

# campus

College Catalog

Academic Year 2023-2024

# CAMPUS CATALOG (REV 4/19/2023)

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## Campus

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<https://mtcollege.edu>

## Mission Statement

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

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

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

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

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

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

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

## Vision Statement

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

## Core Values

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

## Universal Graduate Outcomes

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

- Written and verbal communication in the student's chosen field of study;
- Problem solving typically required or characteristic of the profession;
- Internal and/or external customer service;
- Responsibility and accountability for independent and group work products;
- Using learning strategies necessary to keep current in the profession and become a lifelong learner;
- Using the technology common to the current business environment to improve individual and organizational performance;
- Behavior that reflects confidence, competence, and professionalism.

## History and Facilities

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

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

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

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

Campus physical presence, located in Sacramento, California, is one of the most complete facilities of its kind in the western United States. The college features pleasant classrooms comparable to the offices and buildings in which graduates will work. Equipment is similar to that found in modern work environments. The campus is one of the very few private colleges in Sacramento designed and built exclusively for private career training. The facilities include labs with modern computers and peripheral equipment. Lab classes are typically limited to 23–26 students per class. In addition, Campus offers a modern, comfortable student lounge, and well-lit parking lots.

## General Program

Campus provides training in five primary fields of employment:

- Law
- Information Technology
- Business/Accounting
- Healthcare
- Cosmetology/Barbering

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

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

## Accreditation, Approvals, and Affiliations

### Accreditation

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

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

### Approvals

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

## Campus Memberships, Affiliations

- National Association of Student Financial Aid Administrators
- California Association of Student Financial Aid Administrators
- California Association of Private Postsecondary Schools
- NCCT (National Center for Competency Testing)
- NFPA (National Federation of Paralegal Associations)

- SVPA (Sacramento Valley Paralegal Association)
- SFPA (San Francisco Paralegal Association)
- Microsoft Imagine Academy
- NICCS (National Initiative for Cybersecurity Careers and Studies)
- SLSA (Sacramento Legal Secretaries Association)
- AAFPE (American Association for Paralegal Education)
- Paul Mitchell Advanced Education Partner
- American Medical Billers Association
- CompTIA Authorized Academy
- Amazon AWS Academy

## Our Policy and Our Practice

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

## Career Services

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

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

## The Board of Trustees

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

### DR. ARTHUR LEVINE

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

consultant to more than 250 colleges and universities across the United States.

### DR. EDUARDO PADRÓN

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

### DR. GAIL O. MELLOW

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

### DR. JOE MAY

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

**DR. JOHN WILSON**

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

**MICHAEL ZIMMERMAN**

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

**TADE OYERINDE**

Tade Oyerinde is dedicated to organizing people, capital and technology to solve the most pressing challenges

facing American higher education. He is the Founder of CampusGroup and the creator of the Campuswire online teaching platform, which is used by hundreds of thousands of professors and students across the country. In 2021, Tade was named to Forbes 30 Under 30 list of leaders in education.

**DR. RALPH WOLFF, BOARD SECRETARY**

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

**Corporate Control**

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

## Enrollment Schedule

Students may register for most courses at any time. New programs generally begin on a quarterly and semi-quarterly basis. Students should register far enough in advance to allow time for class reservations and scheduling. Shortly after registration, an applicant is notified of final acceptance or any additional condition necessary for admission. The College reserves the right to cancel, change, or postpone classes as required.

Program offerings detailed in this catalog are subject to change due to employer or market influences. Students who have completed classes that are changed or replaced are not entitled to take the new classes as a part of their original program. In special situations, the president may recommend exceptions to this policy.

## Holidays

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

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

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

## Schedule of Classes – Traditional Programs

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

8:30 a.m. to 11:50 a.m.

12:50 p.m. to 4:10 p.m.

6:00 p.m. to 9:30 p.m.

Weekend classes: 8:00 a.m. to 4:00 p.m.

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

## 2023 Term Dates

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

## Traditional Programs

Term Date
January 3, 2023
February 13, 2023
March 27, 2023
May 15, 2023
June 26, 2023
August 7, 2023
September 18, 2023
October 30, 2023

## Campus Scholars Programs

Term Date
January 17, 2023
April 10, 2023
July 10, 2023
October 2, 2023

# ENROLLMENT INFORMATION

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## **Entrance Requirements**

Admission into a program of study is determined through an interview with an admissions advisor at the college. Applicants may make an appointment for an interview by calling the college admissions office. Selecting a training program is a serious matter that should be given proper consideration and planning. Campus will approve admission for students who demonstrate a potential to benefit from an available curriculum. While each applicant is evaluated on a case-by-case basis, factors typically used to determine potential to benefit include aptitude, attitude, experience, and demeanor.

Formal education and background requirements vary depending on the program. A high school education or its equivalent is required for all programs. This requirement may be satisfied by a high school diploma, GED, the California High School Proficiency Examination (CHSPE), college degree, or federally recognized equivalent. Prior college or related work experience and/or industry certification is required in the advanced phases of the Paralegal Studies and Information Technology – Cloud Administration programs. Qualification for admission is determined on an individual basis. Admission into the selected program of study is determined by the applicant's successful completion of the admissions process. The admissions process includes the following: successful completion of application and successful completion of the admissions interview.

The admissions interview may be scheduled online, or the applicant may call Admissions and request an interview at that time. Applicants are evaluated on four criteria: aptitude, attitude, experience, and demeanor to help determine potential to benefit from the program for

which they applied. An academic assessment is required as part of the admissions process for certain programs.

Campus will approve admission for students who demonstrate a potential to benefit from an available curriculum. While each applicant is evaluated on a case-by-case basis, factors typically used to determine potential to benefit include aptitude, attitude, experience, and demeanor. Formal education and background requirements vary depending on the program.

Prior college or related work experience and/or industry certification is required in the advanced phases of the Paralegal Studies and Information Technology – Cloud Administration programs. Qualification for admission is determined on an individual basis.

In addition, all applicants to Campus programs must have an earned high school diploma, GED, HSE or a federally recognized equivalent prior to admission. For high school students enrolling in courses as part of a dual enrollment or dual credit program, the admission requirement to hold an earned high school diploma, GED, HSE, or federally recognized equivalent prior to admission is waived.

## **Admission Services**

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



**Tuition**

Tuition varies depending upon course content. Financial aid and grants are available on the basis of need. The current tuition schedule appears below.

*Traditional Programs*

**Diploma Programs**

Technical Support Specialist .....	\$14,500
Information Technology— Cloud Administrator .....	\$14,500
Information Technology— Systems Administrator .....	\$19,500
AWS Cloud Solutions Architect .....	\$6,000
Computer Technician .....	\$6,000
Medical Billing and Coding Professional .....	\$14,500
Medical Billing and Coding Specialist .....	\$14,500
Medical Assistant .....	\$14,500
Medical Assistant with Phlebotomy .....	\$17,000
Medical Office Assistant.....	\$14,500
Medical Office Assistant with Phlebotomy.....	\$17,000
Medical Administrative Assistant .....	\$6,000
Phlebotomy Technician .....	\$4,250
Legal Administrative Assistant.....	\$14,500
Legal Receptionist/Document Admin .....	\$6,000
Cosmetology .....	\$14,000
Barbering .....	\$14,000
Cosmetology and Barbering .....	\$16,800

**Degree Programs**

	<u>Year 1</u>	<u>Year 2</u>
Information Technology— Cloud Administration .....	\$18,638	\$17,535
Paralegal Studies— Traditional Delivery.....	\$19,257	\$17,010

Registration fee is \$50. Cosmetology & Barbering programs are \$200.

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

*Campus Scholars Programs*

**Diploma Programs**

Business Skills Fundamentals

**Degree Programs**

Business Administration

Business Administration w/Emphasis in Healthcare

Tuition is charged by term based on the number of credits a student is enrolled in:

12+ Credits: \$2,400

9-11 Credits: \$1,83

6-8 Credits: \$1,167

1-5 Credits: \$551

*Book and supply charges vary by course and individual need. Students attending a program that exceeds one academic year will have a portion of their tuition applied to the second academic year period. Effective 1/1/22.*

## Student Attendance & Participation

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

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

### Active Attendance

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

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

### Add/Drop & Course Withdrawal Policies

#### Add/Drop Period

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

#### Course Withdrawal

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

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

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

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

#### Provisional Drop Consideration

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

#### Class Absences & Missed Lesson Makeups

There are three categories of class absences:

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

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

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

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

An emergency absence may be excused if...

1. The student communicates immediately with their Student Support Coach about the cause

for the absence and gains approval for the absence, subject to the final discretion of the Student Support Coach and Instructor.

2. The student must make up all missed work and watch the class recordings for all missed lecture sessions in order to receive attendance credit (see Missed Lesson Makeups below).

