both hard and soft skills needed for this booming career. Typical job titles include Computer Technician, Desktop Support, Data Security Administrator, Information Security Specialist, Information Systems Security Analyst, Information Technology Security Analyst (IT Security Analyst), Information Technology Specialist, Network Security Analyst, Security Analyst, Systems Analyst. Incident Response Analyst.

EDUCATIONAL REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		INTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
PC201 Hardware Security	30	2	60	2	0	0	90	4
PC202 Software Security	30	2	60	2	0	0	90	4
NET201 Network Security	30	2	60	2	0	0	90	4
NET202 Securing Network Firewalls	30	2	60	2	0	0	90	4
CYB201 Securing Threats, Attacks & Vulnerabilities	30	2	60	2	0	0	90	4
PEN201 Penetration Testing Attacks & Exploits	30	2	60	2	0	0	90	4
PEN 202 Implementing Penetration Testing Tools	30	2	60	2	0	0	90	4
CYB202 Advanced Security Essentials & Malware	30	2	60	2	0	0	90	4
FCEH201 Certified Ethical Hacking	30	2	60	2	0	0	90	4
LIX201 Linux Security	30	2	60	2	0	0	90	4
TOTALS	**300**	**20**	**600**	**20**	**0**	**0**	**900**	**40**

900 HOURS   **CIP CODE: 11.1003**   **SOC - O*NET: 15-1212**

MAXIMUM STUDENT/TEACHER RATIO   **LECTURE-45:1 LAB-24:1**   **40 WEEKS TO COMPLETE**

CLASSROOM/LAB EQUIPMENT AND SUPPLIES

Tables and chairs, Printer, Whiteboard. Computer lab with computers and printer available to all programs.

PROGRAM-SPECIFIC EQUIPMENT AND SUPPLIES

Student owned computer.

CYBER SECURITY SPECIALIST COURSE DESCRIPTIONS

COURSE NUMBER: PC201   **COURSE NAME**: Hardware Security   **PREREQUISITES**: NONE
This course is designed to prepare the student to install, manage, repair, secure, and troubleshoot PC hardware and Windows, Linux, and Mac operating systems. This course is designed to help you gain real-world skills that you will use every day as a PC technician and teach the learner to how to lock down and secure an operating system as well as learn to encrypt hard drives and removable media.

COURSE NUMBER: PC202   **COURSE NAME**: Software Security   **PREREQUISITES**: NONE
This course is designed to prepare the student to install, manage, repair, secure, and troubleshoot PC hardware and Windows, Linux, and Mac operating systems. This course is designed to help you gain real-world skills that you will use every day as a PC technician. By the time you are done with this course, you should be able to do the following: Set up a new computer, identify system requirements when purchasing a new computer, Understand the technology and specifications used to describe computer components, make informed choices about which device characteristics are required for your situation, install, or upgrade the operating system and manage external devices.

COURSE NUMBER: NET201   **COURSE NAME**: Network Security   **PREREQUISITES**: NONE
This course covers the configuration, management, and basic security of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud and virtualization technologies.

COURSE NUMBER: NET202   **COURSE NAME**: Securing Network Firewalls   **PREREQUISITES**: NONE
This Course teaches introduces advanced networking skills, such as firewall security, network customization, how to troubleshoot common network service issues and the characteristics of network topology types and technologies such as SAN, NAS, and how to troubleshoot common network firewall settings such as incorrect firewall settings or incorrect ACL settings. This course also touches on cloud computing, as well as wireless standards and characteristics of network topologies, types and technology types.

COURSE NUMBER: CYB201   **COURSE NAME**: Securing Threats, Attacks & Vulnerabilities   **PREREQUISITES**: NONE
This course is designed to help the student understand the information security landscape and will prepare them to become security professional. Some of the topics that will be covered are understanding security basics, policies, procedures, physical security, perimeter security, network security, host security, application security, and data security.

COURSE NUMBER: PEN201   **COURSE NAME**: Penetration Testing Attacks & Exploits   **PREREQUISITES**: NONE
This course is designed to prepare the student to take a proactive step in locating vulnerabilities and threats by learning the importance of Penetration Testing. The student will be able to locate gaps in a network or computer system before the attacker can. This course is designed to help you gain real-world skills that you will use every day as a security analyst or any other security position. You will also learn to avoid malicious cyber-attacks and manage security breaches.

COURSE NUMBER: PEN202   **COURSE NAME**: Implementing Penetration Testing Tools   **PREREQUISITES**: NONE
This course provides you with the skills necessary to prepare them to work in one of the most in-demand career fields, where advanced hacking jobs now outnumber ethical hackers. This course can help make you indispensable to the IT department. This course will introduce the fundamentals of bash scripting, port scanning, capturing network traffic and how to defend against various network & software attacks.

COURSE NUMBER: CYB202   **COURSE NAME**: Advanced Security Essential & Malware   **PREREQUISITES**: NONE
This course teaches the skills required to be an entry-level Cyber and Network Security Technician. Security threats are increasing in number and severity and the gap between the need for security professionals and qualified Cyber personnel is the largest of any IT specialty currently.

COURSE NUMBER: FCEH201   **COURSE NAME**: Certified Ethical Hacking
PREREQUISITES: Completion of PC101, PC102, NET101, NET102, CYB101, PEN201, PEN202
This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be led into scanning and attacking their own networks. No real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation.

COURSE NUMBER: LIX201   **COURSE NAME**: Linux Security
PREREQUISITES: Completion of PC101, PC102, NET101, NET102, CYB101, PEN201, PEN202
This course teaches both the Linux module management, process and task management, print management, mail, SQL basic knowledge, system monitoring, networking, and security implementation for Linux platform.

ELECTRICAL TRAINING PROGRAM

Hybrid Program

PROGRAM DESCRIPTION

The Electrical Training Program is designed to provide related training in the electrical trade that will give students the proper course work in safety, Electrical Code, equipment, and knowledge of the trade. Instruction includes fundamentals of electricity and power distribution; basic trade mathematics; national electrical code requirements; commercial, industrial, and residential wiring requirements, and other control theory and fundamentals. Upon completion of all requirements the student will be awarded a Certificate.

PROGRAM OBJECTIVES

This program will provide an overview of electrical occupations, including the training and the employment options available electrical industry. The training will allow students the opportunity to train in a variety of settings in electrical trades and to develop leadership skills necessary for managerial positions in the construction trades.

OCCUPATIONAL OBJECTIVES

The goal of this program is to prepare students for employment in any of the related areas of the electrical trade as an electrical trainee. This program will provide an overview of electrical occupations, including training and employment options available in the following areas: Safety and OSHA Standards, Electrical wiring, Residential wiring, Commercial and industrial wiring. Graduates will be qualified for entry-level positions in a wide variety of trade positions such as Electrical Helper, Electrical Trainee, Wire and Apprentice.

EDUCATIONAL REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		INTERNSHIP HOURS		TOTAL ACADEMIC HOURS &CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
ATP104 Intro to Trades, Construction Math, OSHA Safety & NEC	60	4	30	1	0	0	90	5
ATP105 Electrical Theory and Ohm's Law	60	4	30	1	0	0	90	5
ATP106 Practical Applications of Electrical Theory	60	4	30	1	0	0	90	5
ETP101 Residential Electrical Installations	60	4	30	1	0	0	90	5
ETP102 Commercial Electrical Installations	60	4	30	1	0	0	90	5
ETP103 Grounding, Bonding & Lighting Systems	60	4	30	1	0	0	90	5
ETP104 AC Theory & Transformers	60	4	30	1	0	0	90	5
ETP105R Specialty Systems	60	4	30	1	0	0	90	5
ETP106 Motors & Motor Controllers	60	4	30	1	0	0	90	5
ETP107 Overview of Generators, Emergency Power Systems, and Photovoltaic Installations	45	3	45	1	0	0	90	4
TOTALS	585	39	315	10	0	0	900	49

900 HOURS	**CIP CODE: 46.0302**	**SOC - O*NET: 47-2111**
MAXIMUM STUDENT/TEACHER RATIO	**LECTURE-45:1 LAB-24:1**	**40 WEEKS TO COMPLETE GROUND**

This program prepares graduates for the following occupation: Electrical Trainee https://www.onetonline.org/link/summary/47-2111.00

CLASSROOM/LAB EQUIPMENT AND SUPPLIES: Tables and chairs, White Boards, Projector, Appropriate posters, charts and handouts. Computer lab with computers and printer available to all programs.

PROGRAM-SPECIFIC EQUIPMENT AND SUPPLIES

Residential Application: 100A/1P/3W Load Center, Commercial Application: 200A/208V/3P/4W Panel Board, FACP Application: Fire Alarm Control Panel, Smoke detectors, Safety Disconnect Switch, Toggle Switches, Pull Station, Strobe, Audible horn, Horn/strobe, Fractional Horsepower AC Motor, Fractional

Horsepower DC Motor, AC Inverter Drive, Motor Starters, External Switches, Remote "Start/Stop" pushbutton station, Control Circuit Transformer, Hack saws, Safety glasses, 120 Volt Power Duplex Receptacle, Supplies and tools required for student laboratory assignments, Motor Kits, Wire strippers, Voltage Testers, multi-meters, Pliers, Screwdrivers, wrenches, clamps, levels, tape measures, Conduit pipe and benders, Solar panel set ups

ELECTRICAL TRAINING PROGRAM COURSE DESCRIPTIONS

COURSE NUMBER: ATP104   **COURSE NAME**: Intro to Trades, Construction Math, OSHA Safety & NEC
PREREQUISITES: NONE
This course provides a basic overview of the construction trade, safety measures, career opportunities and professional development. Topics include career paths, and standards of conduct, customer service, material handling, rigging, fastening, construction drawings, OSHA-10 certification, and the National Electrical Code.

