

# campus

**Campus, Inc.**

College Catalog

Effective Dates: July 1st, 2024 – June 30, 2025

# CAMPUS CATALOG

(REV 10/10/2024)

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# THE COLLEGE

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## Mission Statement

The mission of Campus, Inc. is to prepare its students with the knowledge, skills, and confidence necessary for pursuing successful careers. The student population that Campus serves includes the community of recent high school graduates and adult learners who demonstrate the potential to benefit from the institution's educational programs.

The specific objectives that support the institution's mission are as follows:

- To equip students with the practical and technical skills required by employers in the community.
- To provide students with the breadth of knowledge and analytical skills needed for advancement in the vocational and professional arenas.
- To empower students to be independent thinkers and effective communicators.
- To instill in students a sense of integrity and inspire them to become lifelong learners.

Campus fulfills its mission, goals, and objectives through diploma programs in law, technology, business administration, healthcare, cosmetology, and barbering. Additionally, the college offers a two-year Associate of Applied Science degree in Information Technology – Cloud Administration, and two-year Associate in Arts degree options in Business Administration and Paralegal Studies.

In support of its mission, Campus allocates the following resources:

- Personal attention provided through a small student/faculty ratio.
- Hands-on training in well-equipped computer application instruction labs.
- Employment-driven programs designed to meet the needs of business and industry through balanced curriculum offerings of skill, knowledge, and general studies.
- Placement assistance for graduates in program-related employment.
- Quality accreditation and approvals to ensure optimum recognition for students completing the programs.

Campus's success at meeting the objectives of its mission is evidenced by the high rates of enrollment, retention, and program-related job placement.

### **Vision Statement**

The common vision of all Campus employees is to provide exceptional education and caring support to help students become successfully employed in their field of study.

### **Core Values**

- Student Success - Our primary goal
- Excellence - Continually pursuing growth and improvement
- Effective Communication - Clear, honest, and timely
- Diversity - Acknowledged, encouraged, and celebrated
- Teamwork - Everyone contributes toward goals.
- Integrity - Ethical, compassionate, and fair
- Competence - Confident, knowledgeable, and professional
- Follow-through - Always deliver on commitments

### **Universal Graduate Outcomes**

As a learner-centered institution, Campus is committed to preparing its students with the knowledge, skills, and confidence necessary for pursuing successful careers. While Campus's programs are built around outcomes that are specific to a field of study, they also include outcomes that are more universal in nature - knowledge, skills, and confidence that apply to all students, regardless of their major. Upon successful completion of their chosen program of study, Campus graduates are expected to demonstrate proficiency in the following:

- Written and verbal communication in the student's chosen field of study;
- Problem solving typically required or characteristic of the profession;
- Internal and/or external customer service;
- Responsibility and accountability for independent and group work products;
- Using learning strategies necessary to keep current in the profession and become a lifelong learner;

- Using the technology common to the current business environment to improve individual and organizational performance;
- Behavior that reflects confidence, competence, and professionalism.

## **History and Facilities**

MTI College was founded in Sacramento in 1965 by Arnold Zimmerman who, in his previous 24-year Air Force career, was convinced of the value of short direct-employment training programs. For 57 years, it was owned and operated by the Zimmerman Family and experienced sustained growth and success through its service to the community through counseling, testing, personalized instruction, relevant curriculum, qualified faculty, reasonable fees, and a successful job placement service for graduates.

In 2022, MTI College was acquired by CampusGroup, Inc. and became the foundation for a new model of higher education, the Campus Model.

The Campus Model aims to provide an educational experience that centers on the following principles:

1. Quality - through access to modern curriculum and software taught by instructors highly recognized for their teaching ability and expertise in their field.
2. Affordability - by keeping tuition low and providing free learning materials, some students that qualify for grants, such as the Pell Grant or Cal Grant, may attend without the need to take on any debt.
3. Accessibility - through the creation of an all-in-one digital learning platform, Campuswire, that allows students to learn from anywhere in the world.

Campus' physical presence, where in-person training takes place (distance education training takes place at a location determined by the student), is located at 5221 Madison Avenue Sacramento, CA 95841, is a complete direct-employment training facility. The college features pleasant classrooms comparable to the offices and buildings in which graduates will work. Equipment is similar to that found in modern work environments. Campus' campus was designed and built specifically for private career training.

Facilities available to all students include classrooms equipped with overhead projectors and modern computers, a contemporary student lounge equipped with comfortable tables and chairs, vending machines, and a microwave. Students will also have access to a well-lit parking lot on campus.

Students attending the cosmetology and barbering programs will have access to 4 (four) classrooms devoted specifically to cosmetology and barbering. The classrooms feature overhead projectors, modern computers, comfortable tables and chairs, sinks, storage cabinets, and project space. The clinic floor features over 40 (forty) cosmetology and barbering stations, a color bar, washhouses, towels, washers and dryers, and a locker room.

Students attending healthcare programs will have access to 5 (five) classrooms devoted specifically to healthcare. The healthcare classrooms feature overhead projectors, modern computers, comfortable tables and chairs, medical beds, a centrifuge, supplies for venipuncture, pediatrics, spirometry, nebulizer treatments, injections, cleaning, and personal protective equipment.

## **General Programs**

Campus provides training in five primary fields of employment:

- Law
- Information Technology
- Business/Accounting

- Healthcare
- Cosmetology/Barbering

When applicable, classes simulate actual job conditions and realistic work situations. Program lengths are determined on the basis of the time required to prepare the average individual for a given job. Course standards are set through constant attention to local employers' needs. Professionalism and confidence are emphasized.

Complete details about the cosmetology program can be found in the Paul Mitchell the School – Campus catalog supplement.

### **Accreditation, Approvals, and Affiliations**

#### *Accreditation*

Campus is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 331 J Street, Suite 200, Sacramento, CA 95814 (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

The Paralegal Studies program is approved by the American Bar Association. Standing Committee on Paralegals, 321 N. Clark Street, 19th Floor, Chicago, IL 60654.

#### *Approvals*

Campus is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate from the California BPPE means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8) and Title 5, Division 7.5 of the California Code of Regulations.

Additionally, Campus maintains the following approvals:

- Approved for Veterans
- U.S. Workforce Innovation and Opportunity Act
- Approved by the U.S. Department of Education for Student Financial Aid Participation
- Approved by the California Student Aid Commission for Cal Grant participation

### **Campus Memberships, Affiliations**

- National Association of Student Financial Aid Administrators
- California Association of Student Financial Aid Administrators
- California Association of Private Postsecondary Schools
- NCCT (National Center for Competency Testing)
- NFPA (National Federation of Paralegal Associations)
- SVPA (Sacramento Valley Paralegal Association)
- SFPA (San Francisco Paralegal Association)
- Microsoft Imagine Academy
- NICCS (National Initiative for Cybersecurity Careers and Studies)

- SLSA (Sacramento Legal Secretaries Association)
- AAfPE (American Association for Paralegal Education)
- Paul Mitchell Advanced Education Partner
- American Medical Billers Association
- CompTIA Authorized Academy
- Amazon AWS Academy

## **Our Policy and Our Practice**

Campus encourages all individuals to further themselves through education. Campus accepts students on the basis of merit, without regard for race, color, religion, gender, national origin, age, disability, political affiliation, or sexual orientation.

## **The Board of Trustees**

The board of trustees is responsible for directing the institution toward achieving its stated mission. While the board is not responsible for the day-to-day decisions of the institution, it determines all major policies and issues affecting the educational aspects of the institution.

### **DR. ARTHUR LEVINE**

Dr. Arthur Levine is a distinguished scholar with New York University's Steinhardt Institute for Higher Education Policy. He served as President of the Woodrow Wilson National Fellowship Foundation, and before that, he served as President and Professor of Education at Teachers College, Columbia University. Dr. Levine received his bachelor's degree from Brandeis University and his Ph.D. from State University of New York at Buffalo. He was previously the Chair of the Higher Education program and Chair of the Institute for Educational Management at the Harvard Graduate School of Education. He has served as consultant to more than 250 colleges and universities across the United States.

### **DR. EDUARDO PADRÓN**

Dr. Eduardo Padrón has been serving as President of Miami Dade College since 1995. Though he leads one of the largest degree-granting institutions of higher education in America, Dr. Padrón is an economist by training, having earned his Ph.D. from the University of Florida. Since arriving in the United States as a refugee at the age of 15, he has grown to become a widely recognized educational leader in the world. He has been selected to serve on posts by five U.S. presidents and, in 2016, former President Barack Obama awarded him the nation's highest civilian honor, the Presidential Medal of Freedom, for his years of work in maximizing access and inclusivity in higher education.

### **DR. GAIL O. MELLOW**

Dr. Gail O. Mellow served as President of LaGuardia Community College in Queens, an institution with degree, certificate, and continuing education programs that educate more than 50,000 New York residents every year. With almost 20 years of service, she oversaw the powerful partnership between LaGuardia and Goldman Sachs in which the 10,000 Small Businesses in New York program was launched, helping local entrepreneurs grow. Dr. Mellow graduated from community college herself and earned her Ph.D. in Social Psychology from George Washington University. She is an acclaimed expert on the history, development, and future of the American community college and co-authored *Minding the Dream: The Process and Practice of the American Community College* and *Taking College Teaching Seriously: Pedagogy Matters!*

### **DR. JOE MAY**

Dr. Joe May served eight years as Chancellor of Dallas College (formerly known as Dallas County Community College). Under his leadership, Dallas College restructured and unified seven different community colleges into a single institution to better serve the 150,000 students across Dallas and North Texas. He earned a Master of Education from Stephen F. Austin State University and a Doctorate in Education from Texas A&M University-Commerce. He previously served as President of the Louisiana Community and Technical College system, President of the Colorado Community College System, and President of Pueblo Community College. In April 2022 he joined Educate Texas as Chancellor in Residence and is currently the founding president of Rebuilding America's Middle Class. Committed to diversity, equity, and inclusion, Dr. May's work includes encouraging the U.S. Congress to reinstate year-round Pell Grants and second-chance Pell Grants for those who are currently incarcerated.

#### DR. JOHN WILSON

Dr. John Wilson has over 35 years of experience in academia, from serving as Senior Advisor and Strategist to the President of Harvard University to serving as President of his alma mater Morehouse college. His impressive strides in higher education also include serving as Executive Director of the White House Initiative on Historically Black Colleges and Universities under former President Barack Obama from 2009 to 2013 and being the former senior administrator at the Massachusetts Institute of Technology. He's currently writing a book on the future of higher education with particular reference to HBCUs. Dr. Wilson holds an M.T.S. from Harvard Divinity School, a Master of Education and Doctor of Education from Harvard Graduate School of Education.

#### MICHAEL ZIMMERMAN

Michael Zimmerman has spent his entire career with Campus, formerly MTI College, and was appointed president at the age of 28. He has intimate working knowledge of the institution, the characteristics of the community it serves, and the values it sustains in support of its mission. Beyond his career at the College, he serves as a commissioner for ACCJC and Vice Chair of the Golden Sierra Workforce Development Board.

#### TADE OYERINDE

Tade Oyerinde is dedicated to organizing people, capital and technology to solve the most pressing challenges facing American higher education. He is the Founder of CampusGroup and the creator of the Campuswire online teaching platform, which is used by hundreds of thousands of professors and students across the country. In 2021, Tade was named to Forbes 30 Under 30 list of leaders in education.

#### DR. RALPH WOLFF, BOARD SECRETARY

Dr. Ralph Wolff is the Founder and former President of The Quality Assurance Commons, a nonprofit that aims to ensure all postsecondary learners are prepared for the ever-changing world of work, and previously served as the President of the WASC Senior College and University Commission from 1996 to 2013. He's an active member of the University Quality Assurance International Board in Dubai, a member of the Board of Trustees of the United States International University Africa in Nairobi and Palo Alto University, and on the National Advisory Boards of the National Institute for Learning Outcomes Assessment and for the Lumina Foundation on the Degree Qualifications Profile. Dr. Wolff received his JD with honors from George Washington University and is a member of the Washington, DC bar.

### **Corporate Control**

Campus is a California Corporation (Campus, Inc. dba Campus).

# CALENDAR

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## Enrollment Schedule

Students may register for most courses at any time. New programs generally begin on a quarterly and semi-quarterly basis. Students should register far enough in advance to allow time for class reservations and scheduling. Shortly after registration, an applicant is notified of final acceptance or any additional condition necessary for admission. The College reserves the right to cancel, change, or postpone classes as required. Program offerings detailed in this catalog are subject to change due to employer or market influences. Students who have completed classes that are changed or replaced are not entitled to take the new classes as a part of their original program. In special situations, the president may recommend exceptions to this policy.

## Holidays

The school term is continuous for the duration of the individual course. School holidays are as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Week before Easter Sunday (Spring Break)
- Memorial Day\*
- Juneteenth
- Independence Day
- Labor Day\*
- Veterans Day
- Thanksgiving Day\* November 23 – 26, 2023
- Christmas Break, December 18, 2023 – January 1, 2024. Classes resume on January 2, 2024.

*\*In observance of the holiday, the campus will be closed on Saturday and Sunday of the holiday weekend.*

## Schedule of Classes – Traditional Programs

Day and evening classes meet Monday through Friday. Evening students must be available to meet for scheduled classes up to five nights per week. Select classes meet one night a week and during the day on Saturday. Class times are as follows:

- 8:30 a.m. to 11:50 a.m.
- 12:50 p.m. to 4:10 p.m.
- 6:00 p.m. to 9:30 p.m.
- Weekend classes: 9:00 a.m. to 3:30 p.m.

The schedule for the cosmetology program is different from the above. Please see the *Paul Mitchell the School – Campus Sacramento* catalog supplement for schedule details.

## 2024 Term Dates

Graduation dates may be influenced by enrollment in the evening, enrollment in special programs, addition of classes to the student's enrollment agreement, re-starts of scheduled classes, partial availability to meet scheduled classes, and other related circumstances. The student should talk with an admissions advisor or dean to calculate their individual graduation date.

Traditional Programs		Campus Scholars Programs
Term Start Dates		Term Start Dates
January 2, 2024	June 24, 2024	January 16, 2024
February 12, 2024	August 12, 2024	April 8, 2024
April 1, 2024	September 23, 2024	July 15, 2024
May 13, 2024	November 4, 2024	October 7, 2024

# ENROLLMENT INFORMATION

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## **Entrance Requirements**

Admission into a program of study is determined through an interview with an admissions advisor at the college. Applicants may schedule an appointment for an interview online or by calling the college admissions office. Selecting a training program is a serious matter that should be given proper consideration and planning. Campus will approve admission for students who demonstrate a potential to benefit from an available curriculum. While each applicant is evaluated on a case-by-case basis, applicants are evaluated on four criteria: aptitude, attitude, experience, and demeanor to help determine potential to benefit from the program for which they applied.

Formal education and background requirements vary depending on the program. Please see the Program-specific Entrance Requirements section below. A high school education or its equivalent is required for all programs. This requirement may be satisfied by a high school diploma, GED, the California High School Proficiency Examination (CHSPE), college degree, or federally recognized equivalent. Qualification for admission is determined on an individual basis. Admission into the selected program of study is determined by the applicant's successful completion of the admissions process.

For high school students enrolling in courses as part of a dual enrollment or dual credit program, the admission requirement to hold an earned high school diploma, GED, HSE, or federally recognized equivalent prior to admission is waived. Applicants must provide current high school transcripts and meet the established minimum cumulative GPA requirement ( 2.5 on a 4.0 scale).

### Distance Education Entrance Requirements

Applicants to programs offered via distance education, or with a distance education component, must complete a distance education questionnaire to determine if taking coursework at a distance will be a good fit for them. To participate in programs offered via distance education, or with a distance education component, students will need access to the following:

- A desktop, laptop, or tablet with camera, video, and audio capabilities
- A reliable internet connection

### Ability-to-Benefit

The ability to benefit from an admissions alternative was introduced in the Higher Education Act (HEA) in 1991 and allowed prospective financial aid recipients without a high school diploma or equivalent to pass an exam approved by the United States Education Department to establish Title IV student aid eligibility. Campus does not participate in this program.

## **Admission Services**

Admissions personnel are experienced in recommending the proper training needed to prepare individuals for various careers. Individual backgrounds, experience levels, aptitudes, and interests vary widely from person to person. For this reason, it is very important that students obtain our recommendation regarding their potential for a career field and the training needed to qualify for that career, prior to making a decision.

## **Visa and English Language Services**

Campus does not offer visa services to applicants from other countries, nor will Campus vouch for student status or any associated charges.

Instruction for all programs offered by Campus occurs in English. Campus does not offer English language services or ESL instruction. Students must demonstrate proficiency in English via high school transcripts or their equivalent and the general assessment entrance exam which is administered in English.

## **Program-specific Entrance Requirements**

### Traditional Diploma Programs

All applicants for Traditional Diploma Programs are required to take a general assessment test. The test consists of 30 multiple choice questions, and applicants have 25 minutes to complete the test. To pass the general assessment test, applicants must answer at least 16 questions correctly. Applicants have a maximum of two (2) attempts to pass the assessment.

- Information Technology—Cloud Administrator  
Prior education or work experience with CompTIA A+ is required. Documentation, such as transcripts and resumes, which confirm the necessary education and/or work experience must be provided after the admissions interview.
- AWS Cloud Solutions Architect  
Applicants must have an associate's or higher degree from an accredited institution and either CompTIA certification or work experience in information technology, mainly networking. Documentation, such as transcripts, certificates, and resumes, which confirm the necessary education, certification, or work experience must be provided after the admissions interview.
- Phlebotomy Technician  
Applicants must have graduated from a medical assisting or related program, such as a Licensed Vocational Nursing program or a Paramedic program, in the past 12 months or have a minimum of one year of documented experience working as a medical assistant or similar profession within the past 12 months. Documentation, such as transcripts and a resume, which confirm the necessary education and/or work experience must be provided after the admissions interview.

Additionally, applicants for the Phlebotomy Technician Program are required to take a 50-question multiple choice test to assess their knowledge of the medical field. Applicants must score at least 90% on the assessment to pass.

### Traditional Degree Programs

All applicants for Traditional Degree Programs are required to take a general assessment test. The test consists of 30 multiple choice questions, and applicants have 25 minutes to complete the test. To pass the general assessment test, applicants must answer at least 16 questions correctly. Applicants have a maximum of two (2) attempts to pass the assessment.

- Paralegal Studies  
Applicants wishing to enroll directly into Year 2 of the Paralegal Studies Program must have an associate or baccalaureate degree or have completed 54 quarter units (36 semester units) in general and business studies from an accredited institution. Documentation, such as transcripts, confirming the necessary education must be provided after the admissions interview.

### Campus Scholars Programs

Applicants will complete an interview with the admissions team. Applicants must score 4.5 or greater to pass the interview. If an applicant fails the oral communication section of the interview, they will automatically fail the interview. Applicants are notified of admissions decision within 24 business hours of the completion of the admissions interview.

## **Readmission and Restart Policy**

Should a student drop from Campus and wish to return at a later date to complete a program, a written request for readmission must be submitted to the Director of Admissions (DOA). If the request is approved, the student is responsible for

any increases in tuition or book charges in effect at the time of his or her return. Tuition payments made in the original enrollment period will be credited toward that charge.

Students who drop out or whose enrollment is terminated must wait six months before applying for readmission. All program restarts must go through the appeal process, which starts with the student submitting a written request to return. The student's appeal letter must address the following points:

1. What circumstances transpired that caused the student to drop from the school?
2. How has the student addressed the circumstances?
3. What will the student do differently this time that will allow the student to be successful in the program of study?

The appeal will be reviewed by the Director of Financial Aid, the Student Accounts Coordinator, the Department Chair, the Director of Student Services, and the Executive Director of Campus. The appeal process is expected to take less than 48 hours, and the DOA is responsible for expediting the process.

Appeals may be approved, approved with conditions, or denied.

- If the appeal is denied, the DOA sends the student a letter advising them of the school's decision.
- If the appeal is approved and the student is not applying for financial aid, the admissions department will contact the student to schedule an enrollment interview and complete the enrollment process.
- If the appeal is approved and the student is applying for financial aid, the DOA informs the student of the approval and sets an appointment for the student to complete their FAFSA if there is not already one on file.
- Students are not allowed additional free class restarts. They will have the same number of restarts available to them as they had at the time of their drop (see Class Restart policy). Students that re-enroll in Campus in a substantially different academic program will be provided the maximum number of restarts.
- Students who are approved to re-enroll in the same or a similar program will have their status in that program evaluated based on their overall GPA for that program.

## List of Programs

This catalog includes programs that are approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to state approved programs.

The following programs are state approved:

Traditional Programs	Campus Scholars Programs
<p><b>Diploma Programs</b></p> <p>Technical Support Specialist</p> <p>Information Technology – Cloud Administrator</p> <p>Information Technology – Systems Administrator</p> <p>AWS Cloud Solutions Architect</p> <p>Computer Technician</p> <p>Medical Billing and Coding Professional</p> <p>Medical Billing and Coding Specialist</p> <p>Medical Assistant</p>	<p><b>Diploma Programs</b></p> <p>Business Skills Fundamentals</p> <p><b>Degree Programs</b></p> <p>Business Administration - Associate of Arts</p> <p>Business Administration with an Emphasis in Healthcare – Associate of Arts</p>

Medical Assistant Diploma with Phlebotomy Certificate

Medical Office Assistant

Medical Office Assistant Diploma with Phlebotomy

Medical Administrative Assistant

Phlebotomy Technician

Legal Administrative Assistant

Legal Receptionist/Document Administrator

Cosmetology

Barbering

Cosmetology and Barbering

### **Degree Programs**

Paralegal Studies – Associate of Arts

Information Technology Cloud Administration – Associate of Applied Science

The following programs are not state approved:

<b>Campus Scholars Program</b>
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Campus Scholars Jump Start Program – College Success

## Tuition

Tuition varies depending upon course content. Financial aid and grants are available on the basis of need.

### Traditional Diploma Programs

<b>Technical Support Specialist</b>		
48.5 Quarter Units		
42 - 54 Weeks Day Program/60 - 66 Weeks Evening Program		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$1,335.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Total Tuition	\$14,500.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$5,010.00	
Day Program: Cost for Remaining Quarters	\$3,625.00	
Evening Program: Cost for Quarter 1	\$4,285.00	
Evening Program: Cost for Remaining Quarters	\$2,900.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$15,885.00</b>	

<b>Information Technology – Cloud Administrator</b>		
40.5 Quarter Units		
48 Weeks Evening Program		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$1,032.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Total Tuition	\$14,500.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Evening Program: Cost for Quarter 1	\$3,982.00	
Evening Program: Cost for Remaining Quarters	\$2,900.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$15,582.00</b>	

<b>Information Technology – Systems Administrator</b>		
65.5 Quarter Units		
72 Weeks Day Program/84 Weeks Evening Program		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$2,094.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$19,500.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>

<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$5,394.00	
Day Program: Cost for Remaining Quarters	\$3,250.00	
Evening Program: Cost for Quarter 1	\$4,929.71	
Evening Program: Cost for Remaining Quarters	\$2,785.71	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$21,644.00</b>	

<b>AWS Cloud Solutions Architect</b>		
<i>19.5 Quarter Units</i>		
<i>30 Weeks Evening Program</i>		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$182.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$6,000.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Evening Program: Cost for Quarter 1	\$2,232.00	
Evening Program: Cost for Remaining Quarters	\$2,000.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$6,232.00</b>	

<b>Computer Technician</b>		
<i>25 Quarter Units</i>		
<i>24 Weeks Day Program/36 Weeks Evening Program</i>		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$1,093.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$6,000.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$4,143.00	
Day Program: Cost for Remaining Quarters	\$3,000.00	
Evening Program: Cost for Quarter 1	\$3,143.00	
Evening Program: Cost for Remaining Quarters	\$2,000.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$7,143.00</b>	

<b>Medical Billing and Coding Professional</b>		
45 Quarter Units		
36 - 42 Weeks Day Program/48 - 54 Weeks Evening Program		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$2,021.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$14,500.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$5,696.00	
Day Program: Cost for Remaining Quarters	\$3,625.00	
Evening Program: Cost for Quarter 1	\$4,971.00	
Evening Program: Cost for Remaining Quarters	\$2,900.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$16,571.00</b>	
<b>Medical Billing and Coding Specialist</b>		
40 Quarter Units		
30 - 36 Weeks Day Program/42 - 48 Weeks Evening Program		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$1,955.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$14,500.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$5,630.00	
Day Program: Cost for Remaining Quarters	\$3,625.00	
Evening Program: Cost for Quarter 1	\$4,905.00	
Evening Program: Cost for Remaining Quarters	\$2,900.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$16,505.00</b>	

<b>Medical Assistant</b>		
46 Quarter Units		
36 Weeks Day Program/48 - 54 Weeks Evening Program		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$2,147.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$14,500.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$5,822.00	
Day Program: Cost for Remaining Quarters	\$3,625.00	

Evening Program: Cost for Quarter 1	\$5,097.00	
Evening Program: Cost for Remaining Quarters	\$2,900.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$16,697.00</b>	

<b>Medical Assistant Diploma with Phlebotomy Certificate</b>		
<i>52 Quarter Units</i>		
<i>48 Weeks Day Program/48 - 54 Weeks Evening Program</i>		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$3,633.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$17,000.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$7,083.00	
Day Program: Cost for Remaining Quarters	\$3,400.00	
Evening Program: Cost for Quarter 1	\$6,516.33	
Evening Program: Cost for Remaining Quarters	\$2,833.33	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$20,683.00</b>	

<b>Medical Office Assistant</b>		
<i>41 Quarter Units</i>		
<i>30 Weeks Day Program/48 - 54 Weeks Evening Program</i>		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$1,991.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$14,500.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$5,666.00	
Day Program: Cost for Remaining Quarters	\$3,625.00	
Evening Program: Cost for Quarter 1	\$4,941.00	
Evening Program: Cost for Remaining Quarters	\$2,900.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$16,541.00</b>	

<b>Medical Office Assistant Diploma with Phlebotomy Certificate</b>		
<i>47 Quarter Units</i>		
<i>48 Weeks Day Program/60 - 66 Weeks Evening Program</i>		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$3,476.00	<i>Non-refundable after the cancellation period.</i>

Student Tuition Recovery Fund Fee	\$0.00	Non-refundable after cancellation date. Applies only to students residing in California.
Tuition	\$17,000.00	Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$7,776.00	
Day Program: Cost for Remaining Quarters	\$4,250.00	
Evening Program: Cost for Quarter 1	\$6,926.00	
Evening Program: Cost for Remaining Quarters	\$3,400.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$20,526.00</b>	

<b>Medical Administrative Assistant</b>		
27 Quarter Units		
24 Weeks Day Program/36 - 42 Weeks Evening Program		
Program Application Fee	\$50.00	Non-refundable.
Books & Supplies	\$756.00	Non-refundable after the cancellation period.
Student Tuition Recovery Fund Fee	\$0.00	Non-refundable after cancellation date. Applies only to students residing in California.
Tuition	\$6,000.00	Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$3,806.00	
Day Program: Cost for Remaining Quarters	\$3,000.00	
Evening Program: Cost for Quarter 1	\$2,806.00	
Evening Program: Cost for Remaining Quarters	\$2,000.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$6,806.00</b>	

<b>Phlebotomy Technician</b>		
6 Quarter Units		
12 Weeks Day Program		
Program Application Fee	\$50.00	Non-refundable.
Books & Supplies	\$1,673.69	Non-refundable after the cancellation period.
Student Tuition Recovery Fund Fee	\$0.00	Non-refundable after cancellation date. Applies only to students residing in California.
Tuition	\$4,250.00	Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$5,973.69	
Day Program: Cost for Remaining Quarters	\$0.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$5,973.69</b>	

<b>Legal Administrative Assistant</b>		
35.25 Quarter Units		
36 - 54 Weeks Day Program/48 - 54 Weeks Evening Program		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$721.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$14,500.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$5,604.33	
Day Program: Cost for Remaining Quarters	\$4,833.33	
Evening Program: Cost for Quarter 1	\$4,396.00	
Evening Program: Cost for Remaining Quarters	\$3,625.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$15,271.00</b>	

<b>Legal Receptionist/Document Administrator</b>		
24.5 Quarter Units		
36 - 60 Weeks Day Program/36 - 54 Weeks Evening Program		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$515.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$6,000.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Day Program: Cost for Quarter 1	\$3,565.00	
Day Program: Cost for Remaining Quarters	\$3,000.00	
Evening Program: Cost for Quarter 1	\$2,565.00	
Evening Program: Cost for Remaining Quarters	\$2,000.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$6,565.00</b>	

<b>Cosmetology</b>		
40 Quarter Units		
30 Weeks Full Time/45 Weeks Part Time		
Program Application Fee	\$200.00	<i>Non-refundable.</i>
Books & Supplies	\$3,605.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$14,000.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>

<b>Schedule of total charges for the period of attendance.</b>		
Full Time: Cost for Quarter 1	\$7,305.00	
Full Time: Cost for Remaining Quarters	\$3,500.00	
Part Time: Cost for Quarter 1	\$6,605.00	
Part Time: Cost for Remaining Quarters	\$2,800.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$17,805.00</b>	

<b>Barbering</b>		
40 Quarter Units		
30 Weeks Full Time/45 Weeks Part Time		
Program Application Fee	\$200.00	Non-refundable.
Books & Supplies	\$3,571.00	Non-refundable after the cancellation period.
Student Tuition Recovery Fund Fee	\$0.00	Non-refundable after cancellation date. Applies only to students residing in California.
Tuition	\$14,000.00	Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.
<b>Schedule of total charges for the period of attendance.</b>		
Full Time: Cost for Quarter 1	\$7,271.00	
Full Time: Cost for Remaining Quarters	\$3,500.00	
Part Time: Cost for Quarter 1	\$6,571.00	
Part Time: Cost for Remaining Quarters	\$2,800.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$17,771.00</b>	

<b>Cosmetology and Barbering</b>		
48 Quarter Units		
36 Weeks Full Time/54 Weeks Part Time		
Program Application Fee	\$200.00	Non-refundable.
Books & Supplies	\$4,092.00	Non-refundable after the cancellation period.
Student Tuition Recovery Fund Fee	\$0.00	Non-refundable after cancellation date. Applies only to students residing in California.
Tuition	\$16,800.00	Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.
<b>Schedule of total charges for the period of attendance.</b>		
Full Time: Cost for Quarter 1	\$8,492.00	
Full Time: Cost for Remaining Quarters	\$4,200.00	
Part Time: Cost for Quarter 1	\$7,652.00	
Part Time: Cost for Remaining Quarters	\$3,360.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$21,092.00</b>	

STRF calculation: The STRF charge is \$0.00 per \$1,000 of institutional charges, rounded to the nearest thousand dollars.

For complete details regarding supplies for the cosmetology and barbering programs, please refer to the Paul Mitchell the School – Campus catalog supplement.

**Traditional Degree Programs**

<b>Information Technology Cloud Administration - Associate of Applied Science</b>		
Year One: 57.25 Quarter Units		
Year Two: 56.5 Quarter Units		
<b>Year One</b>		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$1,505.00	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$18,638.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Cost for Quarter 1	\$5,282.60	
Cost for Remaining Quarters	\$3,727.60	
<b>Year One Estimated schedule of total charges.</b>	<b>\$20,193.00</b>	
<b>Year Two</b>		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$1,272.00	<i>Non-refundable after the cancellation period.</i>
Tuition	\$17,535.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Cost for Quarter 1	\$ 4,829.00	
Cost for Remaining Quarters	\$3,507.00	
<b>Year Two Estimated schedule of total charges.</b>	<b>\$18,857.00</b>	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$39,050.00</b>	

<b>Paralegal Studies - Associate of Arts</b>		
Year One: 63.25 Quarter Units		
Year Two: 47.5 Quarter Units		
<b>Year One</b>		
Program Application Fee	\$50.00	<i>Non-refundable.</i>
Books & Supplies	\$1,148.76	<i>Non-refundable after the cancellation period.</i>
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date. Applies only to students residing in California.</i>
Tuition	\$19,257.00	<i>Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Cost for Quarter 1	\$5,050.16	
Cost for Remaining Quarters	\$3,851.40	
<b>Year One Estimated schedule of total charges for the entire education program.</b>	<b>\$20,455.76</b>	
<b>Year Two</b>		

Program Application Fee	\$50.00	Non-refundable.
Books & Supplies	\$1,550.00	Non-refundable after the cancellation period.
Tuition	\$17,010.00	Prorated refund based on withdrawal date and program term. Please see the Campus Refund Policy.
<b>Schedule of total charges for the period of attendance.</b>		
Cost for Quarter 1	\$5,852.50	
Cost for Remaining Quarters	\$4,252.50	
<b>Year Two Estimated schedule of total charges for the entire education program.</b>	<b>\$18,610.00</b>	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$39,065.76</b>	

STRF calculation: The STRF charge is \$0.00 per \$1,000 of institutional charges, rounded to the nearest thousand dollars.

### Campus Scholars Diploma Program

<b>Business Skills Fundamentals</b>		
25 Quarter Credits		
Program Application Fee	\$0.00	
Books & Supplies	\$0.00	
Student Tuition Recovery Fund Fee	\$0.00	Non-refundable after cancellation date Applies only to students residing in California.
Tuition	\$7,200.00	Prorated refund based on withdrawal date and program term. See the Campus Refund Policy.
<b>Schedule of total charges for the period of attendance.</b>		
Cost per Quarter	\$3,600.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$7,200.00</b>	

### Campus Scholars Degree Programs

<b>Business Administration – Associate of Arts</b>		
92 Quarter Credits		
Program Application Fee	\$0.00	
Books & Supplies	\$0.00	
Student Tuition Recovery Fund Fee	\$0.00	Non-refundable after cancellation date Applies only to students residing in California.
Tuition	\$19,200.00	Prorated refund based on withdrawal date and program term. See the Campus Refund Policy.
<b>Schedule of total charges for the period of attendance.</b>		
Cost per Quarter	\$2,400.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$19,200.00</b>	

<b>Business Administration with Emphasis in Healthcare – Associate of Arts</b>		
<i>115 Quarter Credits</i>		
Program Application Fee	\$0.00	
Books & Supplies	\$0.00	
Student Tuition Recovery Fund Fee	\$0.00	<i>Non-refundable after cancellation date Applies only to students residing in California.</i>
Tuition	\$24,000.00	<i>Prorated refund based on withdrawal date and program term. See the Campus Refund Policy.</i>
<b>Schedule of total charges for the period of attendance.</b>		
Cost per Quarter	\$2,400.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$24,000.00</b>	

<b>Campus Scholars Jump Start Program – College Success</b>		
<i>1 Quarter Credit</i>		
Program Application Fee	\$0.00	
Books & Supplies	\$0.00	
Student Tuition Recovery Fund Fee	\$0.00	
Tuition	\$0.00	
<b>Schedule of total charges for the period of attendance.</b>		
Cost per Quarter	\$0.00	
<b>Estimated schedule of total charges for the entire education program.</b>	<b>\$0.00</b>	

STRF calculation: The STRF charge is \$0.00 per \$1,000 of institutional charges, rounded to the nearest thousand dollars

## 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, California, 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 (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Student Attendance & Participation**

Campus is committed to providing interesting and worthwhile class content to its students. Courses are built around specific learning outcomes that are tied directly to the knowledge and skills needed to succeed in your chosen field. Emphasis is placed on the achievement of these outcomes and on student proficiency.

Campus faculty strive to ensure that each class session is a valuable learning experience focused on helping students succeed. Campus measures student attendance in all online class sessions. Good attendance is a critical factor in accomplishing the outcomes in your program. Students are strongly encouraged to maintain good attendance in order to fully benefit from their courses and to successfully achieve all program outcomes.

### **Active Attendance for Campus Scholars**

All Campus Scholars courses have a uniform active attendance policy. Active attendance is worth 10% of a student's grade in each course and class attendance is recorded every class session (lecture and TA discussion sections). Students who fail to attend, arrive late, or leave early will lose points for that class period.

In order to receive full attendance credit for a class period, students must participate fully in the class. This includes arriving on time, participating in class discussions, responding to in-class questions, prompts and polls, etc. Students who log into class but do not have their cameras on and/or do not fully participate will lose points for that class session.

### **Add/Drop & Course Withdrawal Policies**

#### Add/Drop Period

Students may request to add or drop a course at any point within the first two weeks of the quarter. This period is considered the "Add/Drop Period". Students who drop a course during this period will receive a grade of Not Complete (NC) on their transcript. This grade does not impact a student's GPA nor count against credits taken.