### Lateness

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

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

### Missed Lesson Makeups

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

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

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

## **Transferability of Credit**

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

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

## **Credit from Other Institutions**

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

Transfer credits must be directly applicable to the courses required in your Campus program. In addition, transcripts must be on file before transfer credit can be approved. Transfer credit hours that are more than 10 years old are generally not accepted. The college reserves the right to accept or reject any or all credit hours earned at other collegiate institutions. Students may not transfer credit for courses taken at another institution and also receive credit for the same course taken at Campus. Credits transferred to the college for a degree program cannot exceed 50% of the program's total credit hour content. Note: Students with a college degree (Associates in Arts or Associates in Science, or higher) or substantial college credit may be eligible to bypass the first year of the degree program, even in cases where credits exceed 50% of the program's total credit hours. For a diploma program, no more than 15 credit hours may be accepted as transfer credits. Finally, students who have completed College Board Advanced Placement (AP) exams with scores of 3, 4 or 5 may receive credit for Campus courses. Please consult an admissions advisor for details.

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

## **Student Services and Activities**

Student services include academic advising, tutoring, financial aid and employment assistance for graduates. Campus offers developmental math and English courses to assist students in building the skills, confidence and knowledge necessary to succeed in their college coursework and on the job. Additionally, the Sacramento area offers an abundance of cultural and recreational activities. Special programs and field trips may be arranged to meet student needs and interests.

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

As an authorized PearsonVUE testing center, the College offers students the ability to take industry-related certification exams right on campus. Campus's Test Pass Assurance (TPA) programs help students prepare to sit for

their industry certification/licensure exams. In addition, open labs staffed by qualified faculty are scheduled each term to assist students who require additional instructor support.

## Financial Aid and Budget Process

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

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

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

<i>Monthly Expenses</i>	<i>Living at Home</i>	<i>Not Living at Home</i>
Tuition and Fees .....	Actual	Actual
Books and supplies	\$1,152 per academic year	
Room and Board		
Food/Housing .....	\$1,040	\$1,976
Personal/Misc. ....	\$372	\$436
Transportation .....	\$114	\$104
TOTAL .....	\$2,678	\$3,668

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

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

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

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

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

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

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

**Campus Scholars Grants**—This program exists to help defray the cost of college tuition for select students enrolled in Campus Scholars educational programs. Students must exhibit financial need, exceptional academic potential and intrinsic motivation to pursue a college degree. Students must either file a FAFSA or be

ineligible to receive Financial Aid before they may be considered for a Campus Scholars Grant. At the discretion of the Campus Scholars Grants Committee, a student may be awarded a grant for one or more academic years. For grants in excess of \$3,000, students must maintain a minimum cumulative GPA of 3.00 to remain eligible for the Campus Scholars Grant.

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

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

### **Student Loan Disbursements**

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

### **Student Loan Default Prevention**

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

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

### **School Financing**

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

### **Financial Aid Appeal Process**

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

## Technical Support Specialist

### Objective

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

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

### Program Outcomes

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

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

## Technical Support Specialist Program Outline

Courses		Quarter Hours	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
M131A	Mathematics Concepts	2.0	20
TS115	IT Fundamentals	6.0	80
TS137	A+ Core 1: Computing Infrastructure	6.0	80
TS146	A+ Core 2: Operating Systems and Security	6.0	80
TS155	A+ Certification Strategies	4.0	80

48.5 Quarter Units/700 Clock Hours  
 42-54 Weeks (Day); 60-66 Weeks (Evening)

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



# Information Technology—Cloud Administrator (Diploma)

## Objective

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

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

## Program Outcomes

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

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

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

Courses		Quarter Hours	Clock Hours
IT201	Fundamental Networking Concepts	7.0	80
IT296	Network Security Concepts	5.5	60
IT252	Certification Preparation Strategies	3.0	60
ITC210	Server Management	5.5	60
ITC220	AWS Cloud Foundations	5.5	60
ITC230	AWS Cloud Computing Architecture	5.5	60
ITC240	AWS Cloud Well-Architected Framework	5.5	60
ITC250	AWS Certification Preparation	3.0	60

40.5 Quarter Units/500 Clock Hours

48 Weeks (Evening)

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

# Information Technology – Systems Administrator

## Objective

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

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

## Program Outcomes

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

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

## Information Technology – Systems Administrator Program Outline

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

65.5 Quarter Units/860 Clock Hours  
72 Weeks (Day); 84 Weeks (Evening)

Technical Support and Career Preparation courses can be taken on either a day or evening schedule. All Information Technology (IT) courses will be offered as night classes.

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

# AWS Cloud Solutions Architect

## Objective

To prepare students for the AWS Cloud Practitioner and AWS Solutions Architect Associate certification exams. Successful graduates will be able to design, administer, secure, and troubleshoot networks using cloud-based tools provided by Amazon Web Services (AWS).

In order to qualify for this rigorous program, applicants must provide verification of the following:

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

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

## Program Outcomes

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

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

### AWS Cloud Solutions Architect Program Outline

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

19.5 Quarter Units/240 Clock Hours

30 Weeks Night

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

# Computer Technician

## Objective

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

## Program Outcomes

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

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

## Computer Technician Program Outline

Courses		Quarter Hours	Clock Hours
TS115	IT Fundamentals	6	80
TS137	A+ Core 1: Computing Infrastructure	6	80
TS146	A+ Core 2: Operating Systems and Security	6	80
TS155	TS155 A+ Certification Strategies	4	80
B125	Career Preparation	3	40

25 Quarter Units/360 Clock Hours

24 Weeks (Day); 36 Weeks (Night)

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

# Medical Billing and Coding Professional

## Objective

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

## Program Outcomes

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

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

## Medical Billing and Coding Professional Program Outline

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Courses		Quarter Hours	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
MO126A1	Medical Terminology with Anatomy and Physiology	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO147	ICD-10 Diagnoses and Procedure Coding	4.0	60
MO148	Procedural Coding	4.0	60
MO149	Medical Records and Claims Processing	4.0	60
MB500	Medical Billing and Coding Externship	5.0	160

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

45 Quarter Units/680 Clock Hours  
36-42 Weeks (Day); 48-54 Weeks (Evening)

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



# Medical Billing and Coding Specialist

## Objective

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

## Program Outcomes

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

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

## Medical Billing and Coding Specialist Program Outline

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Courses		Quarter Hours	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
MO126A1	Medical Terminology with Anatomy and Physiology	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO147	ICD-10 Diagnoses and Procedure Coding	4.0	60
MO148	Procedural Coding	4.0	60
MO149	Medical Records and Claims Processing	4.0	60

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40 Quarter Units/520 Clock Hours  
30-36 Weeks (Day); 42-48 Weeks (Evening)

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

# Medical Assistant

## Objective

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

## Program Outcomes

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

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

## Medical Assistant Program Outline

Courses		Quarter Hours	Clock Hours
B115	College Success	1	20
B125	Career Preparation	3	40
E105	Healthcare Communication	3	40
MO115	Math for Medical Students	2	20
MO126A1	Medical Terminology with Anatomy and Physiology	4	40
MO126B	Medical Terminology with Anatomy and Physiology	4	40
MO126C	Medical Terminology with Anatomy and Physiology	4	40
MO131	Introduction to Clinical Assisting	2	20
MO130	Medical Office Practice	3	40
MO136	Introduction to Medical Insurance and Coding	3	40
MO171	Clinical Assisting I	4	60
MO181	Laboratory Assisting I	4	60
MO186	Laboratory Assisting II	4	60
MO550*	Medical Assisting Externship	5	200

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

46 Quarter Units/720 Clock Hours

36 Weeks (Day); 48-54 Weeks (Evening)

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

# Medical Assistant Diploma with Phlebotomy Certificate

## Objective

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

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

## Program Outcomes

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

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

## Medical Assistant Diploma with Phlebotomy Certificate Program Outline

Courses		Quarter Hours	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
E105	Healthcare Communication	3.0	40
MO115	Math for Medical Students	2.0	20
MO126A1	Medical Terminology with Anatomy and Physiology	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO131	Introduction to Clinical Assisting	2.0	20
MO130	Medical Office Practice	3.0	40
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO171	Clinical Assisting I	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO550*	Medical Assisting Externship	5.0	200
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	1.0	40

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

52 Quarter Units/ 820 Clock Hours

48 Weeks (Day); 60-66 Weeks (Evening)

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

# Medical Office Assistant

## Objective

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

## Program Outcomes

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

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

## Medical Office Assistant Program Outline

Courses		Quarter Hours	Clock Hours
B115	College Success	1	20
B125	Career Preparation	3	40
E105	Healthcare Communication	3	40
MO115	Math for Medical Students	2	20
MO126A1	Medical Terminology with Anatomy and Physiology	4	40
MO126B	Medical Terminology with Anatomy and Physiology	4	40
MO126C	Medical Terminology with Anatomy and Physiology	4	40
MO131	Introduction to Clinical Assisting	2	20
MO130	Medical Office Practice	3	40
MO136	Introduction to Medical Insurance and Coding	3	40
MO171	Clinical Assisting I	4	60
MO181	Laboratory Assisting I	4	60
MO186	Laboratory Assisting II	4	60

