

# **ADVANCED COLLEGE**

## **CATALOG**

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## **GENERAL INFORMATION**

### **Mission, Goals, and Objectives**

Advanced College (AC) is a private vocational school offering short and long-term training certificate and associate degree programs. AC's mission is to build an educational setting that allows for an intellectual and productive environment for students in today's advanced technology. This mission aims at providing career education to students of diverse backgrounds, interest, and abilities. Its goal is to provide technical skills and knowledge necessary for employment and career advancement.

AC offers superb educational programs modified to accommodate professional interests and goals of its students. A distinguishing feature of the school is its focus on the importance of individual students' needs. Advanced College provides high-quality career-oriented Computer Technology, Business and Allied Health certificate and Associate of Science in Accounting, Business Administration, Healthcare Management and Medical Assistant.

In order to fulfill its mission and general purposes, the college is committed to the following objectives for its academic units:

- To provide a quality education that challenges its students to accept intellectual, personal, ethical, and social responsibilities, which will guide them to a successful career.
- To offer quality education with a balance of general education and specialized coursework to help students gain the knowledge and skills needed to meet current and future challenges of a global economy.
- To assist students in acquiring new, marketable and computational skills in a problematic and changing world.
- To assist students in their search for employment through effective placement preparation and assistance programs, which will facilitate students' successful transition to their careers.
- To offer a variety of day and evening programs to accommodate the distinctive needs of students.
- To assist in meeting the employment needs of businesses, industries, and the United States government.
- To keep in constant communication, through meetings, with the Program Advisory Committee which serves as a link between the school and the industry.
- To offer programs in career education including associate degree, diploma, certificate and individual classes and to provide academic and support services to serve the needs of the students with sufficient facilities, and current resources.
- To provide an integrated general education in order to build awareness, abilities, and interests and to empower students to become knowledgeable citizens.
- To have advancement from the simple to the complex; from theory to hands-on application in their studies. In the proposed Associate degree programs, students will take part in critical thinking curriculum that reinforces the process of gathering information, processing it and arriving at a supportable conclusion.
- To encourage students, faculty, and staff to share in the responsibility of participation and involvement in the college community and in society, increasing the ability to apply their knowledge and skills in the areas of their life's activities; and enhancing their capacity and motivation for lifelong inquiry and learning.

AC has assessed labor market information, researched the job openings and various economic factors, such as population growth and annual household income, to determine future job prospects so that our educational programs would meet the expectations of the students and the community.

## **History**

Based on over 40 years of teaching experience of its founders, Advanced College (AC) became one of the providers of Information Technology computer-related, business and allied health education and training. Advanced College, is located in the heart of the Los Angeles metropolitan area, one of the fastest growing areas in the nation. Advanced College has emerged as a high-tech educational college, offering an array of certificates and Associate of Science in Accounting, Business Administration, Healthcare Management and Medical Assistant. Since Advanced College first opened its door in 1999, the faculty and administration have combined efforts to develop high quality academic programs so that the needs of both the students and the local and international community would be met.

## **Approval Disclosure Statement**

“This institution has received a temporary approval to operate from the Bureau for Private Postsecondary and Vocational Education. A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the Institution. At the time it is issued, the Bureau has not yet conducted a site visit. It is issued if the Bureau determines the institution’s operational plan satisfies the minimum standards listed in Education Code (CEC) &94900 or 94915, whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct the site visit and inspection of the institution. After that visit, of the institution, the Bureau will then determine whether the institution should be approved on a permanent basis.” AC is authorized under federal law to enroll non-immigrant alien students under the Immigration and Naturalization Service. (Issuing F1 and M1). AC has affiliations with the following organizations and agencies to train eligible participants; Workforce Investment Act (WIA), Veteran’s Educational Assistance (VA), Board of Vocational Nursing and Psychiatric Technicians, State Department of Rehabilitation and Private Vocational Rehabilitation Agencies, and nationally accredited by Commission of the Council on Occupational Education (COE).

### **Academic Programs**

Advanced College is offering the following courses: Administrative Assistant, Computerized Office Assist, Computerized Office Skills, Computerized Bookkeeping/Accounting Clerk, Computerized Accounting, Computer Systems Repair and Software Application, Computer Systems Repair and Microsoft Certified Professional, Computer Networking, Medical Billing/Medical Front Office Assistant, Vocational Nursing, Medical Assistant, Physical Therapy Aide, Massage Therapy, Associate of Science (Accounting, Business Administration, Medical Assistant and Healthcare Management) . AC invites our students to take advantage of the exceptional opportunities provided to them. Our programs offer the framework for a life-changing experience. This life changing experience could lead to a new career, and a job that will reflect the education that you will receive at Advanced College.

### **Physical Facilities**

Advanced College has state-of-the-art technology to assist the student’s learning process. All the facilities and equipment, fully comply with Federal, State, and local ordinances and regulations including Building, Fire, and Health/Safety. AC is available to the handicapped and has student parking close to the facility.

- Learning facilities are equipped with fast Pentium PCs, PC Labs.
- Classrooms and labs equipped with personal computers, printers, electronic typewriters, and other equipment.
- Variety of books and software in the area of Accounting, Word processing, Spreadsheet, Database, Statistics, Mathematics,
- Economics, computer repair, computer networking, Nursing , business , allied health Management is accessible.
- Libraries and Internet access are available. The books and videos are available for checkout for a period of two weeks.
- Advanced college has a resource center that provides students with access to publications. Students may convene as a study group at the location if they so choose.

## **ADMISSION TO THE COLLEGE**

AC will admit students regardless of race, age, sex, religious creed, ancestry, color, national origin, disability, medical condition, marital status, sexual orientation, or status as Vietnam era veteran. Students should demonstrate maturity and motivation toward undertaking an intensive course of study. Additionally, students must demonstrate an ability to advance from the program as determined by the successful completion of an aptitude test.

### **Admission Requirements**

#### **Certificate Program Admission Standards:**

AC applicant requirements are as follows:

- 1) The applicant must be a high school graduate or its equivalent (high school diploma, General Education Development Certificate, GED, or state proficiency certificate, college transcript or college diploma) or interview with an Admissions Representative to determine if the applicant meets established “Ability to Benefit” criteria.
- 2) Pass an entrance exam and/or ability to benefit
- 3) Tour the campus in the company of an Admissions Representative

- 4) Agree to pursue full-time employment within 90 days of graduation.
- 5) Provide employment information after completion of the program

#### **Admission Requirements for Vocational Nursing Program**

- 1) Proof of completion of an approved general education course of study through the 12<sup>th</sup> grade or evidence of completion of the equivalent thereof.
- 2) Completion of Math and Reading (highest scores will be given priority)
- 3) History and physical completed by physician or designee, indicating no restrictions in performing nursing duties required in the Program

Inquiring applicants are scheduled to visit the school. They must have a personal interview with an admission representative. While visiting the school the applicant will:

- 1) Complete a Statement of Qualifications form;
- 2) A personal interview with an Admissions Representative, tour of the facilities and determination of the course of study desired by the applicant;
- 3) Administration of the entrance examination and Ability To Benefit exam (if applicable);

#### **Associate of Science Admission Standards:**

AC applicant requirements are as follows:

- 1) Submit an original high school diploma or original transcript indicating that the student graduated from an accredited high school
- 2) All non-English transcripts must be translated into English and be officially certified by International Evaluators.
- 3) Complete a Statement of Qualifications form (can be done on-line)
- 4) Pass an entrance exam and Admission Aptitude standardized test
- 5) Sign enrollment agreement and other admissions paperwork.
- 6) Pay a Registration Fee of \$75.00

Advanced College informs applicants of their status (acceptance/denial) after the enrollment agreement and the above items are completed. If the school does not accept an applicant, school refunds all fees paid by the applicant.

#### **Admission Procedures for Vocational Nursing Program**

- 1) Prospective vocational nursing students shall submit to the director, official documentation of educational courses completed prior to the personal interview. Foreign transcripts must be translated into English and evaluated prior to submission.
- 2) Prospective vocational nursing students shall submit official documentation of all related work experience, indicating the length of time worked and the duties assigned prior to the personal interview.
- 3) Prospective Vocational nursing students shall have a personal interview with the director of the vocational nursing program
- 4) Prior education, related work experience, the personal interview and admission requirements shall be considered in the selection of candidates.

#### **Additional Requirements for International Student**

- 1) Adequate proof of knowledge evidenced by documentation of credentials, test scores, and verification of skill competencies is required.
- 2) The enrollment agreement is signed and other admissions paperwork is completed.
- 3) Student shall not enroll in any program unless the student passes a test indicating that he/she has attained adequate proficiency in oral and written English to comprehend instruction in English.

### **Application Instructions for International Students:**

In order to apply to for a program at Advanced College, student has to mail the following items to the school:

1. A completed International Application form.
2. US \$75 nonrefundable application fee (payable to Advanced College).
3. Official copies (in English) of all transcripts from all secondary schools, colleges, or universities that you have attended. Each copy must bear the original stamp or seal of the school and signature of a school official attesting that it is a true copy of the original document. Faxes or unofficial photocopies of academic records will not be accepted. Transcripts from Canadian or American school must be sent to Advanced College directly from the school. All transcripts that you submit become the property of Advanced College.
4. \$300 tuition deposit (refundable in \$300 tuition deposit (refundable in case of cancellation)).
5. Proof of financial responsibility.
6. There are not any other charges for issuing I-20 or any services for international student.

### **Programs Schedule**

The starting dates of the programs schedules are based periodically throughout the year. All the admission requirements must be completed within a minimum of two weeks before a program begins.

### **Advanced Standing Credit Policy**

A student who has previous relevant education or experience may apply for advanced standing in a course of study. A maximum of one course may be challenged by examination in a program. For students who wish to obtain advanced standing, the following criteria must be met prior to starting classes at AC.

- 1) A personal interview with the Director of Education.
- 2) A student applying for advanced standing must take, prior to the beginning the program, a comprehensive examination covering appropriate course material and pass with a score of 70% or higher. Also, a maximum of one course may be transferred to AC from another accredited institution toward the AC program. Any transferred courses from other schools must be the same as those offered at AC and must be approved by the Director of Education. All course transfer processes and approvals must be completed prior to starting classes at AC.

### **Advanced Standing Credit Granting for Vocational Nursing Program**

Transfer credit shall be given for related previous education from an accredited institution completed within the last five (5) years. This includes the following courses:

- 1) Successful completion of vocational/practical nursing courses.
- 2) Successful completion of registered nursing courses.
- 3) Successful completion of armed services nursing courses.
- 4) Successful completion of certified nurse assistant courses.
- 5) Successful completion of other courses that is equivalent to courses in the program as determined by the director of the nursing program.

### **Notice Concerning Transferability of Units and Degrees Earned**

Units earned in our programs in most cases will probably not be transferable. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our program, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

## **Vocational Rehabilitation and Work Investment Act applicants**

Students seeking vocational funding through the Veteran's Administration, Workforce Investment Act, Trade Readjustment Act, or through other state or private agencies should contact the appropriate agency. For more information and forms, please contact Financial Aid Department.

## **STUDENT INFORMATION**

### **Professional Conduct of Students**

At AC the student is assumed to have a high degree of loyalty and responsibility to the College, as well as to himself or herself in personal, social, and intellectual pursuits. Students are expected to conduct themselves in a professional manner at all times. Each student is expected to be an example of proper conduct. This includes the student attitude, actions, appearance and attire. The school's administration has the authority to take appropriate action through the administrative disciplinary measures if this code of conduct is not adhered to. The student will be dismissed in the following types of misconduct:

- 1) Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the school, alteration or use of college identification documents with the intent to defraud.
- 2) The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on college premises.
- 3) Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other college activities.
- 4) Failure to comply with directions of school officials acting in the performance of their duties.
- 5) Physical or verbal abuse of any person on school premises or at college-sponsored or supervised functions.
- 6) Blatant disrespect directed toward staff, instructors, or other students.
- 7) Theft of AC property or damage to college premises or to the property of a member of the school community on the college premises.
- 8) Copying college software or placing any personal software onto school computers, or bringing their hardware without staff permission.
- 9) Any violation of Federal, State, or local law on AC premises or at AC sponsored functions.
- 10) The college is not responsible for the loss of personal property belonging to students in any building or on any grounds owned by the college.
- 11) Students not in compliance with the Professional Dress Standards will be sent home and recorded absent.