#### Course Withdrawal

Students who fail to attend or engage with a course within the add/drop period may be withdrawn and will need to retake the course during the subsequent quarter, if offered. Campus-led course withdrawals for any course in the program sequence may occur under the following circumstances:

- Students who miss 50% of class (i.e., have 3 or more unexcused absences) during the first two weeks of the course may be dropped from the course.
- Students who do not submit at least (1) assignment during the first two weeks of a course may be dropped from the course.

Students may appeal this decision by contacting their Student Support Coach. Final decisions on course enrollment are subject to the discretion of the Student Support Coach, Instructor and Campus Staff.

Additionally, students who miss (14) consecutive days of class times at any point during the quarter following the initial two week add/drop period may be placed on Financial Probation and/or a Leave of Absence (LOA) as determined by the administration. Students withdrawn due to consecutive absences will receive a grade of Withdrawal (W) if removed during weeks 3-8 or a grade of Withdrawal Fail (WF) if removed during weeks 8-11. This grade impacts a student's GPA and counts against their attempted credits.

#### Provisional Drop Consideration

Students in their first quarter who are dropped from all courses in their Quarter One load may be subject to a provisional drop from the program. Please review the [Provisional Drop](#) policy under Rules and Policies for more information.

#### Class Absences & Missed Lesson Makeups

There are three categories of class absences:

## **Absences**

Unexcused absences: An unexcused absence is an absence that does not fall into the excused categories detailed below. Each unexcused absence decreases your attendance grade by 5%.

- For each unexcused absence, students will lose 5% of their total attendance grade. For example, if a student misses two class meetings, their attendance grade will decrease to 90%.
- If regular unexcused absences occur, the Student Support Coach will schedule a mandatory meeting with the student to discuss the cause of unexcused absences and create a plan to ensure the student attends live class meetings. 3 or more unexcused absences during the first two weeks of the program will result in an automatic drop from that course.

Excused absences: These include religious observations, military service or requirements, or jury duty. Students should notify their instructor at the beginning of the quarter (or as early as possible) to request an excused absence. Students will be required to watch any missed lessons and complete all missed assignments in order to receive credit for the class period.

Absences due to sudden conflict or emergency: The conflicts generally considered to be sudden conflicts and emergencies are time-bound familial or work conflicts, personal health emergencies, and family health emergencies.

An emergency absence may be excused if:

- The student communicates immediately with their Student Support Coach about the cause for the absence and gains approval for the absence, subject to the final discretion of the Student Support Coach and Instructor.
- The student must make up all missed work and watch the class recordings for all missed lecture sessions in order to receive attendance credit (see Missed Lesson Makeups below).

## Lateness

Punctuality and class preparedness are vital components of attendance and a student who is habitually late to class may have their grade impacted. Being more than (5) minutes to any class period without prior approval may result in a student being marked with an unexcused absence for that lesson, losing 5% of their overall attendance grade.

The student success team will be responsible for determining which absences are excused (due to illness, emergency, family responsibility, or religious holiday) and which are unexcused. Students will reach out to their student success team to request an excused absence. All instructors and TAs will follow the student success team's decision on the status of an absence.

## Missed Lesson Makeups

Students can earn partial or full credit on missed lectures by watching the recordings of the session.

- If the absence is unexcused and the student watches the lesson(s), they can earn half credit (2.5%) for a missed lecture.
- If the absence is excused and they watch the lecture, they can earn full credit (5%) for the missed lecture.

There is no credit make-up for missed TA sections.

Progress reports and grade cards will be emailed to the Campus student email account at mid quarter and once the quarters grades have been finalized and posted.

## **Leave of Absence (LOA) Policy**

Campus places a heavy emphasis on the importance of regular attendance. It has been our experience that deviations from an ongoing schedule can be detrimental to a student's success at Campus. Therefore, it is Campus' policy to encourage students to remain in school without a break from their scheduled program. On occasion, circumstances may arise which require a student to temporarily postpone their education. Approved Leaves of Absence are available on a

limited basis and must be applied for by the student in advance unless unforeseen circumstances prevent the student from doing so. Leaves of Absence may be requested under the following circumstances:

- Physician Ordered Medical Leave: Requires written doctor's orders. Intended for situations that require at least 2 weeks' leave and where there has been a major injury or where surgery or extended treatment is required. The duration of the leave will be determined on a case-by-case basis between the student and the director of student services and is not to exceed 180 days.
- Military Leave: Requires a copy of military orders. The duration is based on the military order and is not to exceed 180 days.
- Extenuating Circumstances: Requires a written request signed by the student describing the circumstance and reason behind the request. Examples of extenuating circumstances may include bereavement, sudden loss of employment, or family emergency. Not all requests will be approved. Approval will be made on a case-by-case basis. Additional documentation may be requested.
- Class Availability: If a class is not offered, including an externship or preparation for externship, and there is no other class for the student to take, a leave may be considered with the approval of the VP of Student Support and/or program director.
- Suspension: Applies to Paul Mitchell program 14- and 30-day suspensions. Future professionals may be placed on suspension for attendance or behavioral issues, or at the discretion of Campus/Paul Mitchell management. Please refer to the Future Professional Advisory and Suspension policy.

To be eligible for consideration, the student must be an active student in good standing (not on probation) and have a good attendance record as determined by college standards. The total amount of time a student may be away from school due to a Leave of Absence (LOA) may not exceed 180 days (including weekends and scheduled breaks) within a 12-month period.

#### Requesting a Leave

To request a leave, the student must contact Student Support, who will review the student's academic standing, schedule, and number of LOA days used. Student Support will review the request with the student and a start date and return date will be established. The start date for the LOA will be the start date of the next term, as long as the student successfully completed a course in the term (defined by an earned grade). If the student has not successfully completed a course in the term or has not posted attendance within 7 days of the term's start date, the LOA will begin the day after their last date of attendance (LDA). The student's return date will be the start date of the term in which they will return.

Once approved, Student Support will send a Request for Leave of Absence form to the student via Adobe eSign to complete and sign. The student will attach the required third-party documentation if needed and submit it back to Campus. The request will then be circulated to academic management for approval. If approval is granted, the student will be notified that the request has been completed. If the student is in their first term, the length of the Leave of Absence may extend only to the beginning of the next term. If a student is on probation, they may not be eligible for a Leave of Absence.

Please note: All class restarts, including those for students returning from an LOA, are scheduled on a space-available basis with priority being given to students who are taking the class for the first time. Campus' grading policy and class restart policy will be followed. With the exception of students going on a military leave, students who take an LOA after the first four weeks of the term will receive a 'WF' in each of the courses they are currently taking and will be charged tuition for any classes that exceed the number allowed under the Class Restart Policy.

#### Financial Aid

Taking a Leave of Absence can affect a student's financial aid. It is the student's responsibility to contact the financial aid office regarding any questions the student may have concerning the impact of the LOA on their financial aid. An LOA will

not result in additional charges being assessed to the student, nor will the student be eligible for any additional federal student aid.

### Returning from a Leave

It is the student's responsibility to return to school on the date indicated on the LOA agreement and to make arrangements with the director of student services to update their attending status. Leaves of Absence may be extended with the approval of the respective academic department manager as long as they do not exceed 180 days (cumulatively within the 12-month time period). Failure to return from an LOA, or request and be approved for an extension, will result in termination from the college. Prior to returning from a leave, the student must contact the Financial Aid Office to ensure funding for the current award year has been completed and approved.

### Failure to Return from a Leave

A student that does not return from a Leave of Absence on the scheduled date must be withdrawn from school. Notwithstanding, there may be limited circumstances in which a student is allowed to remain on an institutional LOA beyond 180 days, such as waiting on an externship or due to class availability.

### Heroes Act of 2003

If a student is an "affected individual" as defined by the Heroes Act of 2003, a written request is not required. An "affected individual" could include an individual who is:

- Serving on active duty during a war or other military operation or national emergency.
- Performing qualifying National Guard duty during a war or other military operation or national emergency.
- Residing or is employed in an area that is declared a disaster area by any Federal, State, or local official in connection with a national emergency.
- Suffering direct economic hardship as a direct result of a war or other military operation or national emergency, as determined by the Secretary of Education.

In the event a student falls under the definition of an "affected individual", Campus staff will document the reason for the LOA as well as the reason for waiving the requirement that the student provide a written request.

### **Academic Leave of Absence for Campus Scholars Programs**

Students in the Campus Scholars Programs are generally not eligible for an approved Leave of Absence (LOA) due to the federal student aid requirement to return to the program at the same point they left to complete the coursework they started prior to the LOA.

Students in the Campus Scholars programs may request, in writing, an Academic Leave of Absence for the following:

- Gap Term - A student who completed their most recent term and submits a request, in writing, to take a break for up to two consecutive terms. This Academic Leave of Absence cannot be approved if the student did not complete the prior term. If the student does not return after two consecutive terms, they will lose their status as an active student at Campus.
- Drop/Restart - A student that withdraws from all classes during a term and has communicated, in writing, their intent to return in the subsequent term. If the student fails to return to classes in the next term, they will lose their status as an active student at Campus.

### **Transferability of Credit**

Campus's mission is for graduates entering the workforce to be prepared with the knowledge, skills, and confidence necessary to support their success. One way that Campus strives to ensure student success both in the classroom and on the job is by being an outcomes-based institution. This means that in order to receive Campus credit, students must demonstrate that they can perform the outcomes or skills associated with each Campus class.

The transfer of credits from Campus to another college is entirely up to the receiving college. Campus does not guarantee or promote that any of its credits will be accepted by another postsecondary institution. It has been the college's experience that other vocation-oriented colleges accept most Campus credits.

### **Campus Articulation Agreements**

Campus has articulation agreements with the following institutions:

1. Western Governors University, Salt Lake City, UT
2. UMass Global, Irvine, CA
3. Arizona State University, Glendale, AZ
4. Texas Southern University, Houston, TX
5. Point Park University, Pittsburgh, PA
6. Southern New Hampshire University, Manchester, NH
7. University of Maryland, Global Campus, College Park, MD
8. National Louis University, Chicago, IL
9. CSU Global, Aurora, CO

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

The transferability of credits you earn at Campus is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Campus to determine if your degree, diploma or certificate will transfer.

### **Credit from Other Institutions**

In many cases, completion of a comparable class at an accredited institution is sufficient to demonstrate previously acquired knowledge and skills. Thus, it is the policy of Campus to accept comparable credit hours earned in courses taken at accredited institutions, provided that a grade of 2.0 (C) or above was earned. Special conditions may apply to program-specific classes, General Education classes and skills-focused first-year classes; please consult with an admissions advisor for details.

Transfer credits must be directly applicable to the courses required in your Campus program. In addition, transcripts must be on file before transfer credit can be approved. Transfer credit hours that are more than 10 years old are generally not accepted. The college reserves the right to accept or reject any or all credit hours earned at other collegiate institutions. Students may not transfer credit for courses taken at another institution and also receive credit for the same course taken at Campus.

Credits transferred to the college for a degree program cannot exceed 50% of the program's total credit hour content. Note: Students with a college degree (Associate in Arts, Associate in Science, or higher) or substantial college credit may be eligible to bypass the first year of the degree program, even in cases where credits exceed 50% of the program's Enrollment Information.

Transfer credit for the Paralegal Studies year 2 specialty classes will not exceed 50% of the year 2 program credits. Paralegal Studies year 2 is 48.5 credits so a student may transfer up to 24.25 credits of equivalent year 2 specialty classes with a grade of a "C" or above from an ABA-approved institution.

The Campus academic calendar is based on the quarter system. The conversion of clock hours to credit hours is 10 clock hours of lecture or 30 clock hours of lab for every hour of credit. Unless otherwise indicated, the college uses the Carnegie system for measurement of academic credit.

Campus does not grant credit for prior experiential learning or through challenge examinations.

### **Policy on Credit Overages and Concurrent Enrollment**

It is the policy of Campus, Inc. that students who wish to take an overage of credits (anything above 13 quarter credit hours) in a given quarter must meet the following requirements:

1. Must have completed at least one quarter with Campus, Inc. with a minimum cumulative GPA of 3.5.
2. Must have approval from their assigned Success Coach to take more than 12 credits in a given quarter
3. Must have met with their assigned Financial Advisor to ensure this is financially possible and have approval to take an overload of credits.

It is the policy of Campus, Inc. that should a current Campus, Inc. student wish to concurrently enroll at another two-year institution and plans to transfer back credits to fulfill Campus, Inc. degree requirements the following must occur to ensure the transfer credits will be accepted by Campus, Inc.:

1. Before a student registers for courses at another institution, they must send the name of the institution they plan to attend and the course name and number of said courses for pre-evaluation of transfer credit to [registrar@campus.edu](mailto:registrar@campus.edu) to ensure that the credits will be accepted by Campus, Inc. for transfer.
2. The student should have a financial plan for both institutions, recognizing that financial aid may only be used at one institution at a time.
3. Once a course(s) has/have been completed at another institution, the student must request official transcripts be sent to [registrar@campus.edu](mailto:registrar@campus.edu) so that approved credits may be added to their Campus, Inc. transcript.

### **Student Services and Activities**

#### Academic Advising

Academic advising may be initiated by Campus personnel or the student when the need is identified. Students may request academic advising by contacting their faculty member or the Program Director.

#### Tutoring

In addition, open labs staffed by qualified faculty are scheduled each term to assist students who require additional instructor support.

#### Career Services

Assisting our graduates secure employment is one of our most important functions. Campus maintains job placement advisors devoted to providing employment search assistance for those who have met their graduation requirements. In addition, Campus's career services are available on a continual basis for graduates in good standing.

Up-to-date monthly placement records and employer references are available for inspection at the college's career services office. Campus cannot guarantee placement or demand for graduates.

#### Developmental Math and English Courses

Campus offers developmental math and English courses to assist students in building the skills, confidence and knowledge necessary to succeed in their college coursework and on the job.

### Cultural and Recreational Activities

The Sacramento area offers an abundance of cultural and recreational activities. Special programs and field trips may be arranged to meet student needs and interests.

### Housing

Campus does not assume responsibility for student housing. Campus does not have dormitory facilities under its control, nor does it offer student housing assistance. Although no housing is provided directly by the school, the immediate locale is one of the best in Sacramento for reasonable rental rates.

Permanent or temporary housing can be found by researching such sites as [www.rental.com](http://www.rental.com), [www.zillow.com](http://www.zillow.com), [www.rentcafe.com](http://www.rentcafe.com), and other similar sources. The estimated cost of rental housing in the Sacramento area is \$1,856 per month (according to [www.rentcafe.com](http://www.rentcafe.com)).

### Library Resources

Campus also provides students with access to various online resources and electronic libraries.

- EBSCO Database: Campus students, faculty, and staff have access to an EBSCO Database. Students, faculty, and staff can access the database 24/7 using their Campus email and password.

The URL to access the EBSCO Database is: <https://elearning.mticollege.edu/login/index.php>

- Library and Information Resources Network (LIRN): Campus students, faculty, and staff also have access to Campus' institutional subscription to the online Library and Information Resources Network (LIRN). The LIRN online library and librarians are available 24/7 to students, faculty, and staff who can login using their Campus email and password. The URL to access the LIRN Library is: <https://proxy.lirn.net/>

## Financial Aid and Budget Process

Campus is an eligible institution for federal and state financial aid programs. Financial aid counseling and funding are available for Federal Pell Grants, Federal Supplemental Grants, Federal Work Study, Federal Direct Student Loans, Cal Grants, and other programs. A full-time financial aid office is available and can provide detailed explanations of these programs and related school policies. Applications are available through the financial aid office.

Financial aid is awarded based on a student's individual need. Students must first complete the Free Application for Federal Student Aid (FAFSA) in order to determine their Student Aid Index (SAI). The SAI is the amount that the student and his/her parents are expected to pay toward total college costs. The SAI is subtracted from the student's total college costs and the remaining amount represents the student's "financial need." The process is as follows:

1. College costs are determined using a formula and dollar amounts provided by the California Student Aid Commission. The budget figures are detailed as follows:

<i>Monthly Expenses</i>	<i>Living at Home</i>	<i>Not Living at Home</i>
Tuition and Fees	Actual	Actual
Books and supplies	\$938 per academic year	\$938 per academic year
Living Expenses	\$1,125	\$2,159
Personal/Misc.	\$401	\$492
Transportation	\$179	\$196
TOTAL	\$2,643	\$3,785

2. The SAI is subtracted from this total (plus tuition) to give the student's remaining need.
3. After program eligibility is determined, an estimated student financial award package is prepared using an approved need analysis program based on federal methodology. Aid is awarded, pending eligibility, in the following order:

**Federal Pell Grant** — This program provides need-based grants, which do not need to be repaid. Grant amounts are dependent on the student's SAI, the cost of attendance, the student's enrollment status, and whether the student attends for a full academic year or less.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** — This program provides need-based grants, which do not need to be repaid, to students with exceptional need who are also Federal Pell Grant recipients. FSEOG is campus-based aid and additional eligibility is determined by the Campus financial aid office to allocate funds throughout the award year.

**Federal Direct Student Loans** — This program provides federal loans to students to help pay for educational expenses. Nearly all students are eligible to receive federal student loans regardless of income or credit. Student loans may be subsidized by the U.S. government or unsubsidized depending on the student's financial need. Student loans must be repaid including any accrued interest and fees.

**Federal Direct PLUS Loans** — This program provides federal loans to parents of dependent students to help pay for educational expenses. PLUS loans are credit-based and are available regardless of income or assets. PLUS loans can fund the entire cost of a student's education (less other financial aid).

**Federal Work Study (FWS)** — This is a campus-based aid program that provides job opportunities both on and off-campus for students with financial need, allowing them to earn money to help pay education expenses. FWS employment is further based on job availability, the interview and selection process, and maintaining satisfactory academic progress. Further information and applications (for eligible students) are available in the financial aid office.

**Arnold E. Zimmerman Scholarship Program** — This program was established in honor of Arnold E. Zimmerman, the founder and president (from 1965 through 1986) of MTI College. Students who are considered to have exceptional qualifications and exhibit a justified need for tuition and book assistance are given the highest consideration. Funding for the Arnold E. Zimmerman Scholarship Program is provided through college contributions and awards vary based on the student's specific situation. Scholarship proceeds are disbursed to the recipient's student ledger account at the midway point in his/her program.

**Campus Scholars Grants** — This program exists to help defray the cost of college tuition for select students enrolled in Campus Scholars educational programs. Students must exhibit financial need, exceptional academic potential and intrinsic motivation to pursue a college degree. Students must either file a FAFSA or be ineligible to receive Financial Aid before they may be considered for a Campus Scholars Grant. At the discretion of the Campus Scholars Grants Committee, a student may be awarded a grant for one or more academic years. Students awarded a Campus Grant exceeding \$4,000 must maintain at least a 2.5 cumulative GPA in their first three terms to be eligible for disbursement of the award, and a cumulative GPA above 3.0 for subsequent disbursements.

**Cal Grant** — Cal Grant awards are state funded monetary grants given to California students to help pay for college expenses. Cal Grants do not have to be repaid. The application deadline is March 2nd of each year for awards made the following fall. Students should contact the financial aid office during the application period to apply.

*Note to Cal Grant Recipients:* It is the policy of Campus to credit all Cal Grant funds directly to the student's account. However, students have the opportunity to request that the Cal Grant B Access and Cal Grant C Book and Supplies portion be paid directly to them for education-related expenses. This request must be made in writing to the financial aid office and will apply to future Cal Grant disbursements. Payments previously applied to the student's account will not be refunded.

## **Student Loan Disbursements**

Award payments are usually made in each payment period. Students can expect up to a six-week delay from the time they start school until the time the first loan payment is disbursed to their account. Future disbursements are made in subsequent payment periods provided the student maintains satisfactory academic progress. The student may experience delays in having funds disbursed to his/her account if the fund originating source is dilatory in aid processing or if the school requests the student to make improvement in his/her progress. In certain cases, students may have to assume financial liability for tuition and book costs if academic progress is unsatisfactory.

## **Student Loan Default Prevention**

Students who attend with the assistance of a Federal Student Loan must realize the seriousness of the repayment obligation. Loans are the most common form of financial aid used by college students in the United States today. Student loans are an important financial obligation, and they must be repaid. Loan repayment typically begins six months after a student's last date of attendance and payments are typically made to the financial organization that is servicing the loan.

Paying off a student loan is a great way to develop a good credit history. However, failure to pay off a student loan will have a lasting negative effect on a credit report. There are options available to students who find they are unable to make timely loan payments. A student may be eligible for a deferment if he/she returns to school, is unemployed, has an economic hardship, or meets other criteria. If a student does not qualify for a deferment, he/she may still be eligible for a forbearance that would temporarily postpone or reduce monthly payments. Students should contact the financial aid office or their loan servicer for more information regarding deferments and forbearances.

## **School Financing**

The institution can authorize regular monthly payments at low interest rates to cover tuition charges to students or families with acceptable credit. Details may be obtained from the admissions staff.

## **Financial Aid Appeal Process**

A student may appeal if he/she has a disagreement about the award after the process has been thoroughly explained. A school financial aid committee will be made available to the student to consider the appeal. If the financial aid committee determines that the award was incorrect in view of current school policy and current regulation, it can be changed.

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# TRADITIONAL DIPLOMA PROGRAMS

## Technical Support Specialist

Program Length:	48.5 Quarter Units/700 Clock Hours 42-54 Weeks (Day Program); 60-66 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	15-1231.00 - Computer Network Support Specialists 15-1232.00 - Computer User Support Specialists 15-1244.00 - Network and Computer Systems Administrators
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To prepare the student for employment in end-user application work, computer operations, technical support, or a related computer field. This program is designed to help students prepare for the CompTIA A+ Certification exams for computer technicians. Exam vouchers are provided to students who meet requirements of the Test Pass Assurance (TPA) program.

Students who successfully complete this program are eligible to be considered for advancement to Year Two of the Information Technology— Cloud Administration degree program with the addition of M131B Mathematics Concepts, E111 Developmental Writing, and GE201 English Composition. Please contact the dean for further information.

### Program Outcomes

Upon successful completion of the program, students will be able to do the following:

- Install, configure, and maintain computer equipment, mobile devices, and software for end users.
- Service components based on customer requirements.
- Understand networking basics and apply basic cybersecurity methods to mitigate threats.
- Properly and safely diagnose, resolve, and document common hardware and software issues.
- Apply troubleshooting skills and provide customer support using appropriate communication skills.
- Understand the basics of scripting, cloud technologies, virtualization, and multi-OS deployments in corporate environments.
- Model behavior that reflects confidence, competence, and professionalism.

### Technical Support Specialist Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40

Courses		Quarter Credits	Clock Hours
E100	English Fundamentals	5.0	60
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
M131A	Mathematics Concepts	2.0	20
TS115	IT Fundamentals	6.0	80
TS137	A+ Core 1: Computing Infrastructure	6.0	80
TS146	A+ Core 2: Operating Systems and Security	6.0	80
TS155	A+ Certification Strategies	4.0	80

## Information Technology – Cloud Administrator (Diploma)

Program Length:	40.5 Quarter Units/500 Clock Hours 48 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	15-1231.00 - Computer Network Support Specialists 15-1232.00 - Computer User Support Specialists 15-1299.00 - Computer Occupations, All Others 15-1299.09 - Information Technology Project Managers 15-1242.00 - Database Administrators 15-1244.00 - Network and Computer Systems Administrators
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

The Information Technology - Cloud Administrator program is designed to prepare graduates for a career in cloud administration. Successful graduates will be able to design, administer, secure, and troubleshoot networks using a variety of cloud-based tools, particularly those provided by Amazon Web Services (AWS).

In order to qualify for this rigorous program, applicants must provide verification of current or recent employment in the information technology industry or evidence of a related industry certification such as A+ or Microsoft Certified Professional. Due to the level of difficulty of this program, student progress and attendance will be closely monitored. Students must maintain a minimum C grade average and demonstrate excellent class attendance and participation in order to advance through the class series. Students who successfully complete this program are eligible for consideration to pursue an A.A.S. degree in Information Technology Cloud Administration with additional coursework. Please contact the dean for further information.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Demonstrate an understanding of terminology and functions for network operating systems and network services in a business network.
- Describe cloud concepts related to cloud services, cloud architecture, cloud security and compliance.
- Design resilient, scalable, secure, and cost-efficient cloud architectures.
- Employ learning strategies necessary to obtain Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect certification.
- Demonstrate an understanding of networking terminology and basic network design and maintenance necessary to obtain CompTIA Network+ certification.
- Identify network security risks, construct strategies for effective network security, and employ learning strategies necessary to obtain CompTIA Security+ certification.
- Model behavior that reflects confidence, competence, and professionalism.

### Information Technology— Cloud Administrator Program (Diploma) Outline

Courses		Quarter Credits	Clock Hours
IT201	Fundamental Networking Concepts	7.0	80
IT296	Network Security Concepts	5.5	60

Courses		Quarter Credits	Clock Hours
IT252	Certification Preparation Strategies	3.0	60
ITC210	Server Management	5.5	60
ITC220	AWS Cloud Foundations	5.5	60
ITC230	AWS Cloud Computing Architecture	5.5	60
ITC240	AWS Cloud Well-Architected Framework	5.5	60
ITC250	AWS Certification Preparation	3.0	60

## Information Technology – Systems Administrator

Program Length:	65.5 Quarter Units/860 Clock Hours 84 Weeks (Evening Program) 72 Weeks (Day Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	15-1231.00 - Computer Network Support Specialists 15-1232.00 - Computer User Support Specialists 15-1299.00 - Computer Occupations, All Others 15-1299.04 - Penetration Testers 15-1299.09 - Information Technology Project Managers 15-1242.00 - Database Administrators 15-1244.00 - Network and Computer Systems Administrators
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

The Information Technology - Systems Administrator program is designed to prepare graduates for a career in system administration. Successful graduates will be able to design, administer, maintain, secure, and troubleshoot PC networks utilizing Windows Server and Linux server operating systems. CompTIA courses prepare students for the CompTIA A+, Network+, and Security+ certifications. The Amazon AWS course introduces cloud computing technologies aimed towards successful completion of AWS certifications. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance (TPA) program. Students receive benefits available to CompTIA Academy Partners and Microsoft Azure Dev Tools.

Due to the level of difficulty of this program, student progress and attendance will be closely monitored. Students must maintain a minimum C grade average and demonstrate excellent class attendance and participation in order to advance through the class series. Students who successfully complete this program are eligible for consideration to pursue an A.A.S. degree in Information Technology Cloud Administration with additional coursework. Please contact the dean for further information.

### Program Outcomes

Upon successful completion of the program, students will be able to do the following:

- Install, configure, and maintain computer equipment, mobile devices, and software for end users.
- Service components based on customer requirements.
- Understand networking basics and apply basic cybersecurity methods to mitigate threats.
- Properly and safely diagnose, resolve, and document common hardware and software issues.
- Apply troubleshooting skills and provide customer support using appropriate communication skills.
- Understand the basics of scripting, cloud technologies, virtualization, and multi-OS deployments in corporate environments.
- Demonstrate an understanding of terminology and functions for network operating systems and network services in a business network.
- Describe cloud concepts related to cloud services, cloud architecture, cloud security and compliance.
- Design resilient, scalable, secure, and cost-efficient cloud architectures.
- Employ learning strategies necessary to obtain Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect certification.
- Demonstrate an understanding of networking terminology and basic network design and maintenance necessary to obtain CompTIA Network+ certification.
- Identify network security risks, construct strategies for effective network security, and employ learning strategies necessary to obtain CompTIA Security+ certification.

- Model behavior that reflects confidence, competence, and professionalism.

Information Technology – Systems Administrator Program Outline

Courses		Quarter Credits	Clock Hours
TS115	IT Fundamentals	6.0	80
TS137	A+ Core 1: Computing Infrastructure	6.0	80
TS146	A+ Core 2: Operating Systems and Security	6.0	80
TS155	TS155 A+ Certification Strategies	4.0	80
IT201	IT201 Fundamental Networking Concepts	7.0	80
IT296	IT296 Network Security Concepts	5.5	60
IT252	IT252 Certification Preparation Strategies	3.0	60
ITC210	Server Management	5.5	60
ITC220	AWS Cloud Foundations 5.5 60	5.5	60
ITC230	AWS Cloud Computing Architecture	5.5	60
ITC240	AWS Cloud Well-Architected Framework	5.5	60
ITC250	AWS Certification Preparation	3.0	60
B125	Career Preparation	3.0	40

## AWS Cloud Solutions Architect

Program Length:	19.5 Quarter Units/240 Clock Hours 30 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	15-1231.00 - Computer Network Support Specialists 15-1232.00 - Computer User Support Specialists 15-1299.00 - Computer Occupations, All Others 15-1299.04 - Penetration Testers 15-1299.08 - Computer Systems Engineers/Architects 15-1299.09 - Information Technology Project Managers 15-1241.01 - Computer Network Architects 15-1242.00 - Database Administrators 15-1244.00 - Network and Computer Systems Administrators
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To prepare students for the AWS Cloud Practitioner and AWS Solutions Architect Associate certification exams. Successful graduates will be able to design, administer, secure, and troubleshoot networks using cloud-based tools provided by Amazon Web Services (AWS). In order to qualify for this rigorous program, applicants must provide verification of the following:

- An Associate's or higher degree from an accredited institution
- Education, certification, or work experience in information technology
- Residency in the state of California
- Access to a laptop or desktop with broadband internet access

Due to the level of difficulty of this program, student progress and attendance will be closely monitored. Students must maintain a minimum C grade average and demonstrate excellent class attendance and participation in order to advance through the class series.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Describe cloud concepts related to cloud services, cloud architecture, cloud security and compliance.
- Design resilient, scalable, secure, and cost-efficient cloud architectures.
- Employ learning strategies necessary to obtain Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect certification.
- Model behavior that reflects confidence, competence, and professionalism.

### AWS Cloud Solutions Architect Program Outline

Courses		Quarter Credits	Clock Hours
ITC220	AWS Cloud Foundations	5.5	60
ITC230	AWS Cloud Computing Architecture	5.5	60
ITC240	AWS Cloud Well-Architected Framework	5.5	60
ITC250	AWS Certification Preparation	3.0	60

## Computer Technician

Program Length:	25 Quarter Units/360 Clock Hours 24 Weeks (Day Program); 36 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	15-1232.00 - Computer User Support Specialists
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To qualify the student for employment in a computer operations or technical support related position.

### Program Outcomes

Upon successful completion of the program, students will be able to do the following:

- Install, configure, and maintain computer equipment, mobile devices, and software for end users.
- Service components based on customer requirements.
- Understand networking basics and apply basic cybersecurity methods to mitigate threats.
- Properly and safely diagnose, resolve, and document common hardware and software issues.
- Apply troubleshooting skills and provide customer support using appropriate communication skills.
- Understand the basics of scripting, cloud technologies, virtualization, and multi-OS deployments in corporate environments.
- Model behavior that reflects confidence, competence, and professionalism.

### Computer Technician Program Outline

Courses		Quarter Credits	Clock Hours
TS115	IT Fundamentals	6.0	80
TS137	A+ Core 1: Computing Infrastructure	6.0	80
TS146	A+ Core 2: Operating Systems and Security	6.0	80
TS155	TS155 A+ Certification Strategies	4.0	80
B125	Career Preparation	3.0	40

## Fundamentals of Phlebotomy

### Objective

To qualify the student for employment in phlebotomy related positions.

### Prerequisites

Candidates must be approved by Futuro Health and need to possess a high School Diploma or GED equivalency. All clinical externship sites require drug testing and a background check.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Recognize, define, and use medical terms related to phlebotomy.
- Demonstrate ability to follow OSHA's Universal Precautions while performing lab procedures.
- Perform blood collection procedures based on the California Phlebotomy regulations.
- Consistently comply with all HIPAA standards.
- Model behavior that reflects confidence, competence and professionalism.

**Phlebotomy Technician Program Outline - OnlinePlus**

Courses	Quarter Units	Clock Hours		
PH050	Terminology for Phlebotomy		4.0	40
PH100	Phlebotomy 5.0	60		
PH500	Phlebotomy Externship	1.0	40	
10 Quarter Units/140 Clock Hours				
18 weeks plus externship (Day)				

## Fundamentals of Medical Assisting

### Objective

To prepare students for medical assisting and phlebotomy jobs effectively and get them employed in the most efficient way possible. The program provides entry-level students, with or without a medical background, with a solid foundation in clinical duties in order to prepare them for successful entry into the medical field. This 580-hour program was designed to provide, through classroom and practical instruction, training in a variety of healthcare settings. Lectures include anatomy and physiology, pathology, medical terminology, laboratory techniques, clinical and diagnostic procedures, medication administration, medical law and ethics, computer software applications, and overview of office procedures. Practical instruction provides hands-on training in vital-signs testing, venipuncture and patient preparation for exams and procedures which are verified through a skill check system.

Each course within this program is acceptable for full credit toward Campus's associate degree in Business Administration. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program with additional coursework in Year One Business Administration with a Concentration in Medical Billing and Coding. Please contact the dean for further information.

This program prepares participants for the following positions: SOC/O\*NET Codes: 31-9092 Medical Assistant, Hospital Assistant, 31-9099

### Prerequisites

Candidates must be approved by Futuro Health and need to possess a high school diploma or GED equivalency. All clinical externship sites require drug testing and a background check.

### Program Structure

The program is divided into five learning modules. Each module consists of 8 hours of online instruction and 6 hours of in-person clinical instruction per week and runs for six weeks. Following completion of the learning modules, students will complete a 160-hour medical assisting externship

### Certifications/Licensure

As part of the program, graduates will be prepared for the following certifications and licensure:

- National Medical Assistant Certification (NCMA) offered through NCCT

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines, and CLIA waived laboratory standards.
- Consistently comply with all HIPAA standards.
- Employ learning strategies necessary to obtain a Medical Assistant certification.
- Model behavior that reflects confidence, competence, and professionalism.

#### Fundamentals of Medical Assisting Program Outline – OnlinePlus

Courses	Quarter Units	Clock Hours
MODULE 100: Medical Assisting Basics	5.5	84
MODULE 200: Introduction to Medical Office Practice	5.5	84
MODULE 300: Clinical Medical Assisting	5.5	84
MODULE 400: Introduction to Billing, Coding and Insurance	5.5	84
MODULE 500: Laboratory Assisting	5.5	84
Module EXT: Clinical Externship	5	160
32.5 Quarter Units/580 Clock Hours		
36 Weeks/Hybrid		

**For complete program details, please contact a Campus Admissions Advisor**

## Fundamentals of Medical Office Assisting

### Objective

The objective of the program is to prepare students for medical assisting and phlebotomy jobs effectively and get them employed in the most efficient way possible. The program provides entry-level students, with or without a medical background, with a solid foundation in clinical duties in order to prepare them for successful entry into the medical field. This 420-hour program was designed to provide, through classroom and practical instruction, training in a variety of healthcare settings. Lectures include anatomy and physiology, pathology, medical terminology, laboratory techniques, clinical and diagnostic procedures, medication administration, medical law and ethics, computer software applications, and overview of office procedures. Practical instruction provides hands-on training in vital-signs testing, venipuncture and patient preparation for exams and procedures which are verified through a skill check system.

Each course within this program is acceptable for full credit toward Campus's associate degree in Business Administration. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program with additional coursework in Year One of Business Administration with a Concentration in Medical Billing and Coding. Please contact the dean for further information.

This program prepares participants for the following positions: SOC/O\*NET Codes: 31-9092 Medical Assistant, Hospital Assistant, 31-9099

### Prerequisites

Candidates must be approved by Futuro Health and need to possess a high School Diploma or GED equivalency. All clinical externship sites require drug testing and a background check.

### Program Structure

The program is divided into five learning modules. Each module consists of 8 hours of online instruction and 6 hours of in-person clinical instruction per week and runs for six weeks.

### Certifications/Licensure

As part of the program, graduates will be prepared for the following certifications and licensure:

- National Medical Assistant Certification (NCMA) offered through NCCT

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines, and CLIA waived laboratory standards.
- Consistently comply with all HIPAA standards.
- Employ learning strategies necessary to obtain a Medical Assistant certification.
- Model behavior that reflects confidence, competence and professionalism.