41 Quarter Units/520 Clock Hours

30 Weeks (Day); 48-54 Weeks (Evening)

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

# Medical Office Assistant Diploma with Phlebotomy

## Objective

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

## Program Outcomes

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

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

## Medical Office Assistant Diploma with Phlebotomy Certificate Program Outline

Courses		Quarter Hours	Clock Hours
B115	College Success	1	20
B125	Career Preparation	3	40
E105	Healthcare Communication	3	40
MO115	Math for Medical Students	2	20
MO126A1	Medical Terminology with Anatomy and Physiology	4	40
MO126B	Medical Terminology with Anatomy and Physiology	4	40
MO126C	Medical Terminology with Anatomy and Physiology	4	40
MO131	Introduction to Clinical Assisting	2	20
MO130	Medical Office Practice	3	40
MO136	Introduction to Medical Insurance and Coding	3	40
MO171	Clinical Assisting I	4	60
MO181	Laboratory Assisting I	4	60
MO186	Laboratory Assisting II	4	60
PH100	Phlebotomy	5	60
PH500	Phlebotomy Externship	1	40

47 Quarter Units/620 Clock Hours

48 Weeks (Day); 60-66 Weeks (Evening)

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



# Medical Administrative Assistant

## Objective

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

## Program Outcomes

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

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

## Medical Administrative Assistant Program Outline

Courses		Quarter Hours	Clock Hours
B115	College Success	1	20
B125	Career Preparation	3	40
E105	Healthcare Communication	3	40
MO115	Math for Medical Students	2	20
MO126A1	Medical Terminology with Anatomy and Physiology	4	40
MO126B	Medical Terminology with Anatomy and Physiology	4	40
MO126C	Medical Terminology with Anatomy and Physiology	4	40
MO130	Medical Office Practice	3	40
MO136	Introduction to Medical Insurance and Coding	3	40

\* M120A & M120B may be substituted for M131A

27 Quarter Units/320 Clock Hours  
24 Weeks (Day); 36-42 Weeks (Evening)

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

# Phlebotomy Technician

## Objective

To qualify the student for employment in phlebotomy related positions.

## Program Outcomes

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

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

## Phlebotomy Technician Program Outline

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

6 Quarter Units/100-220 Clock Hours  
12 weeks plus externship (Day)

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

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

# Fundamentals of Medical Assisting

## Objective

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

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

## Prerequisites

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

## Program Structure

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

## Certifications/Licensure

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

- National Medical Assistant Certification (NCMA) offered through NCCT

## Program Outcomes

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

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

## Fundamentals of Medical Assisting Program Outline

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

32.5 Quarter Units/580 Clock Hours

36 Weeks/Hybrid

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

# Fundamentals of Medical Office Assisting

## Objective

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

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

## Prerequisites

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

## Program Structure

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

## Certifications/Licensure

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

- National Medical Assistant Certification (NCMA) offered through NCCT

## Program Outcomes

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

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

## Fundamentals of Medical Office Assisting

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

27.5 Quarter Units/420 Clock Hours

30 Weeks/Hybrid

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

# Fundamentals of Phlebotomy

## Objective

To qualify the student for employment in phlebotomy related positions.

## Prerequisites

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

## Program Outcomes

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

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

## Phlebotomy Technician Program Outline

Courses	Quarter	Clock	
		Units	Hours
PH050	Terminology for Phlebotomy	4.0	40
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	1.0	40

10 Quarter Units/140 Clock Hours  
8 weeks plus externship (Day)

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

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

# Business Skills Fundamentals

## Objective

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

## Program Outcomes

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



# Business Skills Fundamentals Program Outline

## Required Courses

Courses		Quarter Hours	Clock Hours
COLL 100	College Success	1.0	10
ENGL 125	English Composition	4.0	30
BUSN 105	Introduction to Business	4.0	30

## Elective Courses

### General Education Courses (Choose 0-1)

Courses		Quarter Hours	Clock Hours
GE 150	Introduction to Logic & Critical Thinking	4.0	30
GE 110	American Government	4.0	30
GE 125	Environmental Science & Ecological Living	4.0	30
MATH 125	Quantitative Reasoning	4.0	30

### Business Courses (Choose 3-4)

ACCT 100	Financial Accounting I	4.0	30
BUSN 130	Principals of Microeconomics	4.0	30
BUSN 210	Entrepreneurship	4.0	30
BUSN 150	Business & Professional Ethics	4.0	30
BUSN 160	Principals of Marketing	4.0	30
BUSN 205	Principals of Management	4.0	30
BUSN 180	Principals of Macroeconomics	4.0	30
BUSN 250	Business Communications & Professional Development	4.0	30

25 Quarter Units/190 Clock Hours

22 Weeks

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

# Legal Administrative Assistant

## Objective

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

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

## Program Outcomes

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

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

## Legal Administrative Assistant Program Outline

Courses		Quarter Hours	Clock Hours
A121A	Accounting	2.5	40
A150	Computerized Accounting	3.0	40
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
L110A	Beginning Legal Terminology & Office Procedures	1.5	20
L110B	Beginning Legal Litigation	1.5	20
L115A	Advanced Legal Litigation	1.5	20
L115B	Basic Legal Calendaring	1.5	20
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20

37.75 Quarter Units/520 Clock Hours

36-54 Weeks (Day); 48-54 Weeks (Evening)

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

# Legal Receptionist/Document Administrator

## Objective

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

## Program Outcomes

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

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

## Legal Receptionist/Document Administrator Program Outline

Courses		Quarter Hours	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
L110A	Beginning Legal Terminology & Office Procedures	1.5	20
L110B	Beginning Legal Litigation	1.5	20
L115A	Advanced Legal Litigation	1.5	20
L115B	Basic Legal Calendaring	1.5	20

24 Quarter Units/340 Clock Hours

36-60 Weeks (Day); 36- 54 Weeks (Evening)

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

# Cosmetology

## Objective

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

## Program Outcomes

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

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

## Cosmetology Program Outline

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

40 Quarter Units/1000 Clock Hours

30 Weeks Full Time; 45 Weeks Part Time

**For complete program details, please contact a Campus Admissions Advisor and review the Paul Mitchell the School –Campus catalog supplement.**

# Barbering

## Objective

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

## Program Description

The barbering program is a comprehensive program that is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed barber in the State of California. The total length of the program is 1000 hours. Upon successful completion, future professionals will earn a diploma in barbering and will be eligible to pursue licensure with the State of California.

All students considered for enrollment into the barbering program must possess a positive attitude and an ability to benefit from the program, and demonstrate good attendance, a cooperative work style and a strong work ethic.

## Program Outcomes

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

- Describe and adhere to the laws and rules regulating the cosmetology and barbering industry in the State of California
- Discuss and apply the scientific aspects of cosmetology and barbering, including anatomy and physiology, chemistry and bacteriology to their professional activities;
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and shaving and beard maintenance;
- Consistently apply appropriate principles and techniques in the following areas:
  - Hair cutting and styling following the Paul Mitchell Barbering system
  - Skin care treatments for men
  - Beard Design, shaving with straight edge razors and maintenance
- Perform salon services in a friendly, competent, and professional manner;
- Make appropriate product recommendations and properly advise customers on the product's use and safety;
- Apply fundamental business practices to a barbershop or salon environment, including customer service, retail skills, and client recordkeeping.

## Barbering Program Outline

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

40 Quarter Units/1000 Clock Hours

30 Weeks Full Time / 45 Weeks Part Time

**For complete program details, please contact a Campus Admissions Advisor and review the Paul Mitchell the School –Campus catalog supplement.**

# Cosmetology and Barbering

## Objective

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

## Program Description

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

## Program Outcomes

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

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



## Cosmetology and Barbering Program Outline

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

48 Quarter Units/1200 Clock Hours

36 Weeks (Full Time); 54 Weeks (Part Time)

**For complete program details, please contact a Campus Admissions Advisor and review the Paul Mitchell the School – Campus catalog supplement.**

## Business Administration

Associate in Arts

### Program Objective

The online associate degree in business administration provides the graduate with general administrative skills as well as a diversified background in business management principles, preparing them to work in nearly any industry and for nearly every kind of organization. Graduates are equipped with the tools and knowledge they need to become competent professionals and business leaders.

### Program Description

The 2-year AABA program prepares students for employment in entry-level positions in office and business administration. Students who complete the program will have a solid foundation in business communications and mastery of workplace tools and technologies. Students in the program are prepared to transfer credits to a four-year university or institution, start their own business and launch their careers with strong fundamentals in business management.

The program includes general education courses as well as specific business administrative courses that are the core of the degree. Students who complete the Business Administration degree program will be prepared to apply a wide range of concepts in management, marketing, human resources, and finance.

### Enrollment Requirements

To be considered for admission into the Business Administration degree program, applicants must successfully complete an admissions interview process which includes diagnostic testing.

In order to remain enrolled, students must successfully complete their course requirements and be in good standing (including being current on all financial obligations). Students who successfully complete the graduation requirements for the Business Administration degree program will be awarded an associate in arts Degree in Business Administration.

### General Information

Students in this program will work with an assigned Student Support Coach and may utilize professional career service assistance as they near the completion of the program. Our past experience has shown that individuals without prior business administrative employment experience commonly obtain entry-level positions in the field. Individuals with experience are more likely to be considered for higher level positions.