AC reserves the right to make the administrative and educational decisions as to whether the "Honor System" or code of conduct has been violated. All cases are reviewed on an individual basis. The college's decision is final.

### **Suspensions and Dismissals**

AC reserves the right to dismiss any student whose attendance, conduct, or academic standing does not meet the college's standards. Students who have been suspended or dismissed may be reinstated only upon the approval of the Director of the College. All dismissals and suspensions are determined on an individual basis.

### **Honor System**

Students are expected to do their own work and to receive no unauthorized assistance during examinations or in completing assigned projects. If students have learning difficulties, they should seek assistance from their instructor. Violations of the Honor System are grounds for dismissal.

### **Disclosure of Educational Records**

AC is responsible for maintaining academic records on each student, with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93380 as amended. The law provides that the institution will maintain the confidentiality of each student's

educational records. Written consent is required before education records may be disclosed to third parties, with the exception of accrediting commissions or governmental agencies authorized by law.

### **Record Retention**

All student records are stored on computer disks and kept in a locked fireproof safe organized alphabetically by the student's last name, address, telephone numbers, and other relevant data. Access to student records is restricted to Management and Instructors on a "need-to-know" basis. However, the records are maintained on computer disks for five years and academic transcripts are maintained for fifty years.

### **Professional Dress Standards**

AC's Professional Dress Standards have been established in order to enable our students to become comfortable with the kind of dress expected by the greatest majority of employers. Students are encouraged to pursue the development of these attitudes and behaviors because they will serve in their best interest when it comes time to seek employment.

### **Comprehensive Dispute Resolution System**

AC has created a formal system to facilitate the resolution of any concern or issue with AC, including the process of recruitment and enrollment, the educational process, financial matters, and placement assistance. At the time of enrollment, each student signs a form, which provides a detailed description of this system. The first place to start if you have a concern or issue is to raise it informally with your instructor or, if it is not an instructional issue, with the appropriate AC staff member. If that approach does not resolve your concern, you begin the formal dispute resolution process by presenting a written description of your complaint to your instructor, or in the case of a non-instructional issue, to the appropriate AC staff member. The written complaint, which should be on the AC Complaint Form, should include as much information as possible to assist in addressing your concern, and must include a statement of what you would like done to resolve the matter. That form must be signed and dated, and it must include your address and telephone number. Copies of the AC Complaint Form are available in the office of the School Director. In the event you do not obtain a resolution to your satisfaction at this level, you must request that your complaint be considered by the School Director. You may at any time contact the state approval agency at the following address. AC appreciates the opportunity to address student complaints before this agency is contacted.

**Council on Occupational Education**  
**41 Perimeter Center East, NE Suite 640**  
**Atlanta, GA 30346 at**  
**770-396-3898**

**Board of Vocational Nursing and Psychiatric Technicians**  
**2535 Capitol Oaks Drive, Suite 205, Sacramento, California 95833 at (916) 263-7800**

## **TUITION, FEES AND REFUND CHARGE POLICES**

### **Tuition and Fees**

Tuition and fees are due on the first day of starting each program unless advance arrangements are made. Debts that are not paid in full within 60 days after the students last date of attendance are considered late, and will be subject to late charges of 18% per year (1.5% monthly) on the unpaid balance. If the tuition is not paid after 90 days from the due date, the account will be turned over to a collection agency. Advanced College has the right to refuse service to any student with an outstanding balance or one who has left matriculation with financial obligations unclear. The College has the right to withhold transcripts for nonpayment of tuition.

### **Tuition Fee (Certificate Programs)**

PROGRAMS	PROGRAM LENGTH (HOURS)/Credit Hours	COST OF PROGRAMS Include: Tuition, Registration, Books, and Equipment
Computerized Office Assistant	460	\$5,025+75=\$5,100
Computerized Office Skills	720/34	\$8225+75=\$8,300
Computerized Bookkeeping/Accounting Clerk	460	\$5025+75=\$5,100
Computerized Accounting	720/35	\$8225+75=\$8,300
Computer Repair and Computer Software Applications	460	\$6225+75=\$6,300
Computer Systems Repair and Microsoft Certified Professional	720/35	\$9,625+75=\$9,700
Computer Networking	720/35	\$9,920+75=\$9,995
Medical Billing/Medical Front Office Assistant	720	\$9,825 +75=\$9,900
Medical Assistant	720/34	\$9,825 +75=\$9,900
Physical Therapy Aid	720	\$9,825 +75=\$9,900
Massage Therapist	720	\$9,825 +75=\$9,900
Vocational Nursing	1536	\$24,925+75=\$25,000

### Tuition Fee (Associate Degree)

Degree Program	Cost Per Unit	Registration Fee	No of Credits	Cost for program	Total Tuition
Associate of Science in Accounting	\$300	\$75	63	\$18,900	\$18,975
Associate of Science in Business Administration	\$300	\$75	66	\$19,800	\$19,875
Associate of Science in Medical Assisting	\$300	\$75	66	\$19,800	\$19,875
Associate of Science in Healthcare Management	\$300	\$75	66	\$19,800	\$19,875

### Refundable Policy (Buyer's Right to Cancel)

The student has the right to cancel the enrollment agreement and obtain a refund according to the following refund policy. Student who withdraws up to midnight of the 5<sup>th</sup> business day after the first day of class will receive a one hundred percent (100%) refund on all money paid. Cancellation Notice must be signed, dated and may be mailed or delivered. All cancellations must be in submitted in writing. If the cancellation notice is mailed to the school, it becomes effective as of the postmark, if properly addressed with proper postage. If the School has given the student equipment or books, the student must return the books or equipment within 30 days following the date of the Cancellation Notice. If the student fails to return the books or equipment within this 30 days period, the school may retain that portion of the consideration paid by the student that represents the documented cost of the books or equipment to the student.

### Certificate Program

After the fifth day following the first day of class, cancellation or termination allows the student a refund of moneys paid based on the percent of class completion, computed from the last day the student was in physical attendance. Payments of refunds are to be made within 30 days following the student's withdrawal. The student will be reimbursed based upon the part of the program not completed, excluding un-returned books/supplies and a maximum registration fee of \$75.00. For example, suppose the student paid for tuition \$5,820 (\$5,620 for tuition fee +\$75.00 registration fee +\$125.00 for books and supplies) for a 600 Clock Hour program. Student decides to withdraw after only 150 Clock Hours of instruction and using \$25.00 worth of books. He/she would receive a refund of \$4,315. This is calculated by dividing the amount of clock hours left in the course for which he had paid, (450 Clock Hours), by the amount of instruction he paid for, (600 Clock Hours) and multiplying that fraction times the amount of money paid (\$5,620). This computes out to .75 times \$5,620 for a refund of \$4,215. Once a student has attended beyond midnight of the 5<sup>th</sup> business day, there is no refund of the registration fee of \$75.

All refunds due will be paid by this institution within 30 days of the withdrawal date, based on the last day the student was in physical attendance. A student may terminate enrollment by written notification such as CERTIFIED MAIL, or by filling out and delivering to

the school the Notice of Cancellation form provided to all our students. The effective date of cancellation is the last day the student was in physical attendance.

**Tuition Refund Model (Certificate Program)**

Amount paid in advance	\$5,620.00
Registration Fee	\$75.00
Clock hours paid but not used	(600-150)
Refund of tuition	\$4,215.00
Fee for books	\$125.00
Books used	\$25.00
Actual refund	\$4,315.00

**Associate Degree**

Assume that a student, upon enrollment in a 60unit program, pays \$6,000.00 (\$5,925.00 for tuition, \$75.00 registration fee). Student decides to withdraw after only 15 units of instruction and participation. He/she would receive a refund of \$4,443.75. This is calculated by dividing the amount of units left in the course for which he/she had paid (45 units), by the amount of instruction he/she paid for, (60 units) and multiplying that fraction times the amount of money paid for tuition (\$5,925.00). This computes out to .75 times \$5,925 for a refund of \$4,443.75. Once a student has attended beyond midnight of the 5<sup>th</sup> business day, there is no refund of the registration fee of \$75.

All refunds due will be paid by this institution within 30 days, of the withdrawal date. A student may terminate enrollment by written notification such as CERTIFIED MAIL, or by filling out and delivering to the school the Notice of Cancellation form provided to all our students. The effective date of cancellation is the last day the student was logged during an online session. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs: a) You notify the school of your withdrawal or the actual date of withdrawal; b) The institution terminates your enrollment; c) You fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. The College refund policy is as follows:

**Tuition Refund Model (Associate Degree)**

Amount paid in advance	\$6,000.00
Registration Fee	\$75.00
Units not completed	(60-15)
Refund of tuition	\$4,443.75
Actual refund	\$4,443.75

Also, according to Council on Occupational Education, the refund policy shall be as follows:

- After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- After the 10% of the period of financial obligation and until the end of the first 25% of the period of financial obligation, the institution shall refund at least 50% of the tuition;
- After the 25% of the period of financial obligation and until the end of the first 50% of the period of financial obligation, the institution shall refund at least 25% of the tuition; and,

After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

**Student Tuition Recovery Fund (STRF)**

California law requires that, upon enrollment, a fee be assessed to protect any California resident from losing money (Education Code

Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might experience a financial loss as a result of untimely school closure. You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

- 1) You are not a California resident,
- 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Students must keep a copy of any enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school. Such records substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within one year following the school closure. Questions regarding STRF can be directed to the

**Bureau for Private Postsecondary and Vocational Education**  
**1625 North Market Blvd., Suite S-202, Sacramento, CA 95798-1924 at (916) 574-7720.**

## **GENERAL ACADEMIC MATTERS**

### **Method of Instruction**

Classes are structured so that each student receives lectures, practice problems, reviews, and regular examinations as a part of each course module. In addition, Vocational Nursing students receive the appropriate clinical experiences in approved clinical facilities. Class approximately projects to have five to 20 students for computer classes and a maximum of forty-five (45) students in the Vocational Nursing Program. These class sizes will provide opportunity to the students to receive the highest quality of education during their study at our school. All Programs and Courses are taught in English.

### **Office Hours**

The school's offices are open from 8:00 a.m. to 6:00 p.m. on Monday through Friday, excluding holidays.

### **Program Hours (Certificate Program)**

MORNING CLASSES:	Monday - Friday 8:00 a.m. - 1:00 p.m.
AFTERNOON CLASSES:	Monday - Friday 1:00 p.m. - 6:00 p.m.
EVENING CLASSES:	Monday - Friday 5:00 p.m. - 9:00 p.m.

### **Program Hours (Associate Degree)**

All Associate Degree Hours will be based on online or in- campus session schedules.

### **Credits Policy (Certificate Program)**

A clock hour is one class period of approximately 60 minutes in length, 50 minutes of lecture, demonstration, faculty –supervised laboratory, or similar learning activity takes place, and 10 minutes are given for a break. Note: The clock hours in the diploma/certificate that you will earn in Advanced College will probably not be transferable to any other college or university.

### **Credits Policy (Associate Degree)**

Advanced College adopts the semester unit system for all its credits. One semester unit normally requires one hour of class work and at least two or more hours of outside study per week for a total of 16 weeks.