COURSE NUMBER: ATP105   **COURSE NAME**: Electrical Theory and Ohm's Law   **PREREQUISITES**: NONE
A general introduction to electrical theory and conductors, including electrical quantities and Ohm's law. Topics covered include basic safety measures, parallel circuits, series circuits, combination circuits, and various types of conductors. This course also includes an introduction to national electrical code and its application to cable systems.

COURSE NUMBER: ATP106   **COURSE NAME**: Practical Applications of Electrical Theory **PREREQUISITES**: NONE
A basic introduction to practical applications of electrical theory to the function of motors and capacitors. Topics covered include basic safety, Ohm's law, units of measure, characteristics of magnetism and electromagnetism, and application of the NEC code requirements for raceways and conductors.

COURSE NUMBER: ETP101   **COURSE NAME**: Residential Electrical Installations
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
An introduction to residential electrical installations. Topics covered include the NEC and its application to residential workplace safety, residential building plans, transformers, conductors, cable and raceway installation, branch-circuit installation, device installation, service panel trip-out, rough-in wiring, and overcurrent devices.

COURSE NUMBER: ETP102   **COURSE NAME**: Commercial Electrical Installations
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
An introduction to electronic theory and control systems as well as commercial electrical installations. Topics covered including selection, sizing, and installation of conductors, distribution systems, panelboards and switchgear, overcurrent protection devices, and applicable NEC codes.

COURSE NUMBER: ETP103   **COURSE NAME**: Grounding, Bonding & Lighting Systems
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
An introduction grounding, bonding, and lighting systems. Topics covered include functions, operation, and characteristics of grounding systems; NEC requirements for sizing, layout and installation of grounding systems; differences between insulation, isolation, and elevation; differences between grounding, grounded, and bonded; and special circumstances when grounding. Additional topics include lighting systems, distribution, and layout.

COURSE NUMBER: ETP104   **COURSE NAME**: AC Theory & Transformers
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
This course further deepens students' knowledge of AC theory and transformers. Topics covered include principles of electromotive force, inductance, capacitance, power factor, and filters in AC theory. Students will also learn about the application of AC theory and NEC requirements to the function of various types of transformers.

COURSE NUMBER: ETP105R   **COURSE NAME**: Specialty Systems
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
An overview of specialty systems. Students will work with various types of specialty systems including fire alarms; lighting protection systems; security alarms; voice, data, tv, signaling systems; fiber optic systems; heating, air conditioning, and refrigeration; and heat tracing and freeze protection. Students will also learn about how NEC national and local codes apply to hazardous locations.

COURSE NUMBER: ETP106   **COURSE NAME**: Motors & Motor Controllers
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
An overview of motors, motor controllers, and process controllers. Topics covered include function, operation and characteristics of various types of motors and motor controllers; proper motor installation; and process control systems and devices.

COURSE NUMBER: ETP107   **COURSE NAME**: Overview of Generators, Emergency Power Systems, and Photovoltaic Installations
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
An overview of generators, emergency power systems, and photovoltaic installations. Topics covered include generators, three-phase alternators, emergency power systems, and photovoltaic installations. Students will also learn about how the NEC applies to photovoltaic system wiring.

HVAC TECHNICIAN

Hybrid Program

PROGRAM DESCRIPTION

The HVAC Technician Program is designed to prepare individuals to specialize in installing and maintaining heating and air-conditioning units in residential homes, retail stores, and other buildings. Upon completion of all requirements the student will be awarded a Certificate.

PROGRAM OBJECTIVES

This program will prepare students to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. The program includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.

OCCUPATIONAL OBJECTIVES

The goal of this program is to prepare students for entry level employment in any of the related areas of the trade such as Service Technician, Heating, Ventilation, Air Conditioning Service Technician (HVAC Service Technician), Heating, Ventilation, Air Conditioning Technician (HVAC Technician), Heating, Ventilation, Air Conditioning Installer (HVAC Installer), HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist), HVAC Technician (Heating, Ventilation, and Air Conditioning Technician), Air Conditioning Technician (AC Tech), Heating, Ventilation, Air Conditioning Mechanic (HVAC Mechanic), HVAC Installer (Heating, Ventilation, and Air Conditioning Installer).

EDUCATIONAL REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		INTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
ATP104 Intro to Trades, Construction Math, OSHA Safety & NEC	60	4	30	1	0	0	90	5
ATP105 Electrical Theory and Ohm's Law	60	4	30	1	0	0	90	5
ATP106 Practical Applications of Electrical Theory	60	4	30	1	0	0	90	5
HVAC 101 Basic Refrigeration Components & Applications	60	4	30	1	0	0	90	5
HVAC 102 EPA608 Transition & Recovery	60	4	30	1	0	0	90	5
HVAC 103 Heating Systems	60	4	30	1	0	0	90	5
HVAC 104 Air Conditioning and Heat Pump Systems	60	4	30	1	0	0	90	5
HVAC105 Air Distribution & Installation	45	3	45	1	0	0	90	4
TOTALS	**465**	**31**	**255**	**9**	**0**	**0**	**720**	**39**

720 HOURS **CIP CODE: 47.0201** **SOC - O*NET: 49-9021**

MAXIMUM STUDENT/TEACHER RATIO **LECTURE-45:1 LAB-24:1** **32 WEEKS TO COMPLETE**

This program prepares graduates for the following occupation: Heating, Air Conditioning, and Refrigeration Mechanics and Installers: https://www.onetonline.org/link/summary/49-9021.01

CLASSROOM/LAB EQUIPMENT AND SUPPLIES

Tables and chairs, White Boards, Projector, Appropriate posters, charts and handouts. Computer lab with computers and printer available to all programs.

PROGRAM-SPECIFIC EQUIPMENT AND SUPPLIES

HVAC type machines, Condensing units, Furnaces, Coils, Multimeters, Air acetylene and OXY/acetylene torches, Various refrigerants, Welding materials, Recovery units, Soldering guns/copper tubing, Socket Sets, Combo Wrench Sets, Screwdrivers, Various Pliers, Adjustable Wrenches, Cold Chisels, Ball Peen Hammers, Slim Tapered Files, Putty Knifes, Wire Strippers, Flaring / Swaging Kits, Mini Tube Cutters, Manifold gauges, w/ hoses, Valve Core Removers, Pocket Thermometers, Inspection Mirrors, Service Valve Wrenches, Safety Glasses, T/P Chart - Temperature & Pressure

HVAC TECHNICIAN COURSE DESCRIPTIONS

COURSE NUMBER: ATP104   **COURSE NAME**: Intro to Trades, Construction Math, OSHA Safety & NEC
PREREQUISITES: NONE
This course provides a basic overview of the construction trade, safety measures, career opportunities and professional development. Topics include career paths, and standards of conduct, customer service, material handling, rigging, fastening, construction drawings, OSHA-10 certification, and the National Electrical Code.

COURSE NUMBER: ATP105   **COURSE NAME**: Electrical Theory and Ohm's Law   **PREREQUISITES**: NONE
A general introduction to electrical theory and conductors, including electrical quantities and Ohm's law. Topics covered include basic safety measures, parallel circuits, series circuits, combination circuits, and various types of conductors. This course also includes an introduction to national electrical code and its application to cable systems.

COURSE NUMBER: ATP106   **COURSE NAME**: Practical Applications of Electrical Theory **PREREQUISITES**: NONE
A basic introduction to practical applications of electrical theory to the function of motors and capacitors. Topics covered include basic safety, Ohm's law, units of measure, characteristics of magnetism and electromagnetism, and application of the NEC code requirements for raceways and conductors.

COURSE NUMBER: HVAC101   **COURSE NAME**: Basic Refrigeration Components & Applications
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
This course covers the basic principles of heating, ventilating, and air conditioning, career opportunities in HVAC, and apprenticeship programs. This course will provide instruction on thermodynamics, heat transfer, pressure and temperature relationships, and the fundamentals of refrigeration. The student will learn the major components and accessories of the sealed system including metering devices, evaporators, compressors and condensers.

COURSE NUMBER: HVAC102   **COURSE NAME**: EPA608 Transition & Recovery
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
In this course the student will learn the core section of EPA regulatory under section 608 of the Clean Air Act, as they relate to refrigerants and refrigerant handling. Emphasis is placed on principles of safety practices handling refrigerant. This course will also provide instruction on leak detection, evacuation, charging, and system cleanup.

COURSE NUMBER: HVAC103   **COURSE NAME**: Heating Systems
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
The purpose of this course is to provide students with the basics of gas fired heating. The topics covered in this course are geared toward the residential and commercial package unit forced air heating systems. The student will be exposed to the central heating system mechanical and electrical safety, types of gas and fuel used, function of controls, combustion efficiency tests, gas pressure adjustment and proper ventilation. The class will familiarize the student with different boiler room design and hydronic heating systems, focusing on controls and the safe operation of support equipment. Extensive hands on troubleshooting and electrical wiring diagrams are used to prepare the student for field service.