## Business Administration Program Outcomes

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

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

## Business Administration Program Outline

Courses		Quarter Hours	Clock Hours
ACCT 100	Financial Accounting I	4.0	30
ACCT 200	Financial Accounting II	4.0	30
BUSN 105	Introduction to Business	4.0	30
BUSN 130	Principals of Microeconomics	4.0	30
BUSN 210	Entrepreneurship	4.0	30
BUSN 150	Business & Professional Ethics	4.0	30
BUSN 160	Principals of Marketing	4.0	30
BUSN 205	Principals of Management	4.0	30
BUSN 180	Principals of Macroeconomics	4.0	30
BUSN 200	Digital Marketing	4.0	30
BUSN 210	Business Law	4.0	30
BUSN 220	Modern Finance	4.0	30
BUSN 230	Small Business Management	4.0	30
BUSN 275	Strategic Management (Capstone)	4.0	30
BUSN 250	Business Communications & Professional Development	4.0	30
COLL 100	College Success	1.0	10
COLL 110	Presentation Skills	2.0	10
COLL 120	Design	1.0	10
CPTR 125	Spreadsheets & Databases	4.0	30
ENGL 125	English Composition	4.0	30
ENGL 200	Advanced Composition	4.0	30
GE 150	Introduction to Logic & Critical Thinking	4.0	30
GE 110	American Government	4.0	30
GE 125	Environmental Science & Ecological Living	4.0	30
MATH 125	Quantitative Reasoning	4.0	30
92 Quarter Units/690 Clock Hours			
88 Weeks			

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

## Business Administration - Emphasis in Healthcare

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

### Business Administration –Emphasis in Healthcare Core Program Outline

Courses		Quarter Hours	Clock Hours
ACCT 100	Financial Accounting I	4.0	30
ACCT 200	Financial Accounting II	4.0	30
B115	College Success (or COLL100)	1.0	20
B125	Career Preparation (or COLL110 and COLL120)	3.0	40
BUSN 105	Introduction to Business	4.0	30
BUSN 130	Principals of Microeconomics	4.0	30
BUSN 210	Entrepreneurship	4.0	30
BUSN 150	Business & Professional Ethics	4.0	30
BUSN 160	Principals of Marketing	4.0	30
BUSN 205	Principals of Management	4.0	30
BUSN 180	Principals of Macroeconomics	4.0	30
BUSN 200	Digital Marketing	4.0	30
BUSN 210	Business Law	4.0	30
BUSN 220	Modern Finance	4.0	30
BUSN 230	Small Business Management	4.0	30
BUSN 275	Strategic Management (Capstone)	4.0	30
BUSN 250	Business Communications & Professional Development	4.0	30
CPTR 125	Spreadsheets & Databases	4.0	30
ENGL 125	English Composition	4.0	30
ENGL 200	Advanced Composition	4.0	30
GE 150	Introduction to Logic & Critical Thinking	4.0	30
GE 110	American Government	4.0	30
GE 125	Environmental Science & Ecological Living	4.0	30
MATH 125	Quantitative Reasoning	4.0	30

In addition to the coursework above, students must complete 23 quarter hours of elective credit from the list of acceptable courses on the following page.

## Business Administration –Emphasis in Healthcare Elective Program Outline

Courses		Quarter Hours	Clock Hours
E105	Healthcare Communication	3.0	40
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
MB500	Medical Billing and Coding Externship	5.0	160
MO115	Math for Medical Students	2.0	20
MO126A1	Medical Terminology with Anatomy and Physiology	4.0	40
MO126B	Medical Terminology with Anatomy and Physiology	4.0	40
MO126C	Medical Terminology with Anatomy and Physiology	4.0	40
MO130	Medical Office Practice	3.0	40
MO131	Introduction to Clinical Assisting	2.0	20
MO136	Introduction to Medical Insurance and Coding	3.0	40
MO147	Medical Records and Claims Processing	4.0	60
MO148	Procedural Coding	4.0	60
MO149	ICD-10 Diagnoses and Procedure Coding	4.0	60
MO171	Clinical Assisting I	4.0	60
MO181	Laboratory Assisting I	4.0	60
MO186	Laboratory Assisting II	4.0	60
MO550	Medical Assisting Externship	5.0	200
PH100	Phlebotomy	5.0	60
PH500	Phlebotomy Externship	1.0	40

115 Quarter Units/950 Clock Hours  
106 Weeks

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

# Paralegal Studies

## Associate in Arts

The American Bar Association has adopted the following definition:

“A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

### Program Objective

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

### Program Description

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

Courses in the second year of the program emphasize legal writing and analysis, the civil litigation process, and major areas of substantive and procedural law.

Graduates of the Paralegal Studies degree program are prepared to work as paralegals, contributing to the economical and efficient delivery of legal services in private law firms, government, or other legal environments.

### Enrollment Requirements

The primary criteria for admission to the Paralegal Studies degree program are a genuine interest and ability in pursuing a paralegal career, and a willingness to become actively involved in an intense academic experience.

To be considered for admission into year one of the Paralegal Studies program, applicants must successfully complete an admissions interview process which includes entrance assessments. As students approach the completion of their first year, they will be contacted regarding the upcoming year two start dates and the advancement process.

To be considered for admission directly into the year two of the Paralegal Studies program, applicants are required to pass the entrance examinations, and show proof of one of the following:

- Successful completion of the Paralegal Studies, year 1 program at Campus with a minimum GPA of 3.0 or higher, a Grade of “C-” or better in all year one courses, and good standing in the program (including being current on all financial obligations);
- Transcripts from a recognized, accredited institution showing at least 54 acceptable quarter units (36 semester units), in general education and business-related subjects;
- Transcripts from a recognized, accredited institution documenting the successful completion of an Associate in Arts Degree, Associate in Science Degree, or Baccalaureate degree program. The Specialized Associate Degree (Occupational), the Associate of Applied Science Degree, and other associate-level degrees which are vocationally oriented do not satisfy this section.
- Residency within the State of California

An interview with the department chair of Paralegal Studies may be required as part of the admissions process. Upon graduation, paralegal students must have passed all paralegal classes with a grade of C- or better.

*Note: Due to special circumstances, an exception may be made to the above requirements by the department chair of Paralegal Studies.*

### General Information

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

Professional career service assistance is available to students who are in good standing (including being current on all financial obligations). The college will assist with the coordination and procurement of employment and internship positions for those who wish to utilize this service.

## Program Outcomes - Year One

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

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

## Year One Program Outline

Courses		Quarter Hours	Clock Hours
A121A	Accounting	2.5	40
A150	Computerized Accounting	3.0	40
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
GE232	Ethics in Society	4.0	40
GE234	American Government	4.0	40
GE240	Environmental Science	4.0	40
GE251	Contemporary American History	4.0	40
GE261	Statistics	4.0	40
L110A	Beginning Legal Terminology & Office Procedures	1.5	20
L110B	Beginning Legal Litigation	1.5	20
L115A	Advanced Legal Litigation	1.5	20
L115B	Basic Legal Calendaring	1.5	20
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20

61.75 Quarter Units/760 Clock Hours  
54-60 Weeks (Day); 66-78 Weeks (Evening)

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



## Program Outcomes - Year Two

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

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

## Year Two Program Outline

Courses		Quarter Units	Clock Hours
L101	Introduction to the Legal Environment*	0.0	20
LA215**	Legal Writing and Analysis	4.0	40
LA218	Introduction to the Paralegal Profession, Ethics, Client Interviewing, and Investigation	4.0	40
LA221	Introduction to Civil Litigation	4.0	40
LA226	Legal Research	4.0	40
LA235	Torts in Personal Injury Cases	4.0	40
LA246	Technology for Paralegals	4.0	40
LA251	Advanced Litigation	4.0	40
LA260	Career Workshop for Paralegals	0.5	5
LA281	Principles of Contract Law	4.0	40
LA283	Administrative Law	4.0	40
LA500	Advanced Legal Writing Practicum	4.0	40

\*Unless waived by the department chair of Paralegal Studies, this course is required for transferring students.

\*\*Fulfills GE requirement for Communications

48.5 Quarter Units/485–585 Clock Hours  
48-60 Weeks (Evening)

### Elective Law Courses

Courses		Quarter Units	Clock Hours
LA230E	Probate and Estate Planning	4.0	40
LA240E	Family Law	4.0	40
LA282E	Employment and Workers' Compensation Law	4.0	40
LA284E	Law of Business Organizations	4.0	40
LA286E	Criminal Law	4.0	40
LA287E	Bankruptcy Law	4.0	40
LA288E	E-Discovery	4.0	40
LA560E	Internship for Paralegals	4.0	120

(Subject to scheduling availability; two courses will be chosen)

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

# Information Technology—Cloud Administration

## Associate of Applied Science

### Objective

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

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

In Year Two, students will focus on developing skills to effectively plan, implement, maintain, and support systems in computing environments using cloud networks, virtual machine instances, and other services to develop cloud-based solutions. Students will develop an understanding of the design, implementation, and architecture of AWS Cloud solutions. Students will be provided with an opportunity to learn about networking concepts, IT security, server management, and cloud architecture. Classes use CompTIA and AWS Academy approved curriculum that is designed to help students

prepare for the CompTIA Network+ and Security+ certifications as well as the Amazon AWS Certified Cloud Practitioner and AWS Certified Solutions Architect exams. Exam vouchers are provided for students who meet the requirements of the Test Pass Assurance (TPA) program.