### **Grading Policy**

The following grades are authorized for recording on the student's official academic record maintained in the office of College Director. Grades to be reported as letters from A through D, F, W, and I with honor points assigned as follows:

**Grade Scale:**

GRADE	GRADE POINTS	SCORE	EXPLANATION
A	4.0	90 - 100%	Excellent
B	3.0	80 - 89%	Above Average
C	2.0	70 - 79%	Average
D	1.0	60 - 69%	Below Average
F	0.0	Below 60%	Failure
I	0.0	N/A	Incomplete
W	0.0	N/A	Withdrawal
P	0.0	N/A	Passing

A student earning a grade of D or above is considered to have passed the course and is eligible to pursue further studies. A student receiving a grade of F has failed a course. A failed course must be repeated and passed to meet AC graduation requirements. The Career Development course is graded on a pass/fail basis. Students who successfully complete the course will receive a p grade. The grade of "P" has no effect on grade point average. In the event a course is repeated, the original grade is replaced with the most current grade earned. The original grade is not included in calculating the cumulative GPA, but is noted on the permanent transcript.

**Grading Policy Vocational Nursing Program**

The Vocational Nursing Program students are graded according to achievement of the objectives in theory and in the clinical setting. Students shall receive grades for textbook homework, other assignments, quizzes, final examinations and attendance participation. Grading is as follows:

SCORE	GRADE
91-100%	A
82-90%	B
75-81%	C
<75%	F

Students receiving less than 75% on a final examination shall be given an opportunity at remediation and write an alternate final examination. The student must pass the remake final examination with 75% or above. Regardless of the grade on the remake final examination, the student shall receive a maximum grade of 75% (C) for that module.

**Clinical:**

Students shall be evaluated on achievement of clinical objectives by a Satisfactory, Needs improvement, or Unsatisfactory grade.

**Satisfactory Academic Progress (SAP)**

Standards of satisfactory academic progress apply to all students. Students must show satisfactory academic progress, achieve minimum academic standards, progress at a satisfactory rate toward program completion, and complete the program of study within 1.5 times the scheduled length of the program. The maximum time frame in which a student must complete his or her program is a period equal to 1.5 times the normal length of time required to complete the program for which the student is enrolled (e.g. programs of 20 weeks in length must be completed within a maximum time frame of 35 weeks.) Periods during an approved leave of absence are not counted towards the maximum time frame of the program. All periods of attendance are counted towards the maximum time frame and the clock hours completed.

**Maximum Program Length**

A student in a program of study must successfully complete that program of study within 1.5 times the standard length of the program measured in semester credit hours.

**Evaluation Points**

At the end of each module course completion and cumulative GPA must be achieved. For example, Student Academic Progress (SAP) at Midpoint program for 30 weeks is formally evaluated according to the following chart:

Minimum Cumulative GPA:	70% (2.00)
Minimum Clock Hours completed	80%

If by the end of the 3<sup>rd</sup> module the student has not raised the cumulative GPA and successfully completed the quarter credits, he/she will be placed on probation.

### **Academic Warning**

Any student who receives a grade of "D" or "F" in any module may be placed on academic warning. As a warning, the student will be counseled in the hope that academic performance can be improved.

### **Academic Probation**

Students not meeting requirements set forth in Attendance, Satisfactory Academic Progress and Student Conduct will be placed on academic probation for the subsequent module (6 weeks). Students placed on probation will be informed in writing, and must adhere to the terms and advisement defined in the notification or will be terminated from AC.

### **Academic Dismissal**

Students will be dismissed for the following reasons:

Violating AC's student conduct policy. Failure to remove himself or herself from academic, attendance, or student conduct probation. In these situations, a committee will be formed and the student will be interviewed, and on suspension for a maximum of three days. This is the time the student may discuss if the school should take actions in dismissal or not. AC will notify the student in writing of suspension or dismissal. Students who are dismissed are required to return all materials loaned to them by the school. Serious infractions such as intoxicated behavior, cheating, threatening or violent behavior may be cause for dismissal without prior suspension status. Students desiring to re-enter after a voluntary withdrawal must submit a written request to the school director. The Academic Committee must approve a second re-entry request from the same student.

### **Student Appeal Process**

A student who is subject to an academic dismissal may appeal the decision to the School Director in writing. School officials must receive the appeal within ten calendar days of being notified of the dismissal. Within 10 days of receiving a written appeal, school's Director has the authority to waive standards for satisfactory progress in those cases where it can be shown that mitigating circumstances beyond the control of the student prevented him or her from achieving the minimum levels of performance required.

### **Incomplete:**

A grade of "incomplete" will be given in classes attempted which are not completed and for which a withdrawal was not granted. No credit is granted for an incomplete, until it is made up for. Students earning a grade of Incomplete will have a period of time not to exceed six weeks in which to complete the requirements of the course and receive a letter grade. If the class is not successfully completed within prescribed time the grade of "F" will replace the incomplete.

### **Replacing Grades:**

Student must obtain a passing grade for failed courses before graduation. Class assignments and replacing of failed courses must occur within the maximum time frame as established for each program. The student may repeat a failed class once and can only compensate for the grade by passing the course through re-enrollment. The new grade is re-calculated into the GPA and marked into the transcript. The old grade is maintained but not computed into the GPA.

### **Leave of Absence**

A leave of absence may be granted for illness, military duty, and death of an immediate family member or other legitimate reasons. No more than one leave of absence shall be permitted per student during their course of study at AC, provided the leave does not exceed one academic session or as determined under special circumstances. A leave of absence in excess of 180 days will result in withdrawal of the student from the program. Any leave will be granted only under exceptional circumstances and only after review by the School Director. A student requesting a leave of absence must do so in writing, stating the beginning and ending dates of the leave, the reason for the leave and provide any necessary documentation to support any claims of medical necessity or family emergency. The normal length of time for a leave of absence from a course module is until the beginning of the next module. The period of time for an

approved leave of absence is not calculated in the calculation of a student's maximum time frame. The evaluation points are recalculated when the student returns from an approved leave of absence.

Due to the scheduling of the program, Vocational Nursing Program students are not allowed to take a Leave of Absence.

### **Attendance Policy**

Advanced College expects students to attend all classes; missing even one class will make it difficult to catch up. Instructors take roll enabling them determine excessive absence patterns and to counsel those students having excessive absence patterns. Excessive absences may result in a student being put on probation. AC's procedure for monitoring attendance are as follows:

- Attendance will be recorded at each class on a daily basis. The information is recorded on the student's master grade and attendance sheet.
- If a student arrives to class more than 15 minutes late or leaving class early, it will be considered a tardy. Five marks of tardiness will equal one absence.
- If a student's attendance falls below an overall 80% at the end of a module, he/she will be placed on attendance probation for the next 6-week module. During the next 6-week module the student must attain an 80% attendance or he/she will be subject to termination.
- School's Director will counsel with the student regarding the reasons for poor attendance. Documentation of the meeting results will be placed in the student's file.
- If a special incident occurs to explain the absences (such as documented illness, death in the family, etc.), then AC will state this in the advisory form and the student will not be required to make up any of the missed days unless it is necessary to enhance their GPA or obtain critical material that was missed.

It is the policy of Advanced College to identify students whose attendance falls below acceptable standards of 80% for a six-week module, and then to actively counsel the student regarding lack of attendance and ultimate success in school and career. Attendance is monitored on a daily basis; however, the student's attendance percentage is monitored at the end of each module. Students who fall below 80% cumulative attendance at the end of the module will be placed on probation for the following six-week period.

### **Attendance Policy Vocational Nursing Program**

It is of the utmost importance that students attend each class and clinical opportunity to maximize their learning. Make up time is required for clinical hours missed. Students who miss theory hours are held responsible for material covered during those class sessions and makeup hours may be required to assure mastery of subject material.

### **Change of Program**

Students who wish to change programs must have written permission from the Director of AC or their academic counselor and must complete the current course. Only the grades for the same courses that exist in the new program will count towards the credits required for graduation. Additional upgrade charges may also apply. Students who drop out of a course will receive a grade of "W" for that course.

### **Make-up Assignments**

Any student missing a test when it is administered or missing an assignment at the time that it is due must receive the approval of the instructor in order to make up the test or assignments. If approval is granted, the test or assignment must be made up within 10 school days or within a reasonable period of time as determined by the instructor, or an automatic zero will be assigned. Make-up tests and assignments may be subject to a reduction in the grade.

### **Requirements for Graduation**

Students who have completed a program and achieved a minimum GPA of "C" or GPA of 2.0 or higher, in each class will receive a certificate. In order to graduate and get a certificate, students must have taken care of all financial, academic, and other duties to the school. If a student discontinues before graduation, he/she may request certificates of completion for certain specified courses. The term of completion for a student's training program cannot be more than one and a-half times the length of their program.

## **STUDENT SERVICES**

Student services are provided through programs offered to stimulate student development, personal, and social growth. These procedures at AC contribute to the career development goals of the students attending school. AC provides variety of services to the students, including the following:

### **Academic Advising**

Advice and advising are provided for each AC student. Advisors help each student establish educational programs and plans. Every student is important to our college. After each mandatory evaluation for satisfactory academic progress, each student's records will be checked to determine if the student is progressing satisfactorily.

- Every student is assigned a faculty member as an advisor in his or her respective field of interest. The Advisor assists the student with class schedule, records evaluations, provides library assistance, and hardware/software counseling. Every student must assume responsibility for insuring that he or she is aware of the academic requirements for the certification that they are pursuing.
- Students who are on academic probation or are classified as being on extended enrollment status will be assigned an academic advisor, monitored, and counseled at least once per module until adequate progress is achieved.
- Advanced College has a resource center that provides students with access to publications. Students may convene as a study group at the location if they so choose.

### **Job Placement Assistance**

Placement services available to students include:

- Providing general information on job opportunities with the demands of local businesses and governmental agencies explained
- List of known vacancies and job opportunities
- Contacting prospective employers to identify job opportunities
- Assisting with employment applications and resume preparation
- Assisting the student in obtaining interviews with employing personnel
- Following up with graduates after placement

The College will make the best effort to help and assist students in job placement, but no guarantee of employment can be made based upon state law.

### **Resume Development**

Towards the end of each program, AC provides classes free of charge to prepare students for resume writing, interviewing techniques, writing cover letters and follow-up letters. Additionally, students can participate in mock interviews if so desired.

### **Tutorial Assistance**

The student should contact the instructor for help with specific courses and specific times for the tutorial workshop.

### **Housing**

The school does not have a dormitory facility under its control and is not responsible for providing student housing. However, student services are willing to provide information regarding suitable housing within the area upon inquiry by students.

## **OVERVIEW OF FINANCIAL AID**

AC participates in several Federal Financial Assistance programs and School Financial Assistance:

- Federal Pell Grant
- Federal Family Education Loan Program (FFELP)
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal Parent Loans for Undergraduate Students (FPLUS)

### **Federal Pell Grant**

The Federal Pell Grant is funding the federal government provides for a students education that the student does not need to repay. Federal Pell Grants are awards available to undergraduate students who have not obtained a Bachelor's Degree. The Federal Pell Grant Program was designed as a "foundation" of the student financial aid package. In order to qualify for a Federal Pell Grant, students must demonstrate financial need based on a need analysis developed by the federal government. For the 2003-2004-award year the maximum Federal Pell Grant award is \$4,050.

### **Federal Stafford Loan Program**

A student may borrow up to \$2,625.00 in Subsidized and \$4,000.00 in Unsubsidized Stafford loans for the first year of study (lower limits may apply to some programs). The interest for these loans is at a variable cap not to exceed 8.25%. Repayment is optional, not required, while the student remains in school on at least a half-time basis. If the student chooses to not begin repayment during his/her enrollment period, repayment will then begin six months after the students last day of attendance either by graduating, withdrawing or being withdrawn. The six-month period is known as the student's grace period.