COURSE NUMBER: HVAC104   **COURSE NAME**: Air Conditioning and Heat Pump Systems
PREREQUISITES: Completion of the equivalent of ATP104, ATP105, ATP106
An overview of air-conditioning and automatic controls. Topics covered include comfort and psychometrics; refrigeration applied to air-conditioning; residential energy auditing; typical operating conditions; troubleshooting; and automatic control components, applications, and troubleshooting.

COURSE NUMBER: HVAC105   **COURSE NAME**: Air Distribution & Installation
PREREQUISITES: Completion of the equivalent of ATP104, ATP105,ATP106
This course provides information on Tubing and Piping. The practices for oxy-acetylene torch safety are emphasized along with different techniques for connecting tubing such as brazing and soldering copper refrigerant lines and the proper procedures for cutting, bending, swaging and flaring in the air conditioning field during installation procedures. This course is designed to provide the students with the safety practices and the identification and purpose of the hand and power tools utilized in the field by HVAC technicians. It will also provide information on Comfort & Psychrometrics, Air Distribution, and System Installations.

SOLAR INSTALLATION

Hybrid Program

PROGRAM DESCRIPTION

The Solar Installation program is designed to prepare individuals to specialize in installing and maintaining solar photovoltaic (PV) systems. Deploying safe, reliable solar energy systems requires a skilled workforce that is properly trained to design and install these technologies. Additionally, maintaining these systems across decades of expected operation requires experienced technicians who can identify and address any safety or performance issues. Upon completion of all requirements the student will be awarded a Certificate.

PROGRAM OBJECTIVES

This program will prepare students to apply technical knowledge and skills to assemble, install, or maintain solar photovoltaic (PV) systems on roofs or other structures in compliance with site assessment and schematics. May include measuring, cutting, assembling, and bolting structural framing and solar modules. Graduates may perform minor electrical work such as current checks.

OCCUPATIONAL OBJECTIVES

The goal of this program is to prepare students for entry level employment in any of the related areas of the trade such as Installer, Photovoltaic Installer (PV Installer), PV Design Technician (Photovoltaic Design Technician), Solar Designer, Solar Installer, Solar Installer Technician, Solar Photovoltaic Installer (Solar PV Installer), Solar Technician.

EDUCATIONAL REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		INTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
SOL101: General Solar Installation	40	2	80	2	0	0	120	4
SOL102: Solar Fundamentals and Components	40	2	80	2	0	0	120	4
SOL103: Electrical Theory	40	2	80	2	0	0	120	4
SOL104: Conduit and Enclosures	40	2	40	2	0	0	120	4
TOTALS	**160**	**8**	**320**	**8**	**0**	**0**	**480**	**16**

480 HOURS
MAXIMUM STUDENT/TEACHER RATIO

CIP CODE: 47.0703
LECTURE-45:1 LAB-24:1

SOC - O*NET: 47-2231
16 WEEKS TO COMPLETE

This program prepares graduates for the following occupation: Solar Energy System Installation and Repair Technology / Technician:
https://www.bls.gov/ooh/construction-and-extraction/solar-photovoltaic-installers.htm

CLASSROOM/LAB EQUIPMENT AND SUPPLIES

Tables and chairs, White Boards, Projector, Appropriate posters, charts and handouts. Computer lab with computers and printer available to all programs.

PROGRAM-SPECIFIC EQUIPMENT AND SUPPLIES

A well equipped solar lab is located at each campus providing the training supplies and lab demonstration/practice materials specific to solar installation.

SOLAR INSTALLATION COURSE DESCRIPTIONS

COURSE NUMBER: SOL101   **COURSE NAME**: General Solar Installation   **PREREQUISITES**: NONE

This course trains PV technicians to safely and effectively perform operations and maintenance tasks, including inspections, commissioning, performance verification, and troubleshooting. Students will become familiar with a wide range of advanced analytical tools, meters, and techniques – such as insulation resistance testers, I-V curve tracers, and infrared cameras.

COURSE NUMBER: SOL102   **COURSE NAME**: Solar Fundamentals and Components   **PREREQUISITES**: NONE

This course presents theories and skills for photovoltaic systems. Topics include installation, maintenance, evaluation, troubleshooting, and repair of commercial photovoltaic systems, including application of all applicable codes. This course builds a foundation for understanding many battery-based applications, in which the complexity far exceeds that of a grid--direct PV system. Load analysis is addressed along with other critical design criteria such as battery bank design, equipment options, and electrical integration of system components.

COURSE NUMBER: SOL103   **COURSE NAME**: Electrical Theory   **PREREQUISITES**: NONE

This course covers DC electrical theory, detailed load analysis, charge controllers, PV array sizing, stand--alone inverters, as well as numerous design examples that address the wide-ranging specifics of off--grid applications. Also covered is generator sizing and integration.

COURSE NUMBER: SOL104   **COURSE NAME**: Conduit and Enclosures   **PREREQUISITES**: NONE

This course presents an introduction to the theory, application, installation, and operation of photovoltaic systems. Topics include performance of solar site evaluations, calculation of electrical loads, sizing panel arrays, and techniques for installation of photovoltaic systems.

MEDICAL ASSISTANT

Hybrid Program

PROGRAM DESCRIPTION

This program is designed for those students who desire knowledge and skills in both administrative front office and clinical back office. The program includes 180 hours of training in a medical facility. Offered fully on ground or hybrid. Upon completion of all requirements the student will be awarded a Certificate.

PROGRAM OBJECTIVES

The program is designed to provide students with extensive and comprehensive training in body structure and the functions of the various body systems. Students will develop a working knowledge of specimen collection and various laboratory procedures to include infection control, EKG, injections, and sterilization. Students will also learn proper techniques in assisting in minor surgical procedures and preparation of patients for diagnostic tests. Students will also be certified in CPR. Students will develop administrative skills such as patient scheduling, obtaining and maintaining patient data, medical office bookkeeping, and insurance billing.

OCCUPATIONAL OBJECTIVES

Graduates will be qualified for entry-level positions in the medical field such as: Medical Assistant, front office and/or back office, Insurance Billing, EKG Technician, Medical Office Manager, Medical Office Bookkeeping Clerk, etc. (*Program not approved for California Phlebotomy Certification*)

EDUCATIONAL REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
MA130 Medical Terminology / Law & Ethics / Healthcare Communication	90	6	0	0	0	0	90	6
MA131 Anatomy & Physiology	90	6	0	0	0	0	90	6
MA132 Administrative Medical Assisting & Career Development in Healthcare	30	2	60	2	0	0	90	4
MA133 Pharmacology & Medication Administration	60	4	30	1	0	0	90	5
MA134 Phlebotomy & Clinical Lab Skills	30	2	60	2	0	0	90	4
MA135 Radiology, EKG & Pulmonary Testing	30	2	60	2	0	0	90	4
MA136 Clinical Procedures / Specialty Exams	30	2	60	2	0	0	90	4
MA137 Health Insurance / Medical Records	60	4	30	1	0	0	90	5
MA117R Medical Assistant Externship	0	0	0	0	180	4	180	4
TOTALS	**420**	**28**	**300**	**10**	**180**	**4**	**900**	**42**

900 HOURS	**CIP CODE: 51.0801**	**SOC - O*NET: 31-9092**
MAXIMUM STUDENT/TEACHER RATIO	**LECTURE-45:1 LAB-24:1**	**40 WEEKS TO COMPLETE**

This program prepares graduates for the following occupation: Medical Assistant: https://www.onetonline.org/link/summary/31-9092.00

CLASSROOM/LAB EQUIPMENT AND SUPPLIES

Tables and chairs, White Boards, Projector, Appropriate posters, charts and handouts. Computer lab with computers and printer available to all programs.

PROGRAM-SPECIFIC EQUIPMENT AND SUPPLIES

Anatomical Models, Skeleton, Weight/Height Scale, Baby Scale, Digital Thermometer, Otoscope/Ophthalmoscope, Blood Pressure Cuffs, EKG Machine(s), Centrifuge, Laboratory equipment for urine and blood collection and testing, Supplies for injection practice, Sharps disposal containers, Hazardous waste disposal container, Examination table, Sterilization Unit (Autoclave), Instruments for minor office procedures, Disposable supplies commonly found in a doctor's office, Office Productivity Software, Doctor's office exam room equipment, furnishing

MEDICAL ASSISTANT COURSE DESCRIPTIONS

COURSE NUMBER: MA130   **COURSE NAME:** Medical Terminology / Law & Ethics / Healthcare Communication
PREREQUISITES: NONE
This course instructs the students in the core skills required of all health care workers. Students will learn Medical Terminology basic structure and cover the topics of health care systems, legal and ethical responsibilities, and teamwork. This course instructs the students in the core skills required of all health care workers. Students will learn effective communication, safety, phone, scheduling and appointment setting.

COURSE NUMBER: MA131   **COURSE NAME**: Anatomy & Physiology   **PREREQUISITES**: NONE
This course provides insight into basic human body structure and functions, including fundamentals needed to understand and evaluate health practices related to each system and the body as a whole.