### Fundamentals of Medical Office Assisting

Courses	Quarter Units	Clock Hours
MODULE 100: Medical Assisting Basics	5.5	84
MODULE 200: Introduction to Medical Office Practice	5.5	84
MODULE 300: Clinical Medical Assisting	5.5	84
MODULE 400: Introduction to Billing, Coding and Insurance	5.5	84
MODULE 500: Laboratory Assisting	5.5	84
27.5 Quarter Units/420 Clock Hours		
30 Weeks/Hybrid		

**For complete program details, please contact a Campus Admissions Advisor.**

## Medical Billing and Coding Professional

Program Length:	45 Quarter Units/680 Clock Hours 36-42 Weeks (Day Program); 48-54 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	29-2072.00 - Medical Records Specialists 29-2099.08 - Patient Representatives 43-6013.00 - Medical Secretaries and Administrative Assistants 43-9041.00 - Insurance Claims and Policy Processing Clerks
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To qualify students for employment in healthcare office settings with an emphasis on insurance billing, coding, medical records, and administrative front office responsibilities. Students will become proficient in using practice management billing software, electronic health records software, as well as Microsoft Office Suite products. Students will become adept in translating information from patient medical records using ICD-10, CPT, and HCPCS coding standards to provide evidence of medical necessity. This program helps prepare students for the Certified Medical Reimbursement Specialist (CMRS) certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance program (TPA).

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform administrative activities consistent with a medical office.
- Accurately create, read, understand, and maintain medical records.
- Demonstrate competence and understanding in the use of medical practice management software applications to competently perform the medical billing and coding process.
- Demonstrate competence and understanding of the workflow in a medical office by using Electronic Health Records software.
- Demonstrate an understanding of CPT, HCPCS, ICD-10-CM; ICD10-PCS codes used in healthcare to competently perform medical billing and coding.
- Employ learning strategies necessary to obtain the Certified Medical Reimbursement Specialist (CMRS) certification.
- Model behavior that reflects confidence, competence and professionalism.

### Medical Billing and Coding Professional Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
MO126A 1	Medical Terminology with Anatomy and Physiology	4.0	40

Courses		Quarter Credits	Clock Hours
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO147	ICD-10 Diagnoses and Procedure Coding	4.0	60
MO148	Procedural Coding	4.0	60
MO149	Medical Records and Claims Processing	4.0	60
MB500	Medical Billing and Coding Externship *	5.0	160

\*Externship eligibility is partially determined by performance in MO147, MO148 and MO149, which includes demonstrated proficiencies in claims processing and coding skills. Students must submit to a 10-panel drug screening and a criminal background check. Students who do not successfully pass the drug screening and/or have a criminal record may not be eligible for an externship. Externships for evening students are available during the day only.

## Medical Billing and Coding Specialist

Program Length:	40 Quarter Units/520 Clock Hours 30-36 Weeks (Day Program); 42-48 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	29-2072.00 - Medical Records Specialists 29-2099.08 - Patient Representatives 43-6013.00 - Medical Secretaries and Administrative Assistants 43-9041.00 - Insurance Claims and Policy Processing Clerks
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To qualify students for employment in healthcare office settings with an emphasis on insurance billing, coding, medical records, and administrative front office responsibilities. Students will become proficient in using practice management billing software, electronic health records software, as well as Microsoft Office Suite products. Students will become adept in translating information from patient medical records using CPT, HCPCS and ICD-10 coding standards to provide evidence of medical necessity. This program helps prepare students for the Certified Medical Reimbursement Specialist (CMRS) certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance program (TPA).

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform administrative activities consistent with a medical office.
- Accurately create, read, understand, and maintain medical records.
- Demonstrate competence and understanding in the use of medical practice management software applications to competently perform the medical billing and coding process.
- Demonstrate competence and understanding of the workflow in a medical office by using Electronic Health Records software.
- Demonstrate an understanding of CPT, HCPCS, ICD-10-CM; ICD10-PCS codes used in healthcare to competently perform medical billing and coding.
- Employ learning strategies necessary to obtain the Certified Medical Reimbursement Specialist (CMRS) certification.
- Model behavior that reflects confidence, competence and professionalism.

### Medical Billing and Coding Specialist Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
MO126A 1	Medical Terminology with Anatomy and Physiology	4.0	40

Courses		Quarter Credits	Clock Hours
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO147	ICD-10 Diagnoses and Procedure Coding	4.0	60
MO148	Procedural Coding	4.0	60
MO149	Medical Records and Claims Processing	4.0	60

## Objective

To prepare students for employment in a variety of medical settings, including doctors' offices, clinics, and other healthcare environments. The program offers comprehensive training in administrative, clinical, venipuncture, and laboratory procedures. Two externships are included: a 200-hour externship\*\* in a healthcare setting where students gain practical, hands-on-experience performing the duties of a medical assistant, and a phlebotomy externship in a clinical lab setting where students gain valuable experience performing phlebotomy collection on patients of varying ages and health. The phlebotomy externship is a minimum of 40 hours.

Students will build a foundation in medical terminology, anatomy, physiology, pharmacology, and the proper protocols and procedures used in clinical and laboratory environments. Students will also study front-office practices, including coding and billing procedures, patient relations, and medical law and ethics. Students who successfully complete this program and pass a certification exam offered by a state-recognized provider such as the National Center for Competency Testing (NCCT), meet the requirements to apply for licensure as a Certified Phlebotomy Technician (CPT1) with the State of California. This program also helps prepare students for a Medical Assistant certification. Exam vouchers are provided for students who meet the requirements of the Phlebotomy Test Pass Assurance program (TPA) and the Test Pass Assurance program (TPA).

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.

Program Length:	46 Quarter Units/720 Clock Hours 36 Weeks (Day Program); 48-54 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	29-2099.08 - Patient Representatives 31-1121.00 - Home Health Aides 31-1122.00 - Personal Care Aides 31-1131.00 - Nursing Assistants 31-9092.00 - Medical Assistants 31-9094.00 - Medical Transcriptionists 43-6013.00 - Medical Secretaries and Administrative Assistants
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

## Objective

To prepare students for employment in a variety of medical settings including doctors' offices, clinics, and other healthcare environments. The program offers comprehensive training in administrative, clinical, and laboratory procedures and includes a 200-hour externship in an ambulatory healthcare setting where students will gain valuable practical hands-on experience. Students will build a foundation in medical terminology, anatomy and physiology, pharmacology, and the proper protocols and procedures used in clinical and laboratory environments. Students will also study front-office practices including coding and billing procedures, patient relations, and medical law and ethics. This program helps prepare students

for a Medical Assistant certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance program (TPA).

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines, and CLIA waived laboratory standards.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Employ learning strategies necessary to obtain a Medical Assistant certification.
- Model behavior that reflects confidence, competence and professionalism.

### Medical Assistant Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
MO115	Math for Medical Students	2.0	20
MO126A1	Medical Terminology with Anatomy and Physiology	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO131	Introduction to Clinical Assisting	2.0	20
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO171	Clinical Assisting I	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO550*	Medical Assisting Externship*	5.0	200

\*Externship eligibility is partially determined by performance in M0181 and M0186, which includes demonstrated proficiencies in laboratory skill sets. Students must submit to a 10-panel drug screening and a criminal background check. Students who do not successfully pass the drug screening and/or have criminal records may not be eligible for an externship. Externships for evening students are available during the day only.



## Medical Assistant Diploma with Phlebotomy Certificate

Program Length:	52 Quarter Units/ 820 Clock Hours 48 Weeks (Day Program); 60-66 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	29-2099.08 - Patient Representatives 31-1121.00 - Home Health Aides 31-1122.00 - Personal Care Aides 31-1131.00 - Nursing Assistants 31-9092.00 - Medical Assistants 31-9094.00 - Medical Transcriptionists 31-9097.00 - Phlebotomists 43-6013.00 - Medical Secretaries and Administrative Assistants
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Applicants for a California Phlebotomy certificate from the California Department of Public Health must meet the following requirements: <u>Education</u> Provide an official transcript showing graduation date from an accredited high school in the U.S. OR Pass one of the following tests: General Educational Development (GED) High School Equivalency (HiSET) California High School Proficiency Examination (CHSPE) OR Provide official transcripts showing credit for general education courses completed at an accredited college or university. <u>Training</u> For an applicant with no on-the-job phlebotomy experience or less than 40 hours of on-the-job phlebotomy experience: Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a phlebotomy training program approved by the California Department of Public Health. You must upload a California Statement of Phlebotomy Practical Training signed by an MD, DO, PA, RN, CLB, CLS, or CPT. For an applicant with at least 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years: Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. Complete at least 40 hours of experience in a clinical setting in the last 5 years. This experience must include at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a Letter of Phlebotomy Experience for California Certification (PDF) signed by an MD, DO, or CLB. For an applicant with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years: Complete 20 hours of advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. <u>Examination</u> You must have passed a national certification examination from one of the certifying organizations approved by the California Department of Public Health. The following certifying organizations are approved by the Department for the phlebotomist certification examination: <ul style="list-style-type: none"><li>• American Certification Agency (ACA): <a href="http://www.acacert.com/">http://www.acacert.com/</a></li><li>• American Medical Certification Association (AMCA): <a href="https://www.amcaexams.com/">https://www.amcaexams.com/</a></li><li>• American Medical Technologists (AMT): <a href="https://americanmedtech.org/">https://americanmedtech.org/</a></li><li>• American Society of Clinical Pathology (ASCP): <a href="http://www.ascp.org/">http://www.ascp.org/</a></li></ul>

- National Center for Competency Testing (NCCT/MMCI): <https://www.ncctinc.com/>
- National Healthcareer Association (NHA): <http://www.nhanow.com/>

- Employ learning strategies necessary to obtain a Medical Assistant certification
- Perform blood collection procedures based on the California Phlebotomy regulations.
- Model behavior that reflects confidence, competence and professionalism.

Medical Assistant Diploma with Phlebotomy Certificate Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
MO115	Math for Medical Students	2.0	20
MO126A 1	Medical Terminology with Anatomy and Physiology	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO131	Introduction to Clinical Assisting	2.0	20
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO171	Clinical Assisting I	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO550*	Medical Assisting Externship*	5.0	200
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	1.0	40

\*Externship eligibility is partially determined by performance in M0181 and M0186, which includes demonstrated proficiencies in laboratory skill sets. Students must submit to a 10-panel drug screening and a criminal background check. Students who do not successfully pass the drug screening and/or have criminal records may not be eligible for an externship. Externships for evening students are available during the day only.

## Medical Office Assistant

Program Length:	41 Quarter Units/520 Clock Hours 30 Weeks (Day Program); 48-54 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	29-2099.08 - Patient Representatives 31-1122.00 - Personal Care Aides 31-9092.00 - Medical Assistants 31-9094.00 - Medical Transcriptionists 43-6013.00 - Medical Secretaries and Administrative Assistants
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To prepare students for employment in a variety of medical settings including doctors' offices, clinics, and other healthcare environments.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Model behavior that reflects confidence, competence and professionalism.

Medical Office Assistant Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
MO115	Math for Medical Students	2.0	20
MO126A 1	Medical Terminology with Anatomy and Physiology	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO131	Introduction to Clinical Assisting	2.0	20
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO171	Clinical Assisting I	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60

## Medical Office Assistant Diploma with Phlebotomy

Program Length:	47 Quarter Units/620 Clock Hours 48 Weeks (Day Program); 60-66 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	29-2099.08 - Patient Representatives 31-1122.00 - Personal Care Aides 31-9092.00 - Medical Assistants 31-9094.00 - Medical Transcriptionists 31-9097.00 - Phlebotomists 43-6013.00 - Medical Secretaries and Administrative Assistants
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Applicants for a California Phlebotomy certificate from the California Department of Public Health must meet the following requirements: <u>Education</u> Provide an official transcript showing graduation date from an accredited high school in the U.S. OR Pass one of the following tests: General Educational Development (GED) High School Equivalency (HiSET) California High School Proficiency Examination (CHSPE) OR Provide official transcripts showing credit for general education courses completed at an accredited college or university. <u>Training</u> For an applicant with no on-the-job phlebotomy experience or less than 40 hours of on-the-job phlebotomy experience: Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a phlebotomy training program approved by the California Department of Public Health. You must upload a California Statement of Phlebotomy Practical Training signed by an MD, DO, PA, RN, CLB, CLS, or CPT. For an applicant with at least 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years: Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. Complete at least 40 hours of experience in a clinical setting in the last 5 years. This experience must include at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a Letter of Phlebotomy Experience for California Certification (PDF) signed by an MD, DO, or CLB. For an applicant with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years: Complete 20 hours of advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. <u>Examination</u> You must have passed a national certification examination from one of the certifying organizations approved by the California Department of Public Health. The following certifying organizations are approved by the Department for the phlebotomist certification examination: <ul style="list-style-type: none"><li>• American Certification Agency (ACA): <a href="http://www.acacert.com/">http://www.acacert.com/</a></li><li>• American Medical Certification Association (AMCA): <a href="https://www.amcaexams.com/">https://www.amcaexams.com/</a></li><li>• American Medical Technologists (AMT): <a href="https://americanmedtech.org/">https://americanmedtech.org/</a></li><li>• American Society of Clinical Pathology (ASCP): <a href="http://www.ascp.org/">http://www.ascp.org/</a></li></ul>

- National Center for Competency Testing (NCCT/MMCI): <https://www.ncctinc.com/>
- National Healthcareer Association (NHA): <http://www.nhanow.com/>

### Objective

To prepare students for employment in a variety of medical settings including doctors' offices, clinics, and other healthcare environments.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Apply the concepts of basic pharmacology to determine drug dosages, side effects, and alternatives.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Model behavior that reflects confidence, competence and professionalism.

Medical Office Assistant Diploma with Phlebotomy Certificate Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
MO115	Math for Medical Students	2.0	20
MO126A1	Medical Terminology with Anatomy and Physiology	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO131	Introduction to Clinical Assisting	2.0	20
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO171	Clinical Assisting I	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	1.0	40

## Medical Administrative Assistant

Program Length:	27 Quarter Units/320 Clock Hours 24 Weeks (Day Program); 36-42 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	43-6013.00 - Medical Secretaries and Administrative Assistants
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To prepare students for employment in a variety of medical settings including doctors' offices, clinics, and other healthcare environments.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform administrative activities consistent with a medical office.
- Accurately read, understand, and maintain medical records.
- Demonstrate an understanding of CPT, HCPCS, ICD-10-CM
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Consistently comply with all HIPAA standards.
- Demonstrate competence and understanding in the use of medical practice management software applications.
- Model behavior that reflects confidence, competence and professionalism.

### Medical Administrative Assistant Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
MO115	Math for Medical Students	2.0	20
MO126A1	Medical Terminology with Anatomy and Physiology	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40

## Phlebotomy Technician

Program Length:	6 Quarter Units/100-220 Clock Hours 12 weeks plus Externship
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	31-9097.00 - Phlebotomists
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Applicants for a California Phlebotomy certificate from the California Department of Public Health must meet the following requirements: <u>Education</u> Provide an official transcript showing graduation date from an accredited high school in the U.S. OR Pass one of the following tests: General Educational Development (GED) High School Equivalency (HiSET) California High School Proficiency Examination (CHSPE) OR Provide official transcripts showing credit for general education courses completed at an accredited college or university. <u>Training</u> For an applicant with no on-the-job phlebotomy experience or less than 40 hours of on-the-job phlebotomy experience: Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a phlebotomy training program approved by the California Department of Public Health. You must upload a California Statement of Phlebotomy Practical Training signed by an MD, DO, PA, RN, CLB, CLS, or CPT. For an applicant with at least 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years: Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. Complete at least 40 hours of experience in a clinical setting in the last 5 years. This experience must include at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a Letter of Phlebotomy Experience for California Certification (PDF) signed by an MD, DO, or CLB. For an applicant with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years: Complete 20 hours of advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. <u>Examination</u> You must have passed a national certification examination from one of the certifying organizations approved by the California Department of Public Health. The following certifying organizations are approved by the Department for the phlebotomist certification examination: <ul style="list-style-type: none"><li>• American Certification Agency (ACA): <a href="http://www.acacert.com/">http://www.acacert.com/</a></li><li>• American Medical Certification Association (AMCA): <a href="https://www.amcaexams.com/">https://www.amcaexams.com/</a></li><li>• American Medical Technologists (AMT): <a href="https://americanmedtech.org/">https://americanmedtech.org/</a></li><li>• American Society of Clinical Pathology (ASCP): <a href="http://www.ascp.org/">http://www.ascp.org/</a></li><li>• National Center for Competency Testing (NCCT/MMCI): <a href="https://www.ncctinc.com/">https://www.ncctinc.com/</a></li><li>• National Healthcareer Association (NHA): <a href="http://www.nhanow.com/">http://www.nhanow.com/</a></li></ul>

## Objective

To qualify the student for employment in phlebotomy related positions.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Demonstrate ability to follow OSHA's Universal Precautions while performing lab procedures.
- Perform blood collection procedures based on the California Phlebotomy regulations.
- Consistently comply with all HIPAA standards.
- Model behavior that reflects confidence, competence and professionalism.

## Phlebotomy Technician Program Outline

Courses		Quarter Credits	Clock Hours
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	1.0	40 - 160

*PLEASE NOTE: Students enrolled in the Phlebotomy program are not eligible for financial aid or job placement services.*

## Legal Administrative Assistant

***The Legal Administrative Assistant Certificate Program is NOT American Bar Association approved and it does not prepare students to work as paralegals.***

Program Length:	35.25 Quarter Units/480 Clock Hours 36-54 Weeks (Day Program); 48-54 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	43-6012.00 - Legal Secretaries and Administrative Assistants 43-4071.00 - File Clerk 43-4171.00 - Receptionists and Information Clerks
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To qualify the student for employment in various office settings, with an emphasis in law office-related work. Students will become proficient in the use of the Microsoft Office Suite products included in the program.

Each course within this program is acceptable for full credit toward an associate degree in Paralegal Studies. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program in Paralegal Studies with additional coursework. Please contact the dean for further information.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Use technology and writing skills to produce legal documents, judicial council forms, memoranda, local court forms, and correspondence in accordance with legal standards to identify correctly completed assignments in the area of litigation.
- Apply general knowledge of California's litigation practice and procedure, primarily focusing on the areas of general civil litigation, terminology, and office procedures to work effectively and efficiently in a legal environment. Apply organizational, communication, problem-solving, and critical thinking skills to effectively address routine and novel situations, through written and verbal communication, including grammar, punctuation, spelling, word usage, and sentence structure.
- Demonstrate proficiency in the ability to evaluate facts and situations logically and to reach rational conclusions, understanding of accepted professional standards of conduct.
- Use proficiency in records management, office equipment and supplies management, computer technology, office etiquette, and personnel management.
- Apply general knowledge of accounting terminology, principles, account management, and arithmetical calculations which might be performed in a law office or legal department.
- Model behavior that reflects confidence, competence and professionalism.

Legal Administrative Assistant Program Outline

Courses		Quarter Credits	Clock Hours
A121A	Accounting	2.5	40
A150	Computerized Accounting	3.0	40
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
L110A	Beginning Legal Terminology & Office Procedures	1.5	20
L110B	Beginning Legal Litigation	1.5	20
L115A	Advanced Legal Litigation	1.5	20
L115B	Basic Legal Calendaring	1.5	20
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20

## Legal Receptionist/Document Administrator

***The Legal Receptionist/Document Administrator Certificate Program is NOT American Bar Association approved and it does not prepare students to work as paralegals.***

Program Length:	24.5 Quarter Units/340 Clock Hours 36-60 Weeks (Day Program); 36- 54 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	43-6012.00 - Legal Secretaries and Administrative Assistants 43-4071.00 - File Clerk 43-4171.00 - Receptionists and Information Clerks
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

Objective

To qualify the student for employment in various office settings, with an emphasis in law office-related work.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Use technology and writing skills to produce legal documents, judicial council forms, memoranda, local court forms, and correspondence in accordance with legal standards to identify correctly completed assignments in the area of litigation.
- Apply general knowledge of California's litigation practice and procedure, primarily focusing on the areas of general civil litigation, terminology, and office procedures to work effectively and efficiently in a legal environment. Apply organizational, communication, problem-solving, and critical thinking skills to effectively address routine and novel situations, through written and verbal communication, including grammar, punctuation, spelling, word usage, and sentence structure.
- Demonstrate proficiency in the ability to evaluate facts and situations logically and to reach rational conclusions, understanding of accepted professional standards of conduct.
- Model behavior that reflects confidence, competence and professionalism.

Legal Receptionist/Document Administrator Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
L110A	Beginning Legal Terminology & Office Procedures	1.5	20
L110B	Beginning Legal Litigation	1.5	20
L115A	Advanced Legal Litigation	1.5	20
L115B	Basic Legal Calendaring	1.5	20
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20

## Cosmetology

Program Length:	40 Quarter Units/1,000 Clock Hours 30 Weeks Full Time; 45 Weeks Part Time
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists 39-5091.00 - Makeup Artists, Theatrical and Performance 39-5092.00 - Manicurists & Pedicurists 39-5093.00 - Shampooers 39-5094.00 - Skincare Specialists 43-4171.00 - Receptionists and Information Clerks
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Applicants for licensure must first be eligible for examination given by the California Board of Barbering & Cosmetology. Applicants must have completed at least 1,000 hours of study at a licensed school of Cosmetology, be seventeen (17) years of age, have completed the 10th grade or equivalent, and have a Social Security card and government-issued photo ID. Applicants will also need to provide background information to the California Board of Barbering & Cosmetology regarding any conviction(s) and any professional licenses or registrations that have been denied, suspended, revoked, or placed on probation. Please visit the California Board of Barbering & Cosmetology's website for additional information: <a href="https://www.barbercosmo.ca.gov/">https://www.barbercosmo.ca.gov/</a> . Effective January 1, 2022, the practical exam is no longer required for licensure. The California Board of Barbering & Cosmetology now requires a written examination offered by PSI. The PSI Candidate Information Bulletin can be downloaded from the California Board of Barbering & Cosmetology's website: <a href="https://www.barbercosmo.ca.gov/">https://www.barbercosmo.ca.gov/</a> . Applicants will first submit an examination application to the California Board of Barbering & Cosmetology. After the examination application has been approved by the Board, a PSI handbook will be sent to the candidate. The candidate will then schedule the written exam at a time and PSI location of their choice.

### Objective

To prepare future professionals with the knowledge and skills necessary to become licensed cosmetologists through the State of California and launch careers in the field of cosmetology. The program follows the highly successful Paul Mitchell approach toward developing a full range of professional skills in hair, skin, and nail care as well as in client relations, and retail sales. As future professionals move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Discuss and adhere to the laws and rules regulating the cosmetology industry in the State of California.
- Discuss and apply the scientific aspects of cosmetology, including anatomy and physiology, chemistry and bacteriology to their professional activities.
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and nail care.
- Consistently apply appropriate Paul Mitchell systems techniques in the following areas:
  - Hair cutting and styling;
  - Hair coloring, permanent waving, chemical relaxing, and other scalp and hair treatments;
  - Skin care treatments and the application of cosmetics;
  - Manicures, pedicures and nail techniques.
- Make appropriate product recommendations and properly advise customers on the product's use and safety.
- Apply fundamental business practices to a salon environment, including customer service, and retail skills.
- Demonstrate an understanding of service and sales techniques.
- Demonstrate an understanding of the skills needed for building and retaining clientele.
- Demonstrate an understanding of California state requirements and procedures for licensed Cosmetologists.

Cosmetology Program Outline

Courses		Quarter Credits	Clock Hours
C103	CORE	8.0	200
C305	Adaptive A	10.0	250
C307	Adaptive B	8.0	200
C403A	Creative A	10.0	250
C403B	Creative B	4.0	100

*For additional details please review the Paul Mitchell the School – Campus catalog supplement.*

## Barbering

Program Length:	40 Quarter Units/1000 Clock Hours 30 Weeks Full Time; 45 Weeks Part Time
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	39-5011.00 - Barbers
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Applicants for licensure must first be eligible for examination given by the California Board of Barbering & Cosmetology. Applicants must have completed at least 1,000 hours of study at a licensed school of Barbering, be seventeen (17) years of age, have completed the 10th grade or equivalent, and have a Social Security card and government-issued photo ID. Applicants will also need to provide background information to the California Board of Barbering & Cosmetology regarding any conviction(s) and any professional licenses or registrations that have been denied, suspended, revoked, or placed on probation. Please visit the California Board of Barbering & Cosmetology's website for additional information: <a href="https://www.barbercosmo.ca.gov/">https://www.barbercosmo.ca.gov/</a> . Effective January 1, 2022, the practical exam is no longer required for licensure. The California Board of Barbering & Cosmetology now requires a written examination offered by PSI. The PSI Candidate Information Bulletin can be downloaded from the California Board of Barbering & Cosmetology's website: <a href="https://www.barbercosmo.ca.gov/">https://www.barbercosmo.ca.gov/</a> . Applicants will first submit an examination application to the California Board of Barbering & Cosmetology. After the examination application has been approved by the Board, a PSI handbook will be sent to the candidate. The candidate will then schedule the written exam at a time and PSI location of their choice.

### Objective

To prepare future professionals with the knowledge and skills necessary to become licensed barbers with the State of California. The program follows the highly successful Paul Mitchell approach toward developing a full range of professional skills in hair, skin, and barbering as well as in client relations, and retail sales. As future professionals move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor.

### Program Description

The barbering program is a comprehensive program that is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed barber in the State of California. The total length of the program is 1000 hours. Upon successful completion, future professionals will earn a diploma in barbering and will be eligible to pursue licensure with the State of California. All students considered for enrollment into the barbering program must possess a positive attitude and an ability to benefit from the program, and demonstrate good attendance, a cooperative work style and a strong work ethic.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Describe and adhere to the laws and rules regulating the cosmetology and barbering industry in the State of California.
- Discuss and apply the scientific aspects of cosmetology and barbering, including anatomy and physiology, chemistry and bacteriology to their professional activities.
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and shaving and beard maintenance.
- Consistently apply appropriate principles and techniques in the following areas:
  - Hair cutting and styling following the Paul Mitchell Barbering system.
  - Skin care treatments for men.
  - Beard Design, shaving with straight edge razors and maintenance.

- Perform salon services in a friendly, competent, and professional manner.
- Make appropriate product recommendations and properly advise customers on the product's use and safety.
- Apply fundamental business practices to a barbershop or salon environment, including customer service, retail skills, and client recordkeeping.

Barbering Program Outline

Courses		Quarter Credits	Clock Hours
BR100	Barbering CORE	8.0	200
BR300A	Barbering Adaptive A	10.0	250
BR301B	Barbering Adaptive B	8.0	200
BR401A	Barbering Creative A	10.0	250
BR401B	Barbering Creative B	4.0	100

*For additional details please review the Paul Mitchell the School – Campus catalog supplement.*

## Cosmetology and Barbering

Program Length:	48 Quarter Units/1200 Clock Hours 36 Weeks (Full Time); 54 Weeks (Part Time)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	39-5011.00 - Barbers 39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists 39-5091.00 - Makeup Artists, Theatrical and Performance 39-5092.00 - Manicurists & Pedicurists 39-5093.00 - Shampooers 39-5094.00 - Skincare Specialists 43-4171.00 - Receptionists and Information Clerks
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Applicants for licensure must first be eligible for examination given by the California Board of Barbering & Cosmetology. Applicants must have completed at least 1,000 hours of study at a licensed school of Cosmetology and Barbering, be seventeen (17) years of age, have completed the 10th grade or equivalent, and have a Social Security card and government-issued photo ID. Applicants will also need to provide background information to the California Board of Barbering & Cosmetology regarding any conviction(s) and any professional licenses or registrations that have been denied, suspended, revoked, or placed on probation. Please visit the California Board of Barbering & Cosmetology's website for additional information: <a href="https://www.barbercosmo.ca.gov/">https://www.barbercosmo.ca.gov/</a> . Effective January 1, 2022, the practical exam is no longer required for licensure. The California Board of Barbering & Cosmetology now requires a written examination offered by PSI. The PSI Candidate Information Bulletin can be downloaded from the California Board of Barbering & Cosmetology's website: <a href="https://www.barbercosmo.ca.gov/">https://www.barbercosmo.ca.gov/</a> . Applicants will first submit an examination application to the California Board of Barbering & Cosmetology. After the examination application has been approved by the Board, a PSI handbook will be sent to the candidate. The candidate will then schedule the written exam at a time and PSI location of their choice.

### Objective

To prepare future professionals with the knowledge and skills necessary to become licensed cosmetologists or barbers through the State of California. The program follows the highly successful Paul Mitchell approach toward developing a full range of professional skills in hair, skin, and nail care as well as in client relations, retail sales, and the fundamentals of salon management. As future professionals move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor.

### Program Description

The Cosmetology and Barbering Program is a comprehensive program that is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed cosmetologist and/or a barber in the State of California. The total length of the program is 1200 hours. Upon successful completion, future professionals will earn a diploma in Cosmetology and Barbering and will be eligible to pursue licensure with the State of California. Please note: Students must qualify, apply for, and pass the cosmetology and barbering licensure exams separately.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Consistently apply appropriate Paul Mitchell systems techniques in the following areas:
  - Hair cutting and styling.
  - Hair coloring, permanent waving, chemical relaxing, and other scalp and hair treatments.
  - Skin care treatments and the application of cosmetics.
  - Manicures, pedicures and advanced nail techniques.

- o Hair cutting and styling following the Paul Mitchell Barbering system.
- o Skin care treatments for men.
- o Beard Design, shaving with straight edge razors and maintenance.
- Demonstrate an understanding of the skills needed for building and retaining clientele.
- Demonstrate an understanding of California state requirements and procedures for licensed Cosmetologists/Barbers.
- Describe and adhere to the laws and rules regulating the cosmetology and barbering industry in the State of California.
- Discuss and apply the scientific aspects of cosmetology and barbering, including anatomy and physiology, chemistry and bacteriology to their professional activities.
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and nail care.
- Perform salon services in a friendly, competent, and professional manner.
- Make appropriate product recommendations and properly advise customers on the product's use and safety.
- Apply fundamental business practices to a salon environment, including customer service, retail skills, and client recordkeeping.

Cosmetology and Barbering Program Outline

Courses		Quarter Credits	Clock Hours
C103	CORE	8.0	200
C305	Adaptive A	10.0	250
C307	Adaptive B	8.0	200
C403A	Creative A	10.0	250
C403B	Creative B	4.0	100
C470	Barbering Techniques	8.0	200

*For additional details please review the Paul Mitchell the School – Campus catalog supplement.*

# CAMPUS SCHOLARS DIPLOMA PROGRAMS

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## Business Skills Fundamentals

Program Length:	25 Quarter Units/190 Clock Hours 22 Weeks
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	11-3012.00 - Administrative Services Managers
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

The Business Skill Fundamentals Certificate Program offered by Campus is a comprehensive program designed to provide individuals with the essential knowledge and skills required to succeed in the business world. The program is designed to be flexible and tailorable, giving students the choice over what courses to complete in order to receive their certificate.

### Program Outcomes

- Understanding of basic business concepts: Students will develop a foundational understanding of key business concepts such as accounting, finance, marketing, operations, and management.
- Effective communication skills: Students will be able to communicate effectively through various channels such as presentations, written reports, and interpersonal communication.
- Analytical and problem-solving skills: Students will develop the ability to analyze data, solve problems, and make informed decisions in a business context.
- Technology proficiency: Students will be proficient in using technology tools and platforms commonly used in the business world, such as spreadsheets, databases, and project management software.
- Teamwork and collaboration: Students will be able to work effectively in teams, contribute to group projects, and collaborate with others to achieve common goals.
- Professionalism and ethical behavior: Students will be familiar with professional standards and ethics in the business world and demonstrate ethical behavior in their own actions.
- Career readiness: Students will be prepared to enter the workforce or advance their careers in a variety of business settings.

Business Skills Fundamentals Program Outline

Required Courses		Quarter Credits	Clock Hours
COLL 100	College Success	1.0	10
ENGL 125	English Composition	4.0	40
BUSN 105	Introduction to Business	4.0	40
Elective Courses – General Education (Choose 0 – 1)		Quarter Credits	Clock Hours
GE 150	Introduction to Logic & Critical Thinking	4.0	40
GE 110	American Government	4.0	40
GE 125	Environmental Science & Ecological Living	4.0	40
MATH 125	Quantitative Reasoning	4.0	40
Elective Courses – Business (Choose 3 – 4)		Quarter Credits	Clock Hours
ACCT 100	Financial Accounting I	4.0	40
BUSN 130	Principles of Microeconomics	4.0	40
BUSN 210	Entrepreneurship	4.0	40
BUSN 150	Business & Professional Ethics	4.0	40
BUSN 160	Principles of Marketing	4.0	40
BUSN 205	Principles of Management	4.0	40
BUSN 180	Principles of Macroeconomics	4.0	40
BUSN 250	Business Communications & Professional Development	4.0	40

# TRADITIONAL DEGREE PROGRAMS

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## Paralegal Studies – Associate of Arts

Program Length:	<u>Year One:</u> 63.25 Quarter Units/760 Clock Hours/54 – 60 Weeks (Day Program); 66 – 78 Weeks (Evening Program) <u>Year Two:</u> 48.5 Quarter Units/485–585 Clock Hours/48-60 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Associate of Arts Degree
Standard Occupational Code(s):	23-2011.00 - Paralegals and Legal Assistants 43-4031.00 - Court Municipal, and License Clerks 43-4071.00 - File Clerk 43-4171.00 - Receptionists and Information Clerks 43-6012.00 - Legal Secretaries and Administrative Assistants
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Definition of Paralegal

The American Bar Association has adopted the following definition: "A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

### General Information

Campus' Paralegal Studies program is one of a select group of Paralegal Studies education programs approved by the American Bar Association. The faculty is comprised of attorneys, paralegals, and other qualified individuals who have practical experience in the fields they teach. It is our intent that graduates will act as ambassadors for this institution in proclaiming and supporting the demand for educational excellence in the training of paralegals.

**Students must complete a minimum of 9 semester credits, or equivalent (13.5 quarter credits) of legal specialty courses in synchronous instruction.**

### Program Objective

The Paralegal Studies program at Campus prepares students for employment as paralegals working under the supervision of an attorney. The program is designed to strengthen the student's ability to reason, understand, and apply correct principles of law by emphasizing analytical and critical thinking skills as well as practical application of substantive and procedural law.

### Program Description

The Paralegal Studies program consists of two parts: general education and business classes in the first year and legal specialty classes in the second year.

The first year of the program has three components: a broad-based general education in five areas of study, an introduction to legal terminology and procedures, and a solid foundation in the Microsoft Office Suite products. This program prepares students for entry-level employment in various legal administrative capacities. Upon completion of the first year, students are encouraged to work in a legal environment while completing their second year.

Courses in the second year of the program emphasize legal writing and analysis, the civil litigation process, and major areas of substantive and procedural law. Graduates of the Paralegal Studies degree program are prepared to work as paralegals, contributing to the economical and efficient delivery of legal services in private law firms, government, or other legal environments.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

### Year One

- Use technology and writing skills to produce legal documents, judicial council forms, memoranda, local court forms, and correspondence in accordance with legal standards to identify correctly completed assignments in the area of litigation.
- Apply general knowledge of California litigation practice and procedure, primarily focusing on the areas of general civil litigation, terminology, and office procedures to work effectively and efficiently in a legal environment.
- Apply organizational, communication, problem-solving, and critical thinking skills to effectively address routine and novel situations, through written and verbal communication, including grammar, punctuation, spelling, word usage, and sentence structure.
- Demonstrate proficiency in the ability to evaluate facts and situations logically and to reach rational conclusions; understanding of accepted professional standards of conduct.
- Use proficiency in records management, office equipment and supplies management, computer technology, office etiquette, and personnel management.
- Apply general knowledge of accounting terminology, principles, account management, and arithmetical calculations which might be performed in a law office or legal department.
- Model behavior that reflects confidence, competence and professionalism.

### Year Two

- Represent the legal profession in a professional and ethical manner, adhering to the Business and Professions Code section 6450, et seq.
- Apply communication and problem-solving, and critical thinking skills to gauge and supply information that will be needed by supervising attorneys, colleagues, and clients.
- Demonstrate an understanding of how to assist the supervising attorney(s) with interviews, pre-trial, trial, and post-trial preparation, discovery, and the preparation of legal documents.
- Utilize oral and written communication skills through the preparation of legal documents and by conducting research, interviews, and investigations.
- Demonstrate an understanding of how to maintain and update legal skills and knowledge of the legal profession through continuing education, independent learning, and/or community service.
- **Work independently and as a team member to complete required projects and tasks effectively and within specific time frames.**
- Use technology effectively to research legal issues and cases; prepare and edit legal documents; maintain client/case files; perform electronic filing; computerized calendaring; e-Discovery, various legal software, and cloud-based repositories.