### General Information

Due to the level of difficulty of this program, student progress and attendance will be monitored. Students must maintain a minimum C grade average and demonstrate excellent class attendance and participation in order to advance through the class series. Before advancing to the second year, students must successfully complete the first year of the program and must obtain A+ certification. Full A+ certification is required for advancement unless otherwise approved by the department chair. Program start dates will be provided by an admissions officer. Students who successfully meet the graduation requirements for both years of the program will be awarded an Associate of Applied Science Degree titled Information Technology - Cloud Administration. Students may utilize professional career service assistance when they have successfully completed the first year of the program and are encouraged to work in a technical environment while completing their second year. Our past experience has shown that individuals without prior technical employment experience commonly obtain entry-level positions in the field. Individuals with experience are more likely to be considered for higher level positions.

## Program Outcomes - Year One

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

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

## Year One Program Outline

Courses		Quarter Hours	Clock Hours
B115	College Success	1.0	20
B125	Career Preparation	3.0	40
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
DA152	Database Concepts	2.5	40
DA164	Presentation Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
M120A	Math Foundations I	1.5	20
M120B	Math Foundations II	1.5	20
M131A	Mathematics Concepts	2.0	20
M131B	Mathematics Concepts	2.0	20
TS115	IT Fundamentals	6.0	80
TS137	A+ Core 1: Computing Infrastructure	6.0	80
TS146	A+ Core 2: Operating Systems and Security	6.0	80
TS155	TS155 A+ Certification Strategies	4.0	80

57.25 Quarter Units/800 Clock Hours

42-48 Weeks (Day); 60-72 Weeks (Evening)

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

## Program Outcomes - Year Two

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

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

## Year Two Program Outline

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

56.5 Quarter Units/660 Clock Hours

54 Weeks (Evening)

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

# COURSE DESCRIPTIONS

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

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

Course titles below are followed by clock hours/quarter units.

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

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

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

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

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

This course introduces the accounting student to fundamental accounting principles and standards as prescribed by Generally Accepted Accounting Principles (GAAP). The student learns accrual-based accounting for service industries, including the entire accounting cycle, and procedures for the internal control of cash. The student will also learn the technical procedure of completing the accounting cycle, special purchase journals, preparing financial statements, financial analysis, and interpretation. (Prerequisite: MATH 100)

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

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

## **B115 College Success (10/1.0 units)**

This course is designed to enhance the college learning experience and prepare students for personal and professional success. Major components of the class consist of improving professionalism, implementing time

management practices, managing change, setting and achieving goals, reading comprehension methods, using functional note-taking methods, and applying proper study techniques.

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

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

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

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

## **BR300A/301B Barbering Adaptive Series A&B**

### **BR300A: 250/10 Units; BR301B: 200/8 units)**

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

## **BR401A/B Barbering Creative Series A&B**

### **(BR401A: 250/10.0 Units; BR401B: 100/4.0 units)**

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

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

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

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

An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real-world situations. Students will learn how markets work and gain an understanding of the role of economics in business and in public and private decision-making. Topics include: markets and prices, consumer and producer behavior, and risk and cost measurement, the implications of government intervention, technological innovation, the advantages and disadvantages of different market structures. (Prerequisites: BUSN 100)

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

This course provides an overview of the components involved in starting, owning, and operating a business. Course topics include: entrepreneurial characteristics, developing a business plan, financial and legal considerations, developing goals, management, and leadership skills, the ethics necessary for success along with an overview of growth strategies. (Prerequisites: BUSN 100)

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

An examination of important ethical problems and issues as applied to various business and professional environments. Topics include job discrimination, corporate responsibility, environmental obligations, power, accountability, social responsibility, and professional codes of ethics. (Prerequisites: BUSN 100)

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

This course introduces the student to the basics of marketing including pricing, promotion, product development, advertising, and distribution strategies. In addition, the course presents the current theory on consumer decision-making, customer service, international marketing, and market segmentation. (Prerequisites: BUSN 100)

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

This course covers the analysis of the various theories of organization and management from the standpoint of organizational and individual effectiveness. The management functions of planning, organizing, directing, and controlling are thoroughly covered and discussed. (Prerequisite: BUSN 100)

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

This course covers the fundamental principles of economic concepts and the way in which they are used to make sound business decisions. Topics include macroeconomic modeling, monetary and fiscal policy, private sector components of aggregate demand, and macroeconomic synthesis and challenges for the future. (Prerequisite: BUSN 100)

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

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

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

An introductory survey of the basics of contractual law, torts, and specific forms of contractual relationships. Also includes a review of the nature and kinds of commercial paper and the treatment of negotiated commercial paper including holders of due course. The law surrounding sales contracts and security devices will be covered. (Prerequisite: BUSN 100)

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

This course presents a study of various methods of financing public and private organizations. An analysis of common services should be implied. Business finance, savings, and consumer finance are included. Financial planning and management of liquid assets are emphasized. (Prerequisites: BUSN 100)

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

This course provides an overview of the components involved in starting, owning and operating a small business. Course topics include: Entrepreneurial characteristics, developing a business plan, financial and legal considerations, developing goals, management, and leadership skills, the ethics necessary for success along with an overview of growth strategies. (Prerequisite: BUSN 170)

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

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

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

A capstone course that furthers each student's ability to communicate in business situations. Students enhance their writing styles by reviewing key concepts and by producing a variety of written communications including letters, memos, minutes, and short reports. Peer collaboration and oral presentations are required. (Prerequisite: English 100)

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

CORE focuses on the fundamental knowledge and skills Future Professionals will need to begin working with their clients, including an overview of the cosmetology industry

and business practices; State of California rules and regulations, sanitation, and chemistry; basic techniques in cutting, color, and styling; and skin and nail care.

### **C305/C307 Adaptive Series A&B**

**(C305: 250/10.0 Units; C307: 200/8 units)**

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

### **C403A/B Creative Series A&B**

**(C403A: 250/10, Units; C403B: 100/4.0 units)**

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

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

This add-on course enables future professionals to continue building and applying their knowledge and skills through classroom instruction and working on live models. This course will improve the employability of current future professionals and Paul Mitchell graduates by teaching advanced makeup techniques that build on the skills learned in the cosmetology program. The Advanced Makeup course consists of fifteen modules in which future professionals gain additional experience through hands-on practice and evaluation by the instructor. Additionally, the course will assist future professionals in understanding the importance of, and how to create a professional makeup portfolio.

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

This course focuses on the fundamental knowledge and skills future professionals will need to begin working with

their clients, including an overview of the cosmetology/barbering industry and business practices; State of California rules and regulations; and sanitation and chemistry. The course is an extension of the Paul Mitchell cutting, color, and styling systems.

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

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

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

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

### **COLL 120 Design (10/1.0 units)**

The word "design" has traditionally been used to describe the visual aesthetics of objects such as books, websites, products, interiors, architecture, and fashion. But increasingly, the definition of design has expanded to include not just artifacts but strategic services and systems. As the challenges and opportunities facing businesses, organizations, and society grow more complex, and as stakeholders grow more diverse, an approach known as "design thinking" is playing a greater role in finding meaningful paths forward. This course will demystify design thinking beyond the media and business buzzwords and provide students with the tools to integrate design thinking into their own businesses. (Prerequisites: COLL 110)

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

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

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

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

Through lecture and hands-on practice, this course introduces fundamental computer skills through the use of



the Microsoft Windows operating system in professional environments. The course provides an overview of essential computer-related vocabulary, operating system tools, efficient file management, application software, using the Internet and e-mail, security, maintenance, multimedia, and customization.

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

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

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

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

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

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

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

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

**E050 English Mechanics (40/0 units)**

This course is designed to help students with their writing at the sentence level. The course will focus on sentence coherence, sentence structure, grammar, punctuation, and spelling.

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

This course introduces the student to the theory and practice of traditional and transformational grammar and standard usage. The course will focus on grammar, sentence structure, and punctuation. (Prerequisite: E050

may be required as determined by the admissions process.)