COURSE NUMBER: MA132   **COURSE NAME**: Administrative Medical Assisting & Career Development in Healthcare
PREREQUISITES: NONE
This course instructs the student in the basic principles of medical insurance coverage and billing procedures, medical records management, which includes the use of medical records, accounts receivable, and collection procedures. Students learn the essential work / life and career development skills needed for success as a medical assistant.

COURSE NUMBER: MA133   **COURSE NAME:** Pharmacology & Medication Administration   **PREREQUISITES**: NONE
This course instructs the students in the principles of pharmacology in the ambulatory setting, and common medications used in each body system. Students will study nutrition and learn guidelines for a healthy diet and diet modifications. Students will gain competency in calculating dosages and administering medications for non-parenteral and parenteral medications

COURSE NUMBER: MA134   **COURSE NAME**: Phlebotomy & Clinical Lab Skills   **PREREQUISITES**: NONE
This course instructs the student in hematology and the procedures of venipuncture/skin puncture for the purpose of blood specimen collection. This course also provides an introduction to basic clinical procedures used by Medical Assistants in the physician's office. Procedures and skills are taught for assisting with minor office surgeries, identifying and caring for surgical instruments, and maintaining the exam room. The course includes an introduction to basic medical laboratory techniques used by medical assistants and provides instruction in microbiology, standard precautions, specimen collection and processing, and diagnostic testing.

COURSE NUMBER: MA135   **COURSE NAME**: Radiology, EKG & Pulmonary Testing   **PREREQUISITES**: NONE
This course instructs the student in the purpose and technique for recording an electrocardiogram (EKG). Students learn the concepts of radiology and study pulmonary function tests.

COURSE NUMBER: MA136   **COURSE NAME**: Clinical Procedures / Specialty Exams   **PREREQUISITES**: NONE
This module gives the student an introduction to practices, procedures and routines of the medical office, and the medical assistant's role in preparation for examination and treatment of the patient. This course prepares the student for basic clinical office practice including: taking vital signs; assisting with mobility; identification, asepsis and OSHA Standards; bandaging and wound care. The student will become certified in adult and child CPR and first aid. In this module, students will learn to assist with medical office procedures; eye and ear assessment and procedures, pediatric patients, geriatric patients, male and female physical exams, and obtaining patient information and documentation.

COURSE NUMBER: MA137   **COURSE NAME**: Health Insurance / Medical Records   **PREREQUISITES**: NONE
This course instructs the student in the basic principles of medical insurance coverage and billing procedures. This course instructs the student in medical records management, which includes the use of medical records, accounts receivable, and collection procedures

COURSE NUMBER: MA117R   **COURSE NAME**: Medical Assistant Externship
PREREQUISITES: Completion of all core medical assisting program courses
The externship opportunity provides real world vocational experience to participants.

PHARMACY TECHNICIAN

High School Diploma or GED Required - Hybrid Program

PROGRAM DESCRIPTION

This program is designed for those students who desire knowledge and skills in the career as a Pharmacy Technician or related position. Upon completion of all requirements the student will be awarded a Certificate.

PROGRAM OBJECTIVES

This is an instructional program that prepares individuals to support pharmacists by providing assistance during patient consultation, counter dispensing operations, and prescription preparation: keeping patient and related health record information; and by performing a wide range of practice-related duties.

OCCUPATIONAL OBJECTIVES

Pharmacy Technician graduates must become licensed by the California Board of Pharmacy to qualify to work as a Pharmacy Technician in the state of California. Students will need to fill out an application, complete a Live Scan, provide a current picture, produce official high school transcripts, and submit to a drug screen and background check. Licensed graduates will qualify to work as an entry level Pharmacy Technician in both hospital and retail drug store pharmacies. Licensed or unlicensed graduates will be qualified for employment as a pharmacy clerk.

EDUCATIONAL REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		TOTAL ACADEMIC HOURS & CREDITS	
	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT	CLOCK	CREDIT
PT248 Medical Terminology, Healthcare Law & Ethics	90	6	0	0	0	0	90	6
PT241 Anatomy & Physiology	90	6	0	0	0	0	90	6
PT242 Career & Professional Development	30	2	60	2	0	0	90	4
PT243 Pharmacology	90	6	0	0	0	0	90	6
PT244 Pharmacy Compounding	30	2	60	2	0	0	90	4
PT245 Pharmacy Calculations	30	2	60	2	0	0	90	4
PT246 Sterile Product / Chemotherapy / Hazardous Products Preparation	30	2	60	2	0	0	90	4
PT247 Procurement & Pharmacy Informatics / Inventory Control & Insurance Billing	30	2	60	2	0	0	90	4
PT226R Pharmacy Technician Externship I	0	0	0	0	90	2	90	2
PT227R Pharmacy Technician Externship II	0	0	0	0	90	2	90	2
TOTALS	420	28	300	10	180	4	900	42

900 HOURS	**CIP CODE: 51.0805**	**SOC - O*NET: 29-2052**
MAXIMUM STUDENT/TEACHER RATIO	**LECTURE-45:1 LAB-24:1**	**40 WEEKS TO COMPLETE**

This program prepares graduates for the following occupation: Pharmacy Technician https://www.onetonline.org/link/summary/29-2052.00

To work as a pharmacy technician in California, you must possess and keep current a license as a pharmacy technician. This license does not require additional testing. To apply for licensure, you must complete at least 240 hours of instruction as specified in section 1793.6 (c) of Title 16 of the California Code of Regulations.

CLASSROOM/LAB EQUIPMENT AND SUPPLIES

Tables and chairs, White Boards/ Projector, Appropriate posters. Computer lab with computers and printer available to all programs.

PROGRAM-SPECIFIC EQUIPMENT AND SUPPLIES

Pill Counter, Oral Syringes, Mortar and Pestle, Conical Cylinders, Graduated Cylinders, Spatulas, Pipettes, Beakers, Sterile Gloves, Torsion Balance and Weights, Bottles with Child-Resistant Caps, Hypodermic Needles and Syringes, Sharps Containers, Sterile Water for Injection, Demo Dose Powder, Intravenous Bags, Laminar Flow Hood

PHARMACY TECHNICIAN COURSE DESCRIPTIONS

COURSE NUMBER: PT226R   **COURSE NAME**: Pharmacy Technician Externship I
PREREQUISITES: Completion of all core courses
The externship opportunity provides real world vocational experience to participants.

COURSE NUMBER: PT227R   **COURSE NAME**: Pharmacy Technician Externship II
PREREQUISITES: Completion of all core courses
The externship opportunity provides real world vocational experience to participants.

COURSE NUMBER: PT241   **COURSE NAME**: Anatomy & Physiology   **PREREQUISITES**: NONE
This course provides insight into basic human body structure and functions, including fundamentals needed to understand and evaluate health practices related to select body system and the body as a whole.

COURSE NUMBER: PT242   **COURSE NAME**: Career & Professional Development   **PREREQUISITES**: NONE
This course is designed to introduce valuable life skills needed for career development. This course will instruct the student in topics such as goal setting, interpersonal communication, time management, stress management, dealing with change, fiscal responsibility, memory development, listening skills needed for success in pharmacy settings.

COURSE NUMBER: PT243   **COURSE NAME**: Pharmacology   **PREREQUISITES**: NONE
This course instructs the students in the principles of pharmacology in the ambulatory setting, calculating dosages for non-parenteral and parenteral medications, and common medications used in select body system.

COURSE NUMBER: PT244   **COURSE NAME**: Pharmacy Compounding   **PREREQUISITES**: NONE
This course will introduce the student to the compounding of medications using pills, capsules, and other methods of preparation. This course strives to adjust the student's mindset from traditional pharmacy practice, where patients are assigned a pre-made medication, to a setting in which each patient, whether human or animal, is diagnosed and treated individually. This course will introduce the student to the extemporaneous compounding of medications using flavoring, reconstituting solutions, and preparing suppositories.

COURSE NUMBER: PT245   **COURSE NAME**: Pharmacy Calculations   **PREREQUISITES**: NONE
This course will enable the student to gain knowledge of basic arithmetic that is essential for today's pharmacy technician; basic skills in mathematics are required for understanding and performing drug preparations. Nearly every aspect of drug dispensing requires a consideration of numbers. All advanced pharmacy calculations, which are explained throughout the course, rely on a solid understanding of basic math principles.

COURSE NUMBER: PT246   **COURSE NAME**: Sterile Product / Chemotherapy / Hazardous Product Preparation
PREREQUISITES: NONE
This course will introduce the student to sterile products and the manner in which they can be administered. The student will understand both the properties of sterile products and how to prepare them using proper aseptic technique. This course will introduce the student how to prepare large volume solutions, intravenous piggybacks, chemotherapy and total parenteral nutrition.

COURSE NUMBER: PT247   **COURSE NAME**: Procurement & Pharmacy Informatics / Inventory Control & Insurance Billing
PREREQUISITES: NONE
In this course students will learn to explain cost analysis and cost control, define cost finding and cost factors, discuss the differences between independent and group purchasing, define a "prime supplier.", explain why inventory control is essential in the pharmacy practice, explain inventory errors, and describe the effect of inventory errors on financial statements. In this course, students will learn to explain the terms *deductible* and *premium*, describe medical insurance coverage, define group plans and prepaid health plans, explain various types of private health insurance, and discuss managed care programs, government plans, and eligibility criteria for Medicare.