Interest for the Federal Stafford loans, both Subsidized and Unsubsidized, starts to accrue when the loans are disbursed (approximately thirty-one days after the student starts class). The federal government has elected to pay the interest for the Subsidized portion of the student's loan during the time the student is in school as well as during the six-month grace period. The six-month grace period starts when the student completes the program or is no longer enrolled in the program. The student then becomes responsible for the interest on the Subsidized portion of his/her loan upon completion of the six-month grace period. The federal government, however, does not pay any interest for the unsubsidized portion of a student's Stafford loan. Any interest, which does accrue on a student's unsubsidized portion of his/her Stafford loan, will be capitalized (added) to the students loan balance upon the expiration of the student's six-month grace period unless the student elects to pay the interest while in school.

### **Federal Parent Loans to Undergraduate Students (PLUS)**

For eligible students, a parent may borrow up to the cost of attendance, to include direct and indirect costs, annually on behalf of the student. The parent may choose to only borrow the remaining cost of the student's education minus any other financial aid the student may have already received or the parent may choose to borrow the full amount of the students education not including any other financial aid. Unlike the Federal Stafford loans, the Federal PLUS loan is credit based. The parent applying for the Federal PLUS loan will be required to complete a simple pre-approval application. A response to the application will be received within one to two days. The interest rate on the Federal PLUS Loan is at a variable cap not to exceed 9%. Repayment on this loan begins within 60 days after the loan has been fully disbursed.

## **HOW TO APPLY FOR FINANCIAL AID**

AC utilizes the Free Application for Federal Student Aid (FAFSA) as the primary application to determine students financial aid eligibility. The process for applying is as follows:

- 1) The student obtains a FAFSA from the Financial Aid Office.
- 2) The student carefully completes the FASFA along with any other supporting documentation requested by the Financial Aid Officer. If the student estimates any of his/her income information, the student may be required to verify his/her actual income prior to any disbursements of federal funds.
- 3) The student returns the requested documentation to the Financial Aid Office.
- 4) Based on the information received the Financial Aid Officer will determine the student's eligibility.
- 5) The student will receive a Preliminary Award with his/her estimated financial aid listed.
- 6) Any further documents are completed.

- 7) The student received an Award Letter confirming his/her financial aid.

Normally, processing a student's financial aid takes 30 days.

## **HOW AWARDS ARE DETERMINED**

With the exception of the Federal Unsubsidized Stafford and Federal PLUS loans, most federal student aid is awarded on the basis of a student's need. A student's need is determined by subtracting the student's Expected Family Contribution (EFC) from the student's Cost of Attendance (COA).

$$\begin{array}{r} \text{COST OF ATTENDANCE} \\ - \text{EXPECTED FAMILY CONTRIBUTION} \\ = \text{FINANCIAL NEED} \end{array}$$

The EFC is the amount the federal government determines the student is expected to contribute towards his/her education. The information the student reports on the FAFSA is used to calculate the student's EFC. The student's COA is the actual tuition and fees for which a student is charged combined with standard room and board, personal expenses, and transportation expenses multiplied by the number of months in the funded year. AC uses the annual budgets provided by the California Student Aid Commission in the calculation of each student's COA. Any loan fees assessed will also be calculated into the student's COA.

## **OTHER FINANCIAL AID INFORMATION**

The Financial Aid Office provides additional financial aid brochures and information on the above mentioned student aid programs which contain more specific information on students rights and responsibilities, eligibility, need and detailed descriptions of the financial aid programs available.

### **Treatment of Title IV Fund When a Student Withdraws**

If you withdraw from school and are a Title IV recipient, both the State of California refund and the new return to Title IV is calculated. The Return to Title IV funds is calculated based on the portion of time earned during the school's defined payment period. Either the school or the student will return the unearned portion determined to be returned. The results are compared to the State of California refund policy, which is explained in the school catalog to determine the larger refund due.

### **Refund Distribution Policy**

The school must return the unearned Title IV aid for which it was paid in the following order, up to the total net amount disbursed from each source:

- 1) Unsubsidized FFEL
- 2) Subsidized FFEL
- 3) FFEL PLUS
- 4) Federal Pell Grant
- 5) FSEOG
- 6) Other Title IV programs
- 7) Other programs
- 8) Student

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds to the following sources in the following order. Amounts to be returned to grants are reduced by 50%.

- 1) Unsubsidized FFEL
- 2) Subsidized FFEL
- 3) FFEL PLUS
- 4) Federal Pell Grant (50%)
- 5) Federal SEOG (50%)

### **Drug-Free Schools and Campus Act Policy**

AC is a state approved private postsecondary institution that is required to have all students follow all of the standards of conduct required by the state of California regarding the Drug-Free Schools and Campuses Act. This law prohibits all use or unlawful possession, or distribution of illicit drugs and alcohol on school property.

It must be clearly understood by all students that the sanctions for violating these State, and Federal laws will be strictly enforced. Possession or being found under the influence of drugs can be punishable by imprisonment in state jail for up to 1 year for the first offense.

In addition to the legal risks associated with drugs, a health risk should also be of concern to students attending AC. For your information listed below is a description of the expected health risks that are common to students like yourselves that choose to take the chance to use drugs and alcohol while attending AC and after completion of training.

#### **Health Risk of Using Drugs**

- Nerve cell damage
- Impairment in learning, and memory, precision, and judgment
- AIDS, hepatitis and other disease caused by injecting cocaine with contaminated equipment
- Death by cardiac arrest or respiratory failure
- Addiction

#### **Health Risks of Using Alcohol**

- Dizziness and Slurred Speech
- Nausea, Vomiting and Hangovers
- Impaired Motor skills
- Fetal Alcohol syndrome
- Respiratory Depression and Death
- Addiction

AC does not provide drug counseling, treatment, or rehabilitation programs as part of our student services but we will give students a referral to counseling treatment or rehabilitation programs available to all students. If a student has a problem with any association with drugs and alcohol, they will be tested by a certified testing agency. If the tests result in a positive determination by Lab Inc. of America, the student will be referred to counseling.

Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully completed a certified rehabilitation program.

## DESCRIPTION OF PROGRAMS

Please be advised that units earned in our programs in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our programs, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

## CERTIFICATE PROGRAMS

### Computerized Office Assistant

This program familiarizes students with a wide variety of computerized business applications and achieves a high level of expertise in selected applications. These skills will enable graduates to qualify for entry-level positions such as Word Processor, Data Entry Specialist, Office Assistant, Office Automation Clerk, Administrative Assistant, and / or Executive secretary in the public or private sectors. Classes in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours
CS 100	Introduction to Computers	50	50	100
CS 110	Word Processing I	50	50	100
CS 115	Word Processing II	20	20	40
CS 120	Spreadsheet I	50	50	100
CS 125	Spreadsheet II	20	20	40
CS 140	Microsoft Office PowerPoint	20	20	40
EP 300	Employment Preparation	20	20	40
<b>Total</b>		<b>230</b>	<b>230</b>	<b>460</b>

### Computerized Office Skills

This program familiarizes students with a wide variety of computerized business applications and achieves a high level of expertise in selected applications. These skills will enable graduates to qualify for entry-level positions such as Computer Operator, Data Entry Specialist, Office Assistant, Office Automation Clerk, Administrative Assistant, Bookkeeper and / or Executive secretary in the public or private sectors. Classes in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/Credit
CS 100	Introduction to Computers	50	50	100
CS 110	Word Processing I	50	50	100
CS 115	Word Processing II	20	20	40
CS 120	Spreadsheets I	50	50	100
CS 125	Spreadsheets II	20	20	40
CS 130	Data Base Management Systems	50	50	100
CS 140	Microsoft Office Power Point	20	20	40
ACC 110	Computerized Accounting I	50	50	100
Bus 200	Externship			60
EP 300	Employment Preparation	20	20	40
<b>Total</b>		<b>330</b>	<b>330</b>	<b>720/34</b>

### Computerized Bookkeeping/Accounting Clerk

This program familiarizes students with a wide variety of computerized business applications and achieves a high level of expertise in selected applications. These skills will enable graduates to qualify for entry-level positions such as Computerized Accounting Clerk, Bookkeeper, Accounting Assistant, and Accounts Receivable/ Payable. Classes in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours
CS 100	Introduction to Computers	50	50	100
CS 110	Word Processing I	50	50	100
CS 120	Spreadsheet I	50	50	100
BUS 120	Computerized Bookkeeping	50	50	100
CS 150	Microsoft Outlook	10	10	20
EP 300	Employment Preparation	20	20	40

<b>Total</b>		<b>230</b>	<b>230</b>	<b>460</b>
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### Computerized Accounting

This program familiarizes students with a wide variety of computerized business applications and achieves a high level of expertise in selected applications. These skills will enable graduates to qualify for entry-level positions such as Computerized Accounting Clerk, Bookkeeper, Accounting Assistant, Accounts Receivable/ Payable, and Payroll Processor. Classes in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/Credit
CS 100	Introduction to Computers	50	50	100
CS 110	Word Processing I	50	50	100
CS 120	Spreadsheets I	50	50	100
CS 125	Spreadsheets II	20	20	40
CS 130	Data Base Management Systems	20	20	40
BUS 120	Computerized Bookkeeping	50	50	100
ACC 110	Computerized Accounting I	50	50	100
ACC 120	Computerized Accounting II	50	50	100
EP 300	Employment Preparation	20	20	40
<b>Total</b>		<b>360</b>	<b>360</b>	<b>720/35</b>

### Computer Repair and Computer Software Applications

This program familiarizes students with computer networking and repair. Students will learn the Microsoft Windows products and computer hardware. The knowledge and skills gained will prepare the student for a variety of entry-level positions such as Computer Repair Technician, Field Service Technician, Network Technician, Corporate Product Support, Help Desk Support, Technical Support Specialist, and Network Administrator. Classes in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours
CS 100	Introduction to Computers	50	50	100
CS 140	Microsoft Office Power Point	20	20	40
CS 150	Microsoft Outlook	10	10	20
CS 200	Computer Systems Repair	70	70	140
CS 205	Adv. Computer Sys. Repair	60	60	120
EP 300	Employment Preparation	20	20	40
<b>Total</b>		<b>230</b>	<b>230</b>	<b>460</b>

### Computer Systems Repair and Microsoft Certified Professional

This program familiarizes students to troubleshoot, analyze, repair and perform maintenance on modern personal computers and computer networks. These skills will qualify graduates for entry-level positions such as Computer Repair Technician, Technical Installer, Help Desk, Computer Phone Support, Field Service Technician, Computer Sales, Software Technician, Configuration Technician, Equipment Maintenance Technician, I.S. Technician, Test Technician, Computer Bench Technician, and Network Administrator. Classes in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/Credit
CS 100	Introduction to Computers	50	50	100
CS 200	Computer Systems Repair	70	70	140
CS 205	Adv. Computer Sys. Repair	60	60	120
CS 210	Computer Network I	90	90	180
CS 220	Computer Network II	70	70	140
EP 300	Employment Preparation	20	20	40

<b>Total</b>		<b>360</b>	<b>360</b>	<b>720/35</b>
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### Computer Networking

This program familiarizes students with hardware maintenance, hardware compatibility and networking microcomputers. Students will learn the Microsoft Windows products and computer hardware. These skills will qualify graduates for entry-level positions such as Network Technician, Network Administrator, Network Consultant, Networking Engineer, LAN Administrator, Windows NT Administrator, Corporate Product Support, Help Desk Support, and Technical Support Specialist. Classes in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/Credit
CS 100	Introduction to Computers	50	50	100
CS 200	Computer Systems Repair	70	70	140
CS 210	Computer Network I	90	90	180
CS 220	Computer Network II	70	70	140
CS 230	Computer Network III	60	60	120
EP 300	Employment Preparation	20	20	40
<b>Total</b>		<b>360</b>	<b>360</b>	<b>720/35</b>