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

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

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

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

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

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

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

Skills learned in the first composition course are reinforced and amplified through more complex writing projects. Students continue to develop independence in preparing and organizing written materials through peer editing. Specific attention is given to the process of finding and working with information from a variety of sources in order to write a research paper. Assignments completed outside of class are required to be submitted in typed final form. (Prerequisite: ENGL 100)

**GENERAL EDUCATION**

**GENERAL EDUCATION PHILOSOPHY**

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

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

- Communications
- Social Science

- Natural Science
- Humanities
- Computation

## Communications

### a) English Composition

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

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

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

Skills learned in the first composition course are reinforced and amplified through more complex writing projects. Students continue to develop independence in preparing and organizing written materials through peer editing. Specific attention is given to the process of finding and working with information from a variety of sources in order to write a research paper. Assignments completed outside of class are required to be submitted in typed final form. (Prerequisite: ENGL 100)

### b) Communication and Analytical Thinking

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

A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements is applied to concrete problems. A research project is required. (Prerequisite: ENGL 100)

## Social Science

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

This course is an introduction to the central aspects of American jurisprudence including its historical bases (the English common law and its progeny); political influences upon the system (including the legislative and executive branches of government); the California and federal court systems (including concepts of judicial power, jurisdiction and remedies); and the concepts of constitutional and administrative law. (Prerequisite: Grade of "C-" or better in GE201)

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

This course is designed to develop an understanding of social, economic, and cultural challenges and achievements in U.S. life as they are reflected in history. Emphasis is on domestic affairs and supplemented by foreign concerns that have presented fundamental

choices to the American people. The course will embrace the enormous changes that have created contemporary American politics, society and the new global role of the United States. (Prerequisite: Grade of "C-" or better in GE201)

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

In this course, students will develop a fundamental understanding of American politics. They will learn how to provide analytical answers – using the most current methods of political science – about the operations of the United States political system. They will see the ways in which it does and does not operate as designed and become familiar with social science disputes about how it does (and whether it does) function as a representative democracy. And they will learn to participate in the system, taking a stand on civic issues of importance to them. Using the tools of a modern political scientist – statistical analysis, logical modeling and written argument – students will gain significant knowledge of how the U.S. government operates, and useful analytical skills they could transfer to any job requiring knowledge of large, complex organizations and institutions. This course is designed to accommodate students with little background in government or politics, so it is as appropriate for beginners as it is for students who want to deepen their understanding of government and civics. (Prerequisite: BUSN 100)

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

An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real-world situations. Students will learn how markets work and gain an understanding of the role of economics in business and in public and private decision-making. Topics include: markets and prices, consumer and producer behavior, and risk and cost measurement, the implications of government intervention, technological innovation, the advantages and disadvantages of different market structures. (Prerequisites: BUSN 100)

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

This course covers the fundamental principles of economic concepts and the way in which they are used to make sound business decisions. Topics include macroeconomic modeling, monetary and fiscal policy, private sector components of aggregate demand, and macroeconomic synthesis and challenges for the future. (Prerequisite: BUSN 100)

## Humanities

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

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

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

An examination of important ethical problems and issues as applied to various business and professional environments. Topics include job discrimination, corporate responsibility, environmental obligations, power, accountability, social responsibility, and professional codes of ethics. (Prerequisites: BUSN 100)

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

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

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

This course provides an overview of environmental science and ecological living, with a practical emphasis. Topics include ecology, human impacts on the environment, and sustainable practices. Students will develop a strong foundation in environmental science principles and learn how to apply sustainable strategies in various contexts. (Prerequisite: ENGL 100)

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

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

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

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

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

This course focuses on providing the skills and knowledge necessary to troubleshoot, configure, and manage common network wireless and wired devices, establish basic network design and connectivity, understand and maintain network documentation, identify network limitations and weaknesses, and implement network security, standards, and protocols. Concepts from this course prepare students for the successful completion of the CompTIA Network+ certification exam. (Prerequisite:

TS155 or successful completion of the CompTIA A+ certification)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This course is designed to help students learn legal analysis and writing skills. Clarity, logical organization, precision, and conciseness are developed through lectures, class participation, practice materials, and writing assignments. The student learns how to read and analyze legal cases and materials. The process of legal writing, including planning, organization, and structure, is covered. This course counts toward fulfilling the General Education requirement in Communication for Paralegal Studies degree students.

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

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

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

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

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

This course provides an introduction to the fundamentals of legal research, including locating case and statutory law, primary and secondary source materials, and updating and validating legal authority. The student learns how to cite legal authorities and use legal authorities effectively in legal documents. In addition to covering

standard law library resources, the computer is introduced as a research tool. (Prerequisites: Grade of "C-" or better in LA215, LA218 or LA221)

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

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

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

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

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

This course is designed to offer an in-depth view of the civil litigation process from both the California and federal viewpoints. The class focuses on the role of the paralegal in civil litigation, the observance of the civil procedure process, the evidentiary requirements, and the practical application for paralegal participation in the case process through post-trial procedures. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235, LA246, LA281, LA283)

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

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

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

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

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

This course offers an overview of the administrative law field, including authority, rulemaking, adjudication, and judicial review. It presents a survey of the administrative

process and conveys knowledge so that the student can use typical reference material; ascertain agency power; and understand agency decisions, rules and proceedings, and the role of the paralegal in the administrative law arena. The student is exposed to administrative hearing procedures, including discovery, rules of evidence, due process, findings, conclusions, and decisions. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221)

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

This course helps the student transition from the academic to the working environment. The class simulates a legal office with the student working as a paralegal under the direction of a supervising attorney or supervising paralegal. The student is exposed to the problems and pressures that occur in the legal profession on a day-to-day basis. Assignments are based on handout materials dealing with a series of legal problems occurring for hypothetical clients. The student uses extensive research and writing skills with application to particular legal settings. Issues covered integrate the substantive areas of law that the student has already studied. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235, LA246, LA281, LA283)

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

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

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

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

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

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

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

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

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

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

**LA287E Bankruptcy Law (40/4.0 units)**

This course covers the fundamentals of bankruptcy law and procedure and the role of paralegals in bankruptcy practice, including the commencement of a case, preparation of schedules, operating and liquidating procedures, adversary matters, and litigation, electronic case filing, and practice terminology related to proceedings under Chapter 7, Chapter 11, and Chapter 13. Proceedings under Chapters 9, 12, and 15 will be reviewed. In addition to debtor responsibilities, creditors' rights and obligations will be explored including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate. The principles learned will be applied to practical exercises including utilization of Bankruptcy Court forms. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235)

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

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

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

The student participates in an internship with a local law firm, nonprofit agency, or government department. The internship consists of 120 hours of field time, plus mandatory attendance at three consecutive meetings. The student is required to keep a journal, give an oral presentation on the internship assignment, and complete an exit evaluation. (Prerequisites: Grade of "C-" or better in LA215, LA218, LA221, LA226, LA235)

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This course introduces students to basic skills and routine procedures found in a clinic or medical office setting. In addition, students become familiar with the Occupational Safety and Health Administration (OSHA) regulations and guidelines. Topics include: patient screening, obtaining vital signs, recording patient history, preparing and maintaining treatments areas, patient preparation, patient education, customer service, assisting in routine and specialty exams or procedures, first aid and CPR, asepsis and sterilization procedures, and responding to medical emergencies. (Prerequisites: Grade of "C" or better in MO126C, and MO130).

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

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

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

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

**MO500 Medical Externship (200/5.0 units)**

This 160-hour externship is designed to provide students with valuable hands-on experience in an ambulatory healthcare setting that is separate from the college. Students will apply the knowledge and skills learned throughout the Medical Assistant program and demonstrate professionalism in interacting with healthcare professionals and patients. Students will perform administrative and clinical procedures under the supervision of a healthcare professional and receive feedback on their performance. Externship sites are typically located within a 30-mile radius of the college. (Prerequisites: All program courses must be successfully completed with a minimum grade of C or better and a cumulative GPA 3.0 or higher, and minimum overall attendance of at least 85%).

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

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

**MODULE 100 Medical Assisting Basics (84/5.5 units)**

This module covers the history and science of medicine, as well as the medical assisting profession and how it fits into the bigger picture of healthcare. Patient care is emphasized, including taking patient's history, body measurements, and vital signs, physical examinations and assessment procedures related to eyes and ears, and the integumentary system. Students develop an understanding of basic anatomy and physiology of the senses (eyes and ears), the nervous and the integumentary systems, musculoskeletal systems, and common diseases and disorders. Students learn medical terminology related to these systems. In addition, students check vital signs and differentiate between normal values for pediatric and adult patients. Students learn the importance of asepsis and sterile techniques in today's healthcare environment. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures.

**MODULE 200 Introduction to Medical Office Practice (84/5.5 units)**

Students gain an understanding of concepts related to patient reception in the medical office and the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students get an overview of technology used in a medical office and build on their keyboarding and word-processing skills and learn about various job search strategies as well as how to write resumes and cover letters. Introduction to healthcare records and training in an electronic record management system is also provided. Students also gain an understanding of basic anatomy and physiology of the digestive and immune systems, common diseases and disorders, and medical terminology related to these systems.

**MODULE 300 Clinical Medical Assisting (84/5.5 units)**

This module identifies and examines the basic structural components and functions of the endocrine, reproductive, respiratory, and urinary systems, as well as diseases and disorders and special medical examinations related to these systems. Students learn about child growth and development and gain understanding about assisting in a pediatrician's office. Some of the specific skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. Students also learn about the anatomy and the physiology of the heart and the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG/EKG) leads and recording a 12-lead electrocardiogram. Skills include assisting with physical and specialty examinations.

**MODULE 400 Introduction to Medical Billing, Coding and Insurance (84/5.5 units)**



This course is designed to help students succeed in healthcare careers by familiarizing them with the medical insurance billing process. Students will learn the different types of insurance plans and payment methods. Students will learn how to use ICD-10, CPT, and HCPCS coding books. In this module, students are introduced to the emergency medical services system with emphasis on office emergencies and first aid. A cardiopulmonary resuscitation (CPR) course is taught, which enables students to respond to cardiac emergencies.

#### **MODULE 500 Laboratory Assisting (84/5.5 units)**

This course focuses on the fundamental principles, techniques, and procedures used in a medical laboratory setting. In addition to standard laboratory sterilization and safety practices, students learn procedures for the proper collection, analysis, and disposal of routine specimens. Students learn and apply various methods of specimen collection, administer injections and perform venipuncture.