COURSE NUMBER: P248   **COURSE NAME**: Medical Terminology, Healthcare Law & Ethics
PREREQUISITES: NONE
In this course, students will learn Medical Terminology, define and spell terms and word parts, analyze, build and pronounce medical words. This course instructs the students in the core skills required of all health care workers. Students will cover the topics of communication, health care systems, legal and ethical responsibilities, and teamwork.

2024-2025 HOLIDAYS

DURING THE PERIOD (NO SCHOOL DAYS)

New Year's Day	January 1, 2024	January 1, 2025
Martin Luther King Day	January 15, 2024	January 20, 2025
President's Day	February 19, 2024	February 17, 2025
Memorial Day	May 27, 2024	May 26, 2025
Juneteenth	June 19, 2024	June 19, 2025
Independence Day	July 4, 2024	July 4, 2025
Labor Day	September 2, 2024	September 1, 2025
Veterans' Day	November 11, 2024	November 11, 2025
Thanksgiving Day	November 28, 2024	November 27, 2025
Christmas Day	December 25, 2024	December 25, 2025

OWNERSHIP

CORPORATION: Inter-coast International Training, Inc.

Dr. Geeta Brown, 100% Stockholder/President/CEO

CORPORATE STAFF LISTING

PRESIDENT / CEO / CHIEF ACADEMIC OFFICER	Geeta Brown, EdD, MA, BA
VICE PRESIDENT OF OPERATIONS	Betty Carpenter-Gross, BA
VICE PRESIDENT OF COMPLIANCE & CURRICULUM DEVELOPMENT	Kelly Michaud, MBA, BA
ASSOCIATE VICE PRESIDENT OF CAMPUS OPERATIONS	Christopher Rush, BA
ASSOCIATE VICE PRESIDENT OF ONLINE EDUCATION & OPERATIONS	Orquedia Chavez, MA
CORPORATE DIRECTOR OF STUDENT AFFAIRS	Anna Marie Sapien-Lopez, MBA, BS
CORPORATE DIRECTOR OF FINANCIAL AID	Irene Rico
CORPORATE FUNDING MANAGER	Leticia Cota-Cazarez, BA
HUMAN RESOURCES MANAGER	Jennifer Dolvick
SUBSTANCE USE DISORDER COUNSELING/ BEHAVIORAL HEALTH PROGRAM DIRECTOR, ACADEMIC DEAN-ADDICTION STUDIES	Judy Redman, MBA, BS, CACCS, CADCII, CATC-V
TRADES PROGRAM DIRECTOR	Justin Phillips, C-10
VA CERTIFYING OFFICIALS	Anna Marie Sapien-Lopez, MBA, BS Leticia Cota-Cazarez, BA

INTERCOAST COLLEGES

SCHOOL CATALOG ADDENDUM

(Revised 1/1/2024)

SCHEDULE OF TUITION CHARGES and PAYMENT PERIODS

PROGRAM	Total Charges for the Current Period of Attendance — Tuition Breakdown by Award Year and Payment Period					Estimated Total Charges for the Entire Educational Program And: The Total Charges The Student is Obligated to Pay Upon Enrollment
	Award Year 1 / Payment Period 1	Award Year 1 / Payment Period 2	Award Year 2 / Payment Period 1	Award Year 2 / Payment Period 2	Award Year 3	
Alcohol & Drug Counseling Studies	$ 9,000	$ 9,000	$ 6,600			$ 24,600
Behavioral Health Assistant	$ 8,220	$ 8,220				$ 16,440
Business Office Administration	$ 9,000	$ 9,000				$ 18,000
Cyber Security Specialist	$ 9,920	$ 9,920	$ 4,960			$ 24,800
Electrical Training Program	$ 9,000	$ 9,000	$ 4,500			$ 22,500
HVAC Technician	$ 9,000	$ 9,000				$ 18,000
Medi-Cal Peer Support Specialist	$ 1,600					$ 1,600
Solar Installation	$ 4,800	$ 4,800				$ 9,600
Medical Assistant	$ 8,160	$ 8,160	$ 2,720			$ 19,125
Pharmacy Technician	$ 8,160	$ 8,160	$ 2,720			$ 19,125
AAS Degree Business Administration	$ 9,000	$ 9,000	$ 5,400	$ 5,400		$ 28,800
AAS Degree Cyber Security	$ 9,920	$ 9,920	$ 8,680	$ 8,860	$ 1,860	$ 39,060
AAS Degree Substance Use Disorder Counseling	$ 9,000	$ 9,000	$ 9,600	$ 9,600	$ 3,000	$ 40,200
Bachelor's Degree Addiction Studies (tuition for AAS-SUDC graduates 60 credits)	$ 21,000 (non-Title IV)					$ 21,000

START DATES FOR 2025 - 2026

TRACK A

Student Start Date / Module Start Date	Module End Date	Expected Grad Date BOA, HVAC	Expected Grad Date Solar	Expected Grad Date MA, PT, ETP, CSS	Expected Grad Date AAS-CYB	Expected Grad Date AAS-BUS
1/6/2025	2/2/2025	8/17/2025	9/14/2025	10/12/2025	4/26/2026	3/29/2026
2/3/2025	3/2/2025	9/14/2025	10/12/2025	11/9/2025	5/24/2026	4/26/2026
3/3/2025	3/30/2025	10/12/2025	11/9/2025	12/7/2025	6/21/2026	5/24/2026
3/31/2025	4/27/2025	11/9/2025	12/7/2025	1/4/2026	7/19/2026	6/21/2026
4/28/2025	5/25/2025	12/7/2025	1/4/2026	2/1/2026	8/16/2026	7/19/2026
5/26/2025	6/22/2025	1/4/2026	2/1/2026	3/1/2026	9/13/2026	8/16/2026
6/23/2025	7/20/2025	2/1/2026	3/1/2026	3/29/2026	10/11/2026	9/13/2026
7/21/2025	8/17/2025	3/1/2026	3/29/2026	4/26/2026	11/8/2026	10/11/2026
8/18/2025	9/14/2025	3/29/2026	4/26/2026	5/24/2026	12/6/2026	11/8/2026
9/15/2025	10/12/2025	4/26/2026	5/24/2026	6/21/2026	1/3/2027	12/6/2026
10/13/2025	11/9/2025	5/24/2026	6/21/2026	7/19/2026	1/31/2027	1/3/2027
11/10/2025	12/7/2025	6/21/2026	7/19/2026	8/16/2026	2/28/2027	1/31/2027
12/8/2025	1/4/2026	7/19/2026	8/16/2026	9/13/2026	3/28/2027	2/28/2027
1/5/2026	2/1/2026	8/16/2026	4/26/2026	10/11/2026	4/25/2027	3/28/2027
2/2/2026	3/1/2026	9/13/2026	5/24/2026	11/8/2026	5/23/2027	4/25/2027
3/2/2026	3/29/2026	10/11/2026	6/21/2026	12/6/2026	6/20/2027	5/23/2027
3/30/2026	4/26/2026	11/8/2026	7/19/2026	1/3/2027	7/18/2027	6/20/2027
4/27/2026	5/24/2026	12/6/2026	8/16/2026	1/31/2027	8/15/2027	7/18/2027
5/25/2026	6/21/2026	1/3/2027	9/13/2026	2/28/2027	9/12/2027	8/15/2027
6/22/2026	7/19/2026	1/31/2027	10/11/2026	3/28/2027	10/10/2027	9/12/2027
7/20/2026	8/16/2026	2/28/2027	11/8/2026	4/25/2027	11/7/2027	10/10/2027
8/17/2026	9/13/2026	3/28/2027	12/6/2026	5/23/2027	12/5/2027	11/7/2027
9/14/2026	10/11/2026	4/25/2027	1/3/2027	6/20/2027	1/2/2028	12/5/2027
10/12/2026	11/8/2026	5/23/2027	1/31/2027	7/18/2027	1/30/2028	1/2/2028
11/9/2026	12/6/2026	6/20/2027	2/28/2027	8/15/2027	2/27/2028	1/30/2028
12/7/2026	1/3/2027	7/18/2027	3/28/2027	9/12/2027	3/26/2028	2/27/2028