### Medical Billing /Medical Front Office Assistant

This program familiarizes students with the medical terminology, diagnosis, procedure coding, basic anatomy, physiology, and insurance concepts. These skills will qualify graduates to qualify for entry-level positions such as medical office clerks, medical receptionist, medical billers and coders, and medical transcribers. Classes in this program include:

Catalog No.	Classes Listing	lectu	Lab Hours	Total Hours
ACC 110	Computerized Accounting I	50	50	100
CS 100	Introduction to Computers	50	50	100
CS 110	Word Processing I	50	50	100
CS 150	Microsoft Outlook	10	10	20
BIO 100	Intro to Medical Office Procedures	20	20	40
BIO 110	Anatomy & Physiology	20	20	40
BIO 120	Medical Billing	10	10	20
BIO 130	Medical Insurance Coding	10	10	20
BIO 150	Medical Office Software	20	20	40
BIO 410	CPR and First Aid	40	40	80
Bio 420	Medical Law and Ethics	20	20	40
EP 300	Employment Preparation	20	20	40
BIO 225	Externship			80
<b>Total</b>				<b>720/34</b>

### Medical Assistant

This program familiarizes students with the theory and hands-on skills necessary for entry-level positions in the medical assistant field. The goal of the program is to assist on the Registered Medical Assistant practical and written exams throughout the course work. These skills will enable graduates to qualify for work as administrative and clinical assistant, medical records clerk, medical office manager, medical insurance billing clerk, medical receptionist, and working directly with physicians or podiatrists. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/ Credit
CS 100	Introduction to Computers	50	50	100
BIO 100	Intro /Medical Office Procedures	20	20	40
BIO 120,130,150	Medical Billing/ Medical Office Software	40	40	80
BIO 110	Anatomy & Physiology	20	20	40
BIO 190	Pharmacology	40	40	80

BIO 400	Lab Procedures	40	40	80
BIO 410	CPR and First Aid	40	40	80
BIO 420	Medical Law, and Ethics	20	20	40
BIO 430	Minor Surgical Techniques	40	40	80
BIO 200	Externship			60
EP 300	Employment Preparation	20	20	40
<b>Total</b>		<b>330</b>	<b>330</b>	<b>720/34</b>

### Massage Therapy

This program familiarizes students with the theory and hands-on clinical skills necessary for entry-level positions as a Massage Therapist. The goal of the program is to assist Professional Massage Therapists trained to sit for the National Certification Board for Therapeutic Massage and Bodywork examination (NCBTMB) in Massage Therapy. These skills will enable graduates to qualify for work in various health care settings, including a hospital, chiropractic office, massage clinic, nursing home, health club, spa or in private practice. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/ Credit
CS 100	Introduction to Computers	50	50	100
BIO 100	Into to Medical Office Procedures	20	20	40
BIO 110	Anatomy and Physiology	50	50	100
BIO 310	Intro to Massage Therapy	20	20	40
BIO 320	Basic Massage Applications	30	30	60
BIO 330	Swedish Massage, Deep Tissue Massage, and Kinesiology	40	40	80
BIO 340	Sports Massage, Reflexology and Shiatsu Massage	40	40	80
BIO 350	Hygiene and Nutrition	30	30	60
BIO 360	Spa Massage	20	20	40
EP 300	Employment Preparation	20	20	40
BIO 200	Externship			80
<b>Total</b>		<b>320</b>	<b>320</b>	<b>740/35</b>

### Physical Therapy Aide

This program familiarizes students with the theory and hands-on clinical skills necessary for entry-level positions as a Physical Therapy Aide. This program prepares the student for assisting the physical therapist in office procedures and administering physical therapy treatment programs. The student will be able to assist with various forms of treatments, such as motion exercises, massage, ultrasound and other clinical procedures. These skills will enable graduates to qualify for work in various health care settings, including a hospital, chiropractic office, rehabilitation clinic, nursing home, health club, or in private practice. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/ Credit
CS 100	Introduction to Computers	50	50	100
BIO 100	Into to Medical Office Procedures	20	20	40
BIO 130	Medical Billing, Insurance Coding, and Medical Office Software	40	40	80
BIO 110	Anatomy and Physiology	40	40	80
BIO 310	Intro to Massage Therapy	20	20	40
BIO 330	Swedish Massage, Deep Tissue Massage, and Kinesiology	40	40	80

BIO 340	Sports Massage, Reflexology and Shiatsu Massage	40	40	80
BIO 355	Physical Therapy	40	40	80
EP 300	Employment Preparation	20	20	40
BIO 200	Externship			100
<b>Total</b>		<b>310</b>	<b>310</b>	<b>720/34</b>

### Vocational Nursing

This program familiarizes students with the theory and hands-on clinical skills necessary for entry-level positions as a Licensed Vocational Nurse. The goal of the program is to assist Licensed Vocational Nurses as Approved by the Bureau of Vocational Nursing & Psychiatric Technicians. These skills will enable graduates to qualify for work in various medical practice settings including inpatient, outpatient, hospice, home health and various hospital settings. Courses in this program include:

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours/ Credit
Level-I	Nursing Fundamentals	128	45	173
Level-II	Pharmacology	54	19	73
Level-II	Medical-Surgical-Integumentary	27	10	37
Level-II	Nutrition	19	6	25
Level-II	Medical-Surgical-Cardiovascular	34	12	46
Level-II	Gerontology	30	11	41
Level-II	Medical-Surgical-Respiratory	26	9	35
Level-III	Medical-Surgical-Genitourinary	28	10	38
Level-III	Medical-Surgical-Musculoskeletal	24	9	33
Level-III	Psychology-Mental Health Nursing	24	9	33
Level-III	Maternity	26	9	35
Level-III	Medical-Surgical-Gastrointestinal	36	12	48
Level-III	Medical-Surgical-Neurosensory	32	11	43
Level-III	Growth and Development	15	5	20
Level-III	Pediatrics	18	6	24
Level-III	Medical-Surgical-Endocrine	35	12	47
Level-III	Leadership and Supervision	24	9	33
	Clinical		752	752
	<b>Total</b>	<b>580</b>	<b>956</b>	<b>1536/62</b>

### English as a Second Language (ESL)

This program is designed to equip students with the English language and cultural proficiency in order to use their already existing knowledge, training or skills in pursuit of an occupation. A secondary purpose is to improve the communication skills of international students in both the work force and in society. The ESL classes offered at AC are designed to help students attain academic knowledge, comprehension, and/or fluency in American English.

Catalog No.	Classes Listing	Lecture Hours	Lab Hours	Total Hours
ESL 100	Reading	100	100	200
ESL 110	Grammar	100	100	200
ESL 120	Speaking/Listening	100	100	200
ESL 130	Writing	40	40	80
EP 300	Employment Preparation	20	20	40
<b>Total</b>		<b>360</b>	<b>360</b>	<b>720</b>

## ASSOCIATE DEGREES

### Associate of Science in Accounting

Associate of Science in Accounting is comprised of a sequence of courses that prepares students for various accounting positions. Graduates of this program can expect to find employment as accounting technicians, bookkeepers, payroll clerks, or clerical assistants in business, government, or non-profit organizations. With experience, the graduate may qualify for more advanced positions, such as accountant supervisor or tax specialist.

Catalog No.	Classes Listing	Units
ENG 110	Composition and Rhetoric I	3
ENG 120	Composition and Rhetoric II	3
PSY 110	Principles of Psychology	3
BION 110	Anatomy & Physiology	3
ENG 130	American Literature	3
BIO 140	Biology	3
SOC 110	Introduction to Sociology	3
PHL 110	Critical Thinking	3
Health 110	Introduction to Health Education	3
CS 100	Introduction to Computers	3
MAT 110	College Algebra	3
MAT 120	Finite Math	3
ECO 110	Principles of Eco	3
BUS 110	Introduction to Business	3
CS 130	Database Management System	3
ACC 110	Principles of Accounting I	3
ACC 120	Principles of Accounting II	3
ACC 130	Intermediate Accounting	3
ACC 140	Advanced Accounting	3
ACC 150	Payroll Accounting	3
ACC 160	Tax Accounting	3
<b>Total</b>		<b>63</b>

### Associate of Science in Business Administration

Associate of Science in Business Administration program is designed to provide the student with a broad introduction to all areas of business: accounting, computers, marketing, finance, international business, management, etc. The variety of career choices available to graduates with business administration degrees is as wide as the field of study itself. Positions in management (private and public sector), marketing, and banking are only a few of the opportunities available.

Since this program is offered through online courses, it provides an excellent opportunity for students currently working in the business fields to upgrade their skills and knowledge.

Catalog No.	Classes Listing	Units
ENG 110	Composition and Rhetoric I	3
ENG 120	Composition and Rhetoric II	3
PSY 110	Principles of Psychology	3
BIO 110	Anatomy & Physiology	3
ENG 130	American Literature	3
BIO 140	Biology	3
SOC 110	Introduction to Sociology	3
PHL 110	Critical Thinking	3
Health 110	Introduction to Health Education	3
CS 100	Introduction to Computers	3
MAT 110	College Algebra	3

MAT 120	Finite Math	3
ECO 110	Principles of Eco	3
BUS 110	Introduction to Business	3
CS 130	Database Management System	3
ACC 110	Principles of Accounting I	3
ACC 120	Principles of Accounting II	3
MGT 110	Principles of Management	3
MGT 120	Human Resources Management	3
MGT 130	Principles of Marketing	3
MGT 140	Business Law	3
MGT 150	Organizational Behavior	3
<b>Total</b>		<b>66</b>

### Associate of Science in Healthcare Management

Associate of Science in Healthcare Management program is designed to provide the student knowledge and experience to perform effective healthcare management in the current market. Graduates of the program find positions in office management and admissions coordinator; work in hospitals, clinics, and physicians' office, insurance companies, long-term care facilities.

Since this program is offered through online courses, it provides an excellent opportunity for students currently working in the healthcare fields to upgrade their skills and knowledge.

<b>Catalog No.</b>	<b>Classes Listing</b>	<b>Units</b>
ENG 110	Composition and Rhetoric I	3
ENG 120	Composition and Rhetoric II	3
MAT 110	College Algebra	3
ECO 110	Principles of Eco	3
BUS 110	Introduction to Business	3
CS 130	Database Management System	3
PHL 110	Critical Thinking	3
CS 100	Introduction to Computers	3
PSY 110	Principles of Psychology	3
BIO 110	Anatomy & Physiology	3
BIO 140	Biology	3
SOC 110	Introduction to Sociology	3
Health 110	Introduction to Health Education	3
BIO 100	Introduction to Medical Office Procedures	3
BIO 120	Medical Billing	3
HM 125	Human Resources Management	3
BIO 130	Medical Insurance Coding	3
BIO 150	Medical Office Software	3
HM 200	Introduction to Healthcare Management	3
HM 210	Current Trends In Managed Care	3
HM 220	Healthcare Financial Management	3
BIO 420	Medical Law and Ethics	3
<b>Total</b>		<b>66</b>

### Associate of Science in Medical Assistant

Associate of Science in Medical Assistant program prepares students for positions dealing with administrative and clinical duties in a physician's office or other outpatient care settings. This program provides the leadership and organizational skills necessary to effectively manage change, quality, productivity, and diversity in clinical or outpatient care facilities.

Administrative duties may include patient scheduling, receptionist duties, medical record management, medical transcription, office

correspondence, medical insurance procedures, and office accounts, fees, and collections.

Clinical duties may include interviewing and teaching patients, taking vital signs, preparing patients for examination and assisting the physician during the exam, performing routine laboratory testing, sterilizing instruments and equipment, and administering medications. A medical assistant with sufficient training and experience may become responsible for office management.

Since this program is offered online, it provides an excellent opportunity for students currently working in the healthcare fields upgrade their skills and knowledge.