#### **MODULE EXT Clinical Externship (160/5 units)**

Upon successful completion of the classroom training, students participate in a 160-hour clinical externship performing the duties of a medical assistant. Students should expect to work a full-time (40 hours per week) schedule. This module provides students with an opportunity to work on real patients and apply the principles and skills learned in the classroom. Students work under the direct supervision of qualified personnel at participating sites and under general supervision of the school staff. They are evaluated at regular intervals. Students must successfully complete their clinical externship training in order to fulfill the requirements for graduation.

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

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

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

This course focuses on basic infection control, anatomy and medical terminology. Students will learn proper vein selection, patient identification, types of collection equipment, waste disposal, and post puncture care. Students will continue to learn advanced infectious disease control and biohazards. They will also learn the anticoagulation theory, along with knowledge of pre-analytical sources of error in specimen collection, transport, processing, and storage. Also taught are anatomical site selection, patient preparation, risk factors,

and appropriate responses to complications that may arise from phlebotomy. In addition, applications of basic concepts of interpersonal relations, stress management, professional behavior and ethics, legal implications of phlebotomy, quality assurance, and legal issues related to blood collection will be covered. If taken concurrently with the MA program, students should have a grade of C or better and a cumulative GPA 3.5 or higher, and minimum overall attendance of at least 90%.

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

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

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

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

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

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

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

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

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

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

# ADMINISTRATION AND FACULTY

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## Administration

Amber Artiaga  
Vice President, Student Support  
D.B.A., California Southern University

Kaari Casey  
Vice President, Academic Operations  
M.A., Miami University

Kristina Chilton  
Director Of Financial Aid  
Diploma, MTI College

Michelle Davidson  
Director Of Career Services  
B.S., Everest University

Leonie de la Cruz  
Chief of Staff  
B.A., University of Pennsylvania

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M.B.A., University of California, Berkeley

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B.A., George Washington University

Rebekah McGlasson  
Associate Dean of Evening Students  
M.A., University of Denver

Nikki Montgomery  
Director, Paul Mitchell the School  
California Board Certified

Tade Oyerinde  
Chancellor

Anita Pai  
Director of Admissions, Sacramento  
BCom., Mangalore University, India

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Vice President, Finance  
B.A., University of Arizona

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Dean of Students  
M.A., Anaheim University

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B.S., Colorado State University

Lawrence Richman  
Campus Director  
M.Ed., American Intercontinental University

Tim Routowicz  
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B.S., University of Michigan, Flint

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Ed.D., Benedictine University

Tim Summers, MCP  
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## Faculty

### **BUSINESS AND GENERAL EDUCATION**

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Hi-Tech Institute

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Career and Education Center

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EMT, High Tech Institute

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### **COSMETOLOGY/BARBERING**

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Learning Leader  
California Board Certified

Ashley Crain  
Learning Leader  
California Board Certified

Jennifer Goldsmith  
Learning Leader  
California Board Certified

Jamie Gordon  
Future Professional Advisor  
California Board Certified

Sarah Green  
Learning Leader  
California Board Certified

Yekenia Lizasuain  
Learning Leader  
California Board Certified

Gina Parker  
Clinic Floor Leader  
California Board Certified

Clyde Prout  
Learning Leader  
California Board Certified

Vanexer Ramirez  
Learning Leader  
California Board Certified

Brandon Sanchez  
Learning Leader  
California Board Certified

Leslie Wentland  
Learning Leader  
California Board Certified

Essence Wooldridge  
Learning Leader  
California Board Certified

# RULES AND POLICIES

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## Institution Rules

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

## Academic Honesty

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

## Graduation Policy

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

Often, students who originally enroll in diploma programs will choose to continue on to earn their degrees. If a student is enrolled in a diploma program, completes the program, and then decides to continue on to earn a

degree, he/she will earn a diploma for the original program and a degree upon successful completion of the 2<sup>nd</sup> year coursework for the degree program. If a student is enrolled in a diploma program and transfers to a degree program before completing the coursework for the diploma, he/she will forego the diploma for a degree upon the completion of the 2-year degree program.

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

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

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

## Canceling Enrollment

**Prior to Starting Class:** If a student is not accepted into the college, the enrollment agreement will be cancelled, and the college will refund all money paid within thirty days. A student may cancel the enrollment agreement at any time prior to starting school and any tuition paid will be refunded in full.

**After Starting Class:** The institution provides to all students the right to cancel the enrollment agreement and obtain a refund of charges paid through the second-class period the student attends, or the 14th day after the student signs the enrollment agreement, whichever is later.

## Withdrawal and Refund Policies

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

### Return of Title IV Funds Policy

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

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

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

### Institutional Refund Policy

For students enrolling utilizing an official Campus Enrollment Agreement, the following institutional refund policy applies:

Tuition charges are calculated using the student's Last Date of Attendance (LDA) based on institutional records. Tuition charges for traditional programs are computed based on weeks attended versus the published length of the program as indicated on the student's enrollment agreement. Tuition charges for Campus Scholars programs are computed based on weeks attended versus the published length of each quarter. If a student withdraws after completing 75 percent or less of the program or term length, the unused portion of the tuition will be refunded. If a student completes more than 75 percent of the program or term length, no refund will be due. Additionally, an account reconciliation fee equivalent to 5 percent of program tuition may be applied. If the amount that a student owes is greater than the amount that he/she has paid, then it is the student's responsibility to make arrangements with the student accounts department to pay the outstanding balance. If the amount that the student has paid is greater than the amount owed, a refund will be made.

Programs will receive such funds in the following order:

1. Unsubsidized Direct Loans

2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Federal SEOG Grants
6. Cal Grants
7. Cash payments made on students' behalf
8. Arnold E. Zimmerman Scholarships
9. Campus Scholars Grants

Important notes regarding Campus's refund policy:

- The registration fee is a one-time, nonrefundable charge.
- Campus follows federal guidelines regarding the disbursement of financial aid for which a student is eligible. Certain financial aid funds received after a student's LDA may be retained by the school to apply against any outstanding balance.
- A student may have outstanding charges due after the withdrawal calculation is completed. The student agrees that any monies owed to the school are payable within 30 days.
- If any funds could have been disbursed but were not disbursed by the student's LDA, the student could be eligible for post-withdrawal disbursement to cover any outstanding tuition balance.
- For Cal Grant recipients: Any funds remaining subsequent to a "Return of Title IV Funds" refund will be sent to the California Student Aid Commission.

### **Academic Freedom Policy**

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

## Grading Policy

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

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

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

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

### Limitations:

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

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

Students are responsible for maintaining personal grade records. A copy of an official transcript may be requested in writing for a nominal fee. There is no fee for unofficial transcripts. The U.S. Family Education Rights and Privacy Act of 1974 (FERPA) is observed.

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



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

**Summary of Credits Attempted, Credits Completed and Grade Point Average –**  
 [reference: Satisfactory Academic Progress policy]

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

**Failing Grades and Restarts**

**Failing Grades**

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

**Grade Challenges**

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

**Coursework Deadline Extension**

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

# GENERAL INFORMATION

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## **Consumer Information Service**

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

Students who wish to review the institution's accreditation, licenses, and approvals may do so at the office of the school president. Students who wish to review the institution's campus security report may do so at the office of the director of financial aid.

Campus is accessible to disabled persons. General provisions for all individuals with disabilities include ramps, reserved parking, and accessible restrooms. Campus's policy on accommodations for individual disabilities is discussed under the Policy on Accommodation for Disabled.

## **Financial Aid**

Campus is an Eligible Institution under the Federal Direct Loan Program, the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant Program, the Federal Work Study Program, and the California Student Aid Program.

## **Veteran Services**

Most courses are approved for veterans and other eligible individuals under the appropriate United States code. Veterans' applications and related forms are available at the college. Assistance with completion of these forms is provided. Veterans applying for admission to Campus will be required to provide transcripts from all colleges previously attended. Campus staff will assist in procuring transcripts; however, Campus will not be able to certify a student's VA application until all of that student's college transcripts have been reviewed.

For active service members, including National Guard and Reservists, who must take a leave of absence due to deployment, training or reassignment, Campus will grandfather the student into the catalog year for the curriculum for which they originally enrolled.

Campus will waive any residency requirements for graduation for all active service members, including National Guard and Reservists, who must take a leave of absence due to deployment, training or reassignment.

## **Statement of Nondiscrimination**

Campus is committed to providing a work and school environment free of unlawful harassment or discrimination. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law.

In accordance with Title IX of the Education Amendments of 1972, the College strictly prohibits sexual harassment and sexual violence. Sexual harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. Sexual violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

The College complies with and carries out its responsibilities to prevent discrimination (including sexual harassment and sexual violence) in accordance with applicable federal, state or local laws, ordinances or regulations, including Title VI of

the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and the Vietnam Era Veterans Readjustment Assistance Act.

The complete Student and Employee Anti-Harassment and Discrimination policy ("Title IX Policy") which includes descriptions of the types of conduct it covers, may be found online at: <https://mticollege.edu/wp-content/uploads/Student-Employee-Anti-Harassment-and-Discrimination-Policy.pdf>. The Title IX Policy is fully incorporated into the Campus Catalog herein by reference.