START DATES FOR 2025 - 2026
TRACK C3

Student Start Date / Module Start Date	Module End Date	Expected Grad Date BHA 42 Weeks	Expected Grad Date ADCS 44 Weeks	Expected Grad Date AAS-SUDC 68 Weeks
1/13/2025	2/2/2025	11/2/2025	11/16/2025	4/12/2026
2/3/2025	2/23/2025	11/23/2025	12/7/2025	5/3/2026
2/24/2025	3/16/2025	12/14/2025	12/28/2025	5/24/2026
3/17/2025	4/6/2025	1/4/2026	1/18/2026	6/14/2026
4/7/2025	4/27/2025	1/25/2026	2/8/2026	7/5/2026
4/28/2025	5/18/2025	2/15/2026	3/1/2026	7/26/2026
5/19/2025	6/8/2025	3/8/2026	3/22/2026	8/16/2026
6/9/2025	6/29/2025	3/29/2026	4/12/2026	9/6/2026
6/30/2025	7/20/2025	4/19/2026	5/3/2026	9/27/2026
7/21/2025	8/10/2025	5/10/2026	5/24/2026	10/18/2026
8/11/2025	8/31/2025	5/31/2026	6/14/2026	11/8/2026
9/1/2025	9/21/2025	6/21/2026	7/5/2026	11/29/2026
9/22/2025	10/12/2025	7/12/2026	7/26/2026	12/20/2026
10/13/2025	11/2/2025	8/2/2026	8/16/2026	1/10/2027
11/3/2025	11/23/2025	8/23/2026	9/6/2026	1/31/2027
11/24/2025	12/14/2025	9/13/2026	9/27/2026	2/21/2027
12/15/2025	1/4/2026	10/4/2026	10/18/2026	3/14/2027
1/5/2026	1/25/2026	10/25/2026	11/8/2026	4/4/2027
1/26/2026	2/15/2026	11/15/2026	11/29/2026	4/25/2027
2/16/2026	3/8/2026	12/6/2026	12/20/2026	5/16/2027
3/9/2026	3/29/2026	12/27/2026	1/10/2027	6/6/2027
3/30/2026	4/19/2026	1/17/2027	1/31/2027	6/27/2027
4/20/2026	5/10/2026	2/7/2027	2/21/2027	7/18/2027
5/11/2026	5/31/2026	2/28/2027	3/14/2027	8/8/2027
6/1/2026	6/21/2026	3/21/2027	4/4/2027	8/29/2027
6/22/2026	7/12/2026	4/11/2027	4/25/2027	9/19/2027
7/13/2026	8/2/2026	5/2/2027	5/16/2027	10/10/2027
8/3/2026	8/23/2026	5/23/2027	6/6/2027	10/31/2027
8/24/2026	9/13/2026	6/13/2027	6/27/2027	11/21/2027
9/14/2026	10/4/2026	7/4/2027	7/18/2027	12/12/2027
10/5/2026	10/25/2026	7/25/2027	8/8/2027	1/2/2028
10/26/2026	11/15/2026	8/15/2027	8/29/2027	1/23/2028
11/16/2026	12/6/2026	9/5/2027	9/19/2027	2/13/2028
12/7/2026	12/27/2026	9/26/2027	10/10/2027	3/5/2028
12/28/2026	1/17/2027	10/17/2027	10/31/2027	3/26/2028

CAMPUS STAFF LISTINGS

WEST COVINA MAIN CAMPUS

STAFF AND FACULTY

ASSOCIATE VICE PRESIDENT OF CAMPUS OPERATIONS	Christopher Rush, BA
DIRECTOR OF ADMISSIONS, RESTARTS & REENTRIES	Joel Medrano
SR. ADMISSIONS REPRESENTATIVES:	Steven Martinez, Tammy Rosas, Ronnie Simon
ADMISSIONS REPRESENTATIVES:	Georgette Gonzalez, Jade Thames
REGISTRAR:	Cindy Caballero
SENIOR CAREER SERVICES COORDINATOR:	Maria Diaz
FACULTY:	ETP Faculty: Jorge Rangel, T-Card; Fred Massia, General Electrician ATP Faculty: Ricardo Barrow, BS, C-10 HVAC Faculty: Robert Gonzalez, Refrigeration & AC Controls Certified Cody Walker, Journeyman Electrician; Shawn Stewart, MS, Master Electrician

IDL STAFF AND FACULTY

ASSOCIATE VICE PRESIDENT CAMPUS OPERATIONS	Orquedia "OC" Chavez, MA
ADMINISTRATIVE MANAGER	Jessica Owens
LEAD REGISTRAR:	Breanna Bell
CAREER SERVICES COORDINATOR:	Katherine Porteous, BAS
CLINICAL COORDINATOR:	Evangelia Kafcalas, BA
ACADEMIC MENTOR:	Richard Donovan, MS; Katherine Porteous, BAS
ACADEMIC MENTORS	Richard Donovan, MS, Melissa Morales, MSW, Katherine Porteous, BAS
IDL FACULTY:	Judy Redman, MBA; Anthony Scuderi, Doctor of Psychology; Richard Donovan MS., SUDCC IV-CS; Bili White, MA; Stephanie Williams, BS, MPA; Deborah Snyder, BS, MA; Karina Gutierrez, MA; Fonzie Nguyen, BA, MA;

PROGRAMS OFFERED

ALCOHOL AND DRUG COUNSELING STUDIES	Online
ELECTRICAL TRAINING PROGRAM	Hybrid
HVAC TECHNICIAN	Hybrid
MEDI-CAL PEER SUPPORT SPECIALIST	On-Campus
SOLAR INSTALLATION	On-Campus
AAS DEGREE SUBSTANCE USE DISORDER COUNSELING	Online
AAS DEGREE BUSINESS ADMINISTRATION	Online
AAS DEGREE CYBER SECURITY	Online
ALCOHOL AND DRUG COUNSELING STUDIES	Online
BUSINESS OFFICE ADMINISTRATION	Online
BEHAVIORAL HEALTH ASSISTANT	Online
CYBER SECURITY SPECIALIST	Online

The West Covina campus is located off the freeway in a shopping center, with easy access to restaurants and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student break area, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheelchair accessible. A fully equipped computer lab provides students hands-on training and include computers and printers. The Electrical and HVAC labs are equipped for demonstration and safe hands-on practice of skills taught in the curriculum.

RIVERSIDE BRANCH CAMPUS

STAFF AND FACULTY

ASSOCIATE VICE PRESIDENT OF CAMPUS OPERATIONS	Christopher Rush
SENIOR CAREER SERVICES COORDINATOR:	Andrew DeLuna
REGISTRAR:	Cindy Caballero
FACULTY:	ETP Faculty: Ricardo Barrow, BS, C-10, Program Coordinator
	ATP Faculty: Jose Acosta Serna, T-Card, Warren Peterson, General Electrician

PROGRAMS OFFERED

ALCOHOL AND DRUG COUNSELING STUDIES	Online
ELECTRICAL TRAINING PROGRAM	Hybrid
SOLAR INSTALLATION	On-Campus

The Riverside campus has easy access to major freeways, and bus stops. The campus has lab areas, administrative offices, and student break area. The school is housed in modern, centrally air-conditioned facility that is wheel chair accessible. The Electrical labs are equipped for demonstration and hands on practice of skills taught in the curriculum.

RANCHO CORDOVA BRANCH CAMPUS

STAFF AND FACULTY

ASSOCIATE VICE PRESIDENT OF CAMPUS OPERATIONS	'OC' Orquedia Chavez, MA
ADMINISTRATIVE MANAGER	Jessica Owens, BA
DIRECTOR OF ADMISSIONS, RESTARTS & REENTRIES:	Tammy Jones
SR ADMISSIONS REPRESENTATIVES:	Tom Fay
ADMISSIONS REPRESENTATIVES:	Mia Cota, Marisio Martinez
ASSOCIATE DIRECTOR OF CAREER SERVICES:	Erik Juarez
FACULTY:	ETP Faculty: Kamal Singh, CA Residential Electrician, Program Coordinator
	ATP Faculty: Matthew Hodge, General Electrician, Alexander Boe, ET
	HVAC Faculty: Christopher (Allan) Alcaron

PROGRAMS OFFERED

ALCOHOL AND DRUG COUNSELING STUDIES	Online
ELECTRICAL TRAINING PROGRAM	Hybrid
SOLAR INSTALLATION	On-Campus
CYBER SECURITY SPECIALIST	Online
HVAC TECHNICIAN	Hybrid

The Rancho Cordova campus is located near the city of Sacramento with access to major freeways and bus stops. The campus has lab and lecture rooms, administrative offices, student break area, and staff lounge. The school is housed in modern, centrally air- conditioned facility that is wheel-chair accessible. The labs are equipped for demonstration and safe practice of skills taught in the curriculum.

FAIRFIELD BRANCH CAMPUS

STAFF AND FACULTY

ASSOCIATE VICE PRESIDENT OF CAMPUS OPERATIONS	Orquedia "OC" Chavez, MA
DIRECTOR OF ADMISSIONS, RESTARTS & REENTRIES:	Tammy Jones
ADMISSIONS REPRESENTATIVES:	Mercedes Perez
DIRECTOR OF STUDENT AFFAIRS & ADMINISTRATIVE DIRECTOR:	Tina Davis
CAREER SERVICES COORDINATOR:	Reyanna Toscano
FACULTY:	ATP Faculty: Valentin Guerra, BS, Journeyman Electrician
	ETP Faculty: Isiah Tostado, T-Card

PROGRAMS OFFERED

ALCOHOL AND DRUG COUNSELING STUDIES	Online
ELECTRICAL TRAINING PROGRAM	Hybrid
SOLAR INSTALLATION	On-Campus
CYBER SECURITY SPECIALIST	Online

The Fairfield campus is conveniently located with access to restaurants, major freeways, and bus stops. The campus has various lab and lecture rooms, administrative offices, student break area, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheel-chair accessible. The labs are equipped for demonstration and safe practice of skills taught in the curriculum.