<b>Catalog No.</b>	<b>Classes Listing</b>	<b>Units</b>
ENG 110	Composition and Rhetoric I	3
ENG 120	Composition and Rhetoric II	3
MAT 110	College Algebra	3
ECO 110	Principles of Eco	3
BUS 110	Introduction to Business	3
CS 130	Database Management System	3
PHL 110	Critical Thinking	3
CS 100	Introduction to Computers	3
PSY 110	Principles of Psychology	3
BIO 110	Anatomy & Physiology	3
BIO 140	Biology	3
SOC 110	Introduction to Sociology	3
Health 110	Introduction to Health Education	3
BIO 100	Introduction to Medical Office Procedures	3
BIO 120	Medical Billing	3
BIO 130	Medical Insurance Coding	3
BIO 150	Medical Office Software	3
BIO 190	Pharmacology	3
BIO 400	Lab Procedures	3
BIO 410	CPR and First Aid	3
BIO 420	Medical Law and Ethics	3
HM 200	Introduction to Healthcare Management	3
<b>Total</b>		<b>66</b>

## **CLASSES DESCRIPTION (Certificate Programs)**

### **ACC 110 - Computerized Accounting I**

Introduction to basic accounting principles, procedures, and practices with application to the sole proprietorship. Students learn to record financial information and prepare financial statements for both service and merchandising organizations.

### **ACC 120 - Computerized Accounting II**

Application of theory and practice to partnerships and corporations, manufacturing operations, cost determination and preparation consolidation, analysis, and interpretation of financial statements. Methods of acquiring funds, including the sale of stocks and bonds, are also examined.

### **BIO 100 – Intro to Medical Office Procedures**

The student is introduced to the setting up of patient records, and maintaining and organizing them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. Students develop speed and accuracy on the computer keyboard, also become familiar with medical terminology.

### **BIO 110 – Anatomy & Physiology**

The student is introduced to the basic concepts of human anatomy and physiology; the body as a whole, its tissues and major organ systems.

### **BIO 120 – Medical Billing**

The student is introduced to the aspects of the collection process including collection-servicing agencies.

### **BIO 130 – Medical Insurance Coding**

The student is introduced to the insurance programs, including HMO, PPOS and workers' compensation plans. National coding systems used for claims processing are studied. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### **BIO 150 – Medical Office Software**

The student is introduced to the Medical Office Software and performs different steps on a microcomputer. Emphasis is placed on the hardware and software that can assist them in the decision making process.

### **BIO 190- Pharmacology**

This class is designed to provide students with information, which enables them to gain familiarity with all aspects of drugs, present pharmaceutical terminology, including generic and brand names of drugs by pharmacological classification.

### **BIO 200- 225 Externship**

This will prepare students for working in the “real world” of medical technology by providing them with on-the-job experience at healthcare facilities, hospitals, sports clubs, private spas, or rehabilitation homes.

### **BIO 310 - Intro to Massage Therapy**

This class is designed to provide students with basic skills and principles involved in the practices of massage therapy. Class content provides an introduction to massage therapy and the healthcare system, home health care, history of massage therapy, and the profession of massage, law and ethics.

### **BIO 320– Basic Massage Applications**

This class is designed to provide students with knowledge on various massage techniques, theories and application, such as therapeutic massage, pregnancy massage, trepidations and extensions, aromatherapy, herbology and oils.

### **BIO 330– Swedish Massage, Deep Tissue Massage, Kinesiology**

This class is designed to provide students about techniques involved with deep tissue massage and Swedish massage, such as slow strokes and deep pressure on areas of the body that have tension, with focus on the deeper layers of muscle tissue.

This class provides students to learn about the physiology and neurology of muscle tissue and movement, and origins and insertions of muscles. They will also learn neuromuscular techniques to palpate the muscles and to relieve chronic tension in the body.

**BIO 340– Sports Massage, Reflexology, and Shiatsu**

This class provides techniques such as sports massage to help prepare athletes for sporting activities before and after athletic events, and help them recover from the exertion of sporting activities, care of muscle ache fatigue and soreness. Reflexology provides students with a system of massaging the feet, and/or hands with the intention of affecting other parts of the body. Shiatsu provides tonification techniques and students will learn more about acupuncture.

**BIO 350– Hygiene and Nutrition**

This class provides students more information about regulatory standards in massage therapy. This course also provides the basics of proper diet and its effects on the body.

**BIO 355– Physical Therapy**

This class introduces students to Physical Therapy and modalities. Softly of the work environment, transporting patients, and assisting patients with ambulation will be taught modalities such as therapeutic exercises, ultrasound, and specialized clinical procedures will also be taught.

**BIO 360- Spa Massage**

This class is designed to provide students with skills involved in working in a spa setting. Class content provides techniques such as hydrotherapy, aromatherapy, myofascial release/ craniosacral work, counter strain, and lymphatic.

**BIO 400 – Lab Procedures**

This classification familiarizes students with laboratory safety, normal values of lab results, biohazard safety and OSHA and CLIA regulations. Also, students will learn proper handling of capillary and venous blood samples, urinalysis, and various methods of processing specimens.

**BIO 410 – CPR and First Aid**

This class is designed to provide students with knowledge of medical emergencies, first aid, CPR-health care provider level, triage practices and electrocardiograph techniques.

**BIO 420 – Medical Law and Ethics**

This class familiarizes students with the laws and ethics practice in the health field. Also, malpractice and regulations will be covered.

**BIO 430 – Minor Surgical Techniques**

This class familiarizes students with the use of the cutting and dissecting instruments, grasping and clamping instruments, retracting, dilating, probing, suturing, syringes and needles, instrument trays and packs, surgical scrub, skin preparation and skin closure.

**BUS 120 - Computerized Bookkeeping**

The student is introduced to the overall bookkeeping system used in business and industry. The class provides students with a sound, basic knowledge of principles of bookkeeping, including terms, concepts and procedures. The students practice double entry bookkeeping and interpret transactions by using computer software.

**BUS 200 - Externship**

This will prepare students for working in the “real world” of medical technology by providing them with on-the-job experience at Business Environment.

**CS 100 - Introduction to Computers**

This class is designed to provide the student with the necessary background for further study of computer. Fundamental computer terminology, hardware and software concepts are covered.

**CS 110 - Word Processing I**

This class introduces the basic operation of word processing software on the personal computer, including menus; create letters, reports, production of boilerplates, and integration of mailing lists and form letters.

**CS 115 - Word Processing II**

Proficiency is developed in composing a wide variety of business documents utilizing word processing software. The students will learn the other word processing techniques not taught in Word processing I.

**CS 120 - Spreadsheet I**

This class deals with creating a spreadsheet through the use of concepts and skills approach. The student will use a microcomputer and spreadsheet application for Windows software package to create a spreadsheet and manipulate data using realistic cases.

### **CS 125 - Spreadsheet II**

The students will learn other spreadsheet techniques not taught in spreadsheet I.

### **CS 130 - Data Base Management Systems**

This class is designed to provide students with skills in developing business databases in a Windows environment. The student will create databases, generate reports, and perform inquiries and other database functions.

### **CS 140 - Microsoft Office Power Point**

This is a class that teaches students how to use the Microsoft Office Power Point software program.

### **CS150 – Microsoft Outlook**

This class teaches students how to use the different functions of Microsoft Outlook including: E-mail, Calendar, Notes, etc.

### **CS 200 - Computer Systems Repair**

This class provides a broad view of microcomputer repair, including laboratory practice. Emphasis is placed on hands - on work in repair of all components of microcomputers and their peripheral units.

### **CS 205 - Advanced Computer Systems Repair**

The students will be exposed to other concepts that are not taught in CS 200.

### **CS 210 - Computer Network I**

This class provides the students with the skills necessary to learn computer network operating systems such as a NT 4.0.

### **CS 220 - Computer Network II**

This class is a continuation of the CS 210.

### **CS 230 - Computer Network III**

This class is a continuation of the CS 220. The student will study Windows NT 4.0 Enterprise Server and Microsoft Core Test Preparation. Students work in teams on projects involving hardware and software design issues of computer networks.

### **ESL 100- Reading**

Develop basic reading skills in English using texts on subjects related to the American Culture. Focus on vocabulary acquisition, dictionary use, reading strategies for basic comprehension by fluency through many free writing exercises and other writing activities.

### **ESL 110- Grammar**

The focus of instruction is communication based with little emphasis on grammatical accuracy. Class content is relevant to the speaking ability of the students, and covers verb tenses, present, past, future and progressive forms. It integrates language functions and forms, such as nouns, pronouns and simple sentences, and basic compound sentences with factual information.

### **ESL 120- Speaking/Listening**

Develop basic speaking skills used in dialogue (greetings, forms of address, introductions) and related to social interaction (making appointments, requesting information, responding to warnings and requests). Topics are chosen in accordance with materials including housing, transportation, emergencies and general health.

### **ESL 130- Writing**

The focus of instruction is to prepare students for proficiency in English writing. This class emphasizes the process of writing strategies from basic sentences through research papers by using the computer as a tool.

### **EP 300 - Employment Preparation**

In this class students are taught the process involved in seeking employment, including locating sources of employment, writing letters of application, preparing a resume, interviewing techniques, Dress for Success, Psychology for Success and follow-up procedures.

### **Level-I- Nursing Fundamentals**

Nursing Fundamentals includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes nursing history, environmental and personal safety, basic nursing assessment and interventions, documentation, asepsis, overview of anatomy and physiology, legal-ethical issues in nursing, communication, and death and dying.

**Level-II -Pharmacology**

Pharmacology includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes math review, systems of measurement, dosage calculation, regulatory agencies, medication administration, and drug categories with nursing assessment, intervention and evaluation of effect.

**Level-II- Medical-Surgical – Integumentary**

Integumentary includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for acute and chronic skin conditions, burn prevention and management, and skin neoplasms with evaluation of outcomes.

**Level-II -Nutrition**

Nutrition includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes basic precepts, cultural, social, and religious influences, excesses and deficits, house and modified diets, special care patients, and nutritional support.

**Level II-Medical-Surgical - Cardiovascular**

Cardiovascular includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, risk factors, interventions for heart and vessel disorders, disorders of blood and lymph, communication and rehab for long-term disorders with evaluation of outcomes.

**Level II- Gerontology**

Gerontology includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes assessment of effects of aging, care settings, interventions to provide physiological needs, losses, elder abuse, diagnostics, dementia, legal-ethical issues with evaluation of outcomes.

**Level II- Medical-Surgical - Respiratory**

Respiratory includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, risk factors, interventions for upper and lower respiratory tract disorders, oxygen and respiratory therapy with evaluation of outcomes.

**Level III- Medical-Surgical – Genitourinary**

Genitourinary includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for common urinary problems, obstructive and inflammatory conditions, urinary diversions, renal failure, dialysis and transplants with evaluation of outcomes.

**Level III- Medical-Surgical – Musculoskeletal**

Musculoskeletal includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for degenerative and inflammatory disorders, systemic conditions, and traumatic injuries with evaluation of outcomes.

**Level III- Psychology-Mental Health Nursing**

Mental health nursing includes classroom instruction, skills lab, and clinical experience in acute care, mental health settings, and long-term care facilities. Subject matter includes assessment of mental functioning, effects of illness/hospitalization on mental health, interventions for mental health disorders, abuse and dependencies with evaluation of outcomes.

**Level III- Maternity**

Maternity includes classroom instruction, skills lab, and clinical experience in acute care and/or clinic settings. Subject matter includes structures and function, assessment of normal pregnancy, fetal development, discomforts of pregnancy, interventions for care of the newborn, postpartum complications, high risk pregnancy, high risk labor and delivery, and sexually transmitted diseases with evaluation of outcomes.

**Level –III Medical-Surgical – Gastrointestinal**

Gastrointestinal includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for disorders of the upper and lower GI tract, and disorders of accessory organs with evaluation of outcomes.

**Level III- Medical-Surgical – Neurosensory**

Neurosensory includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for craniocerebral disorders, central and

peripheral nerve disorders, inflammatory disorders, traumatic injuries, neoplasms, eye and ear disorders with evaluation of outcomes.