If any student wishes to file a complaint covered by the above-stated regulations, he/she must follow the grievance procedures of the College. The College investigates all complaints in a thorough, impartial and timely manner, including those of discrimination on the basis of sex (including sexual assault and harassment), The College takes prompt and equitable action to investigate and address any reports or complaints that come to the attention of school personnel, either formally or informally. If an allegation is determined to be credible, the College takes immediate steps to eliminate the harassment, prevent its reoccurrence, and address its effects as appropriate.

Title IX or affirmative action-related questions or complaints may be directed to the Title IX Coordinator, or the Title IX Deputy Coordinator located on the campus at 5221 Madison Avenue, Sacramento, CA 95841:

Eric G. Fernandez, Esq., Title IX Coordinator – [efernandez@mticollege.edu](mailto:efernandez@mticollege.edu) or (916) 339-4371  
Lawrence Richman, Title IX Deputy Coordinator – [lrichman@mticollege.edu](mailto:lrichman@mticollege.edu) or (916) 339-4371

Questions may also be directed to the U.S. Department of Education's Office for Civil Rights (<https://ocrcas.ed.gov/contact-ocr>).

### **Student and Employee Anti-Harassment and Discrimination Policy**

Campus is committed to providing a work and school environment free of unlawful harassment and discrimination. In furtherance of this commitment, Campus provides regular training to students and employees to promote an awareness of these unacceptable behaviors and to ensure that students and employees are aware of their rights and responsibilities. Incoming students participate in a presentation and receive a handout as part of their new student orientation; new employees receive and discuss information during their new hire orientation; and existing employees are required to review a campus safety handout geared toward sexual harassment, violence and discrimination prevention in conjunction with their annual performance reviews. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the College has jurisdiction over Title IX complaints.

Campus's anti-harassment policy applies to all persons involved in the operation of the College and prohibits unlawful harassment by any employee of the College, as well as students, customers, third parties, vendors or anyone who does business with the College. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the College does business engages in unlawful harassment or discrimination, the College will take appropriate corrective action. The grievance procedure provides that complaints may be filed for discrimination in any academic, educational, extracurricular, or other programs operated or sponsored by, or related to, the College, whether the programs take place on campus, during a school-sponsored field trip, or other off-campus events.

As part of Campus's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the College community through publications, the Campus website, new employee orientations, student orientations, and other appropriate channels of communication. Campus will provide training to key staff members to enable the College to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. The College will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

As noted above, the complete Title IX Policy which is incorporated into this Catalog by reference can be found online at: <https://mticollege.edu/wp-content/uploads/Student-Employee-Anti-Harassment-and-Discrimination-Policy.pdf>.

## **Policy on Accommodation for Disabled**

It is the policy of Campus to provide program accessibility and reasonable accommodations for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973. Specifically, the college provides assessment of individual needs and appropriate support for individuals who are identified as being disabled and who are attending classes at the College.

Students who are new to Campus are responsible for contacting the director of admissions (DOA) who is responsible for the initial assessment and enrollment of students with special needs. Existing students must contact their appropriate dean who is responsible for initializing accommodation assessments for existing students. A student desiring reasonable accommodation must provide a written request along with documentation from an appropriate professional supporting the need for the accommodation. When the request is received it will be submitted to the College president or campus director for evaluation. Decisions regarding requests for reasonable accommodation typically occur within one week of submittal. If the request is approved, the student will be advised of any provisions or limitations of Campus's accommodation.

Should the request for reasonable accommodation be approved, the student is responsible for speaking with his/her instructors no later than the first day of each term to discuss his/her needs and the accommodation. In addition, the student is responsible for notifying his/her appropriate dean as soon as possible should any problems arise concerning his/her academic program.

Like every other Campus applicant for enrollment, individuals with disabilities must demonstrate an ability to benefit from a Campus program in order to be accepted into the college. In the event a student's request for reasonable accommodation is denied, the student has the option to appeal the decision. Please contact the director of admissions for further information.

## **Student Complaint and Grievance Procedure**

At Campus, we believe that student satisfaction is closely tied to student success. Because of this, we will go to great lengths to resolve any issues or complaints that are brought to our attention. We encourage students to voice their concerns and we recommend a three-step process for students to achieve a successful resolution to their complaint:

Step 1 – Speak to the staff or faculty member who you feel has the ability to immediately resolve your concern. Share your concerns and reasons for why you feel a correction of some order is necessary. If this effort is not successful or appropriate, please go to Step 2.

Step 2 – Contact the campus director (916-339-4371), or President (916-339-4360) and ask for their assistance in resolving your concern. If this effort does not produce a satisfactory resolution to your concern, please go to Step 3.

Step 3 – Complete a Request for Grievance. This easy-to-complete form is available from the deans' offices or online at: <http://www.mtcollege.edu/services/student-concerns/>. Please return the completed form to the campus director, director of operations, or any dean. Once your request is received, you will be contacted within 2 business days to schedule a hearing.

The grievance hearing allows the student to present his or her case before a panel consisting of a student, an instructor, and an administrator, all of whom will seek to be impartial when reviewing the facts and reaching a decision. Emphasis will be placed on the interpretation and application of school and academic policy. The student will be notified of the outcome of his or her grievance within one week of the hearing. All parties understand that the decision of the grievance hearing is final.

In the unlikely event that Campus is unable to resolve your complaint, the following California agencies, accrediting and approval bodies have processes available for receiving and responding to student complaints. Those listed below oversee Campus and/or have a clear understanding of specific programs and service areas offered to our students.

Students may acquire assistance from one or more of the following bodies:

**Institutional Complaints**

Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC)  
10 Commercial Boulevard, Suite 204  
Novato, CA 94949  
<http://www.accjc.org/complaint-process>

**Financial Aid or Cal Grant**

California Student Aid Commission  
PO Box 419026  
Rancho Cordova, CA 95741  
<http://www.csac.ca.gov>

**Veterans**

California State Approving Agency for Veterans Affairs  
1227 O Street, Suite 314  
Sacramento, CA 95814  
<https://www.calvet.ca.gov/CSAAVE>

**Cosmetology Program**

California Board of Barbering and Cosmetology  
PO Box 944226  
Sacramento, CA 94244-2260  
<http://www.barbercosmo.ca.gov>

**Paralegal Program**

American Bar Association  
321 N. Clark Street, 19th Floor  
Chicago, IL 60654-7598,  
[http://www.americanbar.org/groups/paralegals/contact\\_us.html](http://www.americanbar.org/groups/paralegals/contact_us.html)

**Phlebotomy Program**

California Department of Health Services  
Lab Field Services  
320 W. Fourth Street, Suite 890  
Los Angeles, CA 90013  
<http://www.cdph.ca.gov/programs/osphld/lfs>

An individual may contact the Consumer Information Division, Department of Consumer Affairs for referral of a complaint. A copy of the complaint will be provided to the United States Department of Education, and may be referred to another entity to review, investigate, and resolve. The Department may be contacted at 1625 North Market Blvd., Suite N 112, Sacramento, CA 95843, (800) 952-5210 or [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

**Housing**

Although no housing is provided directly by the school, the immediate locale is one of the best in Sacramento for reasonable rental rates.

## State Authorization

### Alaska

Campus, formerly MTI College, is exempt from authorization under AS 14.48 because the program is online, or distance delivered and does not have a physical presence in the state. 20 AAC 17.900 (a)(12) defines physical presence as presence of a facility, faculty, or staff within the state; in this paragraph, "faculty" and "staff" do not include site supervisors or mentors for local internships or practicum, or adjunct personnel.

### Iowa

Campus, formerly MTI College, is registered by the Iowa College Student Aid Commission. For Iowa residents, please direct any complaints to: <https://iowacollegeaid.gov/StudentComplaintForm>

### Minnesota

Campus, formerly MTI College, is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions" In addition, all registered schools shall publish in the school catalog or student handbook the name, street address, telephone number, and Web site address of the office.

### Utah

Utah residents may file a complaint with the [Utah Division of Consumer Protection](#):

160 E. Broadway  
Salt Lake City, UT 84111  
801-530-6601

### Virginia

Campus, formerly MTI College, is certified to operate (distance education) by the Council of Higher Education for VA. \*VAC40-31(A) (i).

Campus has determined that the Information Technology – Cloud Administration Associate Degree in Applied Science sufficiently prepares graduates to sit for the following certification exams:

- CompTIA A+ Exams 220-1101 and 220-1102
- CompTIA Network+ Exam N10-008
- CompTIA Security+ Exam SY0-601
- Amazon AWS Certified Cloud Practitioner
- Amazon AWS Certified Solutions Architect – Associate

## Catalog Addendum for Kentucky Residents

**Existence of the Kentucky Student Protection Fund.** Pursuant to KRS 165A.450, all licensed schools, resident, and nonresident, shall be required to contribute to a student protection fund. The fund shall be used reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

**Process for Filing a Claim Against the Student Protection Fund.** To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. The form can be found on the website.

at <http://www.kcpe.ky.gov/>. To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. The form can be found on the website at <http://www.kcpe.ky.gov/>

This document is certified as true and correct in content and policy by the president on October 11, 2022.

A handwritten signature in black ink, appearing to read 'M. Zimmerman', enclosed within a hand-drawn oval.

Michael Zimmerman  
President