## Paralegal Studies Program Outline

### Year One

Courses		Quarter Credits	Clock Hours
A121A	Accounting	2.5	40
A150	Computerized Accounting	3.0	40
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
GE 230	Fundamentals of Economics	4.0	40
GE232	Ethics in Society	4.0	40
GE234	American Government	4.0	40
GE240	Environmental Science	4.0	40
GE251	Contemporary American History	4.0	40
GE261	Statistics	4.0	40
L110A	Beginning Legal Terminology & Office Procedures	1.5	20
L110B	Beginning Legal Litigation	1.5	20
L115A	Advanced Legal Litigation	1.5	20
L115B	Basic Legal Calendaring	1.5	20
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
M131A	Mathematics Concepts I	2.0	20
M131B	Mathematics Concepts II	2.0	20

## Year Two

Required Courses		Quarter Credits	Clock Hours
L101	Introduction to the Legal Environment*	0.0	20
LA215	Legal Writing and Analysis	4.0	40
LA218	Introduction to the Paralegal Profession, Ethics, Client Interviewing, and Investigation	4.0	40
LA221	Introduction to Civil Litigation	4.0	40
LA226	Legal Research	4.0	40
LA235	Torts in Personal Injury Cases	4.0	40
LA246	Technology for Paralegals	4.0	40
LA251	Advanced Litigation	4.0	40
LA260	Career Workshop for Paralegals	0.5	5
LA281	Principles of Contract Law	4.0	40
LA283	Administrative Law	4.0	40
LA500	Advanced Legal Writing Practicum	4.0	40
Elective Law Courses (Subject to scheduling availability; two courses will be chosen)		Quarter Credits	Clock Hours
LA230E	Probate and Estate Planning	4.0	40
LA240E	Family Law	4.0	40
LA282E	Employment and Workers' Compensation Law	4.0	40
LA284E	Law of Business Organizations	4.0	40
LA286E	Criminal Law	4.0	40
LA288E	E-Discovery	4.0	40
LA560E	Internship for Paralegals	4.0	120

## Information Technology Cloud Administration – Associate of Applied Science

Program Length:	<u>Year One:</u> 57.25 Quarter Credits/800 Clock Hours /42-48 Weeks (Day Program); 60-72 Weeks (Evening Program) <u>Year Two:</u> 56.5 Quarter Credits/660 Clock Hours /54 Weeks (Evening Program)
Required Cumulative Exam:	None
Credential Awarded:	Associate of Applied Science Degree
Standard Occupational Code(s):	15-1231.00 - Computer Network Support Specialists 15-1232.00 - Computer User Support Specialists 15-1299.00 - Computer Occupations, All Others 15-1299.09 - Information Technology Project Managers 15-1242.00 - Database Administrators 15-1244.00 - Network and Computer Systems Administrators
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

The Information Technology - Cloud Administration program is designed to prepare graduates for a career in cloud administration. Successful graduates will be able to design, administer, secure, and troubleshoot networks using a variety of cloud-based tools, particularly those provided by Amazon Web Services (AWS).

Year one is designed to prepare students for employment in end-user application work, computer operations, technical support, or a related computer field. Through hands-on instruction, students will become proficient utilizing desktop operating systems and various office applications commonly used in today's market. Students will also focus on fundamental networking concepts as well as developing skills necessary for troubleshooting and supporting hardware and software related issues. This program will help students prepare for CompTIA A+ Certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance (TPA) program.

In Year Two, students will focus on developing skills to effectively plan, implement, maintain, and support systems in computing environments using cloud networks, virtual machine instances, and other services to develop cloud-based solutions. Students will develop an understanding of the design, implementation, and architecture of AWS Cloud solutions. Students will be provided with an opportunity to learn about networking concepts, IT security, server management, and cloud architecture. Classes use CompTIA and AWS Academy approved curriculum that is designed to help students prepare for the CompTIA Network+ and Security+ certifications as well as the Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect exams. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance (TPA) program.

### CompTIA A+ Certification

Before advancing to the second year, students must successfully complete the first year of the program and must obtain CompTIA A+ certification. Full CompTIA A+ certification is required for advancement unless otherwise approved by the department chair.

### Program Outcomes

Upon successful completion of the program, students will be able to do the following:

#### Year One

- Install, configure, and maintain computer equipment, mobile devices, and software for end users.
- Service components based on customer requirements.
- Understand networking basics and apply basic cybersecurity methods to mitigate threats.
- Properly and safely diagnose, resolve, and document common hardware and software issues.

- Apply troubleshooting skills and provide customer support using appropriate communication skills.
- Understand the basics of scripting, cloud technologies, virtualization, and multi-OS deployments in corporate environments.
- Model behavior that reflects confidence, competence, and professionalism.

#### Year Two

- Demonstrate an understanding of terminology and functions for network operating systems and network services in a business network.
- Describe cloud concepts related to cloud services, cloud architecture, cloud security and compliance.
- Design resilient, scalable, secure, and cost-efficient cloud architectures.
- Employ learning strategies necessary to obtain Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect certification.
- Demonstrate an understanding of networking terminology and basic network design and maintenance necessary to obtain CompTIA Network+ certification.
- Identify network security risks, construct strategies for effective network security, and employ learning strategies necessary to obtain CompTIA Security+ certification.
- Model behavior that reflects confidence, competence, and professionalism.

Information Technology Cloud Administration Program Outline

Year One

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20
TS115	IT Fundamentals	6.0	80
TS137	A+ Core 1: Computing Infrastructure	6.0	80
TS146	A+ Core 2: Operating Systems and Security	6.0	80
TS155	TS155 A+ Certification Strategies	4.0	80

Year Two

Courses		Quarter Credits	Clock Hours
GE232	Ethics in Society	4.0	40
GE240	Environmental Science	4.0	40
GE251	Contemporary American History	4.0	40
GE261	Statistics	4.0	40
IT201	Fundamental Networking Concepts	7.0	80
IT296	Network Security Concepts	5.5	60
IT252	Certification Preparation Strategies Server Management	3.0	60
ITC210	Server Management	5.5	60
ITC220	AWS Cloud Foundations	5.5	60
ITC230	AWS Cloud Computing Architecture	5.5	60
ITC240	AWS Cloud Well-Architected Framework	5.5	60
ITC250	AWS Certification Preparation	3.0	60

# CAMPUS SCHOLARS DEGREE PROGRAMS

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## Business Administration - Associate of Arts

Program Length:	92 Quarter Credits/690 Clock Hours 88 Weeks
Required Cumulative Exam:	None
Credential Awarded:	Associate of Arts Degree
Standard Occupational Code(s):	11-3012.00 - Administrative Services Managers
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Program Objective

The online associate degree in business administration (AABA) provides the graduate with general administrative skills as well as a diversified background in business management principles, preparing them to work in a range of industries and for a variety of organizations. Graduates are equipped with the tools and knowledge they need to become competent professionals and business leaders.

### Program Description

The 2-year AABA program prepares students for employment in entry-level positions in office and business administration. Students who complete the program will have a solid foundation in business communications and mastery of workplace tools and technologies. Students in the program are prepared with strong fundamentals in business management. The program includes general education courses as well as specific business administration courses that are the core of the degree. Students who complete the Business Administration degree program will be prepared to apply a wide range of concepts in management, marketing, human resources, and finance.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Compose clear, organized business documents, including professional letters and memos tailored to a specific audience.
- Perform fundamental accounting and finance procedures including journalizing transactions, preparing financial statements, and completing bank reconciliations.
- Create and present professional reports and presentations with appropriate data and visual aids.
- Use professional software to organize, execute, maintain, and improve business operations.
- Apply management, marketing, customer service, and interpersonal skills to business situations.
- Model behavior that reflects confidence, competence, and professionalism.

## Business Administration Program Outline

Courses		Quarter Credits	Clock Hours
ACCT 100	Financial Accounting I	4.0	40
ACCT 200	Financial Accounting II	4.0	40
BUSN 105	Introduction to Business	4.0	40
BUSN 130	Principles of Microeconomics	4.0	40
BUSN 210	Entrepreneurship	4.0	40
BUSN 150	Business & Professional Ethics	4.0	40
BUSN 160	Principles of Marketing	4.0	40
BUSN 205	Principles of Management	4.0	40
BUSN 180	Principles of Macroeconomics	4.0	40
BUSN 200	Digital Marketing	4.0	40
BUSN 210	Business Law	4.0	40
BUSN 220	Modern Finance	4.0	40
BUSN 230	Small Business Management	4.0	40
BUSN 275	Strategic Management (Capstone)	4.0	40
BUSN 250	Business Communications & Professional Development	4.0	40
COLL 100	College Success	1.0	10
COLL 110	Presentation Skills	2.0	10
COLL 120	AI for Business	1.0	10
CPTR 125	Spreadsheets & Databases	4.0	40
ENGL 125	English Composition	4.0	40
ENGL 200	Advanced Composition	4.0	40
GE 150	Introduction to Logic & Critical Thinking	4.0	40
GE 110	American Government	4.0	40
GE 125	Environmental Science & Ecological Living	4.0	40
MATH 125	Quantitative Reasoning	4.0	40
<b>Elective Courses</b> (Subject to scheduling availability; students may replace any above equivalent credit courses upon approval.)		<b>Quarter Credits</b>	<b>Clock Hours</b>
MATH 200	Calculus I	4.0	40

Courses		Quarter Credits	Clock Hours
BUSN 240	Applied Entrepreneurship	4.0	40

## Business Administration with an Emphasis in Healthcare – Associate of Arts

Program Length:	115 Quarter Units/950 Clock Hours 106 Weeks
Required Cumulative Exam:	None
Credential Awarded:	Associate of Arts Degree
Standard Occupational Code(s):	11-3012.00 - Administrative Services Managers 31-9092.00 - Medical Assistants 31-9097.00 - Phlebotomists 43-6013.00 - Medical Secretaries and Administrative Assistants
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Program Objective

The online associate degree provides the graduate with general administrative skills as well as a diversified background in business management principles, preparing them to work in a range of industries and for a variety of organizations. Graduates are equipped with the tools and knowledge they need to become competent professionals and business leaders.

Students with an interest in healthcare business administration may choose to complete the Business Administration Associate of Arts Degree with an emphasis in healthcare. To earn this credential, students must complete the core business administration program in addition to 23 quarter credits of acceptable elective courses. Please see the program outline below.

### Program Description

Students who complete the program will have a solid foundation in business communications and mastery of workplace tools and technologies. Students in the program are prepared with strong fundamentals in business management. The program includes general education courses as well as specific business administration courses that are the core of the degree. Students who complete the degree program will be prepared to apply a wide range of concepts in management, marketing, human resources, and finance.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Compose clear, organized business documents, including professional letters and memos tailored to a specific audience.
- Perform fundamental accounting and finance procedures including journalizing transactions, preparing financial statements, and completing bank reconciliations.
- Create and present professional reports and presentations with appropriate data and visual aids.
- Use professional software to organize, execute, maintain, and improve business operations.
- Apply management, marketing, customer service, and interpersonal skills to business situations.
- Model behavior that reflects confidence, competence and professionalism.

**Business Administration with an Emphasis in Healthcare Program Outline**

Required Courses		Quarter Credits	Clock Hours
ACCT 100	Financial Accounting I	4.0	40
ACCT 200	Financial Accounting II	4.0	40
BUSN 105	Introduction to Business	4.0	40
BUSN 130	Principles of Microeconomics	4.0	40
BUSN 210	Entrepreneurship	4.0	40
BUSN 150	Business & Professional Ethics	4.0	40
BUSN 160	Principles of Marketing	4.0	40
BUSN 205	Principles of Management	4.0	40
BUSN 180	Principles of Macroeconomics	4.0	40
BUSN 200	Digital Marketing	4.0	40
BUSN 210	Business Law	4.0	40
BUSN 220	Modern Finance	4.0	40
BUSN 230	Small Business Management	4.0	40
BUSN 275	Strategic Management (Capstone)	4.0	40
BUSN 250	Business Communications & Professional Development	4.0	40
COLL 100	College Success	1.0	10
COLL 110	Presentation Skills	2.0	10
COLL 120	Design	1.0	10
CPTR 125	Spreadsheets & Databases	4.0	40
ENGL 125	English Composition	4.0	40
ENGL 200	Advanced Composition	4.0	40
GE 150	Introduction to Logic & Critical Thinking	4.0	40
GE 110	American Government	4.0	40
GE 125	Environmental Science & Ecological Living	4.0	40
MATH 125	Quantitative Reasoning	4.0	40
Elective Courses (Students must complete 23 quarter credits)		Quarter Credits	Clock Hours

E105	Healthcare Communication	3.0	40
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
MB500	Medical Billing and Coding Externship	5.0	160
MO115	Math for Medical Students	2.0	20
MO126A 1	Medical Terminology with Anatomy and Physiology	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO130	Medical Office Practice	3.0	40
MO131	Introduction to Clinical Assisting	2.0	20
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO147	Medical Records and Claims Processing	4.0	60
MO148	Procedural Coding	4.0	60
MO149	ICD-10 Diagnoses and Procedure Coding	4.0	60
MO171	Clinical Assisting I	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO550	Medical Assisting Externship	5.0	200
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	1.0	40

# CAMPUS SCHOLARS JUMP START PROGRAM

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## **Campus Scholars Jump Start Program – College Success**

Program Length:	1 Quarter Unit/10 Clock Hours
Required Cumulative Exam:	None
Credential Awarded:	Not Applicable
Standard Occupational Code(s):	Not Applicable
Sample of Reported Job Titles:	Not Applicable
Requirements for Eligibility for Licensure:	Not applicable

### Program Objective

Students are prepared to start their academic journey at the collegiate level and equipped with the skills necessary to succeed in the program of their choice.

### Program Description

Students are introduced to concepts and practices leading to individual and academic success. Specific attention is given to academic skills, commitment to one's goals, time-management, self-management, and strategies for connecting with resources for student success.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Improve their academic skills
- Commit to their goals
- Manage their time effectively
- Manage themselves effectively
- Connect with resources for college success

## **Campus Scholars Jump Start – College Success Program Outline**

Required Courses		Quarter Credits	Clock Hours
COLL 100	College Success	1.0	10

# COURSE DESCRIPTIONS

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Campus is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Please note that lower-numbered courses are often prerequisites to higher-numbered and more advanced courses unless the student is given credit for prior training or experience. Courses may be changed or deleted in keeping with employer requirements. Not all courses are offered every term. Campus will determine the progression of classes.

The course titles below are followed by clock hours/quarter credit units.

## **GENERAL EDUCATION**

General Education Philosophy: Campus's General Education courses provide the opportunity for students to develop knowledge and competencies in selected fields of study that support the institution's stated mission. The General Education component is designed to provide a multi-dimensional education, promote students' lifelong learning, and to prepare students to be productive and participatory members of society. Campus graduates must possess qualities beyond the basic job skill sets. General Education courses help students develop the critical reasoning and effective communication skills necessary to understand and appreciate the world around them.

Campus's General Education core of courses is divided into the following categories:

- Communications
- Social Science
- Natural Science
- Humanities
- Computation

### **GE201 English Composition (60/5.25 units)**

The course is designed to help students develop and practice the writing and analytical skills necessary for academic success. Emphasis is placed on the writing process, research methods, documentation, argumentation, critical thinking, and writing in response to prompts. (Prerequisite: Grade of "C-" or better in E111 or equivalent)

### **ENGL 200 Advanced Composition (30/4.0 units)**

Skills learned in the first composition course are reinforced and amplified through more complex writing projects. Students continue to develop independence in preparing and organizing written materials through peer editing. Specific attention is given to the process of finding and working with information from a variety of sources in order to write a research paper. Assignments completed outside of class are required to be submitted in typed final form. (Prerequisite: Grade of "C" or Better in ENGL 125)

### **GE 150 Introduction to Logic & Critical Thinking (30/4.0 units)**

A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements is applied to concrete problems. A research project is required. (Prerequisite: Grade of "C" or Better in ENGL 125)

### **GE234 American Government (40/4.0 units)**

This course is an introduction to the central aspects of American jurisprudence including its historical bases (the English common law and its progeny); political influences upon the system (including the legislative and executive branches of

government); the California and federal court systems (including concepts of judicial power, jurisdiction and remedies); and the concepts of constitutional and administrative law. (Prerequisite: Grade of "C-" or better in GE201)

### **GE251 Contemporary American History (40/4.0 units)**

This course is designed to develop an understanding of social, economic, and cultural challenges and achievements in U.S. life as they are reflected in history. Emphasis is on domestic affairs and supplemented by foreign concerns that have presented fundamental choices to the American people. The course will embrace the enormous changes that have created contemporary American politics, society and the new global role of the United States. (Prerequisite: Grade of "C-" or better in GE201)

### **GE 110 American Government (30/4.0 units)**

In this course, students will develop a fundamental understanding of American politics. They will learn how to provide analytical answers – using the most current methods of political science – about the operations of the United States political system. They will see the ways in which it does and does not operate as designed and become familiar with social science disputes about how it does (and whether it does) function as a representative democracy. And they will learn to participate in the system, taking a stand on civic issues of importance to them. Using the tools of a modern political scientist – statistical analysis, logical modeling and written argument – students will gain significant knowledge of how the U.S. government operates, and useful analytical skills they could transfer to any job requiring knowledge of large, complex organizations and institutions. This course is designed to accommodate students with little background in government or politics, so it is as appropriate for beginners as it is for students who want to deepen their understanding of government and civics. (Prerequisites: Grade of "C" or better in BUSN 105)

### **BUSN 130 Principles of Microeconomics (30/4.0 units)**

An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real-world situations. Students will learn how markets work and gain an understanding of the role of economics in business and in public and private decision-making. Topics include: markets and prices, consumer and producer behavior, and risk and cost measurement, the implications of government intervention, technological innovation, the advantages and disadvantages of different market structures. (Prerequisites: Grade of "C" or better in BUSN 105)

### **BUSN 180 Principles of Macroeconomics (30/4.0 units)**

This course covers the fundamental principles of economic concepts and the way in which they are used to make sound business decisions. Topics include macroeconomic modeling, monetary and fiscal policy, private sector components of aggregate demand, and macroeconomic synthesis and challenges for the future. (Prerequisite: Prerequisites: Grade of "C" or better in BUSN 105)

### **GE230 Economics (40/4.0 units).**

This course introduces concepts in micro- and macro-economics. Students learn to use economic concepts, data, and analytical processes to make informed evaluations of issues affecting business and society. This course counts toward fulfilling the General Education requirement in Social Sciences for Paralegal Studies degree students. (Prerequisite: Grade of "C-" or better in GE201)

### **GE232 Ethics in Society (40/4.0 units)**

Ethics in Society is an introduction to ethical perspectives and their application in personal, professional, and civic contexts. Through readings, research, discussion, and writing assignments, you will develop and demonstrate your understanding of ethical, personal, professional, and civic behavior. (Prerequisite: Grade of "C-" or better in GE201)

### **BUSN 150 Business & Professional Ethics (30/4.0 units)**

An examination of important ethical problems and issues as applied to various business and professional environments. Topics include job discrimination, corporate responsibility, environmental obligations, power, accountability, social responsibility, and professional codes of ethics. (Prerequisites: Grade of "C" or better in BUSN 105 )

#### **GE240 Environmental Science (40/4.0 units)**

This course is an examination of humanity and the individual's relationship to the various life systems on the planet Earth. We will explore science-based ecological principles, theories, and issues. We will examine and analyze the economic, technological, and moral social constructs as they offer opportunities and options for a sustainable approach to living within our environment's limits. (Prerequisite: Grade of "C-" or better in GE201)

#### **GE 125 Environmental Science & Ecological Living (30/4.0 units)**

This course provides an overview of environmental science and ecological living, with a practical emphasis. Topics include ecology, human impacts on the environment, and sustainable practices. Students will develop a strong foundation in environmental science principles and learn how to apply sustainable strategies in various contexts. (Prerequisites: Grade of "C" or better in ENGL 125)

#### **GE261 Statistics (40/4.0 units)**

This course is designed to acquaint students with some basic statistical tools used in descriptive and inferential statistics. The primary emphasis of this course is focused on statistical analysis and applying concepts to practical applications. (Prerequisites: Grade of "C-" or better in M110 or equivalent, and M131A and M131B.)

#### **MATH 125 Quantitative Reasoning (30/4.0 units)**

Students develop their ability to use mathematical reasoning to solve real-life problems by engaging in the following topics: algebra, units of measurement and geometry, probability and statistics, ratios and proportions. The objective of this course is to prepare students for the sort of math necessary for success in their chosen area of study. (Prerequisites: NONE)

#### **MATH 200 Calculus 1 [Elective] (30/4.0 units)**

Students will learn the foundational principles of calculus, including essential topics such as limits, derivatives, and integrals, emphasizing their application in understanding rates of change and accumulation. The course integrates interactive instruction and practical examples to enhance students' skills in equation solving, function graphing, and real-world problem analysis, laying a solid foundation for advanced study. (Prerequisites: Grade of "C" or better in MATH 125)

### **TECHNICAL/OCCUPATIONAL EDUCATION**

#### **A121A Accounting (40/2.5 units)**

This course introduces the accounting student to fundamental accounting principles and standards as prescribed by Generally Accepted Accounting Principles (GAAP). The student learns accrual-based accounting for service industries, including the entire accounting cycle, and procedures for the internal control of cash.

#### **A150 Computerized Accounting (40/3.0 units)**

The student uses a popular accounting software package to solve accounting problems, simulating the working environment. (Prerequisites: A121A and DA104 with grades of "C-" or better)

#### **ACCT 100 Financial Accounting I (30/4.0 units)**

This course introduces the accounting student to fundamental accounting principles and standards as prescribed by Generally Accepted Accounting Principles (GAAP). The student learns accrual-based accounting for service industries, including the entire accounting cycle, and procedures for the internal control of cash. The student will also learn the technical procedure of completing the accounting cycle, special purchase journals, preparing financial statements, financial analysis, and interpretation. (Prerequisites: Grade of "C" or better in MATH 125)

**ACCT 200 Financial Accounting II (30/4.0 units)**

This course builds upon accounting principles and concepts covered in Financial Accounting I. Topics include merchandising operations, internal controls, receivables, inventory, current liabilities, and fixed and intangible assets. (Prerequisites: Grade of "C" or better in ACCT 100)

**B115 College Success (20/1.0 units)**

This course is designed to enhance the college learning experience and prepare students for personal and professional success. Major components of the class consist of improving professionalism, implementing time management practices, managing change, setting and achieving goals, reading comprehension methods, using functional note-taking methods, and applying proper study techniques.

**B125 Career Preparation (40/3.0 units)**

This course is designed to help students become better prepared for employment. The course covers several areas of personal and professional development with special emphasis on communication, goal setting, critical thinking skills, workplace skills, customer service, conflict resolutions, and an introduction to resumes, cover letters, thank you letters, and references. Job search techniques and professional interviewing skills will also be emphasized in this course.

**BR100 Barbering CORE (200/8.0 units)**

CORE focuses on the fundamental knowledge and skills Future Professionals will need to begin working with their clients including: an overview of the barbering and cosmetology industry and business practices, State of California rules and regulations, sanitation, and chemistry, basic techniques in cutting, color, and styling.

**BR300A Barbering Adaptive Series (250/10 Units); BR301B Barbering Adaptive Series (200/8 units)**

The Adaptive phase is a period of intense study that is designed to build on the basics learned in CORE. The Adaptive phase consists of two modules in which future professionals gain additional experience through hands-on practice and evaluation on the clinic floor. Future professionals also learn retailing practices, dialog, and the importance of educating clients on product, and the need for good communication between the professional and his/her guests by providing consultations on hair analysis, chemical analysis, and hair movement. Future professionals' progress will be evaluated at the end of each module, and they will earn a grade based on their performance in each area of study.

**BR401A Barbering Creative Series (250/10.0 Units); BR401B Barbering Creative Series (100/4.0 Units)**

The Creative Phase allows Future Professionals to continue to build and apply their knowledge and skills through classroom instruction and working in the clinic. The Creative phase consists of three modules in which future professionals gain additional experience through hands-on practice and evaluation on the clinic floor. They explore ways to customize and combine the technical elements of what they have previously learned. Under the guidance of their Learning Leaders, Future Professionals will begin to operate more independently as they service their clients using techniques that combine the latest trends with fundamental technical skills.

**BUSN 105 Introduction to Business (30/4.0 units)**

This course covers the various forms of business ownership, major business functions, and the roles played by businesses. Other topics include marketing, management, human resources, and finance. (Prerequisites: NONE)

**BUSN 130 Principles of Microeconomics (30/4.0 units)**

An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real-world situations. Students will learn how markets work and gain an understanding of the role of economics in business and in public and private decision-making. Topics include: markets and prices, consumer and producer behavior, and risk and cost measurement, the implications of government intervention,

technological innovation, the advantages and disadvantages of different market structures. ( Prerequisites: Grade of "C" or better in BUSN 105)

**BUSN 210 Entrepreneurship (30/4.0 units)**

This course provides an overview of the components involved in starting, owning, and operating a business. Course topics include entrepreneurial characteristics, developing a business plan, financial and legal considerations, developing goals, management, and leadership skills, the ethics necessary for success along with an overview of growth strategies. (Prerequisites: Grade of "C" or better in BUSN 105)

**BUSN 240 Applied Entrepreneurship [Elective] (30/4.0 units)**

This course is designed for aspiring entrepreneurs eager to turn their innovative ideas into viable business opportunities. Students will immerse themselves in the entrepreneurial process, from ideation to execution, with a special focus on crafting compelling pitches and refining business concepts. The course culminates in a pitch competition, where students will present their business ideas to a panel of investors and entrepreneurs. (Prerequisites: Grade of "C" or better in BUSN 105 and acceptance based on faculty recommendation)

**BUSN 150 Business & Professional Ethics (30/4.0 units)**

An examination of important ethical problems and issues as applied to various business and professional environments. Topics include job discrimination, corporate responsibility, environmental obligations, power, accountability, social responsibility, and professional codes of ethics. (Prerequisites: Grade of "C" or better in BUSN 105)

**BUSN 160 Principles of Marketing (30/4.0 units)**

This course introduces the student to the basics of marketing including pricing, promotion, product development, advertising, and distribution strategies. In addition, the course presents the current theory on consumer decision-making, customer service, international marketing, and market segmentation. (Prerequisites: Grade of "C" or better in BUSN 105)

**BUSN 205 Principles of Management (30/4.0 units)**

This course covers the analysis of the various theories of organization and management from the standpoint of organizational and individual effectiveness. The management functions of planning, organizing, directing, and controlling are thoroughly covered and discussed. (Prerequisites: Grade of "C" or better in BUSN 105)

**BUSN180 Principles of Macroeconomics (30/4.0 units)**

This course covers the fundamental principles of economic concepts and the way in which they are used to make sound business decisions. Topics include macroeconomic modeling, monetary and fiscal policy, private sector components of aggregate demand, and macroeconomic synthesis and challenges for the future. (Prerequisites: Grade of "C" or better in BUSN 105)

**BUSN 200 Digital Marketing (30/4.0 units)**

Students will gain a fundamental understanding of the digital marketing core principles needed for the 21<sup>st</sup>-century consumer. Topics will include web page design, analytics, search engine optimization (SEO), pay-per-click, email marketing, social media marketing, and mobile marketing. (Prerequisites: Grade of "C" or better in BUSN 160)

**BUSN 210 Business Law (30/4.0 units)**

An introductory survey of the basics of contractual law, torts, and specific forms of contractual relationships. Also includes a review of the nature and kinds of commercial paper and the treatment of negotiated commercial paper including holders of due course. The law surrounding sales contracts and security devices will be covered. (Prerequisites: Grade of "C" or better in BUSN 105)

**BUSN 220 Modern Finance (30/4.0 units)**

This course presents a study of various methods of financing public and private organizations. An analysis of common services should be implied. Business finance, savings, and consumer finance are included. Financial planning and management of liquid assets are emphasized. (Prerequisites: Grade of "C" or better in BUSN 105)

### **BUSN 230 Small Business Management (30/4.0 units)**

This course provides an overview of the components involved in starting, owning and operating a small business. Course topics include entrepreneurial characteristics, developing a business plan, financial and legal considerations, developing goals, management, and leadership skills, the ethics necessary for success along with an overview of growth strategies. (Prerequisites: Grade of "C" or better in BUSN 205)

### **BUSN 275 Strategic Management and Business Policy (30/4.0 units)**

This course is designed to integrate the areas of general business studies, including marketing, finance, and management. This course focuses on the competitive strategy of the firm, examining issues central to its long-term and short-term competitive position. Using case studies, students act in the roles of key decision-makers and solve problems related to the development or maintenance of the competitive advantage of the firm. (Prerequisite: All BUSN Courses except BUSN 250)

### **BUSN 250 Business Communications & Professional Development (30/4.0 units)**

This course furthers each student's ability to communicate in business situations. Students enhance their writing styles by reviewing key concepts and by producing a variety of written communications including letters, memos, minutes, and short reports. Peer collaboration and oral presentations are required. (Prerequisite: ENGL 125)

### **C103 Cosmetology CORE (200/8.0 units)**

CORE focuses on the fundamental knowledge and skills Future Professionals will need to begin working with their clients, including an overview of the cosmetology industry and business practices; State of California rules and regulations, sanitation, and chemistry; basic techniques in cutting, color, and styling; and skin and nail care.

### **C305 Adaptive Series (250/10.0 Units); C307 Adaptive Series (200/8 units)**

The Adaptive phase is a period of intense study that is designed to build on the basics learned in CORE. The Adaptive phase consists of two modules in which future professionals gain additional experience through hands-on practice and evaluation on the clinic floor. The Adaptive phase includes theory classes that contribute to the 160 theory hours required by the State of California and instruction in the areas of cutting, coloring, and texture/skin/makeup/nails. Future professionals also learn retailing practices, dialog, and the importance of educating clients on product, and the need for good communication between the professional and his/her guests by providing consultations on hair analysis, chemical analysis, and hair movement. Future professional progress will be evaluated at the end of each module and will earn a grade based on their performance in each area of study. (Prerequisite: C103)

### **C403A Creative Series (250/10.0 Units); C403B Creative Series (100/4.0 Units)**

The Creative Phase allows Future Professionals to continue to build and apply their knowledge and skills through classroom instruction and working in the clinic. The Creative phase consists of three modules in which future professionals gain additional experience through hands-on practice and evaluation on the clinic floor. They explore ways to customize and combine the technical elements of what they have previously learned. Under the guidance of their Learning Leaders, Future Professionals will begin to operate more independently as they service their clients using techniques that combine the latest trends with fundamental technical skills. (Prerequisite: C305 and C307)

### **C450 Advanced Makeup (45/0 units)**

This add-on course enables future professionals to continue building and applying their knowledge and skills through classroom instruction and working on live models. This course will improve the employability of current future professionals and Paul Mitchell graduates by teaching advanced makeup techniques that build on the skills learned in the cosmetology

program. The Advanced Makeup course consists of fifteen modules in which future professionals gain additional experience through hands-on practice and evaluation by the instructor. Additionally, the course will assist future professionals in understanding the importance of, and how to create a professional makeup portfolio.

#### **C470 Barbering Techniques (200/8 units)**

This course focuses on the fundamental knowledge and skills future professionals will need to begin working with their clients, including an overview of the cosmetology/barbering industry and business practices; State of California rules and regulations; and sanitation and chemistry. The course is an extension of the Paul Mitchell cutting, color, and styling systems.

#### **COLL 100 College Success (10/1.0 units)**

Students are introduced to concepts and practices leading to individual and academic success. Specific attention is given to academic skills, commitment to one's goals, time-management, self-management, and strategies for connecting with resources for student success. Required of all students in their first quarter unless they have a bachelor's degree, associate degree, or have completed at another college prior to enrolling. (Prerequisites: NONE)

#### **COLL 110 Presentation Skills I (10/2.0 units)**

Students will get an introduction to business presentation tools and acquire the basics of audio and video production. Students will learn the basics of visual communication including concepts of hierarchy, typography, and color theory. Students will also develop their online professional presence in the form of a LinkedIn profile and begin building their professional networking through cold outreach and conducting a series of informational interviews. (Prerequisites: NONE)

#### **COLL 120 AI for Business (10/1.0 units)**

Students will explore the inner workings of generative AI models, including transformers and adversarial networks. Students will learn new AI skills like data analysis and prompting to envision innovative business applications. Students will also explore the ethical considerations of AI use, particularly in cases where bias and privacy are at stake. (Prerequisites: Grade of "C" or better in BUSN 105)

#### **CPTR 125 Spreadsheets & Databases (30/4.0 units)**

This course provides a comprehensive overview of spreadsheet skills. The course focuses on the creation, editing, formatting, electronic publication, and printing of standard spreadsheet documents. Students will explore efficient spreadsheet navigation, formulas, functions, using graphics, preparing charts, and performing numeric and financial data analysis.

This course also teaches the student to analyze, evaluate, and design an effective database. The student will learn fundamental concepts associated with using database objects, as well as understand the underlying concepts and theories in designing a simple relational database. (Prerequisites: NONE)

#### **DA104 Essential Computer Concepts (40/2.5 units)**

Through lecture and hands-on practice, this course introduces fundamental computer skills through the use of the Microsoft Windows operating system in professional environments. The course provides an overview of essential computer-related vocabulary, operating system tools, efficient file management, application software, using the Internet and e-mail, security, maintenance, multimedia, and customization.

#### **DA123 Word Processing Concepts (40/2.5 units)**

This course provides a comprehensive overview of word processing skills. The course focuses on the creation, editing, formatting, electronic publication, and printing of standard business documents. Students will explore efficient document navigation, using graphics, preparing reports, proper source citations, using tables, and using the merge tools. Documents created will include letters, reports, research papers, flyers, announcements, newsletters, envelopes, and labels. (Prerequisites: Grade of "P" in KB100 and Grade of "C" or better in DA104)

**DA143 Spreadsheet Concepts (40/2.5 units)**

This course provides a comprehensive overview of spreadsheet skills. The course focuses on the creation, editing, formatting, electronic publication, and printing of standard spreadsheet documents. Students will explore efficient spreadsheet navigation, formulas, functions, using graphics, preparing charts, and performing numeric and financial data analysis. (Prerequisite: Grade of "C" or better in DA123)

**DA152 Database Concepts (40/2.5 units)**

This course teaches the student to analyze, evaluate, and design an effective database. The student will learn fundamental concepts associated with using database objects, as well as understand the underlying concepts and theories in designing a simple relational database. (Prerequisite: Grade of "C" or better in DA123)

**DA164 Presentation Concepts (40/2.5 units)**

This course prepares students for the preparation and delivery of presentations in a variety of formats. Students will explore the organization of a presentation's narrative, verbal delivery techniques, and the appropriate use of visual aids to communicate effectively to a group. Microsoft PowerPoint will be introduced as a supplemental tool for multimedia delivery. The course will help students obtain confidence in verbal presentations. (Prerequisite: Grade of "C" or better in DA123)

**E100 English Fundamentals (60/5.0 units)**

This course introduces the student to the theory and practice of traditional and transformational grammar and standard usage. The course will focus on grammar, sentence structure, and punctuation. (Prerequisite: E050 may be required as determined by the admissions process.)

**E105 Healthcare Communication (40/3.0 units)**

The course will focus on grammar, sentence structure, punctuation and writing common in the healthcare industry. (Prerequisite: E050 may be required as determined by the admissions process.)

**E111 Developmental Writing (20/1.5 units)**

Students will engage in the writing process as they learn to construct effective, focused, coherent, and well-supported paragraphs written to a variety of audiences and for a variety of purposes. Students will improve their sentence-level skills in the following areas: sentence variety, subject/verb agreement, pronoun reference and case, diction, and punctuation. (Prerequisite: Grade of "C-" or better in E100 or equivalent).

**ENGL 125 English Composition (30/4.0 units)**

This course emphasizes the development and organization of expository prose through the writing of short and long compositions. Critical thinking, public speaking, and research skills are also introduced so that these skills may be applied throughout the curriculum. Students do peer editing of projects in collaborative groups. (Prerequisites: NONE)

**ENGL 200 Advanced Composition (30/4.0 units)**

Skills learned in the first composition course are reinforced and amplified through more complex writing projects. Students continue to develop independence in preparing and organizing written materials through peer editing. Specific attention is given to the process of finding and working with information from a variety of sources in order to write a research paper. Assignments completed outside of class are required to be submitted in typed final form. (Prerequisite: Grade of "C" or better in ENGL 125.)

