



2017-2018 College Catalog



Los Angeles Main Campus

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*ABHES School ID: I-005
BPPE School Code: 32878375*

City of Industry Branch Campus

(Relocation: May 2014)

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City of Industry, CA 91748
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ADDENDUM NOTES:

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SCHOOL CATALOG 2017-2018 Los Angeles Campus & City of Industry Campus

1. GENERAL INFORMATION

1.1 Disclaimer Information

This catalog has been published for informational purposes. Every effort has been made to ensure its accuracy. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and Angeles College (*hereinafter referred to as AC*). AC reserves the right to change any provisions or requirements at any time, while taking precautions that such changes do not cause hardships towards students enrolled. Students should consult the current schedule of classes for supplementary information.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N
Falls Church, VA 22043
Phone: (703) 917-9503
Web site: www.abhes.org
E-mail: info@abhes.org

Inquiries may also be directed to:

The Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Phone: (916) 431-6959
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897

Angeles College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

1.2 Accreditation and Approvals

AC was incorporated in March, 2004 as a private education institution in Los Angeles, California and has operated under the approval of the Bureau for Private Postsecondary and Vocational Education since June, 2005. AC has been accredited by the Accrediting Bureau of Health Education Schools (ABHES) since 2009.

LOS ANGELES (LA) Campus (Main)

The following programs are approved programs for the main campus located in Los Angeles, CA. The Department of Health Services has approved our Nurse Assistant Program and Home Health Aide Program since June of 2005 and December of 2005 respectively and our Phlebotomy Technician Program since January of 2006. AC's Vocational Nursing Program has been approved by the Board of Vocational Nursing and Psychiatric Technicians since November of 2006. Angeles College's Los Angeles campus has been approved for the training of Veterans and eligible persons under the provisions of Title 38, US code effective January 2009. Angeles College has been accredited by the national accrediting agency, ABHES, since July of 2009. The Medical Assistant Certificate Program has been approved by ABHES since 2010. The Bachelor of Science in Nursing (RN to BSN) has been approved by BPPE and ABHES since 2014. In the June of 2015, The Bachelor of Arts in Business Administration has been approved by ABHES.

CITY of INDUSTRY (CI) Campus (Non-Main)

The previous Garden Grove campus of Angeles College has operated under the approval of the Bureau for Private Postsecondary Education since December, 2011; since early 2014, the campus has relocated to the City of Industry located in the San Gabriel Valley. The Medical Assistant Program has been approved since June of 2011. The Massage Therapy Program has been approved since February of 2013. In the June of 2015, The Bachelor of Arts in Business Administration has been approved by ABHES.

Institutional Accreditation and Approvals

Accredited by the Accrediting Bureau of Health Education Schools (ABHES), recognized by the Department of Education.

7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia 22043

Phone: (703) 917-9503 Web site: www.abhes.org

E-mail: info@abhes.org

Licensed by the Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Phone: (888) 370-7589 Web site: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov (In accordance with Ed. Code §94897(l))

Certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs.

400 Maryland Ave., SW

Washington, DC 20202

Phone: (800)872-5327

Website: www.ed.gov

Approved by the U.S. Immigration and Customs Enforcement (ICE/SEVIS) to provide F1/M1 visa to enroll non-immigrant alien students
500 12th Street, SW, Washington, DC 20536
Phone: (703) 603-3400
Web site: www.ice.gov/sevis
E-mail: SEVP@dhs.gov

Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

California State Approving Agency for Veterans Education (CSAAVE)**
1227 O Street, Suite 314, Sacramento, CA 95814
Phone: (916)503-8317; Website: www.calvet.ca.gov/CSAAVE

***Currently, three degree programs (BA in Business Administration, BS in Healthcare Administration, and BS in Nursing) and five non-degree programs have been approved. : Massage Therapy, Medical Assistant, Nurse Assistant, Phlebotomy Technician, and Vocational Nursing. The City of Industry campus is without administrative capabilities in this regard.*