ADVISORY BOARD MEMBERS

Matt Delarosby, Director of Marketing, Ambrose Solar
Rochelle Louis, Manager, People Operations, Polygon
Thomas French, Service Manager, Ken's Beverage
Angie Reuter, Marketing & Community Engagement Coordinator, City of Fairfield
Jaimie Foster, Patient Navigator, MedMark
Corlina Eisert, Bridges Professional Treatment Services
Shannaon Morris, Bridges Professional Treatment Services
Ashley Hale, HR Specialist, Sierra Pacific
Rob Peters, IT Manager, State of California
Derrick Hazely, Alliance Environmental Group
Ryan Puchahes, Sr. Systems Engineer, Orange County Transportation Authority
Steve Solis, Sr. Systems Engineer, SMB Techforce LLC

INTERCOAST COLLEGES

SCHOOL CATALOG ADDENDUM
BACHELORS DEGREE
IN APPLIED SCIENCE
ADDICTION STUDIES

BACHELORS DEGREE APPLIED SCIENCES ADMISSIONS REQUIREMENTS

Prospective students seeking bachelor's degree admissions must meet the following criteria to be considered for acceptance:

- An earned Associate Degree in a related field with a minimum GPA of 2.0 from an accredited post-secondary institution;
- Field training and experience in alcohol and drug counseling, mental and/or behavioral health;
- Other factors that support the likelihood of the career success of the candidate.

Please note: InterCoast Colleges is offering its Bachelor of Applied Science Degree in Addiction studies with approval from its accreditor, ACCET. This Bachelor's Degree is not currently approved for Title IV aid. Final approval of this program is contingent upon the success of our accreditor's application to expand its scope with the U.S. Education Department. The program is approved for Veterans benefits. In the unlikely event that our accreditor does not gain Education Department approval, InterCoast will work with its students to maximize successful outcomes for their additional studies.

PROGRAM DESCRIPTION

The Bachelor of Applied Science (BAS) degree in Addiction Studies is designed to grow professional management skills of the learner and meet the demand for leadership of highly technical professionals in the substance use disorder and mental health treatment workplace. Emphasis is placed on courses which enable the student to gain theoretical knowledge important for working in the field and to apply concepts to meet their occupational objectives. Upon completion of all requirements the student will be awarded a BAS (Bachelor of Applied Science) Degree.

DELIVERY METHODOLOGY

Students may elect to enroll in a fully online program or they may choose to attend a campus in person for classes. Students are not permitted to be concurrently enrolled in courses both on campus and online. Students in an academic program who may wish to fully transfer to the same program in another modality, including on campus or online, must be in good academic standing.

PROGRAM OBJECTIVES

The program's overarching objective is to provide advanced knowledge in addiction related skills to increase employment opportunities for those individuals who desire to work in a setting with clients experiencing substance use disorder.

Potential career opportunities exist in a wide variety of settings including correctional facilities, disorder treatment agencies, government social services, halfway houses, hospitals, military/veteran's programs, nonprofit agencies, outpatient/inpatient facilities, schools, and workplace treatment programs.

DISCIPLINE SPECIFIC PROGRAM OBJECTIVES

Graduates will be able to

- Discuss the major concepts, theoretical perspectives, empirical findings, and historical trends in substance use disorder counseling.
- Utilize research methodology in addiction including research design, data analysis, and the interpretation and evaluation of findings.
- Assess problems related to behavior and mental processes using analytical thinking.
- Choose and apply the appropriate counseling principles, theories, and concepts to personal, social, and organizational issues and problems.
- Associate the underlying ethical standards, values, and considerations in theory and practice in the discipline of substance use disorder counseling.
- Demonstrate competency in using contemporary tools and technologies to screen, assess, treat, and evaluate client progress in real world situations.
- Analyze how treatment can improve interpersonal relationships across cultural boundaries in a variety of treatment settings.
- In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout the program.

OCCUPATIONAL OBJECTIVES

The objective is to meet the requirement for trained individuals to secure employment in the field of addiction studies, and provide the student with possible advancement opportunities.

2195 HOURS (FULL PROGRAM) 900 HOURS (BAS after earning Associate's Degree)	CIP CODE: 51.1501	80 Weeks to Complete BAS courses with an earned Associate's Degree

GRADUATION REQUIREMENTS

In order to graduate, students must:

1. Earn the required total number of credits for the degree
2. Complete required coursework within the maximum time frame permitted.
3. Earn a minimum cumulative grade point average of 2.0 or above.
4. Achieve a minimum 80% cumulative attendance.

BACHELOR'S DEGREE APPLICATION PROCESS AND REQUIREMENTS

1. All applicants must participate in an Admissions interview conducted by the Director of Admissions or designee.

2. Submit an application to InterCoast Colleges. All applications must be complete. No partial applications will be accepted.

3. Submit official transcripts from all post-secondary institutions attended. A maximum number of credits may be transferred from an accredited college or university in accordance with the InterCoast Colleges transfer credit policy as stated in the school catalog. Transferability of credit from other institutions must be substantially similar to course content required in the program. All final decisions regarding the acceptance of transfer credits are made by the Acceptance Committee and InterCoast College's school official.

4. Arrangements for payment of all tuition and fees must be completed during the admissions process and prior to interview with the acceptance committee panel.

5. Submission of a complete application, including tuition arrangements, transfer credit records, certification, if applicable, is required in order to schedule the acceptance committee panel interview. No partial applications will be considered.

6. Acceptance Committee consisting of at least three members of the InterCoast College's senior management will review applications to determine eligibility for a panel interview.

7. All candidates will be interviewed by a panel as part of their Admissions acceptance process. Candidates will be asked questions about their career goals, previous related work experience, educational background and other special considerations that the applicant believes will confirm their readiness and appropriateness for the program.

8. Once the applicant is accepted, they will be sent an email confirmation. The applicant will be required to confirm their intention to attend the program within seven calendar days.

9. All accepted candidates must participate in InterCoast College's new student orientation prior to starting the program.

2195 HOURS (FULL PROGRAM) 900 HOURS (BAS after earning Associate's Degree)	CIP CODE: 51.1501	SOC - O*NET: 21-1018
MAXIMUM STUDENT/TEACHER RATIO	LECTURE-45:1 LAB-24:1	80 Weeks to Complete BAS courses with an earned Associate's Degree

BAS DEGREE REQUIREMENTS

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP/ INTERNSHIP HOURS		TOTAL HOURS	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock*	Credit*
BAS REQUIRED COURSES (45 Credits)								
AOD301 Clinical Supervision and Professionalism	**45**	**3**	**0**	**0**	**0**	**0**	**45**	**3**
AOD302 Co-Occurring Disorders: Integrated Care	45	3	0	0	0	0	45	3
AOD303 Co-Occurring Disorders: Crisis Prevention and Management	45	3	0	0	0	0	45	3
AOD304 Co-Occurring Disorders: Management & Coordination of Care	45	3	0	0	0	0	45	3
AOD305 Criminal Justice: Criminal Behavior/Criminal Thinking in Addiction	45	3	0	0	0	0	45	3
AOD306 Criminal Justice: Criminal Justice Systems	45	3	0	0	0	0	45	3
AOD307 Prevention: Concepts of Prevention	45	3	0	0	0	0	45	3
AOD308 Prevention: Juvenile Delinquency	45	3	0	0	0	0	45	3
AOD309 Prevention: Resiliency and Relapse Prevention	45	3	0	0	0	0	45	3
AODS310 Treatment Executive	45	3	0	0	0	0	45	3
AOD311 Substance Use and Mental Health Disorders Treatment Gender Specific to Women	45	3	0	0	0	0	45	3
AOD312 Admissions & Marketing in Substance Use & Mental Health Disorder Treatment Facilities	45	3	0	0	0	0	45	3
AOD313 Trauma Informed Care	45	3	0	0	0	0	45	3
AOD314 Neurochemistry and Physiology of Addiction: Medication Assisted Treatment	45	3	0	0	0	0	45	3
MHT315 Mental Health Rehabilitation Specialist	45	3	0	0	0	0	45	3
BAS GENERAL EDUCATION COURSES (15 Credits)								
PSY316 Counseling Psychology	45	3	0	0	0	0	45	3
ENG317 Writing for Research Methodology	45	3	0	0	0	0	45	3
MAT318 Statistics for Research and Data Analysis	45	3	0	0	0	0	45	3
BUS319 Conflict Resolution in Leadership	45	3	0	0	0	0	45	3
PSY320 Biological and Behavioral Psychology	45	3	0	0	0	0	45	3
BAS PROGRAM TOTALS	900	60	0	0	0	0	900	60

PROGRAM	TUITION	TOTAL PROGRAM CHARGES
BAS DEGREE ADDICTION STUDIES	*Includes STRF fees, books, supplies, equipment, & uniforms, if any* $21,000.00 (60 Credits / with earned Associate's Degree)	$21,000