**IT201 Fundamental Networking Concepts (80/7.0 units)**

This course focuses on providing the skills and knowledge necessary to troubleshoot, configure, and manage common network wireless and wired devices, establish basic network design and connectivity, understand and maintain network

documentation, identify network limitations and weaknesses, and implement network security, standards, and protocols. Concepts from this course prepare students for the successful completion of the CompTIA Network+ certification exam. (Prerequisite: TS155 or successful completion of the CompTIA A+ certification)

### **IT252 Certification Preparation Strategies (60/3.0 units)**

This course is designed for students to learn how to effectively prepare for and pass CompTIA Network+ and/or CompTIA Security+. Students will be coached on question comprehension and effective test taking strategies. Additionally, students will be given opportunities to take practice exams, and work with labs that are designed to simulate a testing environment. (Prerequisite: IT201)

### **IT296 Network Security Concepts (60/5.5 units)**

Through lectures and practical exercises, this course prepares students to identify and construct strategies for effective network security. Students will learn to identify security risks, participate in risk mitigation actions, and develop infrastructure information and operational security. Students will also apply security controls to maintain confidentiality and integrity, identify appropriate technologies and products, troubleshoot security events and incidents, and operate within an awareness of applicable policies, laws, and regulations. This course prepares students for successful completion of the CompTIA Security+ certification exam. (Prerequisite: IT201 and ITC210)

### **ITC210 Server Management (60/5.5 units)**

This course explores server administration skills needed by cloud administrators. Working with both Windows Server and Linux server operating systems, students learn how to install, configure, and maintain server images. Common administration tasks will be emphasized including user account management, setting up groups and permissions, preparing resilient storage, basic identity management, and server maintenance.

### **ITC220 AWS Cloud Foundations (60/5.5 units)**

This course introduces the AWS Cloud environment for cloud administration. Students learn about the AWS Cloud's global infrastructure, billing and pricing models, security practices, and review the core services available in AWS Cloud. Students also gain an introduction to cloud architecture principles. This class is mapped to the Amazon AWS Certified Cloud Practitioner exam objectives. (Prerequisite: IT201)

### **ITC230 AWS Cloud Computing Architecture (60/3.0 units)**

This is the first of two classes devoted to AWS Cloud architecting. In this course, students step deeper into the AWS Cloud services to apply optimization and best practices to support a well-architected environment. This class explores high availability services, automation, decoupling, and scaling. This class is mapped to outcomes found in the Amazon AWS Certified Solutions Architect exam. (Prerequisite: ITC220)

### **ITC240 AWS Cloud Well-Architected Framework (60/3.0 units)**

This is the second of two classes devoted to AWS Cloud architecting. This class focuses on the pillars of the AWS Well-Architected Framework to architect and deploy secure and robust applications in AWS. Students will develop solutions that involve the pillars of Operational Excellence, Security, Reliability, Performance Efficiency, and Cost Optimization. This class is mapped to outcomes found in the Amazon AWS Certified Solutions Architect exam. (Prerequisite: ITC230)

### **ITC250 AWS Certification Preparation Strategies (60/3.0 units)**

This course is designed for students to learn how to effectively prepare for and pass AWS Cloud certifications. Students will be coached on question comprehension and effective test taking strategies. Additionally, students will be given opportunities to take practice exams, and work with labs that are designed to simulate a testing environment. (Prerequisite: ITC240)

### **L110A Beginning Legal Terminology and Office Procedures (20/1.5 units)**

This course prepares the student to work in a law office through instruction in legal terminology, law office procedures, and the preparation of legal documents. The student creates documents on pleading paper using MS Word and Judicial Council forms. (Prerequisites: Keyboarding speed 25 WPM.)

**L110B Beginning Legal Litigation (20/1.5 units)**

This course prepares the student to work in a law office through instruction in legal terminology, law office procedures, and the preparation of legal documents in the litigation process. The student creates documents on pleading paper using MS Word and Judicial Council forms (Prerequisites: Keyboarding speed 25 WPM, Grade of "C-" or better in DA123, L110A)

**L115A Advanced Legal Litigation (20/1.5 units)**

This course continues the coverage of the litigation process through discovery, motions, and calendaring procedures. The student explores how all three impact the litigation system and creates documents on pleading paper using MS Word and Judicial Council forms and Abacus calendaring. (Prerequisites: Keyboarding speed 25 WPM, Grade of "C-" or better in DA123; L110A, L110B)

**L115B Basic Legal Calendaring (20/1.5 units)**

This course continues the coverage of the litigation process through case management and calendaring procedures. The student explores case management and document control and creates documents on pleading paper using MS Word and Judicial Council forms and Abacus calendaring. (Prerequisites: Keyboarding speed 25 WPM, Grade of "C-" or better in DA123; L110A, L110B, L115A)

**L101 Introduction to the Legal Environment (20/0 units)**

This course prepares a transferring year two legal student to acclimate into the legal environment through instruction in legal terminology, court procedures, and the preparation of legal documents. The student creates documents on pleading paper using MS Word and Judicial Council forms.

**LA215 Legal Writing and Analysis (40/4.0 units)**

This course is designed to help students learn legal analysis and writing skills. Clarity, logical organization, precision, and conciseness are developed through lectures, class participation, practice materials, and writing assignments. The student learns how to read and analyze legal cases and materials. The process of legal writing, including planning, organization, and structure, is covered.

**LA218 Introduction to the Paralegal Profession, Ethics, Client Interviewing, and Investigation (40/4.0 units)**

This course is designed to provide the student with an understanding of the role of the paralegal in private law firms, corporations, government offices, and nonprofit organizations. Topics include billing, the Fair Labor Standards Act exemptions, regulation of the profession, and voluntary testing. Emphasis is placed on defining the unauthorized practice of law, confidentiality, conflicts of interest, fee arrangements, and professional responsibilities of the legal profession in general, particularly as they relate to paralegals. The course enhances students' basic interview skills and investigation techniques through a combination of lecture and in-class or online interactive role-play scenarios. Emphasis is placed on learning the major techniques to achieve factual comprehensiveness during a legal interview and while conducting varied investigations.

**LA221 Introduction to Civil Litigation (40/4.0 units)**

This course provides an overview of the basic concepts of civil litigation, including pleading practice, discovery, and trial preparation. The course focuses on civil litigation in California and federal courts. The student becomes familiar with all phases of California civil court procedures including jurisdiction, venue, pleadings, discovery, pre-trial motions, summary judgment and trial preparation/procedure. (Prerequisite: demonstrated Word proficiency)

**LA226 Legal Research (40/4.0 units)**

This course provides an introduction to the fundamentals of legal research, including locating case and statutory law, primary and secondary source materials, and updating and validating legal authority. The student learns how to cite legal authorities and use legal authorities effectively in legal documents. In addition to covering standard law library resources, the computer is introduced as a research tool. (Prerequisites: Grade of "C-" or better in LA215, LA218 or LA221)

#### **LA235 Torts in Personal Injury Cases (40/4.0 units)**

This course incorporates a comprehensive presentation of substantive tort law designed for the paralegal student with a study of typical procedural components in personal injury cases. These areas are explored from the perspective of actual and hypothetical cases, emphasizing the paralegal's participation from initial investigation through trial preparation and settlement. (Prerequisites: Grade of "C-" or better in LA215, LA218 or LA221)

#### **LA246 Technology for Paralegals (40/4.0 units)**

This course introduces the student to the knowledge and skills necessary to use various technologies associated with the legal environment effectively. Topics such as the use of case management software, Internet resources and search logic, billing and time use software, docket control, e-discovery cloud-based repositories are addressed. Students practice in Relativity and earn a technology certificate in NSLT software modules. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235)

#### **LA251 Advanced Litigation (40/4.0 units)**

This course is designed to offer an in-depth view of the civil litigation process from both the California and federal viewpoints. The class focuses on the role of the paralegal in civil litigation, the observance of the civil procedure process, the evidentiary requirements, and the practical application for paralegal participation in the case process through post-trial procedures.

(Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235, LA246, LA281, LA283)

#### **LA260 Career Workshop for Paralegals (5.0/0.5 unit)**

The student learns how to identify transferable skills and use that information to develop a résumé appropriate to a law firm setting. The student begins a job-hunting notebook, conducts informational interviews, discusses potential job markets, and participates in a mock interview.

#### **LA281 Principles of Contract Law (40/4.0 units)**

This course provides a general understanding of the essential principles of contract law, the manner in which contracts are formed, and the elements that must be present for a contract to be valid and enforceable. The student learns the rights and obligations of the parties involved and remedies that are available when contracts are breached. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235)

#### **LA283 Administrative Law (40/4.0 units)**

This course offers an overview of the administrative law field, including authority, rulemaking, adjudication, and judicial review. It presents a survey of the administrative process and conveys knowledge so that the student can use typical reference material; ascertain agency power; and understand agency decisions, rules and proceedings, and the role of the paralegal in the administrative law arena. The student is exposed to administrative hearing procedures, including discovery, rules of evidence, due process, findings, conclusions, and decisions. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221)

#### **LA500 Advanced Legal Writing Practicum (40/4.0 units)**

This course helps the student transition from the academic to the working environment. The class simulates a legal office with the student working as a paralegal under the direction of a supervising attorney or supervising paralegal. The student is exposed to the problems and pressures that occur in the legal profession on a day-to-day basis. Assignments are based on

handout materials dealing with a series of legal problems occurring for hypothetical clients. The student uses extensive research and writing skills with application to particular legal settings. Issues covered integrate the substantive areas of law that the student has already studied. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235, LA246, LA281, LA283)

**LA230E Probate and Estate Planning (elective) (40/4.0 units)**

This course introduces the student to estate planning and the ways in which property can be held and transferred. The course includes drafting of wills, durable powers of attorney, and community property agreements. The student gains knowledge of probate and summary probate procedures and is exposed to the tax considerations in estate planning and estate administration. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235)

**LA240E Family Law (elective) (40/4.0 units)**

This course is designed to familiarize the student with proceedings brought under the applicable Family Law Statutes. The pleadings and issues commonly raised in actions for the dissolution of marriage are covered in a problem-solving format. The student also learns the basic legal theories involved in dissolution of marriage actions. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235)

**LA282E Employment and Workers' Compensation Law (elective) (40/4.0 units)**

This course covers major aspects of employment law with an emphasis on discrimination, wrongful termination, and workers' compensation issues. The student learns to identify the regulation of the employment environment, relationships, and discrimination. The student also learns the basic functions of OSHA, ERISA, and FLSA. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235)

**LA284E Law of Business Organizations (elective) (40/4.0 units)**

This course introduces the student to general business organizations. Coursework includes the basics of forming, organizing, and maintaining sole proprietorships, general and limited partnerships, limited liability companies, and corporations in California. The emphasis is on corporate formation and maintenance. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235)

**LA286E Criminal Law (elective) (40/4.0 units)**

This course is designed to teach the fundamental nature, extent, and degree of criminal acts and omissions. It defines both the mental states and physical acts needed to warrant punishment. Topics include attempt, conspiracy, sentencing, and accomplice liability. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235)

**LA288E E-Discovery (40/4.0 units)**

This course is designed to provide students in depth knowledge with respect to what constitutes eDiscovery, how to conduct and respond to eDiscovery, the process and procedure for handling, managing, and using eDiscovery throughout the litigation process, and ethical considerations that arise from the ever-evolving field of eDiscovery. Students will complete real-world practicum modules that provide breadth and depth in understanding of eDiscovery; will review and discuss recent influential case law that continue to change the field of eDiscovery and will draft substantive legal memoranda concerning ethical considerations and real-world application of eDiscovery tools in litigation. At the conclusion of the course, students who pass the final exam with an 80% or better will obtain an E-Discovery Certificate and Badge from ACEDS. (Prerequisites: Grade of "B" or better in LA246 and Department Chair Approval)

**LA560E Internship for Paralegals (elective) (120/4.0 units)**

The student participates in an internship with a local law firm, nonprofit agency, or government department. The internship consists of 120 hours of field time, plus mandatory attendance at three consecutive meetings. The student is required to

keep a journal, give an oral presentation on the internship assignment, and complete an exit evaluation. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235)

#### **M120A Math Foundations I (20/1.5 units)**

Students learn the basic arithmetic concepts involving whole numbers, decimals, and fractions. Problem-solving and critical thinking are emphasized.

#### **M120B Math Foundations (20/1.5 units)**

Students learn math concepts that focus on the use of integers, equations, and percentages. Problem-solving and critical thinking are emphasized. (Prerequisite: Grade of "C-" or better in M120A.)

#### **M131A Mathematics Concepts (20/2.0 units)**

This course focuses on problem-solving applications. Students become proficient with logic concepts, number progressions, set notation and theory, and number system conversions. A review of fraction, decimal and percent conversions is also included in this course. (Prerequisite: Grade of "C-" or better in M120B. May not be taken concurrently with M131B.)

#### **M131B Mathematics Concepts (20/2.0 units)**

This course covers basic algebraic concepts. Students will become proficient with solving equations, using formulas, and simplifying expressions with integers and analyzing word problems. Students will also graph linear equations and become proficient with concepts related to these types of equations. (Prerequisite: Grade of "C-" or better in M120B. May not be taken concurrently with M131A.)

#### **MB500 Medical Billing and Coding Externship (160/5.0 units)**

This 160-hour externship is designed to provide students with valuable hands-on experience in an outpatient medical billing provider office or medical billing entity that is separate from the college. Students will apply the knowledge and skills learned throughout the Medical Billing and Coding Professional program and demonstrate professionalism in interacting with healthcare billing professionals and patients. Students will perform administrative, billing and coding processes under the supervision of an office or billing manager and receive feedback on their performance. Externship sites are typically located within a 30-mile radius of the college. (Prerequisites: All program courses must be successfully completed with at least a 3.0 GPA and 85% overall attendance). A grade of C or better in MO147, MO148, and MO149.

#### **MO115 Math for Medical Students (20/2.0 units)**

Students learn basic arithmetic calculations involving whole numbers, decimals, and fractions. Students also use metric measurements to perform conversions within the metric system and between the metric and the English measurement systems. Students will also learn how to calculate drug dosage.

#### **MO126A1 Medical Terminology with Anatomy and Physiology A (40/4.0 units)**

This course is designed to help students succeed in healthcare careers by familiarizing them with medical terms and an introduction into human anatomy and physiology. An emphasis is placed on teaching how terminology relates to the functions and structures of the human body. A systematic learning approach will be used to acquaint the student with the human body and teach terms and word parts related to specific medical specialties and pathological conditions.

#### **MO126B Medical Terminology with Anatomy and Physiology B (40/4 units)**

This course is designed to help students succeed in healthcare careers by familiarizing them with medical terms and an introduction into human anatomy and physiology. An emphasis is placed on teaching how terminology relates to the functions and structures of the human body. A systematic learning approach will be used to acquaint the student with the human body and teach terms and word parts related to specific medical specialties and pathological conditions. (Prerequisite: Grade of "C" or better in MO126A1)

### **MO126C Medical Terminology with Anatomy and Physiology C (40/4 units)**

This course is designed to help students succeed in healthcare careers by familiarizing them with medical terms and an introduction into human anatomy and physiology. An emphasis is placed on teaching how terminology relates to the functions and structures of the human body. A systematic learning approach will be used to acquaint the student with the human body and teach terms and word parts related to specific medical specialties and pathological conditions. (Prerequisite: Grade of "C" or better in MO126B)

### **MO130 Medical Office Practice (40/3.0 units)**

This course is an overview of the responsibilities of medical front office personnel. The focus will be on medical office interactions, human relations, customer service, the main medical specialties and their focuses, and the role of medical assisting. Patient confidentiality, ethics in the workplace, and other legal issues are discussed. The Health Insurance Portability Accountability Act (HIPAA) will be covered. Medical office bookkeeping and payroll are included.

### **MO131 Introduction to Medical Assisting (20/2 units)**

This course introduces students to medical assisting and some of the basic skills and concepts medical assistants need to be successful in the healthcare field.

### **MO136 Introduction to Medical Insurance and Coding (40/3.0 units)**

This course introduces students to different medical insurance types in the medical field. The focus will be on the importance of insurance eligibility, collection of proper documentation, and compliance standards needed in a medical office. Students will learn to use ICD-10, HCPCS coding standards and CPT codes to properly code diagnoses and procedures. (Prerequisites: Grade of "C" or better in MO130 & MO126A1 may be taken concurrently).

### **MO147 ICD-10 Diagnoses and Procedure Coding (60/4 units)**

This course provides an in-depth view of the new ICD-10-CM and ICD-10-PCS coding system. Students will learn how to identify and assign accurate diagnostic and procedural coding by using various health care specialties scenarios and case studies. (Prerequisites: Grade of "C" or better in MO126B and MO136)

### **MO148 Procedural Coding (60/4 units)**

This course provides an in-depth view of CPT and HCPCS coding. Students will learn how to identify and assign accurate procedure codes by using various health care specialties scenarios and case studies. (Prerequisites: Grade of "C" or better in MO126B and MO136)

### **MO149 Medical Records and Claims Processing (60/4 units)**

In this course, students will become proficient in electronic insurance claims processing, provider charges and payments, health insurance claims adjudication, reimbursement follow-up, and medical records management. Students will learn the complete claims processing cycle, from code entry to payment posting. As students go through the billing cycle, they will learn how to improve the cash flow for a medical practice. Students will learn the importance and functionality of the electronic health records system, with hands-on experience simulating the workflow in a medical office environment. (Prerequisites: Grade of "C" or better in MO126B and MO136)

### **MO171 Clinical Assisting (60/4.0 units)**

This course introduces students to basic skills and routine procedures found in a clinic or medical office setting. In addition, students become familiar with the Occupational Safety and Health Administration (OSHA) regulations and guidelines. Topics include: patient screening, obtaining vital signs, recording patient history, preparing and maintaining treatment areas, patient preparation, patient education, customer service, assisting in routine and specialty exams or procedures, first aid and CPR, asepsis and sterilization procedures, and responding to medical emergencies. (Prerequisites: Grade of "C" or better in MO130).

**MO181 Laboratory Assisting I (60/4.0 units)**

This course focuses on the fundamental principles, techniques, and procedures used in a medical laboratory setting. In addition to standard laboratory sterilization and safety practices, students will learn procedures for the proper collection, analysis, and disposal of routine specimens. (Prerequisites: Grade of "C" or better in MO171 and MO115)

**MO186 Laboratory Assisting II (60/4.0 units)**

This course focuses on the fundamental principles, techniques, and procedures used in a medical laboratory setting. In addition to standard laboratory sterilization and safety practices, students learn procedures for the proper collection, analysis, and disposal of routine specimens. Students learn and apply various methods of specimen collection, administer injections and perform venipuncture. Documentation of all updated immunizations must be turned in prior to MO186. (Hep B, MMR, Varicella, Tdap, Covid 19, and Tb screening). (Prerequisites: grade of "C" or better in M0181)

**MO550 Medical Assisting Externship (200/5.0 units)**

This 200 -hour externship is designed to provide students with valuable hands-on experience in an ambulatory healthcare setting that is separate from the college. Students will apply the knowledge and skills learned throughout the Medical Assistant program and demonstrate professionalism in interacting with healthcare professionals and patients. Students will perform administrative and clinical procedures under the supervision of a healthcare professional and receive feedback on their performance. Externship sites are typically located within a 30-mile radius of the college. (Prerequisites: All program courses must be successfully completed with a minimum grade of C or better and a cumulative GPA 3.0 or higher, and minimum overall attendance of at least 85%)

**PH050 Terminology for Phlebotomy (4 Units/40 Hours)**

This course is designed to help students succeed in health care careers by familiarizing them with medical terms along with an introduction into human anatomy and physiology. An emphasis is placed on teaching how terminology relates to the functions and structures of the human body. Students will learn medical terms and word parts related to specific medical specialties such as phlebotomy.

**PH100/PH101 Phlebotomy (60/5.0 units)**

This course focuses on basic infection control, anatomy and medical terminology. Students will learn proper vein selection, patient identification, types of collection equipment, waste disposal, and post puncture care. Students will continue to learn advanced infectious disease control and biohazards. They will also learn anticoagulation theory, along with knowledge of pre-analytical sources of error in specimen collection, transport, processing, and storage. Also taught are anatomical site selection, patient preparation, risk factors, and appropriate responses to complications that may arise from phlebotomy. In addition, applications of basic concepts of interpersonal relations, stress management, professional behavior and ethics, legal implications of phlebotomy, quality assurance, and legal issues related to blood collection will be covered. If taken concurrently with the MA program, students should have a grade of C or better and a cumulative GPA 3.5 or higher, and minimum overall attendance of at least 90%).

**PH500 Phlebotomy Externship (40-160/1.0units)**

Students will perform phlebotomy collection in a clinical setting that is separate from the college. Students will assist patients of varying ages and health, whose blood is being tested by a clinical laboratory. Externship sites are typically located within a 30-mile radius of the college. (Prerequisite: Grade of an A in PH100)

**TS115 Introduction to Technical Support (80/6.0 units)**

This course provides an overview of topics covered in CompTIA A+ certification exams. Topics include an overview of CompTIA A+ exam objectives including device hardware components, operating system configuration, networking basics, security practices, and troubleshooting. (Prerequisite: Grade of "C" or better in DA104.)

**TS137 A+ Core 1 Computing Infrastructure (80/6.0 units)**

This course provides an overview of objectives covered in the CompTIA A+ Core 1 certification exam. Students become familiar with concepts and terminologies associated with mobile devices, networks, computer hardware, and cloud computing. Troubleshooting common computer and networking problems along with proper technical support procedures are emphasized in this course. (Prerequisite: Grade of "C" or better in TS115)

**TS146 A+ Core 2 Operating Systems and Security (80/6.0 units)**

This course provides an overview of objectives covered in the CompTIA A+ Core 2 certification exam. Students learn to maintain, troubleshoot, and secure a variety of operating system environments. The course explores the operational procedures common to most professional environments. (Prerequisite: Grade of "C" or better in TS115)

**TS155 A+ Certification Strategies (80/4.0 units)**

Through a mix of independent study, practice exams, and instructor-guided coaching, students prepare for the CompTIA A+ certification exams. (Prerequisites: Grade of "C" or better in TS137 and TS146)

# ADMINISTRATION AND FACULTY

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## Administration

KAARI CASEY	Vice President, Academic Operations	M.A., Miami University
KAREN EMCH	Director of Student Accounts	Diploma, MTI College
KRISTINA CHILTON	Director of Financial Aid	Diploma, MTI College
MICHELLE DAVIDSON	Director of Career Services	B.S., Everest University
LEONIE DE LA CRUZ	Vice President of Operations	B.A., University of Pennsylvania
KELLY DENHART	Department Chair, Healthcare	Diploma, MTI College
TERI DILLON	Director of Education	M.B.A., California State University, Sacramento
TODD FITCH	Department Chair, Business	M.B.A., University of California, Berkeley
KAREN FOWLER	Business Officer	Diploma, MTI College
IRIS HOU	Product Manager	B.A., University of California, Berkeley
MARK MASHAW	Vice President, Enrollment	B.A., George Washington University
REBEKAH MCGLASSON	Associate Dean of Evening Students	M.A., University of Denver
NIKKI MONTGOMERY	Director, Paul Mitchell the School	California Board Certified
TADE OYERINDE	Chancellor	Entrepreneur & Founder, Campuswire Inc.
ANITA PAI	Director of Admissions, Sacramento	BCom., Mangalore University, India
PAULA PEREZ	Vice President, Finance	B.A., University of Arizona
ANGELA PESCE	Dean of Students	M.A., Anaheim University
GINA RALLO-WILLIAMS	Department Chair, Paralegal Studies	B.S., Colorado State University
LAWRENCE RICHMAN	Executive Director, Sacramento	M.Ed., American Intercontinental University
TIM ROUTOWICZ	Vice President, Engineering	B.S., University of Michigan, Flint
REBEKAH SERRATO	Sr. Student Support Coach	M.A. University of Denver
NICOLE SCOTT	Sr. Director of Academic Operations	Ed.D., Benedictine University
JASPREET TAGGAR	Department Chair, Healthcare	Diploma, MTI College
TIM SUMMERS, MCP	Director of Technical Services	Microsoft Certified Professional
STEPHANIE ZEPPENFELT	Financial Aid Officer	M.Ed., Temple University
MICHAEL ZIMMERMAN	President	B.A., University of California, Santa Barbara

## Faculty

### BUSINESS AND GENERAL EDUCATION FACULTY

	<u>Credential</u>	<u>Experience</u>
ALYSSA AGUIAR	B.S. – Marketing, California State University, Stanislaus	Over 10 years’ experience in marketing and program management.
SARAH ALI	Ph.D. – Agricultural Economics, University of Missouri-Columbia	Over 15 years’ experience working in applied economics in the private, public, academic, & non-profit sectors.
ZARIF AMINYAR	Ph.D. – Strategic Direction & Leadership, The Chartered Management Institute	Over 13 years’ experience in leadership, management, and accounting management, accounting analysis, and financial analysis.
JONO ANZALONE	Ed.D. - Higher Education Administration & Leadership, University of Nebraska	Over 20 years’ experience as a business executive and teaching economics.
ANGELA BISCHOF	Ph.D. – Philosophy, Duke University	Over 5 years’ experience teaching philosophy and ethics.
AVERY BLANKENSHIP	M.A. – English, Northeastern University	Over 5 years’ experience in writing, editing, researching, and teaching.
JILL BOURQUE	B.A. – Early Childhood Development, California State University, Sacramento	Over 45 years’ experience as head instructor, curriculum specialist, and business instructor at the collegiate level.
RYAN BOYLE	M.S. – Marketing & Marketing Analytics, Texas A&M University – Commerce M.S. – Entrepreneurial Leadership, Texas A&M University	Over 5 years’ experience in marketing and business consulting as well as in teaching marketing and business management.
NICOLE CARR AMY CIMINO	M.F.A. – Creative Writing, Liberty University Master’s in Education – Teaching and Learning Emphasis, Brandman University	Over 13 years’ experience teaching elementary and secondary English. 7 years’ experience with the National Writing Project.
TODD FITCH	M.B.A., University of California, Berkeley	Over 25 years’ experience in business management and teaching.
ADE GALVAN	B.S. – Business Management, University of Phoenix, Sacramento	Over 25 years’ experience in personnel management, and over 15 years’ experience instructing English and Business courses at the collegiate level.
DAN GOLDSMITH	M.B.A., University of Maryland	Over 20 years’ experience in strategic marketing management and over 5 years’ experience teaching.
IAN HELFRICH	PH.D. – Economics; Specializing in International Trade and Geospatial Research, Georgia Institute of Technology	Over 10 years’ experience teaching economics.
BIANCA HENNAGER THOMAS HITCHNER MADELEINE HOLLAND	Ph.D. - English, University of California, Irvine Ph.D. - Communication Studies, The University of Texas at Austin	Over 20 years’ experience teaching English and writing. Over 12 years’ experience teaching communication.
LEE SEAN HUANG	M.P.S. – Interactive Telecommunications, New York University	Over 20 years’ experience in multimedia design and teaching English, communication, and design.
SAVERIO IACONIS	M.B.A. – International Finance, St. John’s University	Over 35 years of private sector experience in Banking, Finance, Business Development, Project Management and Sales.
DARIEN JOHNSON	M.F.A. – Theatre, Brown University	Over 10 years’ experience teaching English, writing, and composition.
KIANDRA JOHNSON	M.S. - Mathematics and Computer Science, Emory University	Over 20 years’ experience teaching mathematics and providing educational consulting services.
STEVEN KELTS	Ph.D. – Political Science, Stanford University	Over 25 years’ experience teaching political science, service-learning, and ethics.
THEO KHYAT	M.S. – Human-Computer Interaction, DePaul University	Over 10 years’ experience in Engineering and teaching.
TOBY LI	Ph.D. – Strategic Management, Jesse H. Jones Graduate School of Business, Rice University	Over 12 years’ experience teaching economics, business strategy, and entrepreneurship.

	<u>Credential</u>	<u>Experience</u>
HECTOR MARTINEZ	Ph.D. - Organizational Behavior, Weatherhead School of Management, Case Western Reserve University	Over 20 years' experience in business management, and over 5 years' experience in teaching business.
MIK MATWIEJCZUK	M.S. - Human Resources Management, University of Connecticut	Over 12 years' experience in teaching human resources and talent recruitment.
AMY MURPHY	Ph.D. – English Literature, University of Arizona	Over 20 years' experience in teaching English and Composition.
ADAM NAVARRO	M.F.A – Theatre Arts/Drama, California State University Fullerton	Over 20 years' experience in teaching Speech and Oral Communication.
DALE NOLT	M.B.A – California State University	Over 25 years' experience as a Chief Financial Officer, Consulting Accountant, Controller, and Sales Consulting.
KEVIN O'CONNELL	M.A. - Leadership & Public Administration, Centenary University	Over 15 years' experience working in marketing and career development.
HESAM OVEYS	Ph.D. - Mathematics, University of Missouri-Columbia	Over 8 years' experience in teaching Mathematics.
GEORGE PAPPCHEN	Juris Doctor (JD), St. John's University	Over 25 years' experience in business management, operations, and corporate development.
RICK RASMUSSEN	M.B.A., Columbia Business School	Over 40 years' experience in Product Management and over 8 years' experience in teaching and mentoring.
JOYCE ROGERS	B.A. – Liberal Studies, California State University, Sacramento	Over 40 years' experience teaching English and in educational leadership roles (program director and Dean of Students).
DAVID SACKRIS	Ph.D. – Philosophy, University at Buffalo	Over 10 years' experience publishing and teaching Writing and Philosophy.
RAJU SAH	B.S. – Electrical Engineering and Computer Science, University of California at Davis	Over 25 years' experience teaching math and information technology at the collegiate level.
HOSSAIN SALIMI	B.S. – Civil Engineering, Mathematics and Statistics, California State University, Sacramento	Over 30 years' experience in geotechnical engineering, and over 19 years' experience teaching mathematics and statistics at the collegiate level.
CASEY STRATTON	Ph.D. - Communication Studies, West Virginia University	Over 10 years' experience in business operations, development, and communication.
JOHN STREESE	Ph.D. - Mathematics, University of Florida	Over 10 years' experience teaching mathematics.
THERESA WALSH	M.A. - English w/ an Emphasis in Composition, California State University, Sacramento	Over 10 years' experience teaching English Writing and Composition.
MIRIAM WIGLESWORTH	Ph.D. – Business Administration, Wilmington University	Over 20 years' experience teaching marketing, business management, and accounting.

## INFORMATION TECHNOLOGY FACULTY

	<u>Credential</u>	<u>Experience</u>
ANTHONY ANTONIO	M.B.A., M.S. – Information Technology Management, Golden Gate University	Over 17 years' experience as an IT project manager, and over 7 years' experience instructing information systems and technology.
MICHAEL DAVIDSON	A.A.S. – Computer Programming, MTI College, MCP, MOS,	Over 40 years' experience teaching computer applications, computer programming, computer technical services, and math at the collegiate level.
GAVIN DUARTE	B.S. – IT Network Administration, Western Governors University	Over 8 years' experience as a computer technician and network support specialist. Over 5 years' experience as a technology instructor.
JORGE HENNEKE	A+, NETWORK+, SECURITY+, MCSE A.A.S., American River College, A+, MCSE	Over 20 years' experience as a project specialist, information systems analyst, systems software specialist, and information technology manager.
RAM KRISHNAMURTHY	B.S. – Electronics Engineering, University of Mumbai	Over 27 years' experience as a systems administrator and senior manager of system operations.
MARK MORGAN	M.S. – Organizational Performance and Workplace Learning, Boise State University, MOS	Over 24 years' experience as a training supervisor developing and delivering training solutions for customer service, accounts receivable, and billing software. Over 8 years' experience instructing math and desktop applications.
LJILJANA MORRIS	M.S., University of California, Los Angeles	Over 14 years' experience instructing general science, math, and computer studies at the collegiate level.
FOUAD NOBARI	M.I.S., University of Phoenix, A+ CERTIFIED B.S. – Computer Science II Programming, MTI Western Business College	Over 35 years' experience in computer programming with a specialization in accounting, bookkeeping, and management programs.

RAJU SAH	B.S. – Electrical Engineering and Computer Science, University of California at Davis	Over 24 years’ experience in information technology systems management and over 8 years’ experience teaching math and information technology.
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**PARALEGAL STUDIES FACULTY**

	<u>Credential</u>	<u>Experience</u>
JENNIFER BURTON	A.A.- Paralegal Studies, MTI College	Over 12 years’ experience as a litigation law clerk, file clerk, paralegal manager, and trial and motion for summary judgment manager. Over 6 years’ experience teaching ethics in the legal community.
JESSICA DE LA CRUZ	J.D., Florida A&M University College of Law B.S. – Legal Studies, Kaplan University	Over 10 years’ experience as a paralegal and over 6 years’ experience as an associate attorney, assistant state attorney, and assistant chief counsel.
ERIC G. FERNANDEZ	J.D., McGeorge School of Law	Over 14 years’ experience as a law clerk, associate attorney, senior associate attorney, of-counsel attorney, and shareholder. 2 years’ experience overseeing the paralegal studies department.
ASTRID FURSTNER	Paralegal Certificate, California State University, Stanislaus	Over 25 years’ experience as a legal secretary, legal assistant, executive legal assistant, law office coordinator, and paralegal.
JENNIFER HIGHTOWER	J.D., Lincoln Law School	Over 22 years’ experience as a law clerk, attorney-at-law, and account manager. Over 12 years’ experience instructing paralegal studies.
MATTHEW KEARNEY	J.D., UC. Davis School of Law	Over 10 years’ experience as a law clerk, judicial extern, research assistant, deputy attorney general, and international criminal law reporter. Over 3 years’ experience teaching criminal law and legal writing.
TOM MOYER	B.S. – Social Science, Thomas Edison State University Paralegal Certificate, Merritt College	Over 8 years’ experience as a courtroom clerk, over 15 years’ experience as a litigation paralegal, over 6 years’ experience as a court mediator, and over 40 years’ experience instructing paralegal studies.
GINA RALLO-WILLIAMS	B.S., Colorado State University	Over 22 years’ experience as a paralegal and manager of legal staff. Over 10 years’ experience instructing paralegal studies.
THOMAS REID	J.D., McGeorge School of Law	Over 20 years’ experience as an associate attorney, senior associate attorney, co-owner attorney, and owner attorney. Over 12 years’ experience teaching paralegal studies.

**HEALTHCARE FACULTY**

	<u>Credential</u>	<u>Experience</u>
LAURA BALANGUE	M.D., Far Eastern University, Philippines	Over 40 years’ experience as a medical assistant, medical officer, medical supervisor, and medical examiner.
ROHIT DUTTA	M.D., Crimea State Medical University American Registry for Diagnostic Medical Sonography	Over 20 years’ experience as a physician of internal medicine and radiology, and over 10 years’ experience instructing medical subjects.
TEJPAUL GILL	CPT-1, Contra Costa Medical Career College	Over 10 years’ experience in patient care and medical assisting.
ALISON JAMES, CMRS	B.S., California State University, East Bay	Over 30 years’ experience as a medical clinic coordinator, manager, and trainer.
DAISY LLEPES BARBARA LORENZEN	M.A.Phlebotomy Certificate B.S. – Medical Management, Kaplan University	Over 25 years’ experience as a medical office coordinator, surgery coordinator, and referral coordinator.
GUADALUPE MENDOZA	A.A.S. – Medical Assisting Heald College	Over 10 years’ experience as a medical assistant and over 2 years’ experience as a medical assisting clinical instructor.

DAISY PIKE	A.S. - Healthcare Management, Penn Foster M.A./Phlebotomy Certificate, Charles A. Jones Career and Education Center	Over 13 years' experience instructing medical assisting and over 18 years' experience as a certified medical assistant. 14 years' experience as a public safety dispatcher and 3 years' experience as an EMT.
ERIC RIBBLE	Phlebotomy Certificate, Boston Reed College EMT, High Tech Institute	Over 18 years' experience as a certified medical assistant and phlebotomist in family practice and occupational health.
HANY TAWADROUS	M. S. Alexandria Medical School, CPT-1, CCMA	Over 24 years' experience as a physician, general practitioner, internist, and cardiologist. Over 20 years' experience as a medical assistant and phlebotomist, and medical assisting and phlebotomy instructor.
BEATRIZ ZAPIEN	M.A. Certificate, Sacramento City College	Over 12 years' experience as a personnelist with the US Air Force Reserves and over 5 years' experience as a certified medical assistant.