**Level III- Growth & Development**

Growth and development includes classroom instruction, skills lab, and clinical experience in acute care, clinic settings, and/or long-term care facilities. Subject matter includes assessment of needs for various age groups, infancy, toddlers, pre-school, school age, adolescence, early, middle and old age, age-appropriate interventions of hospitalized patients and evaluation of outcomes.

**Level III- Pediatrics**

Pediatrics includes classroom instruction, skills lab, and clinical experience in acute care, clinic settings, and/or long-term care facilities. Subject matter includes assessment of health maintenance, interventions for acute and chronic disorders of children, and special needs children with evaluation of outcomes.

**Level III- Medical-Surgical – Endocrine**

Endocrine includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes structures and function, assessment of diagnostic tests, interventions for disorders of the pituitary, thyroid, parathyroid, adrenal glands, HIV/AIDS, pancreatic endocrine disorders with evaluation of outcomes.

**Level III- Leadership and Supervision (24)**

Leadership and Supervision includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes role transition, legal-ethical requirements within vocational nursing practice act rules and regulations, job seeking skills, variety of care settings, career portfolio, career pathways, management styles, leadership qualities and leadership roles.

## **CLASS DESCRIPTION (ASSOCIATE DEGREES)**

### **GENERAL COURSES:**

#### **ENG 110- Composition and Rhetoric I (3 Units)**

This course is designed to teach and improve students' English composition skills with emphasis on the process of learning to develop fluency through many free writing exercises and other writing activities. Express thoughts clearly using simple and compound sentences.

#### **ENG 120- Composition and Rhetoric II (3 Units)**

This course provides continued emphasis on English Composition skills. This class is designed to train students in more complicated essay writing and critical analysis. The course emphasizes the complete paper as opposed to simple paragraphing and usage. In addition, students will write more complex essays with clarity and a well-organized trend of thought with emphasis on the proper usage of sentence construction. A research paper is required. Rules of research papers and styles of writing are reviewed.

#### **PSY 110- Principles of Psychology (3 Units)**

Principles and mechanics with emphasis on the individual as a reacting organism; hereditary and functional basis of behavior and means of perception. . Topics include: science of psychology; life stages; personality; emotions, stress, and anxiety; abnormal behavior; and perception learning.

*(Considered a Core Course for the following Associate Degree(s): Healthcare Management, Medical Assisting)*

#### **BIO 110- Anatomy and Physiology (3 Units)**

The student is introduced to the basic concepts of human anatomy and physiology; the body as a whole, its tissues and major organ systems. Topics include: tissue structure and the skeletal, muscular, circulatory, respiratory, digestive, excretory, reproductive, integumentary, and nervous systems.

*(Considered a Core Course for the following Associate Degree(s): Healthcare Management, Medical Assisting)*

#### **ENG 130- American Literature (3 Units)**

This course covers American Literature from its beginnings to the Civil War.

#### **BIO 140- Biology (3 Units)**

This is an introduction to modern biological concepts. Emphasis is on the importance of understanding biological principles of life science. Topic includes: basic molecular and cellular biology, genetics, the anatomy and physiology of plants, animals and humans, the diversity of life, evolution and ecology. Current environmental issues and new developments in biological science are discussed.

*(Considered a Core Course for the following Associate Degree(s): Healthcare Management, Medical Assisting)*

#### **SOC 110- Introduction to Sociology (3 Units)**

Emphasizes the basics of sociology. Topics include: sociological theory and methods of sociological inquiry, as well as cultural development, the process of socialization, social structure and the function of the social system.

*(Considered a Core Course for the following Associate Degree(s): Healthcare Management, Medical Assisting)*

#### **PHL 110- Critical Thinking (3 Units)**

This course is an introduction to critical thinking. Topics include: skills and techniques of reasoning and argumentations.

#### **Health 110- Introduction to Health Education (3 Units)**

This course designed to develop proper attitudes in relation to healthful living. Topics include: cause and prevention of diseases, mental hygiene, sex hygiene, the impacts of alcohol, narcotics and smoking on health, and family and community health factors.

*(Considered a Core Course for the following Associate Degree(s): Healthcare Management, Medical Assisting)*

### **CORE COURSES:**

#### **ACC 110- Principles of Accounting I (3 Units)**

This course is designed to familiarize the student with basic accounting principles. Topics include: terminologies to classify and record transactions, prepare adjusting and closing entries, and prepare financial statements. In addition, students learn methods of

analyzing and controlling cash receipts and disbursements.

**ACC 120- Principles of Accounting II (3 Units)**

This course is designed to emphasize a fundamental understanding of corporate and cost accounting. Topics include: the various aspects of the application of theory and practice to partnerships and corporations, manufacturing operations, analysis, and interpretation of financial statements. In addition, students learn to calculate working capital and prepare a "Statement of Cash Flows", the sale of stocks and bonds are also examined.

**ACC 130 – Intermediate Accounting (3 Units)**

This course covers the basic pronouncements of the American Institute of Certified Public Accountants and their applications to accounting. Topics include: study of investment, land, buildings, equipment, intangible assets, current and contingent liabilities, long-term liabilities, paid-in capital, retained earnings, statement of cash flows and financial statement analysis.

**ACC 140- Advanced Accounting (3 Units)**

This course includes the study of business combinations and covers the preparation of consolidated financial statements. Topics include: accounting for international operations, partnerships, estates and trusts, and for governmental units.

**ACC 150- Payroll Accounting (3 Units)**

This course familiarizes the student with preparing and recording payroll transactions. Topics include: payroll tax laws, payroll and personnel records, calculating wages and salaries, and journalizing payroll transactions

**ACC 160- Tax Accounting (3 Units)**

This course covers state and federal income tax law. Topics include: history of taxation in the U.S., taxable income, income adjustments, schedules, standard deduction, itemized deductible, tax credits, and tax calculations.

**BIO 100- Introduction to Medical Office Procedures (3 Units)**

This course gives the student an introduction to medical office procedures. Topics include: setting up of patient records, maintaining and organizing them manually and electronically, records management systems and develop skills in alphabetic filing and indexing, and develop speed and accuracy on the computer keyboard. In addition they gain familiarity with medical terminology.

**BIO 120- Medial Billing (3 Units)**

This course covers the basic concepts and techniques for billing. Topics include: bookkeeping, payroll, credit and collections, insurance, the process of billing, including collection-servicing agencies.

**BIO 130- Medical Insurance Coding (3 Units)**

The course covers the concept of medical insurance. Topic includes: HMO, PPOs and Workers' compensation plans, national coding systems used for claims processing, develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

**BIO 150- Medical Office Software (3 Units)**

This course will examine current medical office software. Topic includes: introduction to the Medical Office software and perform diffident steps on a microcomputer.

**BIO 190- Pharmacology (3 units)**

This course is designed to provide students with information enabling them to gain familiarity with all aspects of drugs. Topics include: present pharmaceutical terminology, including generic and brand names of drugs by pharmacological classification.

**BIO 400- Lab Procedures (3 units)**

This course familiarizes students with laboratory safety, normal values of lab results, biohazard safety, and OSHA and CLIA regulations. In addition, students will learn proper handling of capillary and venous blood samples, urinalysis, and various methods of processing specimens.

**BIO 410- CPR and First Aid (3 units)**

This course is designed to provide students with knowledge of medical emergencies and the knowledge and skills that will enable them to take immediate action for injuries or sudden illnesses until more advanced medical personnel arrive. Topics include: fist aid, CPR health care provider levels, triage practices, instrument identification and usage, and diagnostic tests and procedure.

**BIO 420- Medical Law, and Ethics (3 units)**

This course familiarizes students with the laws and ethics practice in the healthcare field. Topics include: legal terms, professional attitudes, legal relationships of physicians and patients, professional liability, medical practice acts, informed consent, malpractice and regulations will be discussed.

**BUS 110- Introduction to Business (3 Units)**

This course is an introductory course in business. The principles objectives of the course are to provide the student with the study of business institutions in a global society. Topics include: business terms and their application, business organizations, marketing concepts, personnel and labor relations, business law, ethics and financing alternative.

*(Considered a General Course for the following Associate Degree(s): Healthcare Management, Medical Assisting)*

**CS 100- Introduction to Computers (3 Units)**

This course is designed to provide the student with the necessary background for further study of computer. Fundamental computer terminology, hardware and software concepts are covered.

**CS 130- Data Base Management System (3 Units)**

This is an introduction to database principles and the use of database management software packages. Topics include: data entry, data access, data manipulation, database creation and documentation.

*(Considered a General Course for the following Associate Degree(s): Healthcare Management, Medical Assisting)*

**ECO 110- Principles of Economic (3 Units)**

This course is an introduction to the main topics involved in economics. The course covers the basic proponents of microeconomic theory and macroeconomic theory. Topics include: basic economic principles; economic forces, labor; price, competition, an monopoly; money and banking; government, federal and local; fluctuations in production, employment, and income; and the United States economy in perspective.

*(Considered a General Course for the following Associate Degree(s): Healthcare Management, Medical Assisting)*

**HM 125-Human Resource Management (3 Units)**

This course is designed to familiarize the student with the authority, responsibility, functions, and problems of personnel administrators. Topics include; equal employment opportunity, staffing the organization, selection interviewing, training and developing employees, employee compensation, understanding unions, organizational maintenance, and communication and information systems.

**HM 200- Introduction to Healthcare Management (3 Units)**

This course provides an overview of the principles, institutions and issues of public healthcare. Topics include: role of government agencies in developing, planning implementing and evaluating health programs and concepts of management within a healthcare services.

**HM 210- Current Trends in Managed Care (3 Units)**

This course provides an overview of the changing nature of ambulatory care organizations in a rapidly changing healthcare market. Topics include: clinics, physician practices, home health agencies and Healthcare Maintenance Organizations (HMOs), Preferred Provider Organizations (PPOs) and impact of managed care on various health care environments.

**HM 220- Healthcare Financial Management (3 Units)**

This course introduces financial decision making in the managed healthcare environment. Topics include: impact of reimbursement and cost models on financial resource management and financial planning/control and techniques, cost determination, budgeting, variance analysis, third -party billing.

**MAT 110- College Algebra (3 Units)**

This course includes the use of variables, solving linear and quadratic equations, graphing and solving a system of equations, operations on polynomials, and evaluation of radical and exponential expressions. Problem solving using algebraic techniques is the focus of the course.

*(Considered a General Course for the following Associate Degree(s): Healthcare Management, Medical Assisting)*

**MAT 120- Finite Math (3 Units)**

Topic includes: elementary loci, sets, combinatorics, probability, vectors, and matrices.

**MGT 110-Principles of Management (3 Units)**

This course is designed to familiarize the student with the basic management principles of planning, organizing, staffing, coordinating, directing, and controlling. Principles are analyzed to provide a practical working approach to the operation of an organization. Topics include: management theories, including total quality management; motivation, supervision, ethical issues, recruitment, and selection of employees; supervision techniques; and functions of management. Further, the course provides students with an understanding of the role of management and how to develop plans and execute strategies in pursuit of organizational goals.

**MGT 120-Human Resource Management (3 Units)**

This course is designed to familiarize the student with the authority, responsibility, functions, and problems of personnel administrators. Topic includes: equal employment opportunity, staffing the organization, selection interviewing, training and developing employees, employee compensation, understanding unions, organizational maintenance, and communication and information systems.

**MGT 130-Principles of Marketing (3 Units)**

This course studies modern business marketing concepts and strategies, familiarizing the student with standards, procedures and techniques used in marketing.

**MGT 140-Business Law (3 Units)**

This course studies the legal rights and responsibilities of individuals, agencies, partnerships and corporations as they apply to contract law. Topics include: basic laws of contracts, and their formation and performance, an examination of the laws governing agencies, partnerships, corporation, laws relating to personal and real property.