BAS DEGREE START DATES FOR 2025 -2026

Student Start Date / Courses Start Date	Module End Date	Expected Grad Date Students with Transfer Credit from ICC AAS degree (20 BAS Courses – 60 Credits) 18 months (80 Weeks) (updated 1/6/25)
1/6/2025	2/2/2025	7/19/2026
2/3/2025	3/2/2025	8/16/2026
3/3/2025	3/30/2025	9/13/2026
3/31/2025	4/27/2025	10/11/2026
4/28/2025	5/25/2025	11/8/2026
5/26/2025	6/22/2025	12/6/2026
6/23/2025	7/20/2025	1/3/2027
7/21/2025	8/17/2025	1/31/2027
8/18/2025	9/14/2025	2/28/2027
9/15/2025	10/12/2025	3/28/2027
10/13/2025	11/9/2025	4/25/2027
11/10/2025	12/7/2025	5/23/2027
12/8/2025	1/4/2026	6/20/2027
1/5/2026	2/1/2026	7/18/2027
2/2/2026	3/1/2026	8/15/2027
3/2/2026	3/29/2026	9/12/2027
3/30/2026	4/26/2026	10/10/2027
4/27/2026	5/24/2026	11/7/2027
5/25/2026	6/21/2026	12/5/2027
6/22/2026	7/19/2026	1/2/2028
7/20/2026	8/16/2026	1/30/2028
8/17/2026	9/13/2026	2/27/2028
9/14/2026	10/11/2026	3/26/2028
10/12/2026	11/8/2026	4/23/2028
11/9/2026	12/6/2026	5/21/2028
12/7/2026	1/3/2027	6/18/2028

COURSE DESCRIPTIONS

BACHELOR OF APPLIED SCIENCE – ADDICTION STUDIES

COURSE NUMBER: AOD301   **COURSE NAME**: Clinical Supervision and Professionalism   **PREREQUISITES**: None
This course is designed to recognize and develop Clinical Supervision Attitudes, Knowledge, and Leadership Skills to enhance counselor development. This course provides the central principles of clinical supervision and researched-supported interventions for building a solid foundation in supervisor/supervisee relationships.

COURSE NUMBER: AOD302   **COURSE NAME**: Co-Occurring Disorders: Integrated Care   **PREREQUISITES**: None
This course provides an advanced study in Co- Occurring Disorders with an emphasis on Integrated Care. Upon successful completion of the required coursework, the student will be able to demonstrate comprehension of postmodern treatment / Motivational Enhancement Therapy / Cultural Diversity.

COURSE NUMBER: AOD303   **COURSE NAME**: Co-Occurring Disorders - Crisis Prevention & Management   **PREREQUISITES**: None
This course provides intermediate understanding of Co-Occurring Disorders with an emphasis on Crisis Prevention and Management with an emphasis on Crisis Prevention and Management.

COURSE NUMBER: AOD304   **COURSE NAME**: Co-Occurring Disorders - Management & Coordination of Care   **PREREQUISITES**: None
This course provides an advanced understanding of Co-Occurring Disorders with an emphasis on Management and Coordination of Care/Treatment and Recovery Planning.

COURSE NUMBER: AOD305   **COURSE NAME**: Criminal Justice: Criminal Behavior/Criminal Thinking in Addiction
PREREQUISITES: None
This course provides understanding of criminal behavior and criminal thinking in addiction. This course considers issues in alcohol misuse, licit and illicit drug use, and the criminal justice system. An emphasis on social science research methodology will frame each sub-topic with research studies providing evidence associating alcohol misuse, drug abuse, and criminality. Policy questions and approaches are considered.

COURSE NUMBER: AOD306   **COURSE NAME**: Criminal Justice - Criminal Justice Systems   **PREREQUISITES**: None
This course introduces the criminal justice systems, including the latest developments from the criminal justice field regarding decriminalization and other actual and proposed reforms at all stages of the criminal justice process, the intricate workings of the police, courts, and correctional systems, the concepts and processes of justice, and key policy issues.

COURSE NUMBER: AOD307   **COURSE NAME**: Prevention - Concepts of Prevention   **PREREQUISITES**: None
This course provides a comprehensive overview of substance abuse prevention theories and prevention programming applications. Course topics include theories and models basic to prevention, science-based prevention strategies and model programs, strategic planning and outcome evaluation.

COURSE NUMBER: AOD308   **COURSE NAME**: Prevention: Juvenile Delinquency   **PREREQUISITES**: None
This course will consider the subject of juvenile delinquency from various perspectives including substance use prevention, psychological, physiological and sociological perspectives. Particular attention will be paid to the role of family, the school, and the peer group in promoting delinquency. This course will provide students with the tools to analyze and evaluate juvenile justice issues, and the juvenile justice system.

COURSE NUMBER: AOD309   **COURSE NAME**: Prevention: Resiliency and Relapse Prevention   **PREREQUISITES**: None
This course provides an understanding of Resiliency and Relapse Prevention. Relapse prevention is a multi-dimensional approach to relapse with the goal of identifying and preventing high-risk situations such as substance abuse, obsessive-compulsive behavior, sexual offending, obesity, and depression. It is an important component in the treatment process for substance use disorder.

COURSE NUMBER: AOD310   **COURSE NAME**: Treatment Executive   **PREREQUISITES**: None
This course provides an understanding of the role of the Treatment Executive in Substance Use and Mental Health Disorder Treatment Facilities. The course will examine the attributes, skills, behaviors, problems, and issues associated with higher level administrative roles in treatment organizations, both public and private. Various styles of leadership will also be analyzed with special reference to the stages of organizational development. Executive roles and skills will be studied and applied.

COURSE NUMBER: AOD311
COURSE NAME: Substance Use and Mental Health Disorders Treatment Gender Specific to Women   **PREREQUISITES**: None
This course provides an introduction to Substance Use and Mental Health Disorder Treatment: Gender Specific to Women. The goal of the course is to provide participants with current information on effective interventions with addicted women. The course provides an overview of substance use and its impact, as well as treatment services for women. Aside from introducing theories and principles that provide a framework for effective treatment interventions that support recovery, it also includes a discussion on barriers for treatment of women with substance use disorder problems.

COURSE NUMBER: AOD312

COURSE NAME: Admissions & Marketing in Substance Use & Mental Health Disorder Treatment Facilities   **PREREQUISITES**: None
This course provides an introduction to Admissions & Marketing in Substance Use and Mental Health Disorder Treatment Facilities. Students will learn to analyze, develop and lead the implementation of long-term, customer-oriented marketing strategies and effective marketing plans.

COURSE NUMBER: AOD313   **COURSE NAME**: Trauma Informed Care   **PREREQUISITES**: None
This course provides day-to-day treatment guidelines based on the ABC Model of Intervention: developing and maintaining rapport, identifying the problem and exploring the client's coping strategies. It also includes specific therapeutic interactions for use in a variety of situations. Crisis workers or those working in crisis situations can use the model effectively in any mental health setting and with any individual--from any population--in a crisis situation.

COURSE NUMBER: AOD314

COURSE NAME: Neurochemistry and Physiology of Addiction: Medication Assisted Treatment   **PREREQUISITES**: None
This course provides the student with an overview of basic Neurochemistry and the Physiology of Addiction --Medication Assisted Treatment (MAT). This course is designed to provide an overview of the biological basis of addiction and the neuropharmacology of drugs of abuse and dependence, including basic principles of drug action as well as comprehensive coverage of the major classes of drugs (opioids, stimulants, nicotine, alcohol, sedatives, cannabis, and hallucinogens). Students will learn about common pharmacotherapies used to manage alcohol and drug addiction.

COURSE NUMBER: AOD315   **COURSE NAME**: Mental Health Rehabilitation Specialist   **PREREQUISITES**: None
This course is designed to provide a theoretical and practical knowledge base for the entry-level skills required to deliver psychosocial rehabilitation (PSR) services to adults experiencing mental illness. In addition to lecture, each class will introduce discussion topics and/or activities that bring the concepts of recovery into focus and give each student the opportunity to rehearse and experience the application of these skills. In addition to working with service recipients, students will also learn basic skills to support family members. Throughout the course, skills for greater self-awareness and cultural competence will be identified and developed.

COURSE NUMBER: PSY316   **COURSE NAME**: Counseling Psychology   **PREREQUISITES**: None
This general education course reviews clinical and counseling psychology, its history, perspective, and conceptual framework and treatment modalities.

COURSE NUMBER: ENG317   **COURSE NAME**: Writing for Research Methodology
PREREQUISITES: Completion of ENG101 and AOD138R or equivalent
This general education course provides an introduction to Writing for Research Methodology. This writing-intensive course provides a broad understanding of research methodology. Students will learn to understand and evaluate the research of others, to plan and conduct their own research, and write a research paper in APA format.

COURSE NUMBER: MAT 318   **COURSE NAME**: Statistics for Research and Data Analysis
PREREQUISITES: Completion of MAT101 and AOD138R or equivalent
This general education course provides an introduction to Statistics for Social Research and Data Analysis. The course introduces the fundamental concepts of statistics and their practical application to contemporary social issues.

COURSE NUMBER: BUS319   **COURSE NAME**: Conflict Resolution in Leadership   **PREREQUISITES**: None
This general education course addresses communication skills for dealing with disagreements. During the course students will examine tools that leaders use to define problems, choose a strategy, follow a process, show respect for and listen to others. Students will learn to appreciate cultural differences and the role of emotion in conflict in order to reach agreement and achieve closure.

COURSE NUMBER: PSY320   **COURSE NAME**: Biological and Behavioral Psychology   **PREREQUISITES**: None
This general education course provides an Introduction to Biological Psychology and Behavioral Neuroscience. The course reflects current thinking in the field while providing a foundational understanding of the structure and function of the nervous system and its relationship to typical and disordered human behavior.