## **COSMETOLOGY & BARBERING FACULTY**

	<u>Credential</u>	<u>Experience</u>
DIANNA ALMARAZ	California Board Certified	Over 12 years' experience as a hairstylist.
JENNIFER GOLDSMITH	California Board Certified	Over 10 years' experience as a hairstylist, salon manager, and salon owner.
JAMIE GORDON	California Board Certified	Over 15 years' experience as a stylist, nail technician, and esthetician. Over 12 years' experience instructing cosmetology.
YEKENIA LIZASUAIN	California Board Certified	Over 9 years' experience as a stylist and over 3 years' experience instructing cosmetology.
NICOLE MONTGOMERY	California Board Certified	Over 12 years' experience as a hairstylist and over 4 years' experience instructing cosmetology and barbering. Director of Paul Mitchell the School since 2022.
CLYDE PROUT	California Board Certified	Over 6 years' experience as cosmetologist, barber, and stylist. Over 3 years' experience instructing cosmetology and barbering.
ALEXA RAMEY	California Board Certified	Over 3 years' experience as a cosmetologist, stylist, makeup artist, and salon coordinator.
KC REYNOLDS	California Board Certified	Over 6 years' experience as a cosmetologist. Over 3 years' experience as a cosmetology educator.
KARI ANN BAILEY	California Board Certified	14 plus years experience as a cosmetologist. 10 plus years as a cosmetology educator.
STEFAN CAGLE	California Board Certified	
SOLANGA HUTTON	California Board Certified	
BRANDON SANCHEZ	California Board Certified	

# RULES AND POLICIES

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## **Institution Rules**

Institution rules and policies are provided online and during the admissions and orientation process. Additionally, at new student orientation students are directed to the Campus Student Handbook which explains Campus's culture, processes, policies and resources available to students. Special emphasis is placed upon academic progress, regular attendance, professional conduct, punctuality, neatness, personal appearance, timely completion of assignments, participation in classroom projects, and consideration of others. Students are expected to conduct themselves in the same manner as is appropriate on the job. Probation and/or termination will be considered in cases of serious violation of school rules, breach of conduct, failure to comply with staff instructions, or failure to maintain satisfactory academic progress or professional conduct.

## **Academic Honesty**

All students must conform to the principles and standards of academic honesty as upheld by the college. Academic cheating or plagiarism is cause for formal discipline and is justification for an instructor to assign a failing grade or, in some cases, recommend dismissal from the college. All incidents of cheating will result in a notification to the appropriate dean and department chair. Documentation will be placed in the student's academic file.

## **Graduation Policy**

Campus offers degree, diploma, and certificate programs. Graduates of the Information Technology – Cloud Administration program are awarded an Associate of Applied Science degree in their field of study, while graduates of the Paralegal Studies and Business Administration programs are awarded an associate in arts degree. Campus's certificate programs are focused on the completion of a specific course or series of courses, compared to diploma programs which are broader and more in-depth. For example, graduates from the Phlebotomy Technician certificate program receive a certificate verifying that they have met the educational requirements toward becoming a Certified Phlebotomy Technician - CPT1.

Often, students who originally enroll in diploma programs will choose to continue on to earn their degrees. If a student is enrolled in a diploma program, completes the program, and then decides to continue on to earn a degree, he/she will earn a diploma for the original program and a degree upon successful completion of the 2nd year coursework for the degree program. If a student is enrolled in a diploma program and transfers to a degree program before completing the coursework for the diploma, he/she will forgo the diploma for a degree upon the completion of the 2-year degree program.

Diplomas, degrees, class completion certificates, and transcripts are released only to students whose tuition and book accounts are paid in full. In the case of graduates with extended payment plans, payments must be up to date.

Semi-annual graduation ceremonies are held to honor graduates earning their diplomas or degrees.

*Note: Students enrolled in a degree or diploma program may, through the Transfer of Credit Policy, apply credits previously earned at Campus or approved credits earned at another institution toward meeting their graduation requirements. For graduation, degree program students must have successfully completed the general education component or transfer equivalent.*

## **Canceling Enrollment**

If a student is not accepted into the college, the enrollment agreement will be canceled, and Campus will refund all money paid within thirty days.

Student's Right to Cancel: Students have the right to cancel their enrollment agreement for a program of study, without any penalty or obligations, through attendance at the first class session, or the seventh (7th) calendar day after the student signs the enrollment agreement, whichever is later, and receive a full refund of all monies paid to the school minus the application fee of \$50.00 (\$200.00 for cosmetology and barbering programs).

After the end of the cancellation period, students have the right to stop school at any time; and they have the right to receive a pro-rata refund if they have completed 60 percent or less of the scheduled days in the current term in their program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation via the withdrawal form, which can be found on the Campus website: <https://campusteaching.typeform.com/withdrawrequest>. The written notice of cancellation need not take any particular form and however expressed it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. The written notice of cancellation is effective as of the date stamp on the electronic notification received.

If the Enrollment Agreement is canceled the school will refund the student any money due within thirty (30) days after the notice of cancellation is received.

### **Provisional Student Drop**

Students who are new to Campus (first-time students) or who have not attended Campus within the last seven years are considered new students. New students are given the first six weeks of attendance (the "provisional period") to adjust to the demands of a college environment, to assess if the program rigor meets their expectations, and to ensure that their life circumstances and outside responsibilities will allow for them to be successful at Campus. This provisional period also allows Campus to ensure that students have the necessary ability and support to be successful and to ensure their academic success.

#### Provisional Student

A provisional student is defined as a new student who is in their first six weeks of attendance within their first Quarter of classes (the "provisional period"). Students restarting or returning to school within seven years do not have a provisional period.

Each week during the provisional period, student success coaches will review the progress of each provisional student based on input from faculty and other sources. The student success coach works with admissions and the faculty to provide the support and resources students need to succeed. This may include coaching, scheduling the student into subject-specific tutoring, or arranging access to other support services. A provisional student who does not continue beyond the provisional period is considered a provisional drop.

A provisional drop from Campus may be initiated by Campus or by the student.

#### Campus-initiated Provisional Drop

Either during or at the end of the provisional period, a student who does not appear to be a match for Campus or its programs and/or does not demonstrate the ability to succeed will be dropped as a provisional drop. The decision not to allow a provisional student to attend beyond the provisional period will be made by the appropriate Campus staff with input from the faculty and admissions advisor(s).

When a provisional student is not allowed to continue, the student will meet with their student success coach and the VP of Student Support to process the provisional drop. Once the provisional drop paperwork is signed by both the student and the Campus representative, Campus will refund the student any money paid, less the application fee of \$50 (\$200 for cosmetology & barbering programs), the STRF fee, and the cost of any books and supplies already received within 30 days after the provisional drop paperwork has been signed.

#### Guidelines for a Campus-initiated Provisional Drop:

Students who fail to attend or engage with their courses may be withdrawn from their courses. Students who are withdrawn from all of their Quarter One courses will be provisionally dropped. Course withdrawals for any course in the program may occur under the following circumstances:

- Student misses 50% of class (i.e. has 3 or more unexcused absences) during the first two weeks of the course
- Student does not submit at least one (1) assignment during the first two weeks of a course

Students who do not meet these requirements will be dropped from the course. Students who are dropped from all of their first quarter courses will be automatically provisionally dropped before the 6-week mark of the Quarter.

Students who do meet these requirements within the first 2 weeks of a course, but who fail to consistently attend and engage with courses from weeks 4 through 6 may also be dropped from the program.

### Student-initiated Provisional Drop

A student who drops during the provisional period on their own accord is considered a provisional drop.

When a student expresses the desire to drop, staff are asked to explain the provisional drop policy to the student and instruct them to begin the process. A meeting will be scheduled with the student, the student success coach, and the VP of Student Support to process the provisional drop. Once the provisional drop paperwork is signed by both the student and the Campus representative, Campus will refund the student any money paid, less the application fee of \$50 (\$200 for cosmetology & barbering programs), the STRF fee, and the cost of any books and supplies already received within 30 days after the provisional drop paperwork has been signed.

### Procedure

A provisional student will be considered an active student after completion of the first six weeks of school.

Should a provisional student not continue beyond the provisional period, the following will occur:

- A meeting will be scheduled with the student, the student success coach and the VP of Student Support.
- The Provisional Drop Agreement will be completed and signed by the provisional student and the Campus representative conducting the meeting. One copy will go to the student, and one will be placed in the student's file. In addition, the Provisional Drop – Reason for Drop form will be completed and signed by the Campus representative, as designated above. The completed form will be given to the president for review and then placed in the student's file.
- A student whose enrollment is terminated under this policy and who follows the provisional drop process will have 100 percent of their tuition refunded.
- Should a provisional student choose to return to Campus as an active student, the student will be charged for the full program and will be required to retake any course(s) that were not completed prior to the student becoming a provisional drop.

### **Withdrawal from a Program**

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days in their program term through the last day of attendance. The refund will be less non-refundable program fees. If the student has completed more than 60% of the program term then the tuition is considered earned and the student will not receive a refund.

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

- The student provides a written notice of withdrawal via the withdrawal form, which can be found on the Campus website: <https://campusteaching.typeform.com/withdrawrequest>.

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the school's rules and regulations; absences in excess of maximum set forth by the school; and/or failure to meet financial obligations to the school.

*Withdrawal Date of Determination (DOD):* The DOD is the date on which Campus determined that a student was no longer in school. DOD is used to determine the timeliness of the refund. The DOD is the earliest of the following dates:

- The date the student provides official written notification of their intent to withdraw.
- The date the student failed to comply with one of the school's published attendance or academic policies.

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

The school will refund any money due within forty five (45) days after the notice of withdrawal. Please refer to the *Withdrawal Date of Determination* above.

If the amount that a student owes is greater than the amount that they have paid, then it is the student's responsibility to make arrangements with the student accounts department to pay the outstanding balance. The student agrees that any monies owed to the school are payable within 30 days.

The student is entitled to a refund of money not paid from federal student financial aid program funds. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loans. Programs will receive such funds in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants
- Cal Grants
- Cash payments made on students' behalf (including lenders and third parties as described above)
- Arnold E. Zimmerman Scholarships
- Campus Scholars Grants

*Withdrawal Date:* The withdrawal date is the date through which the student's percentage of the attempted enrollment period is calculated. For a student who officially or unofficially withdraws from school, the Withdrawal Date is the student's Last Date of Attendance (LDA). The withdrawal date for a student who fails to return from a leave of absence (LOA) is the last date of attendance prior to the start of the LOA.

*Last Date of Attendance (LDA):* LDA is the last day a student has any academically related activity, such as class/lecture attendance, projects, clinical experience, or examination.

### **Return of Title IV Funds Policy**

Students who are awarded Federal Title IV Financial Aid are subject to the provisions of the Return of Title IV Funds policy as well as the Institutional Refund Policy. A Return of Title IV Funds calculation is determined first, followed by an institutional refund calculation.

Tuition charges and refunds made are determined based on the stipulations of this regulation, as outlined in the Higher Education Act of 1965, as amended.

1. The school must determine what percentage of the current payment period a student has completed, based on institutional records. If it is determined that aid has been unearned, Federal Financial Aid must be returned to the originating source based upon the unearned percentage. A portion of unearned aid may be the responsibility of the college and a portion may be the responsibility of the student. If it is determined that the student owes a Title IV refund, Campus will notify the student in writing with appropriate instructions.

After 60 percent of the student's payment period has passed, all tuition charged for the payment period, and all Title IV aid disbursed, is considered earned.

Important notes regarding refunds:

- If any funds could have been disbursed but were not disbursed by the student's LDA, the student could be eligible for post-withdrawal disbursement to cover any outstanding tuition balance.
- For Cal Grant recipients: Any funds remaining subsequent to a "Return of Title IV Funds" refund will be sent to the California Student Aid Commission.

## **Academic Freedom Policy**

Campus's Academic Freedom Policy promotes the free exchange of ideas, scholarly inquiry, and protects the rights of all members of the academic community to express their ideas without fear of censorship or discrimination. Campus is committed to upholding the principles of academic freedom in order to support a vibrant academic community where diversity of thought and open dialogue are valued.

## **Student Records**

Campus maintains student records including the name, address, email address, and telephone number of all students currently enrolled in an education program. Campus stores student records electronically in PostgreSQL on the Google Cloud Platform (GCP). Backups are made daily on GCP.

For all students granted a diploma, certificate, or degree, Campus maintains permanent transcripts including the following information:

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

Campus maintains student files with the following information for a minimum of five (5) years:

- Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - o Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
  - o Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
  - o Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
  - o All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;

- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
- In addition to the transcript requirements stated above, a transcript showing all of the following:
  - The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
  - Credit for courses earned at other institutions;
  - Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
  - The name, address, website address, and telephone number of the institution.
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- Copies of any official advisory notices or warnings regarding the student's progress; and
- Complaints received from the student.

Students are responsible for maintaining personal grade records. A copy of an official transcript may be requested in writing for a fee of \$5.00. There is no fee for unofficial transcripts. Initial certificates and diplomas are free, and reprints for either are \$10.00.

The U.S. Family Education Rights and Privacy Act of 1974 (FERPA) is observed.

## **Satisfactory Academic Progress Policy - Campus Scholars Programs (Academics)**

### Minimum Requirements

Satisfactory academic progress (SAP) consists of qualitative and quantitative measurements. While students are expected to maintain these standards, exceptions may be made as a result of extenuating circumstances. Students not meeting SAP standards, or granted an appeal, may be dropped from their program and/or lose eligibility for Title IV aid.

- Qualitative measurement (GPA): Students must maintain a minimum cumulative grade point average (GPA) of 2.0.
- Quantitative measurement (Pace): Students must complete the program without attempting more than 150% of the credits required for completion.

### Qualitative Measure (GPA)

At the end of each grading cycle the registrar verifies the GPA for all students to determine whether they are maintaining a minimum 2.0 GPA. An F grade is not considered passing and will not earn credit. Non-credit and remedial courses are not included in the computation of credits earned or GPA. If a student repeats a course in order to get a higher grade, only the higher grade will be used in the computation of GPA. Credits attempted and credits completed will accumulate each time

the student takes the class. Transfer and challenge credits will be applied toward meeting graduation requirements and will be used in determining satisfactory progress, maximum program length, and eligibility for financial aid funds.

Summary of Credits Attempted, Credits Completed and Grade Point Average

[reference: Grading System Policy]

	Credit Attempted	Credit Completed	GP A
Earned grades (A-D)	Yes	Yes	Yes
Earned grades (F)	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Withdrawal Fail (WF)	Yes	No	Yes
Waiver (WV)	Yes	Yes	No
Credit from Prior Education (CR) Used for transfer credits or successful course challenges where there is an Campus-equivalent course.	No	No	No
Course Category Equivalent (CCE) Used for transfer credits where this is no Campus-equivalent course, or for credit from Advanced Placement (AP) exams.	No	No	No
Not Complete (NC)	No	No	No
Not Taken (NT)	No	No	No
Pass/No Pass	Yes	Yes	No
Class Restart	Yes	Yes	Yes

Quantitative Measure (Pace)

Students who are scheduled for a full course load based on the established program template and who successfully complete all units attempted within each term can expect to complete their program within the published program length. However, students who successfully complete less than the scheduled number of units in any given term will experience a delay in their program completion. In general, students who are scheduled for a full course load and successfully complete a minimum of 67% (two-thirds) of units attempted can expect to complete their program within the maximum timeframe as long as they successfully complete any rescheduled courses within subsequent terms.

Students must progress through their program to ensure that they will graduate within the maximum time frame, and each satisfactory progress check must ensure this. Pace is calculated by dividing the total number of units the student has successfully completed by the total number of units they have attempted. The student support coach will inform the student that they cannot attempt more than 150% of the published program units. \*\*Note: program length and program units should be adjusted on an individual basis for students with transfer units.

Progress Evaluation

Student progress based on both SAP requirements will be monitored at the end of each term (payment period). Students that fail to meet both qualitative and quantitative SAP requirements may be placed into one of the following statuses:

### Financial Aid Warning

Students who do not meet both SAP requirements at the end of a term will be placed on Financial Aid Warning (FAID Warning). While on FAID Warning, the student will be eligible for Title IV aid. If the student meets SAP requirements at the end of the payment period, the warning status will be removed, and the student will continue to be eligible to receive financial aid. However, if the student does not meet SAP requirements at the subsequent checkpoint, they will no longer be eligible to receive Title IV financial aid. If applicable, the student support coach will notify the student that they may appeal to be placed on Financial Aid Probation (FAID Probation).

### Financial Aid Probation

Students on FAID Warning who do not meet both SAP requirements at the end of the term may, under certain circumstances, appeal in writing to be placed on FAID Probation and maintain Title IV aid eligibility. If the student meets the requirements at the subsequent payment period checkpoint, the probation status will be removed, and the student will continue to be eligible for Title IV aid. However, if the student does not meet both requirements, his/her eligibility for Title IV aid will be terminated and he/she may be dropped from school.

### Procedure:

The registrar will evaluate satisfactory progress for students at the end of each term. Both SAP standards are checked at each evaluation point:

- Qualitative: verify grade point averages for all students to determine which students are not maintaining a minimum 2.0 GPA.
- Quantitative: evaluate the student's incremental completion rate to ensure they are on pace to complete the program without exceeding 150% of the total program credits.

### Financial Aid Warning

Students not meeting both SAP standards at the end of a term will be placed on FAID Warning. A student with this status is eligible for Title IV aid. This status must remain in Anthology until the next payment period checkpoint.

When a student is placed on FAID Warning the student support coach:

- Counsels the student and explains what the consequences are if he/she does not return to meeting SAP requirements.
- Discusses expectations with the student and may develop an action plan. The "Academic Probation/Academic Advisory Action Plan" may be used for this.
- Changes the student's Anthology status to: Probation/FAID Warning

If the student meets the SAP requirements at the end of the subsequent term, the student support coach informs the student that he/she has met the requirements and will be removed from FAID Warning. The FAID Warning status in Anthology is removed. *Note: return to Attending status can only happen if the SAP concern was **only GPA**. If the student was placed on FAID Warning for **pace** (will not meet "incremental completion rate") with or without the additional issue of GPA, this is not something that can be "met," so the student will need to move to the appeal process for FAID Probation.*

If the student does not meet the SAP requirements at the end of the subsequent term, the student becomes ineligible to receive Title IV aid. The student's Anthology status will be changed to Pending SAP Appeal. The vice president of student support may allow the student to appeal to be placed on FAID Probation and restore Title IV aid eligibility. *Note: if the student does not improve GPA to 2.0 and/or no longer can reach the "incremental completion rate" due to poor performance during this warning period, he/she may be dropped without opportunity for appeal at the vice president of student support's discretion. If the student is not eligible or permitted to appeal, he/she is no longer eligible to receive Title IV aid and will be dropped from school for failure to maintain satisfactory academic progress.*

### SAP Appeal Process

Students on FAID Warning that are not meeting SAP standards at the end of a term may be given the opportunity to appeal by the vice president of student support. Qualifying circumstances include death in the family, injury or illness, or other special circumstances.

The vice president of student support will notify the student in writing and the student will have two weeks to respond. *[the "SAP letter – appeal for probation" form may be used to facilitate this process]* The appeal must explain why the student failed to make satisfactory progress and what has changed that will allow him/her to make satisfactory progress at the next evaluation. The appeal will be evaluated and approved/denied by the dean.

- If the appeal is approved, the vice president of student support notifies the student and the registrar changes the student's Anthology status to: FAID Probation.
- If the appeal is denied, the student will no longer be eligible to receive Title IV aid. Funds disbursed during the appeal period may need to be returned. At this time the vice president of student support will contact the student in writing to let him/her know that:
  - 1) his/her appeal has been denied,
  - 2) he/she is no longer eligible to receive Title IV aid, and
  - 3) he/she will be dropped from school for failure to maintain SAP.
- The registrar will change the student to a withdrawn status in Anthology (the reason for the withdrawal must indicate "not making satisfactory progress").

### Financial Aid Probation

A successful appeal, as outlined above, is required for a student to be placed on FAID Probation. While on FAID Probation, the student is eligible for Title IV aid. This status must remain in Anthology until the next payment period checkpoint.

When a student is placed on FAID Probation the vice president of student support will:

- Counsel the student and explain what the consequences are if he/she does not return to meeting SAP requirements.
- Discuss expectations with the student and may develop an action plan. [the "Academic Probation/Academic Advisory Action Plan" may be used for this].
- The FAID Probation status can be applied for a subsequent term without another appeal however an action plan is required.

If the student meets the SAP requirements at the end of the subsequent term, the vice president of student support will inform the student and the registrar will remove the FAID Probation status in Anthology.

If the student does not meet the SAP requirements:

- The student will no longer be eligible to receive Title IV aid.
- The vice president of student support will contact the student in writing to let him/her know that 1) he/she failed to meet the SAP requirements, 2) he/she is no longer eligible to receive Title IV aid, and 3) he/she will be withdrawn from school.
- The registrar will change the student to a withdrawn status in Anthology (the reason for the withdrawal must indicate "not making satisfactory progress").  
OR
- The vice president of student support may allow the student to remain on FAID Probation through an additional/final payment period with a final updated action plan.

### Anthology Student Statuses

Anthology Status	Criteria
Probation/FAID Warning	<ul style="list-style-type: none"> <li>• Student not maintaining SAP at a payment period checkpoint</li> <li>• Eligible for Title IV aid</li> </ul>
Probation/FAID Probation	<ul style="list-style-type: none"> <li>• Student not maintaining SAP at the payment period checkpoint directly following FAID Warning</li> <li>• Requires successful appeal</li> <li>• Eligible for Title IV aid</li> </ul>

### **Satisfactory Academic Progress Policy - Traditional (Non-term Programs) (Academics)**

#### Minimum Requirements

Satisfactory academic progress (SAP) consists of qualitative and quantitative measurements. While students are expected to maintain these standards, exceptions may be made as a result of extenuating circumstances. Students not meeting SAP standards, or granted an appeal, may be dropped from their program and/or lose eligibility for Title IV aid.

- Qualitative measurement (GPA): Students must maintain a minimum cumulative grade point average (GPA) of 2.0.
- Quantitative measurement (Pace): Students must complete the program without attempting more than 150% of the credits required for completion.

#### Qualitative Measure (GPA)

At the end of each grading cycle the dean verifies the GPA for all students to determine whether they are maintaining a minimum 2.0 GPA. An F grade is not considered passing and will not earn credit. Non-credit and remedial courses are not included in the computation of credits earned or GPA. If a student repeats a course in order to get a higher grade, only the higher grade will be used in the computation of GPA. Credits attempted and credits completed will accumulate each time the student takes the class. Transfer and challenge credits will be applied toward meeting graduation requirements and will be used in determining satisfactory progress, maximum program length, and eligibility for financial aid funds.

#### Summary of Credits Attempted, Credits Completed and Grade Point Average

[reference: Grading System policy]

	Credit Attempted	Credit Completed	GPA
Earned grades (A-D)	Yes	Yes	Yes
Earned grades (F)	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Withdrawal Fail (WF)	Yes	No	Yes
Waiver (WV)	Yes	Yes	No
Credit from Prior Education (CR) Used for transfer credits or successful course challenges where there is an Campus-equivalent course.	No	No	No
Course Category Equivalent (CCE)	No	No	No

	Credit Attempted	Credit Completed	GPA
Used for transfer credits where this is no Campus-equivalent course, or for credit from Advanced Placement (AP) exams.			
Not Complete (NC)	No	No	No
Not Taken (NT)	No	No	No
Pass/No Pass	Yes	Yes	No
Class Restart	Yes	Yes	Yes

### Quantitative Measure (Pace)

Students who are scheduled for a full course load based on the established program template and who successfully complete all units attempted within each term can expect to complete their program within the published program length. However, students who successfully complete less than the scheduled number of units in any given term will experience a delay in their graduation date. In general, students who are scheduled for a full course load and successfully complete a minimum of 67% (two thirds) of units attempted can expect to complete their program within the maximum timeframe as long as they successfully complete any rescheduled courses within subsequent terms.

Students who are consistently scheduled for 67% (two thirds) of the established course load, based on the program template, must successfully complete all units attempted in order to complete their program within the maximum time frame allowed. The dean will inform the student about the impact a partial schedule will have on his/her graduation date and will remind the student that he/she cannot exceed 150% of the published program length. \*\*Note: Program length and program units should be adjusted on an individual basis for students with transfer units.

### Make-up Time for Paul Mitchell Cosmetology and Barbering Students

Students who are enrolled in the Paul Mitchell Cosmetology and Barbering programs are permitted to make-up time for missed scheduled time related to an absence while the student is still scheduled in their current program. Students may make up time during any unscheduled time during the current scheduled program with prior approval and assigned make-up work from a Learning Leader. Students are not allowed to exceed 100-percent attendance or "bank hours" in advance of or in anticipation of an absence. All make-up time must be pre-approved by one of the following: School Director, Education Leader, or Future Professional Advisor. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time.

### Progress Evaluation

Student progress based on both SAP requirements will be monitored at the end of each grading cycle and a Title IV SAP evaluation will be conducted at the end of each payment period. Students that fail to meet both qualitative and quantitative SAP requirements may be placed into one of the following statuses:

### SAP Warning

Students who do not meet both SAP requirements at the end of a grading cycle may be placed on SAP Warning at the discretion of the dean. SAP Warning allows the dean to counsel a student and outline expectations that will allow the student to again meet SAP standards. Students on SAP Warning are considered to be making satisfactory academic progress. Note that SAP Warning is not a required status. The dean may be aware of extenuating circumstances and have a reasonable expectation that the student will meet the minimum SAP standards in the following grading cycle, so will not

place the student on SAP Warning. Conversely, the dean may use the SAP Warning status to continue to monitor a student that has recently regained satisfactory progress.

### Financial Aid Warning

Students who do not meet both SAP requirements at a payment period checkpoint will be placed on Financial Aid Warning (FAID Warning). While on FAID Warning, the student is considered to be making satisfactory progress. If the student meets SAP requirements at the end of the payment period, the warning status will be removed and the student will continue to be eligible to receive financial aid. However, if the student does not meet SAP requirements at the checkpoint, they will no longer be eligible to receive Title IV financial aid. If applicable, the dean will notify the student that they may appeal to be placed on Financial Aid Probation (FAID Probation).

### Financial Aid Probation

Students on FAID Warning who do not meet both SAP requirements at the next payment period checkpoint may, under certain circumstances, appeal in writing to be placed on FAID Probation and maintain Title IV aid eligibility. If the student meets the requirements at the subsequent payment period checkpoint, the probation status will be removed and the student will continue to be eligible for Title IV aid. However, if the student does not meet both requirements, his/her eligibility for Title IV aid may be terminated and he/she may be dropped from school.

### Procedure:

Note: For Paul Mitchell future professionals, the Operations Leader will perform the responsibilities of the dean as outlined below.

The dean will evaluate satisfactory progress for students at the end of each grading cycle. For Paul Mitchell, a SAP evaluation takes place at the completion of 450 and 900 clock hours based on federal guidelines. Both SAP standards are checked at each evaluation point:

- Qualitative: verify grade point averages for all students to determine which students are not maintaining a minimum 2.0 GPA.
- Quantitative: evaluate the student's ability to complete the program prior to his/her maximum graduation date. The max grad date can be found in the schedule window of Anthology.
  - The scheduled grad date will be adjusted during the student's enrollment based on the progress made each term and/or leave of absences taken by the student.
  - The Max Grad date may need to be adjusted should a student take an approved leave of absence during their enrollment. Following any adjustment, the dean student should
  - If the adjusted grad date will fall after the Max grad date, the dean will follow the steps as outlined below (SAP Warning, FAID Warning, FAID Probation).

### SAP Warning

Students not meeting either of the SAP requirements at the end of a grading cycle may be placed on SAP Warning. A student with this status is considered to be making satisfactory academic progress and is eligible for Title IV aid.

When a student is placed on SAP Warning the dean:

- Counsels the student and explains what the consequences are if he/she does not return to meeting SAP requirements.
- Discusses expectations with the student and may develop an action plan. The "Academic Probation/Academic Advisory Action Plan" may be used for this.
- Changes the student's Anthology status to: SAP Warningric

If at the end of a subsequent grading cycle the student meets both SAP standards, the SAP Warning status may be removed. The dean may choose to not to remove this status immediately in order to closely monitor the student's progress.

### Financial Aid Warning

Students not meeting both SAP standards at a payment period checkpoint will be placed on FAID Warning. A student with this status is considered to be making satisfactory progress and is eligible for Title IV aid. This status must remain in Anthology until the next payment period checkpoint (excluding Leave of Absence).

Each week the Student Accounts Coordinator provides a list to the dean of Title IV students who have had funds disbursed after reaching a payment period checkpoint. The dean reviews the list and students who do not meet both SAP standards will be placed on FAID Warning. The Student Accounts Coordinator will also work with the dean to identify students that have reached a payment period checkpoint and have a GPA below 2.0. These students may also be placed on FAID Warning.

When a student is placed on FAID Warning the dean:

- Counsels the student and explains what the consequences are if he/she does not return to meeting SAP requirements.
- Discusses expectations with the student and may develop an action plan. The "Academic Probation/Academic Advisory Action Plan" may be used for this.
- In the event the student is already on SAP Warning, the dean may forgo meeting with the student and will send written notification.
- Changes the student's Anthology status to: Probation/FAID Warning

At the next payment period checkpoint the student will again be on a list provided by the Student Accounts Coordinator.

If the student meets the SAP requirements at this time, the dean informs the student that he/she has met the requirements and will be removed from FAID Warning. The FAID Warning status in Anthology is removed. *Note: return to Attending status can only happen if the SAP concern was **only GPA**. If the student was placed on FAID Warning for **pace** (will not meet "max grad date") with or without additional issue of GPA, this is not something that can be "met," so the student will need to move to the appeal process for FAID Probation.*

If the student does not meet the SAP requirements at this time, the student becomes ineligible to receive Title IV financial aid. The dean may allow the student to appeal to be placed on FAID Probation and restore Title IV aid eligibility. *Note: if the student does not improve GPA to 2.0 and/or no longer can reach the new "expected grad date" due to poor performance during this warning period, he/she may be dropped without opportunity for appeal at the Dean's discretion. If the student is not eligible or permitted to appeal, he/she is no longer eligible to receive Title IV aid and will be dropped from school for failure to maintain satisfactory academic progress. The dean will complete a status update to begin the process of dropping the student.*

### SAP Appeal Process

Students on FAID Warning that are not meeting SAP standards at the next checkpoint (on a list from Student Accounts) may be given the opportunity to appeal by the dean. Qualifying circumstances include death in the family, injury or illness, or other special circumstances.

The dean will notify the student in writing and the student will have two weeks to respond. *[the "SAP letter – appeal for probation" form may be used to facilitate this process]* The appeal must explain why the student failed to make satisfactory progress and what has changed that will allow him/her to make satisfactory progress at the next evaluation. The appeal will be evaluated and approved/denied by the dean.

If the appeal is approved, the dean notifies the student and changes the student's Anthology status to: Probation/FAID Probation.

If the appeal is denied the student will no longer be eligible to receive Title IV aid. Funds disbursed during the appeal period may need to be returned. At this time the dean will:

- Contact the student in writing to let him/her know that:
  - 1) his/her appeal has been denied,
  - 2) he/she is no longer eligible to receive financial aid, and
  - 3) he/she will be dropped from school for failure to maintain SAP.
- Complete a status update indicating that the student's SAP appeal was not received or not approved. This will begin the process of dropping the student.

#### Financial Aid Probation

A successful appeal, as outlined above, is required for a student to be placed on FAID Probation. While on FAID Probation, the student is considered to be making satisfactory progress and will still receive financial aid. This status must remain in Anthology until the next payment period checkpoint (excluding Leave of Absence).

When a student is placed on FAID Probation the dean:

- Counsels the student and explains what the consequences are if he/she does not return to meeting SAP requirements.
- Discusses expectations with the student and may develop an action plan. [the "Academic Probation/Academic Advisory Action Plan" may be used for this].
- The FAID Probation status can be applied for a subsequent term without another appeal however an action plan is required.

At the next payment period checkpoint (unless the program has been completed) the student will again be on a list provided by the Student Accounts Coordinator.

If the student meets the SAP requirements at this time the dean will inform the student and will remove the FAID Probation status in Anthology.

If the student does not meet the SAP requirements:

- The student will no longer be eligible to receive Title IV financial aid.
- The dean will contact the student in writing to let him/her know that:
  - 1) he/she failed to meet the SAP requirements,
  - 2) he/she is no longer eligible to receive financial aid, and
  - 3) he/she will be dropped from school for failure to maintain satisfactory academic progress.
- The dean will complete a status update to begin the process of dropping the student.

OR

- The dean may allow the student to remain on FAID Probation through an additional/final payment period with a final updated action plan.

## Anthology Student Statuses

Anthology Status	Criteria
SAP Warning	<ul style="list-style-type: none"><li>• Student not maintaining SAP.</li><li>• Used by the dean to monitor student progress and counsel student accordingly.</li><li>• Eligible for Title IV aid</li></ul>
Probation/FAID Warning	<ul style="list-style-type: none"><li>• Student not maintaining SAP at a payment period checkpoint.</li><li>• Eligible for Title IV aid</li></ul>
Probation/FAID Probation	<ul style="list-style-type: none"><li>• Student not maintaining SAP at the payment period checkpoint directly following FAID Warning</li><li>• Requires successful appeal.</li><li>• Eligible for Title IV aid</li></ul>

## **Grading Policy**

Grades are earned based on student academic achievement and performance. Grades earned for a course consist of a letter grade and a point value which is used to calculate a student's grade point average (GPA).

Course grades of 'A', 'B', 'C' and 'D' are considered passing grades. An 'F' grade is not considered a passing grade and units will not be earned; however, the grade will impact the student's GPA and incremental completion rate (ICR). In Pass/Not-Passed grading situations, 'Pass' and 'Not Passed' grades earn credit but are not included in the GPA calculation. The 'NC' designation is used for courses that take more than one term to complete. The first half of the course appears on the schedule with an 'NC' designation (which carries no point value), with the final grade being assigned upon completion of the second half of the course. The dean of students will assign an 'NT' designation to any course(s) and/or externship in a student's program that were not taken at the time of graduation. No point value will be assigned, and the designation will appear on the official transcript.

Many prerequisite courses require a grade of "C-" or better in order to progress to the next class. In addition, the paralegal studies program requires that students receive a "C-" or better in all of the courses in the program in order to successfully complete the program.

In special situations, the dean of students may exercise discretionary authority to recommend a student for a diploma provided the student has completed at least 85% of his or her program with a minimum cumulative GPA of 2.0. Further, the student must have completed all program-specific courses, not including test-preparation courses. Examples of program-specific courses include but are not limited to courses with codes beginning in A for accounting, BA for business administration, MO or MB for medical, IT or TS for information technology, LA for paralegal studies, and C for cosmetology or barbering. Recommendations are evaluated on a case-by-case basis and must be approved by the director of education.

### Limitations:

Students enrolled in an associate in arts (AA) degree program must take and pass the specified general education courses in order to earn their degree.

Students must complete all core program-related courses, not including test-preparation courses, to be eligible for consideration.

Grades entered on student records are based on the following levels of performance. Not all instructors assign +/- grades. Please refer to your course syllabus for the applicable grading scale. For more information regarding grades and restarts, please refer to the college catalog.

Grade	Percentage	Points	Description
A	93.00-100.00	4.00	Excellent
A-	90.00-92.99	3.67	
B+	87.00-89.99	3.33	
B	83.00-86.99	3.00	Above Average
B-	80.00-82.99	2.67	
C+	77.00-79.99	2.33	
C	73.00-76.99	2.00	Average
C-	70.00-72.99	1.67	
D+	67.00-69.99	1.33	
D	63.00-66.99	1.00	Below Average
D-	60.00-62.99	.67	
F	0.00-59.99	0.00	A student who fails to complete course work successfully during a class will receive a grade of "F" if the instructor feels that there is too much work missing or the submitted work is substandard.
W	A "W" grade is assigned when a student is removed from a course due to attendance violation, fails to engage, or who voluntarily removes themselves from a course during the withdrawal period.		
WF	A "WF" grade is assigned when a student is removed from a course due to attendance violation, fails to engage, or who voluntarily removes themselves from a course during the withdrawal-fail period.		
WV	Applies to keyboarding classes and is only to be used in situations where a student is attending regularly and physically unable to meet the keyboarding requirement. Student will accrue units but no grade points.		
CR	Credit from prior education when there is an Campus equivalent course. Transcripts must be approved by the director of education or Registrar for Campus Scholars. To be considered, transcripts must be presented at the time of enrollment or within the first two weeks of the class to which the credit will be applied. CR also applies when a student successfully challenges a Campus course. [ref: Transfer Credit policy]		
CCE	Credit from prior education when there is not a Campus course equivalent. This primarily applies to general education transfer credits that fulfill a GE category requirement. Transcripts must be approved by the director of education. To be considered, transcripts must be presented at the time of enrollment or within the first two weeks of the class to which the credit will be applied. CCE is also used for Advanced Placement		

(AP) exam credit. An official AP score report from the College Board must be approved by the Admissions office or Registrar for Campus Scholars [ref: Transfer Credit policy]

NC Grade designation when a student withdraws during the add/drop period. Attendance for the class has been recorded.