**MGT 150-Organization Behavior (3 Units)**

This course focuses on the impact of individuals and groups on the behavior of people within organizations for the purpose of applying this knowledge toward improving an organization's effectiveness. Topics include: employee relations principles, problem solving, decision making, leadership techniques to develop morale, human values attitudes, organizational communications and interpersonal communications.

## **CLASSES DESCRIPTIONS -**

Advanced College is offering following classes (short term Seminar):

### **ACC 110 - Accounting I**

Program Length: 45 hours

Cost: \$500 (includes books, supplies)

This class is designed to familiarize the student with basic accounting principles and terminology to classify and record transactions, prepare adjusting and closing entries, and prepare financial statements. In addition, students learn methods of analyzing and controlling cash receipts and disbursements. This course will be taught in a classroom as well as Online.

### **ACC 120 - Accounting II**

Program Length: 45 hours

Cost: \$500 (includes books, supplies)

The class discusses the various aspects of the application of theory and practice to partnerships and corporations, manufacturing operations, analysis, and interpretation of financial statements. In addition, students learn to calculate working capital and prepare a "statement of cash Flows" including the sale of stocks and bonds are also examined. This class will be taught in a classroom as well as Online.

### **BUS 110 - Business Math**

Program Length: 45 hours

Cost: \$500 (includes books, supplies)

This class is study of some basic geometric principles, the theory and application of the principles of differential and integral calculus designed for students. This class will be teaching in a classroom as well as Online.

### **CS 220 - C programming**

Program Length: 45 hours

Cost: \$500 (includes books, supplies)

The student is introduced to the powerful, highly efficient C programming language. Students will learn C data types, control structures, writing and using functions, arrays, pointers, and string manipulation.

### **CS 130 - Data Base Management Systems**

Program Length: 45 hours

Cost: \$500 (includes books, supplies)

This class introduces student to the basic concepts of database processing with an emphasis on writing application programs to load, update, and retrieve data from a database. The students will learn how to handle files and forms and how to use the software to organize the office work.

### **EN 110 - English I**

Program Length: 45 hours

Cost: \$500 (includes books, supplies)

This class is designed to give the students Basic English skills. This course combines the skills of writing and literary analysis with emphasis on punctuation, grammar, usage, and paragraph writing. This course will be taught in a classroom as well as Online.

### **EN 120 - English II**

Program Length: 45 hours

Cost: \$500 (includes books, supplies)

This class is designed to train students in more complicated essay writing and critical analysis. The course emphasizes the complete paper as opposed to simple paragraphing and usage. In addition, students will write more complex essays with organization and proper usage continuing to be stressed. A research paper is required. This course will be taught in a classroom as well as Online.

### **CS 100 - Introduction to Computers**

Program Length: 45 hours

Cost: \$500 (includes books, supplies)

This class is designed to provide the student with the necessary background for the further study of computer. Instruction will be given in the use of Microsoft Office environment. The class will focus on hands-on application with personal computers. Students will learn the fundamental techniques involved with the systems. This class will be taught in a classroom as well as Online.

**FN 110 - Investment and Financial Analysis**

Program Length: 45 hours

Cost: \$500 (includes books, supplies)

This class is an introductory course in investing. Students introduce to financial planning and analysis, fundamental analysis of investment in stock and bonds, and risk analysis by using computer.

**CS 105 - Windows & Applications**

Program Length: 20 hours

Cost: \$250 (includes books, supplies)

The student is introduced to the computers and functions of Microsoft Windows and Applications. This class will introduce student to essentials of desktop publishing. Through hands-on exercises and applications.

**CS 110 - Word Processing I**

Program Length: 20 hours

Cost: \$250 (includes books, supplies)

This class introduces the basic operation of word processing software on the personal computer, including menus; create letters, reports, production of boilerplates, and integration of mailing lists and form letters. Development of proficiency in the production and revision of major types of business documents using leading word processing software.

## FACULTY

### **Dr. Lida Mansourian, Ph.D.**

Ph.D., Teaching/Computer Science (1987), University of North Texas  
M.B.A., Master of Business Administration (1978), Oklahoma City University  
B.S., Accounting (1974), Tehran University

### **Dr. Mehdi Karimpour, Ph.D.**

Ph.D. College Teaching/Planning (1998), University of North Texas  
M.S., City and Regional Planning (1998), University of Texas at Arlington  
M. ED (1982), Edmond State University  
M.B.A. (1979), Eastern New Mexico University  
B.S., Geography (1975), Esphahan University  
A + Certified Core Service Technician (2000)

### **Dr. Mona Karimpour, D.O.**

Doctorate in Osteopathic Medicine from Western Medical University (2005)  
B.S. in Biology (2000), La Sierra University

### **Dr. Minnie L. Douglas, R.N.**

Post doctoral course work at University of Pacific, Stockton, California (1984)  
Doctor of Education, Administration, Pepperdine University, Malibu (1983)  
Master of Science, Nursing, California State University, Los Angeles (1970)  
Associate Degree, Long Beach City College (1962)

### **Dr. Assefa E McKonnen, M.D.**

M.D. Higher Institute of Medical Sciences, Santiago de Cuba, Cuba (1990)  
Transitional year Post Graduate Medical Residency.  
Loma Linda University Medical Center, Ca (2006)

### **Dr. Edmundo Falcon, M.D., R.N.**

M.D. Univeristy of Santo Tonas, Philippine, (1979)  
B.S. Pre-Med, USI , College of Medicine, Manila, Philippine (1975)

### **Albert Reyan Pajimola, B.S.**

M.S. in Computer Science, California State University, Northridge, Ca (Expected Graduation: Winter 2008)  
B.S. in Computer Science, California State University, Northridge, Ca (2002)

### **Christine Preciado, B.S.**

B.S. in Computer Information Systems (2001), DeVry Institute of Technology  
Certificate of Completion, Medical Billing I & Medical Billing II, Cerritos College  
Certificate of Completion, Leadership Skills and Effective Teamwork, Cerritos College  
Certificate of Completion, 8 Elements of Communication, Cerritos College  
Certificate of Completion, Management Computer Applications Microsoft, Foreign Trade Institute

### **Kathy Valentine, R.N.**

A.S. in Nursing, Long Beach City College, Ca (1990)

### **Carolyn Osborn, R.N., B.S.N., P.H.N.**

M.S. in Nursing, Pending, CSULB, Long Beach, Ca  
B.S. in Nursing (2001), Holy Names University, Oakland, Ca  
Associate Degree in Nursing (1982), Chapman University, Orange, Ca  
Associate Degree in Respiratory Care, (1980), LBCC, Long Beach, Ca  
License Vocational Nurse (1976), LBCC Long Beach, Ca

### **Jean Spyr, R.N.**

M.N. UCLA, Ca (1977)

B.S. in Nursing, University of Iowa (1970)

**Sandra Harfield, R.N.**

A.S. in Nursing, Regents College, State of New York (1992)

Practical Nursing, Johnstown Vocational Technical School (1971)

**Anna Galvez, B.S.**

B.S. in Business, St. Scholastica's College, Manila, Phillipine, (1975)

## Schedule of Certified Programs

### Certificate Program Calendar (2008)

#### 460 Hours

Starting Date	Ending Date	Starting Date	Ending Date
January 14, 2008	May 23, 2008	July 14, 2008	November 20, 2008
February 11, 2008	June 20, 2008	August 11, 2008	December 22, 2008
March 10, 2008	July 18, 2008	September 8, 2008	January 29, 2009
April 14, 2008	August 21, 2008	October 6, 2008	February 26, 2009
May 12, 2008	September 19, 2008	November 3, 2008	March 26, 2009
June 9, 2008	October 16, 2008	December 8, 2008	April 28, 2009

#### 460 Hours (Evening)

Starting Date	Ending Date	Starting Date	Ending Date
January 14, 2008	June 26, 2008	July 14, 2008	January 6, 2009
February 11, 2008	July 24, 2008	August 11, 2008	February 4, 2009
March 10, 2008	August 20, 2008	September 8, 2008	March 3, 2009
April 14, 2008	September 24, 2008	October 6, 2008	March 31, 2009
May 12, 2008	October 22, 2008	November 3, 2008	April 29, 2009
June 9, 2008	November 19, 2008	December 8, 2008	June 1, 2009

#### 720 Hours

Starting Date	Ending Date	Starting Date	Ending Date
January 14, 2008	August 7, 2008	July 14, 2008	February 18, 2009
February 11, 2008	September 4, 2008	August 11, 2008	March 17, 2009
March 10, 2008	October 1, 2008	September 8, 2008	April 14, 2009
April 14, 2008	November 4, 2008	October 6, 2008	May 12, 2009
May 12, 2008	December 5, 2008	November 3, 2008	June 10, 2009
June 9, 2008	January 13, 2009	December 8, 2008	July 10, 2009

#### 720 Hours (Evening)

Starting Date	Ending Date	Starting Date	Ending Date
January 14, 2008	September 29, 2008	July 14, 2008	April 8, 2009
February 11, 2008	October 24, 2008	August 11, 2008	May 7, 2009
March 10, 2008	November 21, 2008	September 8, 2008	June 4, 2009
April 14, 2008	January 8, 2009	October 6, 2008	July 2, 2009
May 12, 2008	February 6, 2009	November 3, 2008	July 2, 2009
June 9, 2008	March 5, 2009	December 8, 2008	August 31, 2009

**740 Hours**

Starting Date	Ending Date	Starting Date	Ending Date
January 14, 2008	August 13, 2008	July 14, 2008	February 23, 2009
February 11, 2008	September 10, 2008	August 11, 2008	March 23, 2009
March 10, 2008	October 7, 2008	September 8, 2008	April 20, 2009
April 14, 2008	November 10, 2008	October 6, 2008	May 18, 2009
May 12, 2008	December 11, 2008	November 3, 2008	June 16, 2009
June 9, 2008	January 20, 2009	December 8, 2008	July 16, 2009

**740 Hours (Evening)**

Starting Date	Ending Date	Starting Date	Ending Date
January 14, 2008	October 6, 2008	July 14, 2008	April 16, 2009
February 11, 2008	October 31, 2008	August 11, 2008	May 14, 2009
March 10, 2008	December 2, 2008	September 8, 2008	June 11, 2009
April 14, 2008	January 15, 2009	October 6, 2008	July 9, 2009
May 12, 2008	February 13, 2009	November 3, 2008	August 6, 2009
June 9, 2008	March 12, 2009	December 8, 2008	September 8, 2009

**Associate of Science Degree Calendar**

<b>Spring Semester 2008</b>	
January 7, 2008	Classes Begin
January 21, 2008	Holiday (Martin Luther King Day)
February 18, 2008	Holiday (President Day)
March 10, 2008	Midterm
March 17, 2008	Spring Recess Begins
April 10, 2008	Holiday (Good Friday)
May 9, 2008	Classes End
May 12-16, 2008	Semester Examination

<b>Summer Semester 2008</b>	
May 19, 2008	Summer I Session Begins
May 26, 2008	Holiday (Memorial Day)
June 13, 2008	Summer I Session Ends
July 7, 2008	Summer II Session Begins
August 15, 2007	Summer II Session Ends

<b>Fall Semester 2008</b>	
September 8, 2008	Classes Begin
October 13, 2008	Midterm
November 27, 2008	Thanksgiving Recess Begins
December 12, 2008	Classes End
December 15-19, 2008	Semester Examinations

## **HOLIDAY CALENDAR**

Observing these holidays school will be closed:

New Year's Day

Martin Luther King, Jr. Day

Presidents' Day

Good Friday

Memorial Day

Independence Day.

Labor Day

Veteran's Day

Thanksgiving (Thursday and Friday)

Christmas - winter Recess (1/2 Weeks)

\*\* This catalog is subject to change in schedule, fees, or tuition.