Pass/Fail 'Pass' and 'Fail' grades earn credit. If the course has unit value, 'Fail' grades will be included in the GPA calculation. 'Pass' grades are not included in the GPA calculation.

Summary of Credits Attempted, Credits Completed and Grade Point Average

[reference: Satisfactory Academic Progress policy]

	Credit Attempted	Credit Completed	GPA
Earned grades (A-D)	Yes	Yes	Yes
Earned grades (F)	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Withdrawal fail (WF)	Yes	No	No
Waiver (WV)	Yes	Yes	No
Credit from Prior Education (CR) Used for transfer credits or successful course challenges where there is a Campus equivalent course.	No	No	No
Course Category Equivalent (CCE) Used for transfer credits where there is not a Campus equivalent course, or for credit from Advanced Placement (AP) exams.	No	No	No
Not Complete (NC)	No	No	No
Pass (P)	Yes	Yes	No
Fail (courses with unit value) (F)	Yes	No	Yes
Class Restart	Yes	Yes	Yes

Failing Grades

Any student who fails to complete coursework successfully during a class will receive a grade of 'F' if the instructor feels that there is too much work missing or the submitted work is substandard. A student has the option to drop a class and retake it if he/she is making unsatisfactory progress. If a student elects to drop a class after the withdrawal period has ended, the student will be given a "WF" for the class.

### Grade Challenges

Should a student disagree with the grade received for a particular course, the student must submit a formal grade request change prior to the end of the second (2<sup>nd</sup>) week of the subsequent term. Any change of grade must be approved by the department chair, and/ or director of education/vice president of academic operations and submitted to the dean/vice president of student support by the end of the second (2<sup>nd</sup>) week of the term.

### Coursework Deadline Extension

An instructor may grant an extension for submission of work not to exceed one (1) week past the end of the term. The instructor must notify and receive written approval from the Department Chair. The department chair is responsible for notifying the director of education/vice president of academic operations and the dean of students/vice president.

### Distance Education Response Time

For Campus courses offered via distance education, or with a distance education component, students will receive grades and feedback on assignments within ten (10) days.

## **Class Restart Policy**

Students should make every effort to successfully complete each class in their programs in order to meet graduation requirements. However, circumstances may occasionally occur that make it necessary for a student to restart a class. While restarting a class is an option, it is one that should be pursued only after other alternatives have been explored with the dean of students, as restarting a class will likely extend the student's graduation date.

No more than two restarts will be accepted for a single class. If a passing grade cannot be achieved after taking the class three times, a failing grade will remain in place. This may jeopardize program completion if the respective course serves as a prerequisite class.

Students who drop from school and return under the school restart policy are not allowed additional free class restarts. They will have the same number of restarts available to them as they had at the time of their drop. Students that re-enroll at Campus in a substantially different academic program will be provided with the maximum number of restarts.

In order to use a free restart, a student needs to earn a grade for the class (A-F, W, WF).

- If a student elects to drop a class after attending into the third week of class for traditional programs or the sixth week of the class for campus scholars' programs, the student is given a 'WF' for the class and may use one of their free restarts to retake the class at no charge.
- If a student is dropped with a 'W' (withdrawal) during the first two weeks of class for a traditional program or the first five weeks of class for a campus scholars' program, the student can retake the class without being charged. The class is not considered one of the student's free restarts, and the grade does not count toward his/her GPA. 'W' grades do not appear on the transcript but do show up on the grade report.

All class restarts are scheduled on a space-available basis, with priority being given to students who are taking the class for the first time. Students are responsible for purchasing any books and materials that were not included in the original class. The student must see the Financial Aid Office if there are any costs associated with the restart.

*Please note: Class restarts do not apply for externship assignments. Please refer any questions to the department chair.*

## **Traditional Programs**

Students enrolled in a diploma program will be allowed two free restarts with no more than five total restarts, and degree students will be allowed two free restarts and no more than five total restarts within each year of their programs. Under special circumstances, a student that has attempted their maximum number of restarts may appeal to allow them the opportunity for additional restarts.

Students who have already used their two free restart options will be required to pay for any additional restart based on current school policy.

#### Medical Assistant Diploma & Phlebotomy Certificate

Medical Assistant Diploma & Phlebotomy Certificate students may restart their phlebotomy class. They will need to pay for the materials needed for the class.

#### Phlebotomy Technician

Phlebotomy Technician students have one opportunity to retake their phlebotomy course if there is room in the class. They will need to pay for the materials needed for the class.

#### **Campus Scholar Programs**

Students enrolled in a degree program will be allowed 4 retakes and no more than 50% of attemptable units can be retaken. Under special circumstances, a student that has attempted their maximum number of units may appeal to allow them the opportunity for additional units.

# GENERAL INFORMATION

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## **Consumer Information Service**

The director of admissions and the director of financial aid are available full time at the college to assist students and prospective students in obtaining information about the college, financial aid programs, student graduation and placement rates, school standards, the refund policy, graduate employment, and other pertinent information. In addition, federal gainful employment disclosure information for each program can be found on the college website and on individual program information sheets available in the admissions office.

Students who wish to review the institution's accreditation, licenses, and approvals may do so at the office of the school president. Students who wish to review the institution's campus security report may do so at the office of the director of financial aid.

Campus is accessible to disabled persons. General provisions for all individuals with disabilities include ramps, reserved parking, and accessible restrooms. Campus's policy on accommodations for individual disabilities is discussed under the Policy on Accommodation for Disabled.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Website address: [www.bppe.ca.gov](http://www.bppe.ca.gov). Telephone: (888) 370-7589 or (916) 574-8900. Fax: (916) 263-1897.

Campus does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, 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.).

Campus is an Eligible Institution under the Federal Direct Loan Program, the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant Program, the Federal Work Study Program, and the California Student Aid Program.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

## **Veteran Services**

Most courses are approved for veterans and other eligible individuals under the appropriate United States code. Veterans' applications and related forms are available at the college. Assistance with completion of these forms is provided. Veterans applying for admission to Campus will be required to provide transcripts from all colleges previously attended. Campus staff will assist in procuring transcripts; however, Campus will not be able to certify a student's VA application until all of that student's college transcripts have been reviewed.

For active service members, including National Guard and Reservists, who must take a leave of absence due to deployment, training or reassignment, Campus will grandfather the student into the catalog year for the curriculum for which they originally enrolled.

Campus will waive any residency requirements for graduation for all active service members, including National Guard and Reservists, who must take a leave of absence due to deployment, training or reassignment.

### **Statement of Nondiscrimination**

Campus is committed to providing a work and school environment free of unlawful harassment or discrimination. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law.

In accordance with Title IX of the Education Amendments of 1972, the College strictly prohibits sexual harassment and sexual violence. Sexual harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. Sexual violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

The College complies with and carries out its responsibilities to prevent discrimination (including sexual harassment and sexual violence) in accordance with applicable federal, state or local laws, ordinances or regulations, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and the Vietnam Era Veterans Readjustment Assistance Act.

The complete Student and Employee Anti-Harassment and Discrimination policy ("Title IX Policy") which includes descriptions of the types of conduct it covers, may be found online at: <https://mtcollege.edu/wp-content/uploads/Student-Employee-Anti-Harassment-and-Discrimination-Policy.pdf>. The Title IX Policy is fully incorporated into the Campus Catalog herein by reference.

If any student wishes to file a complaint covered by the above-stated regulations, he/she must follow the grievance procedures of the College. The College investigates all complaints in a thorough, impartial and timely manner, including those of discrimination on the basis of sex (including sexual assault and harassment). The College takes prompt and equitable action to investigate and address any reports or complaints that come to the attention of school personnel, either formally or informally. If an allegation is determined to be credible, the College takes immediate steps to eliminate the harassment, prevent its recurrence, and address its effects as appropriate.

Title IX or affirmative action-related questions or complaints may be directed to the Title IX Coordinator

Ryan Ortel, Director of Compliance [ryan.ortel@campus.edu](mailto:ryan.ortel@campus.edu) 984-298-2156

Questions may also be directed to the U.S. Department of Education's Office for Civil Rights (<https://ocrcas.ed.gov/contact-ocr>).

### **Student and Employee Anti-Harassment and Discrimination Policy**

Campus is committed to providing a work and school environment free of unlawful harassment and discrimination. In furtherance of this commitment, Campus provides regular training to students and employees to promote an awareness of these unacceptable behaviors and to ensure that students and employees are aware of their rights and responsibilities. Incoming students participate in a presentation and receive a handout as part of their new student orientation; new

employees receive and discuss information during their new hire orientation; and existing employees are required to review a campus safety handout geared toward sexual harassment, violence and discrimination prevention in conjunction with their annual performance reviews. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the College has jurisdiction over Title IX complaints.

Campus's anti-harassment policy applies to all persons involved in the operation of the College and prohibits unlawful harassment by any employee of the College, as well as students, customers, third parties, vendors or anyone who does business with the College. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the College does business engages in unlawful harassment or discrimination, the College will take appropriate corrective action. The grievance procedure provides that complaints may be filed for discrimination in any academic, educational, extracurricular, or other programs operated or sponsored by, or related to, the College, whether the programs take place on campus, during a school-sponsored field trip, or other off-campus events.

As part of Campus's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the College community through publications, the Campus website, new employee orientations, student orientations, and other appropriate channels of communication. Campus will provide training to key staff members to enable the College to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. The College will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

As noted above, the complete Title IX Policy which is incorporated into this Catalog by reference can be found online at: <https://mticcollege.edu/wp-content/uploads/Student-Employee-Anti-Harassment-and-Discrimination-Policy.pdf>.

### **Policy on Accommodation for Disabled**

It is the policy of Campus to provide program accessibility and reasonable accommodations for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973. Specifically, the college provides assessment of individual needs and appropriate support for individuals who are identified as being disabled and who are attending classes at the College.

Students who are new to Campus are responsible for contacting the director of admissions (DOA) who is responsible for the initial assessment and enrollment of students with special needs. Existing students must contact their appropriate dean who is responsible for initializing accommodation assessments for existing students. A student desiring reasonable accommodation must provide a written request along with documentation from an appropriate professional supporting the need for the accommodation. When the request is received it will be submitted to the College president or campus director for evaluation. Decisions regarding requests for reasonable accommodation typically occur within one week of submission. If the request is approved, the student will be advised of any provisions or limitations of Campus's accommodation.

Should the request for reasonable accommodation be approved, the student is responsible for speaking with his/her instructors no later than the first day of each term to discuss his/her needs and the accommodation. In addition, the student is responsible for notifying his/her appropriate dean as soon as possible should any problems arise concerning his/her academic program.

Like every other Campus applicant for enrollment, individuals with disabilities must demonstrate an ability to benefit from a Campus program in order to be accepted into the college. In the event a student's request for reasonable

accommodation is denied, the student has the option to appeal the decision. Please contact the director of admissions for further information.

## **Student Complaint and Grievance Procedure**

At Campus, we believe that student satisfaction is closely tied to student success. Because of this, we will go to great lengths to resolve any issues or complaints that are brought to our attention. We encourage students to voice their concerns and we recommend a three-step process for students to achieve a successful resolution to their complaint:

Step 1 – Speak to the staff or faculty member who you feel has the ability to immediately resolve your concern. Share your concerns and reasons for why you feel a correction of some order is necessary. If this effort is not successful or appropriate, please go to Step 2.

Step 2 – Contact the campus director (916-339-4371), or President (916-339-4360) and ask for their assistance in resolving your concern. If this effort does not produce a satisfactory resolution to your concern, please go to Step 3.

Step 3 – Complete a Request for Grievance. This easy-to-complete form is available from the deans' offices or online at: <https://sacramento.campus.edu/about/student-concerns/> Please return the completed form to the campus director, director of operations, or any dean. Once your request is received, you will be contacted within two business days to schedule a hearing.

The grievance hearing allows the student to present his or her case before a panel consisting of a student, an instructor, and an administrator, all of whom will seek to be impartial when reviewing the facts and reaching a decision. Emphasis will be placed on the interpretation and application of school and academic policy. The student will be notified of the outcome of his or her grievance within one week of the hearing. All parties understand that the decision of the grievance hearing is final.

In the unlikely event that Campus is unable to resolve your complaint, the following California agencies, accreditation and approval bodies have processes available for receiving and responding to student complaints. Those listed below oversee Campus and/or have a clear understanding of specific programs and service areas offered to our students.

Students may acquire assistance from one of more of the following bodies:

### **Institutional Complaints**

Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC)  
10 Commercial Boulevard, Suite 204  
Novato, CA 94949  
<http://www.accjc.org/complaint-process>

### **California Bureau for Private Postsecondary Education**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free telephone number: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website: [www.bppe.ca.gov](http://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 (888-370-7580) or by visiting ([www.osar.bppe.ca.gov](http://www.osar.bppe.ca.gov)).

### **Financial Aid or Cal Grant**

California Student Aid Commission  
PO Box 419026

Rancho Cordova, CA 95741

<http://www.csac.ca.gov>

### **Veterans**

California State Approving Agency for Veterans Affairs

1227 O Street, Suite 314

Sacramento, CA 95814

<https://www.calvet.ca.gov/CSAAVE>

### **Cosmetology Program**

California Board of Barbering and Cosmetology

PO Box 944226

Sacramento, CA 94244-2260

<http://www.barbercosmo.ca.gov>

### **Paralegal Program**

American Bar Association

321 N. Clark Street, 19th Floor

Chicago, IL 60654-7598

<http://www.americanbar.org/groups/paralegals>

### **Phlebotomy Program**

California Department of Health Services

Lab Field Services

320 W. Fourth Street, Suite 890

Los Angeles, CA 90013

<http://www.cdph.ca.gov/programs/osphld/lfs>

## State Authorization

### Alaska

Campus, formerly MTI College, is exempt from authorization under AS 14.48 because the program is online, or distance delivered and does not have a physical presence in the state. 20 AAC 17.900 (a)(12) defines physical presence as presence of a facility, faculty, or staff within the state; in this paragraph, "faculty" and "staff" do not include site supervisors or mentors for local internships or practicum, or adjunct personnel.

### Georgia

Campus, Inc, is authorized to offer distance education programs to residents of Georgia. Should a student who is a resident of Georgia have a complaint regarding Campus, Inc. they are instructed to contact the following agency:

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place  
Tucker, GA 30084  
770-414-3300

<https://anpec.georgia.gov/student-resources/complaints-against-institution>

### Iowa

Campus, formerly MTI College, is registered by the Iowa College Student Aid Commission. For Iowa residents, please direct any complaints to: <https://iowacollegeaid.gov/StudentComplaintForm>

### Minnesota

Campus, formerly MTI College, is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions" In addition, all registered schools shall publish in the school catalog or student handbook the name, street address, telephone number, and Web site address of the office.

### Utah

Utah residents may file a complaint with the [Utah Division of Consumer Protection](#):

160 E. Broadway  
Salt Lake City, UT 84111  
801-530-6601

### Virginia

Campus (formerly MTI College) is certified to operate (distance education) by the Council of Higher Education for VA. \*VAC40-31 ( A) (i).

Campus acknowledges that the transferability of credits earned at this institution is at the sole discretion of the receiving institution.

Procedure to file a complaint against the institution for residents of Virginia:

In accordance with § VAC 40-31-100 of the Virginia Administrative Code, the State Council of Higher Education for Virginia (SCHEV) is responsible for investigating all written and signed student complaints against postsecondary educational institutions operating in Virginia.

In order for SCHEV to initiate an investigation, the following must be true:

- The student has exhausted all available grievance procedures established by the institution.
- The student is not satisfied with the resolution provided by the institution and is contacting SCHEV as a last resort in the grievance process.

- The student has submitted the complaint to SCHEV electronically using the "Student Complaint Form" (below). The student's complaint must contain a detailed description of the claim, including dates, times, and full names of all involved, as well as the actions taken by both the student and the school to resolve the matter.
- The student has electronically signed the form attesting to the truth and accuracy of the complaint.
- The student recognizes that SCHEV will not investigate anonymous complaints. By signing the form, the student acknowledges that SCHEV may share the information provided with the school or other relevant organizations, in order to help resolve the dispute. SCHEV does not guarantee a resolution resulting from this submission or its investigation into the allegation.

Upon receiving a student complaint, SCHEV will open an investigation if the matter being disputed falls within its jurisdiction. If preliminary findings indicate a violation of SCHEV regulations by the institution, SCHEV shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation. If the complaint is outside of SCHEV's jurisdiction, it may be directed to the institution's Board of Visitors, accrediting body, or to another agency that is authorized to address the concerns, if appropriate.

The student may be contacted during the investigation to submit documented evidence of the allegations against the institution, which may include copies of enrollment agreement, contracts, syllabi, receipts, financial aid notices, promissory notes, or relevant correspondences from the institution related to the complaint. Students should not submit original documents, as they may not be returned.

Students are reminded that they always have the right to seek advice from a private attorney. Students should be aware that submission of a complaint will be recorded and may be used for statistical reporting or other purposes.

Before Proceeding, Please Verify That:

1. You have exhausted all available grievance procedures established by the institution; and
2. You are not satisfied with the resolution provided by the institution and are contacting SCHEV as a last resort in the grievance process.

If the above two statements were true, please fill out the [Student Complaint Form](#) in its entirety and submit it electronically to SCHEV.

Campus (formerly MTI College) has determined that the Associate Degree in Applied Science AWS Cloud Administrator sufficiently prepares graduates to sit for the following certification exams:

- CompTIA A+ Exams 220-1101 and 220-1102
- CompTIA Network+ Exam N10-008
- CompTIA Security+ Exam SY0-601
- Amazon AWS Certified Cloud Practitioner
- Amazon AWS Certified Solutions Architect – Associate



## Catalog Addendum for Kentucky Residents

**Existence of the Kentucky Student Protection Fund.** Pursuant to KRS 165A.450, all licensed schools, resident, and nonresident, shall be required to contribute to a student protection fund. The fund shall be used reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

**Process for Filing a Claim Against the Student Protection Fund.** To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. The form can be found on the website at <http://www.kcpe.ky.gov/>.

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. The form can be found on the website at <http://www.kcpe.ky.gov/>

This document is certified as true and correct in content and policy by the president on January 1, 2024.

Michael Zimmerman  
President

## Catalog Addendum for Wisconsin Residents

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### Cancellation Policy

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under SPS 406.03;
2. Accepted was unqualified and the school did not secure a disclaimer under SPS 409.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

### Refund Policy

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of the termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

### Constructive Notice of Withdrawal Policy

A written notice of withdrawal is not required. Students are encouraged to notify their Success Coach of intent to withdraw and if there are plans to return at a later quarter to indicate which quarter they will return.

Students who do not attend classes for 14 consecutive days will be administratively withdrawn from their program. If the student is in their first quarter with Campus, Inc. and the last date of attendance was within the first six weeks of the quarter, the student will be provisionally dropped resulting in no financial ramifications for said student.

Campus, Inc. does not guarantee employment for its graduates or students. Student referrals to prospective employers are not based on direct contact with the employer regarding current job opportunities

Should you have a complaint and it is not satisfactorily resolved by Campus, please contact:

### Wisconsin Educational Approval Program

4822 Madison Yards Way

Madison, WI 53705

[DSPSEAP@wisconsin.gov](mailto:DSPSEAP@wisconsin.gov)

(608) 266-1996

As of January 1, 2025, revisions will be implemented to the required credit hours, clock hours and time to complete the following diploma and associate degree programs:

- Medical Assisting
- Medical Billing and Coding Professional
- Medical Billing and Coding Specialist
- Medical Administrative Assistant
- Medical Office Assistant
- Medical Office Assistant & Phlebotomy
- Legal Administrative Assistant
- Legal Receptionist / Document Administrator
- Associate of Arts in Paralegal Studies
- 

\*\* See specific program requirements in following pages

### Medical Assisting

#### Objective

To prepare students for medical assisting and phlebotomy jobs effectively and get them employed in the most efficient way possible. The program provides entry-level students, with or without a medical background, with a solid foundation in clinical duties in order to prepare them for successful entry into the medical field. This 580-hour program was designed to provide, through classroom and practical instruction, training in a variety of healthcare settings. Lectures include anatomy and physiology, pathology, medical terminology, laboratory techniques, clinical and diagnostic procedures, medication administration, medical law and ethics, computer software applications, and overview of office procedures. Practical instruction provides hands-on training in vital-signs testing, venipuncture and patient preparation for exams and procedures which are verified through a skill check system.

Each course within this program is acceptable for full credit toward Campus's associate degree in Business Administration. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program with additional coursework in Year One Business Administration with a Concentration in Medical Billing and Coding. Please contact the dean for further information.

This program prepares participants for the following positions: SOC/O\*NET Codes: 31-9092 Medical Assistant, Hospital Assistant, 31-9099

#### Prerequisites

Candidates must be approved by Futuro Health and need to possess a high school diploma or GED equivalency. All clinical externship sites require drug testing and a background check.

#### Program Structure

The program is divided into five learning modules. Each module consists of 8 hours of online instruction and 6 hours of in-person clinical instruction per week and runs for six weeks. Following completion of the learning modules, students will complete a 160-hour medical assisting externship

#### Certifications/Licensure

As part of the program, graduates will be prepared for the following certifications and licensure:

- National Medical Assistant Certification (NCMA) offered through NCCT

#### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.

- Perform non-invasive procedures according to proper guidelines, and CLIA waived laboratory standards.
- Consistently comply with all HIPAA standards.
- Employ learning strategies necessary to obtain a Medical Assistant certification.
- Model behavior that reflects confidence, competence, and professionalism.

**Fundamentals of Medical Assisting Program Outline – OnlinePlus**

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
MO116	Math for Medical Students	3.0	40
MO127A	Medical Terminology with Anatomy & Physiology A	4.0	40
MO127B	Medical Terminology with Anatomy & Physiology B	8.0	80
MO138	Medical Front Office Procedures	6.0	80
MO188A	Clinical A	6.0	80
MO188B	Clinical B	8.0	120
MO500	Medical Externship	5.0	160

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**For complete program details, please contact a Campus Admissions Advisor**

## Medical Billing and Coding Professional

Program Length:	42 Quarter Units/640 Clock Hours 37-48 Weeks (Day Program); 37--48 Weeks (Evening Program) 43-54 Weeks (Day/ Night Partial Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	29-2072.00 - Medical Records Specialists 29-2099.08 - Patient Representatives 43-6013.00 - Medical Secretaries and Administrative Assistants 43-9041.00 - Insurance Claims and Policy Processing Clerks
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To qualify students for employment in healthcare office settings with an emphasis on insurance billing, coding, medical records, and administrative front office responsibilities. Students will become proficient in using practice management billing software, electronic health records software, as well as Microsoft Office Suite products. Students will become adept in translating information from patient medical records using ICD-10, CPT, and HCPCS coding standards to provide evidence of medical necessity. This program helps prepare students for the Certified Medical Reimbursement Specialist (CMRS) certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance program (TPA).

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform administrative activities consistent with a medical office.
- Accurately create, read, understand, and maintain medical records.
- Demonstrate competence and understanding in the use of medical practice management software applications to competently perform the medical billing and coding process.
- Demonstrate competence and understanding of the workflow in a medical office by using Electronic Health Records software.
- Demonstrate an understanding of CPT, HCPCS, ICD-10-CM; ICD10-PCS codes used in healthcare to competently perform medical billing and coding.
- Employ learning strategies necessary to obtain the Certified Medical Reimbursement Specialist (CMRS) certification.
- Model behavior that reflects confidence, competence and professionalism.

Medical Billing and Coding Professional Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
M110	Mathematics in Business	3.0	40
MO127A	Medical Terminology with Anatomy and Physiology A	4.0	40
MO127B	Medical Terminology with Anatomy and Physiology B	8.0	80
MO138	Medical Front Office Procedures	6.0	80
MO 165A	Medical Billing and Coding A	6.0	90
MO165B	Medical Billing and Coding B	6.0	90
MB500	Medical Billing and Coding Externship *	5.0	160

\*Externship eligibility is partially determined by performance in MO 127A, MO 127B, MO 165 A and MO 165B, which includes demonstrated proficiencies in claims processing and coding skills. Students must submit to a 10-panel drug screening and a criminal background check. Students who do not successfully pass the drug screening and/or have a criminal record may not be eligible for an externship. Externships for evening students are available during the day only.

## Medical Billing and Coding Specialist

Program Length:	37 Quarter Units/480 Clock Hours 39-44 Weeks (Day Program); 39-44 Weeks (Evening Program) 39-50 Weeks (Day/ Night Partial Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	29-2072.00 - Medical Records Specialists 29-2099.08 - Patient Representatives 43-6013.00 - Medical Secretaries and Administrative Assistants 43-9041.00 - Insurance Claims and Policy Processing Clerks
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To qualify students for employment in healthcare office settings with an emphasis on insurance billing, coding, medical records, and administrative front office responsibilities. Students will become proficient in using practice management billing software, electronic health records software, as well as Microsoft Office Suite products. Students will become adept in translating information from patient medical records using CPT, HCPCS and ICD-10 coding standards to provide evidence of medical necessity. This program helps prepare students for the Certified Medical Reimbursement Specialist (CMRS) certification. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance program (TPA).

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform administrative activities consistent with a medical office.
- Accurately create, read, understand, and maintain medical records.
- Demonstrate competence and understanding in the use of medical practice management software applications to competently perform the medical billing and coding process.
- Demonstrate competence and understanding of the workflow in a medical office by using Electronic Health Records software.
- Demonstrate an understanding of CPT, HCPCS, ICD-10-CM; ICD10-PCS codes used in healthcare to competently perform medical billing and coding.
- Employ learning strategies necessary to obtain the Certified Medical Reimbursement Specialist (CMRS) certification.
- Model behavior that reflects confidence, competence and professionalism.

## Medical Billing and Coding Specialist Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
M110	Mathematics in Business	3.0	40
MO127A 1	Medical Terminology with Anatomy and Physiology A	4.0	40
MO127B	Medical Terminology with Anatomy and Physiology B	8.0	80
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO138	Medical Front Office Procedures	6.0	80
MO165A	Medical Billing and Coding A	6.0	90
MO165B	Medical Billing and Coding B	6.0	90

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### **Medical Office Assistant**

Program Length:	38 Quarter Units/500 Clock Hours 22 Weeks (Day Program); 33-44 Weeks (Evening Program) 28 Weeks ( Day Partial Program) 39-50 Weeks (Evening Partial Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	29-2099.08 - Patient Representatives 31-1122.00 - Personal Care Aides 31-9092.00 - Medical Assistants 31-9094.00 - Medical Transcriptionists 43-6013.00 - Medical Secretaries and Administrative Assistants
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To prepare students for employment in a variety of medical settings including doctors' offices, clinics, and other healthcare environments.

## Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Model behavior that reflects confidence, competence and professionalism.

## Medical Office Assistant Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
MO116	Math for Medical Students	2.0	20
MO127A 1	Medical Terminology with Anatomy and Physiology A	4.0	40
MO127B	Medical Terminology with Anatomy and Physiology B	8.0	80
MO127C	Medical Terminology with Anatomy and Physiology	4.0	40
MO1138	Medical Front Office Procedures	6.0	80
MO188A	Clinical A	6.0	80
MO188B	Clinical B	8.0	120

## Medical Office Assistant Diploma with Phlebotomy

Program Length:	44 Quarter Units/600 Clock Hours 34 Weeks (Day Program); 45-56 Weeks (Evening Program) 40 Weeks (Day Partial Program) 50-61 Weeks (Evening Partial Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	29-2099.08 - Patient Representatives 31-1122.00 - Personal Care Aides 31-9092.00 - Medical Assistants 31-9094.00 - Medical Transcriptionists 31-9097.00 - Phlebotomists 43-6013.00 - Medical Secretaries and Administrative Assistants
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Applicants for a California Phlebotomy certificate from the California Department of Public Health must meet the following requirements: <u>Education</u> Provide an official transcript showing graduation date from an accredited high school in the U.S. OR Pass one of the following tests: General Educational Development (GED) High School Equivalency (HiSET) California High School Proficiency Examination (CHSPE) OR Provide official transcripts showing credit for general education courses completed at an accredited college or university. <u>Training</u> For an applicant with no on-the-job phlebotomy experience or less than 40 hours of on-the-job phlebotomy experience: Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a phlebotomy training program approved by the California Department of Public Health. You must upload a California Statement of Phlebotomy Practical Training signed by an MD, DO, PA, RN, CLB, CLS, or CPT. For an applicant with at least 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years: Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. Complete at least 40 hours of experience in a clinical setting in the last 5 years. This experience must include at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a Letter of Phlebotomy Experience for California Certification (PDF) signed by an MD, DO, or CLB. For an applicant with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years: Complete 20 hours of advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process. <u>Examination</u> You must have passed a national certification examination from one of the certifying organizations approved by the California Department of Public Health. The following certifying organizations are approved by the Department for the phlebotomist certification examination: <ul style="list-style-type: none"><li>• American Certification Agency (ACA): <a href="http://www.acacert.com/">http://www.acacert.com/</a></li><li>• American Medical Certification Association (AMCA): <a href="https://www.amcaexams.com/">https://www.amcaexams.com/</a></li></ul>

- American Medical Technologists (AMT): <https://americanmedtech.org/>
- American Society of Clinical Pathology (ASCP): <http://www.ascp.org/>
- National Center for Competency Testing (NCCT/MMCI): <https://www.ncctinc.com/>
- National Healthcareer Association (NHA): <http://www.nhanow.com/>

### Objective

To prepare students for employment in a variety of medical settings including doctors' offices, clinics, and other healthcare environments.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Accurately create, read, understand, and maintain medical records.
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Demonstrate the ability to follow OSHA's Universal Precautions while performing lab procedures.
- Apply the concepts of basic pharmacology to determine drug dosages, side effects, and alternatives.
- Accurately determine dosage calculations.
- Use proper procedures for diagnostic testing.
- Perform non-invasive procedures according to proper guidelines.
- Perform venipuncture, butterfly technique, finger sticks, and injections according to proper guidelines.
- Consistently comply with all HIPAA standards.
- Model behavior that reflects confidence, competence and professionalism.

### Medical Office Assistant Diploma with Phlebotomy Certificate Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
MO116	Math for Medical Students	2.0	20
MO127A	Medical Terminology with Anatomy and Physiology A	4.0	40
MO127B	Medical Terminology with Anatomy and Physiology B	8.0	80
MO138	Medical Front Office Procedures	6.0	80
MO188A	Clinical A	6.0	80
MO188B	Clinical B	8.0	120
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	1.0	40

## Medical Administrative Assistant

Program Length:	24 Quarter Units/300 Clock Hours 22 Weeks (Day Program); 33 Weeks (Evening Program) 33 Weeks ( Night Partial Program) 28 Weeks (Day Partial Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	43-6013.00 - Medical Secretaries and Administrative Assistants
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To prepare students for employment in a variety of medical settings including doctors' offices, clinics, and other healthcare environments.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform administrative activities consistent with a medical office.
- Accurately read, understand, and maintain medical records.
- Demonstrate an understanding of CPT, HCPCS, ICD-10-CM
- Use ICD-10 and CPT coding books to properly code diagnoses and procedures.
- Consistently comply with all HIPAA standards.
- Demonstrate competence and understanding in the use of medical practice management software applications.
- Model behavior that reflects confidence, competence and professionalism.

### Medical Administrative Assistant Program Outline

Courses		Quarter Credits	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
M110	Mathematics in Business	3.0	40
MO127A	Medical Terminology with Anatomy and Physiology A	4.0	40
MO127B	Medical Terminology with Anatomy and Physiology B	8.0	80
MO130	Medical Front Office Procedures	6.0	80

## Legal Administrative Assistant

***The Legal Administrative Assistant Certificate Program is NOT American Bar Association approved and it does not prepare students to work as paralegals.***

Program Length:	35 Quarter Units/480 Clock Hours 44 Weeks (Day Program); 44 Weeks (Evening Program) 50 Weeks ( Day/ Evening Partial Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	43-6012.00 - Legal Secretaries and Administrative Assistants 43-4071.00 - File Clerk 43-4171.00 - Receptionists and Information Clerks
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To qualify the student for employment in various office settings, with an emphasis in law office-related work. Students will become proficient in the use of the Microsoft Office Suite products included in the program.

Each course within this program is acceptable for full credit toward an associate degree in Paralegal Studies. Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program in Paralegal Studies with additional coursework. Please contact the dean for further information.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Use technology and writing skills to produce legal documents, judicial council forms, memoranda, local court forms, and correspondence in accordance with legal standards to identify correctly completed assignments in the area of litigation.
- Apply general knowledge of California's litigation practice and procedure, primarily focusing on the areas of general civil litigation, terminology, and office procedures to work effectively and efficiently in a legal environment. Apply organizational, communication, problem-solving, and critical thinking skills to effectively address routine and novel situations, through written and verbal communication, including grammar, punctuation, spelling, word usage, and sentence structure.
- Demonstrate proficiency in the ability to evaluate facts and situations logically and to reach rational conclusions, understanding of accepted professional standards of conduct.
- Use proficiency in records management, office equipment and supplies management, computer technology, office etiquette, and personnel management.
- Apply general knowledge of accounting terminology, principles, account management, and arithmetical calculations which might be performed in a law office or legal department.
- Model behavior that reflects confidence, competence and professionalism.

Legal Administrative Assistant Program Outline

Courses		Quarter Credits	Clock Hours
A121A	Accounting	2.5	40
A150	Computerized Accounting	3.0	40
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
CC110	Computer Concepts I	5.0	80
DA123	Word Processing Concepts	2.5	40
E100	English Fundamentals	5.0	60
GE202	English Composition	6.75	80
L110A/B	Beginning Legal Litigation & Terminology	3.0	40
L115A/B	Advanced Legal Litigation & Terminology	3.0	40
M110	Mathematics in Business	3.0	40

## Legal Receptionist/Document Administrator

**The Legal Receptionist/Document Administrator Certificate Program is NOT American Bar Association approved and it does not prepare students to work as paralegals.**

Program Length:	26 Quarter Units/360 Clock Hours 44 Weeks ( Day/ Evening Program) 39-50 Weeks ( Day/ Evening Partial Program)
Required Cumulative Exam:	None
Credential Awarded:	Diploma
Standard Occupational Code(s):	43-6012.00 - Legal Secretaries and Administrative Assistants 43-4071.00 - File Clerk 43-4171.00 - Receptionists and Information Clerks
Sample of Reported Job Titles:	<i>Please see Appendix A for a Sample of Reported Job Titles</i>
Requirements for Eligibility for Licensure:	Not applicable

### Objective

To qualify the student for employment in various office settings, with an emphasis in law office-related work.

### Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Use technology and writing skills to produce legal documents, judicial council forms, memoranda, local court forms, and correspondence in accordance with legal standards to identify correctly completed assignments in the area of litigation.
- Apply general knowledge of California's litigation practice and procedure, primarily focusing on the areas of general civil litigation, terminology, and office procedures to work effectively and efficiently in a legal environment. Apply organizational, communication, problem-solving, and critical thinking skills to effectively address routine and novel situations, through written and verbal communication, including grammar, punctuation, spelling, word usage, and sentence structure.
- Demonstrate proficiency in the ability to evaluate facts and situations logically and to reach rational conclusions, understanding of accepted professional standards of conduct.
- Model behavior that reflects confidence, competence and professionalism.

### Legal Receptionist/Document Administrator Program Outline

Courses		Quarter Credits	Clock Hours
A121A	Accounting	3.0	40
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
CC100	Computer Concepts I	5.0	80
E100	English Fundamentals	5.0	60
L110A/B	Beginning Legal Litigation & Terminology	3.0	40
L115 A/B	Advanced Legal Litigation & Terminology	3.0	40
M110	Mathematics in Business	3.0	40



# Appendix A

## Samples of Reported Job Titles by Program

Program	Standard Occupational Codes	Sample of Reported Job Titles
<b>Technical Support Specialist</b> Diploma Program	15-1231.00 - Computer Network Support Specialists 15-1232.00 - Computer User Support Specialists 15-1244.00 - Network and Computer Systems Administrators	Application Support Analyst Client Support Technician Computer Network Specialist Computer Support Specialist Computer Tech (Computer Technician) Desktop Support Technician (Desktop Support Tech) Help Desk Analyst Help Desk Tech (Help Desk Technician) IS Tech (Information Systems Technician) IT Consultant (Information Technology Consultant) IT Specialist (Information Technology Specialist) IT Support Specialist (Information Technology Support Specialist) IT Tech (Information Technology Technician) Network Administrator Network Coordinator Network Manager Network Specialist Network Support Specialist Network Technical Analyst Network Technician Personal Computer Network Analyst Remote Support Technician Retail Computer Service Technician Software Support Specialist Systems Administrator Systems Specialist Systems Support Technician Technical Support Specialist User Support Technician
<b>Information Technology – Cloud Administrator</b> Diploma Program	15-1231.00 - Computer Network Support Specialists 15-1232.00 - Computer User Support Specialists 15-1299.00 - Computer Occupations, All Others	Cloud Product Director Computer Network Specialist Computer Tech (Computer Technician) Cybersecurity Project Manager Data Center Product Director Database Administration Manager Database Administrator (DBA) Database Analyst

Program	Standard Occupational Codes	Sample of Reported Job Titles
	15-1299.09 - Information Technology Project Managers 15-1242.00 - Database Administrators 15-1244.00 - Network and Computer Systems Administrators	Database Coordinator Database Manager Development and Database Administration Manager Information Systems Manager (IS Manager) Information Systems Project Manager (IS Project Manager) Information Technology Specialist (IT Specialist) IS Admin (Information Systems Administrator) IS Manager (Information Systems Manager) IS Tech (Information Systems Technician) IT Consultant (Information Technology Consultant) IT Manager (Information Technology Manager) IT Program Manager (Information Technology Program Manager) IT Project Manager (Information Technology Project Manager) IT Specialist (Information Technology Specialist) IT Support Specialist (Information Technology Support Specialist) IT Tech (Information Technology Technician) LAN Specialist (Local Area Network Specialist) Local Area Network Administrator (LAN Administrator) Network Administrator Network Coordinator Network Manager Network Specialist Network Support Specialist Network Technical Analyst Network Technician Personal Computer Network Analyst Systems Administrator (Systems Admin) Systems Specialist Technical Support Specialist
<b>Information Technology – Systems Administrator</b>  Diploma Program	15-1231.00 - Computer Network Support Specialists 15-1232.00 - Computer User Support Specialists 15-1299.00 - Computer Occupations, All Others 15-1299.04 - Penetration Testers 15-1299.09 - Information Technology Project Managers 15-1242.00 - Database Administrators	Cloud Product Director Computer Client Support Analyst Computer Network Specialist Computer Tech (Computer Technician) Cybersecurity Project Manager Data Center Product Director Database Administration Manager Database Administrator (DBA) Database Analyst Database Coordinator Database Manager Desktop Support Development and Database Administration Manager Helpdesk Technician

Program	Standard Occupational Codes	Sample of Reported Job Titles
	15-1244.00 - Network and Computer Systems Administrators	Information Systems Manager (IS Manager) Information Systems Project Manager (IS Project Manager) Information Technology Specialist (IT Specialist) Inside Sales - IT Equipment Operator Intelligence Systems Maintainer IS Admin (Information Systems Administrator) IS Manager (Information Systems Manager) IS Tech (Information Systems Technician) IT Asset Disposition Technician IT Consultant (Information Technology Consultant) IT Manager (Information Technology Manager) IT Mobile Specialist IT Program Manager (Information Technology Program Manager) IT Project Manager (Information Technology Project Manager) IT Specialist (Information Technology Specialist) IT Support Specialist (Information Technology Support Specialist) IT Support Technician IT Tech (Information Technology Technician) LAN Specialist (Local Area Network Specialist) Local Area Network Administrator (LAN Administrator) Network Administrator Network Coordinator Network Manager Network Specialist Network Support Specialist Network Technical Analyst Network Technician Personal Computer Network Analyst Systems Administrator (Systems Admin) Systems Specialist Tech Ops Support Technical Support Specialist Tier I Technician
<b>Information Technology – AWS Cloud Solutions Architect</b>  Diploma Program	15-1231.00 - Computer Network Support Specialists  15-1232.00 - Computer User Support Specialists  15-1299.00 - Computer Occupations, All Others  15-1299.04 - Penetration Testers	Cloud Product Director Computer Network Specialist Computer Tech (Computer Technician) Cybersecurity Project Manager Data Center Product Director Database Administration Manager Database Administrator (DBA) Database Analyst Database Coordinator Database Engineer

Program	Standard Occupational Codes	Sample of Reported Job Titles
	15-1299.08 - Computer Systems Engineers/Architects 15-1299.09 - Information Technology Project Managers 15-1241.01 - Computer Network Architects 15-1242.00 - Database Administrators 15-1244.00 - Network and Computer Systems Administrators	Database Manager Development and Database Administration Manager Electronic Data Interchange System Developer (EDI System Developer) Information Systems Manager (IS Manager) Information Systems Project Manager (IS Project Manager) Information Technology Architect (IT Architect) Information Technology Specialist (IT Specialist) IS Admin (Information Systems Administrator) IS Manager (Information Systems Manager) IS Tech (Information Systems Technician) IT Consultant (Information Technology Consultant) IT Manager (Information Technology Manager) IT Program Manager (Information Technology Program Manager) IT Project Manager (Information Technology Project Manager) IT Specialist (Information Technology Specialist) IT Support Specialist (Information Technology Support Specialist) IT Tech (Information Technology Technician) LAN Specialist (Local Area Network Specialist) Local Area Network Administrator (LAN Administrator) Network Administrator Network and Infrastructure Engineer Network Coordinator Network Engineer Network Manager Network Specialist Network Support Specialist Network Technical Analyst Network Technician Personal Computer Network Analyst Solutions Architect Systems Administrator (Systems Admin) Systems Architect Systems Consultant Systems Engineer Systems Specialist Technical Support Specialist
<b>Computer Technician</b>  Diploma Program	15-1232.00 - Computer User Support Specialists	Computer Hardware Engineer Computer Support Specialist Computer Tech (Computer Technician) Desktop Support Technician (Desktop Support Tech) Field Service Technician Help Desk Analyst

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Help Desk Tech (Help Desk Technician) IT Consultant IT Specialist (Information Technology Specialist) IT Support Specialist (Information Technology Support Specialist) IT Tech (Information Technology Technician) Network Technician PC Technician Technical Support Specialist
<b>Information Technology – Cloud Administration</b>  Associate of Applied Science	15-1231.00 - Computer Network Support Specialists  15-1232.00 - Computer User Support Specialists  15-1299.00 - Technology Project Managers  15-1242.00 - Database Administrators  15-1244.00 - Network and Computer Systems Administrators	Cloud Product Director Computer Network Specialist Computer Tech (Computer Technician) Cybersecurity Project Manager Data Center Product Director Database Administration Manager Database Administrator (DBA) Database Analyst Database Coordinator Database Manager Development and Database Administration Manager Information Systems Manager (IS Manager) Information Systems Project Manager (IS Project Manager) Information Technology Specialist (IT Specialist) IS Admin (Information Systems Administrator) IS Manager (Information Systems Manager) IS Tech (Information Systems Technician) IT Consultant (Information Technology Consultant) IT Manager (Information Technology Manager) IT Program Manager (Information Technology Program Manager) IT Project Manager (Information Technology Project Manager) IT Specialist (Information Technology Specialist) IT Support Specialist (Information Technology Support Specialist) IT Tech (Information Technology Technician) LAN Specialist (Local Area Network Specialist) Local Area Network Administrator (LAN Administrator) Network Administrator Network Coordinator Network Manager Network Specialist Network Support Specialist Network Technical Analyst Network Technician Personal Computer Network Analyst Systems Administrator (Systems Admin)

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Systems Specialist Technical Support Specialist
<b>Medical Billing and Coding Professional</b>  Diploma Program	29-2072.00 - Medical Records Specialists  29-2099.08 - Patient Representatives  43-6013.00 - Medical Secretaries and Administrative Assistants  43-9041.00 - Insurance Claims and Policy Processing Clerks	Access Representative Account Representative Admissions Coordinator Ambulance Biller/Coder Representative Appeals Representative Authorization Representative Behavioral Health Billing Specialist Bill Reviewer Biller Billing and Coding Representative Billing and Fulfillment Specialist Billing Associate Billing Clerk Billing Collections Coordinator Billing Follow-Up Associate Billing Representative Claims & Billing Specialist Claims Analyst Claims Clerk Claims Customer Service Representative (Claims CSR) Claims Processor Claims Representative (Claims Rep) Claims Technician (Claims Tech) Clinic Office Assistant Clinical Receptionist Credentialing Representative Credentialing Specialist Data Entry (Claims) Specialist Dental Biller Eligibility Associate Front Desk Receptionist Government Claims Examiner Health Information Clerk Health Information Specialist Health Information Technician (Health Information Tech) Health Plan Eligibility Associate Inpatient Coding Specialist Insurance Claims Processor Insurance Claims Specialist Insurance Follow-Up Representative Insurance Processor Insurance Services Representative

Program	Standard Occupational Codes	Sample of Reported Job Titles
		<p>Insurance Treatment Coordinator  Insurance Verification  Intake Coordinator  Medical Accounts Receivable Associate  Medical Biller  Medical Billing Assistant  Medical Claims Denial Specialist  Medical Claims Examiner  Medical Claims Professional  Medical Claims Representative  Medical Coder  Medical Coordinator  Medical Credentialing Specialist  Medical Insurance Biller  Medical Insurance Coordinator  Medical Office Administration  Medical Office Specialist  Medical Receptionist  Medical Records Clerk  Medical Records Coordinator  Medical Records Specialist  Medical Records Technician (Medical Records Tech)  Medical Secretary  Medical Treatment Coordinator  Patient Access Services Representative  Patient Account Representative  Patient Biller  Patient Care Coordinator  Patient Collections  Patient Intake Coordinator  Patient Registration Outreach Representative  Patient Services Representative  Payment Representative  Physician Office Specialist  Referral Coordinator  Referral Specialist  Referrals &amp; Authorizations Specialist  Reimbursement Specialist  Reinsurance Coordinator  Revenue Cycle Specialist  Revenue Recovery Associate  Scheduler  Telehealth Coordinator  Underwriting Assistant  Unit Clerk</p>

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Unit Support Representative Ward Clerk
<b>Medical Billing and Coding Specialist</b>  Diploma Program	29-2072.00 - Medical Records Specialists  29-2099.08 - Patient Representatives  43-6013.00 - Medical Secretaries and Administrative Assistants  43-9041.00 - Insurance Claims and Policy Processing Clerks	Access Representative Account Representative Admissions Coordinator Ambulance Biller/Coder Representative Appeals Representative Authorization Representative Behavioral Health Billing Specialist Bill Reviewer Biller Billing and Coding Representative Billing and Fulfillment Specialist Billing Associate Billing Clerk Billing Collections Coordinator Billing Follow-Up Associate Billing Representative Claims & Billing Specialist Claims Analyst Claims Clerk Claims Customer Service Representative (Claims CSR) Claims Processor Claims Representative (Claims Rep) Claims Technician (Claims Tech) Clinic Office Assistant Clinical Receptionist Credentialing Representative Credentialing Specialist Data Entry (Claims) Specialist Dental Biller Eligibility Associate Front Desk Receptionist Government Claims Examiner Health Information Clerk Health Information Specialist Health Information Technician (Health Information Tech) Health Plan Eligibility Associate Inpatient Coding Specialist Insurance Claims Processor Insurance Claims Specialist Insurance Follow-Up Representative Insurance Processor Insurance Services Representative

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Insurance Treatment Coordinator Insurance Verification Intake Coordinator Medical Accounts Receivable Associate Medical Biller Medical Billing Assistant Medical Claims Denial Specialist Medical Claims Examiner Medical Claims Professional Medical Claims Representative Medical Coder Medical Coordinator Medical Credentialing Specialist Medical Insurance Biller Medical Insurance Coordinator Medical Office Administration Medical Office Specialist Medical Receptionist Medical Records Clerk Medical Records Coordinator Medical Records Specialist Medical Records Technician (Medical Records Tech) Medical Secretary Medical Treatment Coordinator Patient Access Services Representative Patient Account Representative Patient Biller Patient Care Coordinator Patient Collections Patient Intake Coordinator Patient Registration Outreach Representative Patient Services Representative Payment Representative Physician Office Specialist Referral Coordinator Referral Specialist Referrals & Authorizations Specialist Reimbursement Specialist Reinsurance Coordinator Revenue Cycle Specialist Revenue Recovery Associate Scheduler Telehealth Coordinator Underwriting Assistant Unit Clerk

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Unit Support Representative Ward Clerk
<b>Medical Assistant</b>  Diploma Program	29-2099.08 - Patient Representatives  31-1121.00 - Home Health Aides  31-1122.00 - Personal Care Aides  31-1131.00 - Nursing Assistants  31-9092.00 - Medical Assistants  31-9094.00 - Medical Transcriptionists  43-6013.00 - Medical Secretaries and Administrative Assistants	Access Representative Accounts Payable Processor Administrative Medical Assistant Admissions Coordinator Back Office Medical Assistant Behavioral Health Receptionist Billing and Fulfillment Representative Call Center Agent Caregiver Case Management Assistant Case Manager Cast Tech Certified Medical Assistant (CMA) Chart Completion/Medical Records Rep Chiropractic Assistant Clerical Operation Clerk Client Care Coordinator Clinic Front Desk Assistant Clinic Office Assistant Clinic Patient Coordinator Clinical Documentation Specialist Clinical Medical Assistant Clinical Medical Transcriptionist Clinical Research Coordinator Community Health Worker Community Liaison/Admissions Coordinator Critical Care Tech Dental Clinic Office Assistant Dental Receptionist Detox Technician Direct Care Worker Direct Support Professional Doctor's Assistant Documentation Specialist EKG Tech Eligibility Clerk Eligibility Coordinator Emergency Department (ED) Technician Emergency Department (ED) Registrar Emergency Department (ED) Unit Clerk Emergency Room (ER) Technician Employee Health Coordinator

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Entry-Level Medical Administrative Coordinator Front Desk Coordinator Front Desk Receptionist Health Assistant Health Coach Health Navigator Health Plan Enrollment Rep Health Services Specialist Health Unit Coordinator Healthcare Assistant Healthcare Interpreter Home Attendant Home Care Aide Home Health Aide (HHA) Home Health Provider Hospice Aide Hospital Entry Way Screener Hospital Pathology Department Secretary Hospital Unit Clerk Imaging Tech Assistant Imaging Technician Aide In-Home Caregiver Intake and Referral Specialist Intake Clerk/Filing Clerk Intake Coordinator Intake Specialist Lab Assistant Managed Health Associate Med Tech (Medication Technician) Medicaid Service Coordinator (MSC) Medical Appointment Clerk Medical Assistant Medical Imaging Clerk Medical Laboratory Assistant Medical Language Specialist Medical Office Rep Medical Office Specialist Medical Receptionist Medical Records Assistant Medical Records Reviewer Medical Records Tech Medical Scribe Medical Secretary Medical Technician Medical Transcriber

Program	Standard Occupational Codes	Sample of Reported Job Titles
		<p>Medical Transcriptionist</p> <p>Medication Aide</p> <p>Medication Health Associate</p> <p>Medication Line Specialist (CMA or CPhT)</p> <p>Mental Health Technician</p> <p>Mobile Injury Response Technician</p> <p>Nursing Assistant</p> <p>Operating Room (OR) Assistant</p> <p>Operating Room (OR) Scheduling Clerk</p> <p>Operating Room (OR) Technician</p> <p>Ophthalmic Assistant</p> <p>Ophthalmological Assistant</p> <p>Optometric Assistant</p> <p>Orthopedic Medical Assistant</p> <p>Outpatient Medical Assistant</p> <p>Outpatient Surgery Assistant</p> <p>Pathology Transcriptionist</p> <p>Patient Access Clerk</p> <p>Patient Access Coordinator</p> <p>Patient Access Referral Authorization Specialist</p> <p>Patient Access Specialist</p> <p>Patient Advocate</p> <p>Patient Care Assistant</p> <p>Patient Care Coordinator</p> <p>Patient Care Scheduler</p> <p>Patient Care Technician</p> <p>Patient Coordinator</p> <p>Patient Enrollment Specialist</p> <p>Patient Experience Associate</p> <p>Patient Navigator</p> <p>Patient Registration Rep</p> <p>Patient Resource Worker</p> <p>Patient Services Representative</p> <p>Payment Reconciliation Team Member</p> <p>Personal Care Aide</p> <p>Personal Care Assistant (PCA)</p> <p>Personal Care Attendant (PCA)</p> <p>Physician Office Specialist</p> <p>Podiatric Medical Assistant</p> <p>Pre-Services Rep</p> <p>Procedure Scheduler</p> <p>Radiology Transcriptionist</p> <p>Receptionist</p> <p>Recovery Specialist</p> <p>Referral &amp; Authorization Coordinator</p>

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Referral Specialist Research Assistant Resident Assistant Resident Care Assistant (RCA) Resource Coordinator ROI Specialist Scheduler Scribe Scrub Tech Secretary Specialty Medical Assistant Specimen Collector Surgical Assistant Telemedicine Medical Assistant Temperature Medical Screener Therapy Coordinator/Receptionist Transcriptionist Trauma Registrar Unit Assistant Unit Clerk Unit Secretary Unit Support Representative Urgent Care Assistant Urology Medical Assistant Ward Clerk
<b>Medical Assistant with Phlebotomy Certificate</b>  Diploma Program	29-2099.08 - Patient Representatives 31-1121.00 - Home Health Aides 31-1122.00 - Personal Care Aides 31-1131.00 - Nursing Assistants 31-9092.00 - Medical Assistants 31-9094.00 - Medical Transcriptionists 31-9097.00 - Phlebotomists 43-6013.00 - Medical Secretaries and Administrative Assistants	Access Representative Accessioner Accounts Payable Processor Administrative Medical Assistant Admissions Coordinator Apheresis Technician Back Office Medical Assistant Behavioral Health Receptionist Billing and Fulfillment Representative Blood Bank Technician Call Center Agent Caregiver Case Management Assistant Case Manager Cast Tech Certified Medical Assistant (CMA) Certified Phlebotomy Technician Chart Completion/Medical Records Rep Chiropractic Assistant

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Clerical Operation Clerk Client Care Coordinator Clinic Front Desk Assistant Clinic Office Assistant Clinic Patient Coordinator Clinical Documentation Specialist Clinical Laboratory Assistant Clinical Medical Assistant Clinical Medical Transcriptionist Clinical Phlebotomist Clinical Research Coordinator Collector Community Health Worker Community Liaison/Admissions Coordinator Cord Blood Tech Critical Care Tech Dental Clinic Office Assistant Dental Receptionist Detox Technician Direct Care Worker Direct Support Professional Doctor's Assistant Documentation Specialist Donor Center Phlebotomist Donor Phlebotomist EKG Tech Eligibility Clerk Eligibility Coordinator Emergency Department (ED) Registrar Emergency Department (ED) Technician Emergency Department (ED) Unit Clerk Emergency Room (ER) Technician Employee Health Coordinator Entry-Level Medical Administrative Coordinator Front Desk Coordinator Front Desk Receptionist Health Assistant Health Coach Health Navigator Health Plan Enrollment Rep Health Services Specialist Health Unit Coordinator Healthcare Assistant Healthcare Interpreter Home Attendant

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Home Care Aide Home Health Aide (HHA) Home Health Provider Hospice Aide Hospital Entry Way Screener Hospital Pathology Department Secretary Hospital Unit Clerk Imaging Tech Assistant Imaging Technician Aide Infection Control Specialist In-Home Caregiver Intake and Referral Specialist Intake Clerk/Filing Clerk Intake Coordinator Intake Specialist Lab Assistant Lab Assistant Lab Associate Lab Liaison Technician Managed Health Associate Med Tech (Medication Technician) Medicaid Service Coordinator (MSC) Medical Appointment Clerk Medical Assistant Medical Imaging Clerk Medical Laboratory Assistant Medical Laboratory Assistant (MLA) Medical Language Specialist Medical Office Rep Medical Office Specialist Medical Receptionist Medical Records Assistant Medical Records Reviewer Medical Records Tech Medical Scribe Medical Secretary Medical Technician Medical Transcriber Medical Transcriptionist Medication Aide Medication Health Associate Medication Line Specialist (CMA or CPHT) Mental Health Technician Mobile Examiner Mobile Injury Response Technician

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Mobile Phlebotomist Nursing Assistant Operating Room (OR) Assistant Operating Room (OR) Scheduling Clerk Operating Room (OR) Technician Ophthalmic Assistant Ophthalmological Assistant Optometric Assistant Orthopedic Medical Assistant Outpatient Medical Assistant Outpatient Surgery Assistant Pathology Transcriptionist Patient Access Clerk Patient Access Coordinator Patient Access Referral Authorization Specialist Patient Access Specialist Patient Advocate Patient Care Assistant Patient Care Coordinator Patient Care Scheduler Patient Care Technician Patient Coordinator Patient Enrollment Specialist Patient Experience Associate Patient Navigator Patient Registration Rep Patient Resource Worker Patient Services Representative Payment Reconciliation Team Member Personal Care Aide Personal Care Assistant (PCA) Personal Care Attendant (PCA) Phlebotomist Phlebotomy Coordinator Phlebotomy Technician Physician Office Specialist Plasma Center Technician Podiatric Medical Assistant Pre-Services Rep Procedure Scheduler Radiology Transcriptionist Receptionist Recovery Specialist Referral & Authorization Coordinator Referral Specialist

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Research Assistant Research Phlebotomist Resident Assistant Resident Care Assistant (RCA) Resource Coordinator ROI Specialist Sample Management Technician Sample Processing Tech Sample Processing Technician Scheduler Scribe Scrub Tech Secretary Specialty Medical Assistant Specimen Collector Specimen Collector Sterile Processing Technician Surgical Assistant Telemedicine Medical Assistant Temperature Medical Screener Therapy Coordinator/Receptionist Tissue Recovery Technician Transcriptionist Trauma Registrar Unit Assistant Unit Clerk Unit Secretary Unit Support Representative Urgent Care Assistant Urology Medical Assistant
<b>Medical Office Assistant</b>  Diploma Program	29-2099.08 - Patient Representatives 31-1122.00 - Personal Care Aides 31-9092.00 - Medical Assistants 31-9094.00 - Medical Transcriptionists 43-6013.00 - Medical Secretaries and Administrative Assistants	Access Representative Administrative Medical Assistant Admissions Coordinator Back Office Medical Assistant Cast Tech Chiropractic Assistant Clinic Office Assistant Clinical Medical Assistant Clinical Medical Transcriptionist Clinical Office Manager Clinical Research Coordinator Community Health Worker Customer Care Representative Detox Technician

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Dialysis Technician Direct Care Worker Direct Support Professional Doctor's Assistant Documentation Specialist EKG Tech Emergency Department (ED) Technician Emergency Room (ER) Clerk Emergency Room Technician Emergency Technician Front Desk Receptionist Front Office Manager Health Assistant Health Coach Health Information Manager Health Services Manager Health Services Specialist Healthcare Administrator Home Care Aide Imaging Tech Assistant Imaging Technician Aide Lab Assistant Managed Health Associate Med Tech (Medical Technician) Medical Assistant Medical Customer Service Rep Medical Laboratory (Lab) Assistant Medical Language Specialist Medical Office Administrator Medical Office Coordinator Medical Office Manager Medical Office Specialist Medical Practice Manager Medical Receptionist Medical Records Management Medical Scribe Medical Secretary Medical Transcriber Medical Transcriptionist Medication Aide Medication Line Specialist Mental Health Technician Mobile Injury Response Technician Operating Room Tech Ophthalmic Assistant

Program	Standard Occupational Codes	Sample of Reported Job Titles
		<p>Ophthalmological Assistant  Optometric Assistant  Orthopedic Medical Assistant  Outpatient Medical Assistant  Outpatient Surgery Assistant  Pathology Transcriptionist  Patient Access Rep  Patient Care Representative  Patient Enrollment Specialist  Patient Service Representative  Patient Services Coordinator  Patient Services Rep  Personal Care Aide  Personal Care Assistant (PCA)  Personal Care Attendant (PCA)  Physician Office Specialist  Podiatric Medical Assistant  Practice Administrator  Radiology Transcriptionist  Records Clerks  Research Assistant  Resident Assistant  Resident Care Assistant (RCA)  ROI Specialist  Scribe  Secretary  Service Center Representative  Specialty Medical Assistant  Specimen Collector  Surgical Assistant  Telehealth Coordinator  Telemedicine Medical Assistant  Teleservice Representative  Temperature Medical Screener  Transcriptionist  Unit Clerk  Unit Support Representative  Urology Medical Assistant  Vaccine Clinic Clerk  Ward Clerk</p>
<b>Medical Office Assistant with Phlebotomy Certificate</b>	29-2099.08 - Patient Representatives 31-1122.00 - Personal Care Aides 31-9092.00 - Medical Assistants	Access Representative Accessioner Administrative Medical Assistant Admissions Coordinator

Program	Standard Occupational Codes	Sample of Reported Job Titles
Diploma Program	31-9094.00 - Medical Transcriptionists 31-9097.00 - Phlebotomists 43-6013.00 - Medical Secretaries and Administrative Assistants	Apheresis Technician Back Office Medical Assistant Blood Bank Technician Cast Tech Certified Phlebotomy Technician Chiropractic Assistant Clinic Office Assistant Clinical Laboratory Assistant Clinical Medical Assistant Clinical Medical Transcriptionist Clinical Office Manager Clinical Phlebotomist Clinical Research Coordinator Collector Community Health Worker Cord Blood Tech Customer Care Representative Detox Technician Dialysis Technician Direct Care Worker Direct Support Professional Doctor's Assistant Documentation Specialist Donor Center Phlebotomist Donor Phlebotomist EKG Tech Emergency Department (ED) Technician Emergency Room (ER) Clerk Emergency Room Technician Emergency Technician Front Desk Receptionist Front Office Manager Health Assistant Health Coach Health Information Manager Health Services Manager Health Services Specialist Healthcare Administrator Home Care Aide Imaging Tech Assistant Imaging Technician Aide Infection Control Specialist Lab Assistant Lab Associate Lab Liaison Technician

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Managed Health Associate Med Tech (Medical Technician) Medical Assistant Medical Customer Service Rep Medical Laboratory (Lab) Assistant Medical Language Specialist Medical Office Administrator Medical Office Coordinator Medical Office Manager Medical Office Specialist Medical Practice Manager Medical Receptionist Medical Records Management Medical Scribe Medical Secretary Medical Transcriber Medical Transcriptionist Medication Aide Medication Line Specialist Mental Health Technician Mobile Examiner Mobile Injury Response Technician Mobile Phlebotomist Operating Room Tech Ophthalmic Assistant Ophthalmological Assistant Optometric Assistant Orthopedic Medical Assistant Outpatient Medical Assistant Outpatient Surgery Assistant Pathology Transcriptionist Patient Access Rep Patient Care Representative Patient Enrollment Specialist Patient Service Representative Patient Services Coordinator Patient Services Rep Personal Care Aide Personal Care Assistant (PCA) Personal Care Attendant (PCA) Phlebotomist Phlebotomy Coordinator Phlebotomy Technician Physician Office Specialist Plasma Center Technician

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Podiatric Medical Assistant Practice Administrator Radiology Transcriptionist Records Clerks Research Assistant Research Phlebotomist Resident Assistant Resident Care Assistant (RCA) ROI Specialist Sample Management Technician Sample Processing Tech Scribe Secretary Service Center Representative Specialty Medical Assistant Specimen Collector Sterile Processing Technician Surgical Assistant Telehealth Coordinator Telemedicine Medical Assistant Teleservice Representative Temperature Medical Screener Tissue Recovery Technician Transcriptionist Unit Clerk Unit Support Representative Urology Medical Assistant Vaccine Clinic Clerk Ward Clerk
<b>Medical Administrative Assistant</b>  Diploma Program	43-6013.00 - Medical Secretaries and Administrative Assistants	Admissions Coordinator Behavior Technician Billing Coordinator Clinic Office Assistant Clinical Research Coordinator Customer Service Concierge Support Front Desk Coordinator Front Desk Receptionist Greeter/Screeener Health Unit Coordinator Insurance Coordinator Medical Administrative Assistant Medical Office Coordinator Medical Office Specialist Medical Receptionist

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Medical Records Clerk Medical Secretary Patient Coordinator Patient Registration Clerk Physician Office Specialist Scheduling Coordinator Secretary Unit Clerk Unit Support Representative Ward Clerk
<b>Phlebotomy Technician</b>  Diploma Program	31-9097.00 - Phlebotomists	Accessioner Apheresis Technician Blood Bank Technician Certified Phlebotomy Technician Clinical Laboratory Assistant Clinical Phlebotomist Collector Cord Blood Tech Donor Center Phlebotomist Donor Phlebotomist Infection Control Specialist Lab Assistant Lab Associate Lab Liaison Technician Medical Laboratory Assistant (MLA) Mobile Examiner Mobile Phlebotomist Patient Service Technician (PST) Phlebotomist Phlebotomy Coordinator Phlebotomy Technician Plasma Center Technician Research Phlebotomist Sample Management Technician Sample Processing Tech Specimen Collector Sterile Processing Technician Tissue Recovery Technician
<b>Legal Administrative Assistant</b>  Diploma Program	43-6012.00 - Legal Secretaries and Administrative Assistants  43-4071.00 - File Clerk  43-4171.00 - Receptionists and Information Clerks	Administrative Clerk Case Manager Claims Clerk Clerk Clerk Specialist Client Intake Specialist

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Confidential Secretary Contract Coordinator Contract Specialist Coordinating Legal Practice Assistant Court Clerk Courtroom Clerk Customer Associate Docketing Clerk Documentation Specialist File Clerk Front Desk Receptionist Information Assistant (Info Assistant) Intake Document Processor Judicial Administrative Assistant Law Clerk Legal Administrative Assistant Legal Administrative Secretary Legal Administrative Specialist Legal Affairs Support Analyst Legal Analyst Legal Assistant Legal Billing Clerk Legal Coordinator Legal Executive Assistant Legal File Administrator Legal Intake Specialist Legal Office Manager Legal Office Support Assistant Legal Records Clerk Legal Secretary Legal Services Specialist Legal Staff Associate Legal Support Specialist Legal Typist Legal Writer Litigation Associate Litigation Practice Assistant Litigation Specialist Magistrate Assistant Office Assistant Probate File Examiner Receptionist Records Clerk Registration Clerk Scheduler

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Secretary
<b>Legal Receptionist / Document Administrator</b>  Diploma Program	43-6012.00 - Legal Secretaries and Administrative Assistants  43-4071.00 - File Clerk  43-4171.00 - Receptionists and Information Clerks	Clerk Clerk Specialist Confidential Secretary Coordinating Legal Practice Assistant Documentation Specialist File Clerk Front Desk Receptionist Information Assistant (Info Assistant) Judicial Administrative Assistant Legal Administrative Assistant Legal Administrative Secretary Legal Coordinator Legal Office Support Assistant Legal Secretary Magistrate Assistant Office Assistant Receptionist Records Clerk Registration Clerk Scheduler Secretary
<b>Paralegal Studies</b>  Associate Degree Program	23-2011.00 - Paralegals and Legal Assistants  43-4031.00 - Court Municipal, and License Clerks  43-4071.00 - File Clerk  43-4171.00 - Receptionists and Information Clerks  43-6012.00 - Legal Secretaries and Administrative Assistants	Admin Assistant/Document Manager Bankruptcy Paralegal Case Manager Certified Paralegal Claims Clerk Clerk Clerk Specialist Client Support Specialist Confidential Secretary Coordinating Legal Practice Assistant Corporate Law Assistant Corporate Paralegal Court Clerk Depo Calendaring Clerk Document Specialist eDiscovery Specialist Environmental Law Paralegal Estate Planning Legal Assistant Executive Assistant Family Law Paralegal Family Partner WRAP File Clerk

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Healthcare Paralegal Immigration Paralegal Information Assistant (Info Assistant) Intake Client Clerk Intellectual Property Paralegal Judicial Administrative Assistant Junior Paralegal Law Associate Law Clerk Legal Administrative Assistant Legal Administrative Secretary Legal Analyst Legal Assistant Legal Coordinator Legal Office Support Assistant Legal Secretary Legal Typist Litigation Paralegal Magistrate Assistant Notary Office Assistant Overflow Legal Secretary Paralegal Paralegal Assistant Paralegal Specialist Project Assistant Real Estate Paralegal Records Clerk Registration Clerk Scheduler Secretary Subcontracts Coordinator
<b>Cosmetology</b>  Diploma Program	39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists  39-5091.00 - Makeup Artists, Theatrical and Performance  39-5092.00 - Manicurists & Pedicurists  39-5093.00 - Shampooers  39-5094.00 - Skincare Specialists  43-4171.00 - Receptionists and Information Clerks	Assistant Manager Assistant Services Coordinator Beautician Beauty Advisor Blow Dry Associate Braider Clinic Floor Lead Color Specialist Commercial Makeup Artist Cosmetologist Esthetician Extension Specialist

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Eyebrow Technician Front Desk Receptionist Greeter Hair and Makeup Designer Hair Assistant Hairdresser Hair Stylist Installment Specialist Lash Technician Makeup Artist Manicurist Microblading Specialist Mortuary Cosmetologist Nail Artist Nail Technician (Nail Tech) Ombre Powder Brow Specialist Pedicurist Permanent Makeup Specialist Receptionist Sales Associate Salon Coordinator Salon Manager Salon Owner Scheduler Shampoo Assistant Shampoo Technician Shampooer Skin Care Technician Skin Care Therapist Spa Technician Special Effects Makeup Artist Stylist Stylist Assistant Texture Specialist Travel Artist Wax Specialist
<b>Barbering</b>  Diploma Program	39-5011.00 - Barbers	Barber Barber Shop Operator Barber Stylist Independent Barber Stylist
<b>Cosmetology            and Barbering</b>	39-5011.00 - Barbers	Assistant Manager Assistant Services Coordinator Barber

Program	Standard Occupational Codes	Sample of Reported Job Titles
Diploma Program	39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists 39-5091.00 - Makeup Artists, Theatrical and Performance 39-5092.00 - Manicurists & Pedicurists 39-5093.00 - Shampooers 39-5094.00 - Skincare Specialists 43-4171.00 - Receptionists and Information Clerks	Barber Shop Operator Barber Stylist Beautician Beauty Advisor Blow Dry Associate Braider Clinic Floor Lead Color Specialist Commercial Makeup Artist Cosmetologist Esthetician Extension Specialist Eyebrow Technician Front Desk Receptionist Greeter Hair and Makeup Designer Hair Assistant Hairdresser Hair Stylist Independent Barber Installment Specialist Lash Technician Makeup Artist Manicurist Microblading Specialist Mortuary Cosmetologist Nail Artist Nail Technician (Nail Tech) Ombre Powder Brow Specialist Pedicurist Permanent Makeup Specialist Receptionist Sales Associate Salon Coordinator Salon Manager Salon Owner Scheduler Shampoo Assistant Shampoo Technician Shampooer Skin Care Technician Skin Care Therapist Spa Technician Special Effects Makeup Artist Stylist

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Stylist Assistant Texture Specialist Travel Artist Wax Specialist
<b>Business Skills Fundamentals</b>  Diploma Program	11-3012.00 - Administrative Services Managers	Administrative Coordinator Administrative Director Administrative Manager Administrative Officer Administrative Service Manager Administrator Business Administrator Business Manager Business Office Manager Facility Manager Office Manager Operations Manager
<b>Business Administration –</b>  Associate of Arts Degree Program	11-3012.00 - Administrative Services Managers  43-1011- First line supervisors of office and administrative support workers  43-9199 - Office and administrative support workers all other	Administrative Coordinator Administrative Director Administrative Manager Administrative Officer Administrative Service Manager Administrator Business Administrator Business Manager Business Office Manager Facility Manager Office Manager Operations Manager School Office Manager
<b>Business Administration with an Emphasis in Healthcare</b>  Associate of Arts Degree Program	11-3012.00 - Administrative Services Managers  31-9092.00 - Medical Assistants  31-9097.00 - Phlebotomists  43-6013.00 - Medical Secretaries and Administrative Assistants	Administrative Coordinator Administrative Director Administrative Manager Administrative Officer Administrative Service Manager Administrator Blood Bank Phlebotomist Business Administrator Business Manager Chiropractic Assistant Clinic Office Assistant Clinical Medical Assistant Doctor's Assistant Front Desk Receptionist

Program	Standard Occupational Codes	Sample of Reported Job Titles
		Health Assistant Lab Liaison Technician Laboratory Phlebotomist Medical Assistant Medical Office Specialist Medical Receptionist Medical Secretary Mobile Phlebotomist Ophthalmic Assistant Ophthalmological Assistant Optometric Assistant Outpatient Surgery Assistant Patient Service Technician (PST) Phlebotomist Phlebotomy Technician Physician Office Specialist Secretary Unit Clerk Unit Support Representative Ward Clerk