Additional Accreditation and Approval by Program

Certificate Programs

Vocational Nursing Program*

Accredited by the California Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833
Phone: (916) 263-7800
Web site: www.bvnpt.ca.gov
E-mail: bvnpt@dca.ca.gov

**LA Campus only*

Nurse Assistant/Home Health Aide* Programs (* LA Campus Only)

Approved by the California Department of Public Health Services (CDPH) Licensing and Certification Program (L&C)
Aide and Technician Certification Section (ATCS)

1615 Capitol Avenue, MS 3301
P.O. Box 997416
Sacramento, CA 95899-7416
Phone: (916) 327-2445
Web site: www.cdph.ca.gov
E-mail: cna@cdph.ca.gov

Phlebotomy Technician Program

Approved by the California Department of Public Health Services Laboratory Field Services (LFS)
850 Marina Bay Parkway, Building P, 1st floor
Richmond, CA 94804-6403
Web site: www.cdph.ca.gov/lfs
E-mail: LFSRecep@cdph.ca.gov

Other Certificate Programs

Accredited by the Accrediting Bureau of Health Education Schools (ABHES), recognized by the Department of Education.

7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia 22043

Phone: (703) 917-9503

Web site: www.abhes.org

E-mail: info@abhes.org

Degree Programs

The College offers Undergraduate educational degree programs in credit hours that are considered a Gainful Employment (GE) program. For purposes of calculating financial aid (Title IV funds), the number of credit hours using the Department of Education Default Option are different from the number of credit hours determined by the College's accreditation body. Outside hours listed along with degree programs are recommended, but are not counted towards total regular hours.

Bachelor of Science in Healthcare Administration

Accredited by ABHES, Licensed *By Means of Accreditation with BPPE*

Bachelor of Science in Nursing (RN to BSN)

Accredited by ABHES, Licensed *By Means of Accreditation with BPPE*

Bachelor of Art in Business Administration

Accredited by ABHES, Licensed *By Means of Accreditation with BPPE*

1.3 Ownership & Governance

Angeles College (L.A. Main & C.I. Non-Main), owned by Teresa Krause, is incorporated in the state of California as a private proprietary corporation, duly formed and organized under the laws and regulations of the Secretary of State for the State of California. The Articles of Incorporation were filed with the Secretary of State on March 11, 2004.

1.4 History

The Angeles College was founded in 2004 by John Krause who recognized the demand for qualified healthcare professionals in a community where the patients are diverse and proficient care is at a deficit. AC was incorporated in March, 2004 as a private education institution in Los Angeles, California and has operated under the approval of the Bureau for Private Postsecondary and Vocational Education since June, 2005.

In July of 2011, the school's name was changed from Angeles College of Nursing to Angeles College to expand its scope of offerings to include additional specialized allied health programs other than a nursing program. In June of 2011, the Garden Grove Campus opened as a branch of the Los Angeles campus; it has received institution approval from the BPPE since December of 2011 and had begun operation in June of 2013. The Garden Grove campus has since relocated to the San Gabriel Valley to the City of Industry on May 1st 2014.

The Bachelor of Science in Healthcare Administration Degree program and the Bachelor of Science in Nursing (RN to BSN) have also been approved as of 2012 and 2014 respectively. In 2015, Angeles College has received approval for its newest Bachelor of Art degree in Business Administration.

Throughout its history, Angeles College has been providing a comprehensive education in the fields of healthcare by offering courses that will culminate in careers in allied health professions. And in 2015, Angeles College has expanded its educational offerings to include professional careers in Business Administration and been through a Change in Ownership from John Krause to Teresa Krause.

1.5 Mission Statement and Institutional Objectives

Reflecting our diverse and vast community, Angeles College strives to adapt and respond to changes in the post-secondary academic community. In 2015, Angeles College revised its Mission Statement and Institutional Objectives to reflect this perspective and to provide greater educational opportunities to its serving community.

Angeles College serves its immediate and extended community with the following **Mission Statement**:

Angeles College is committed to the educational preparation of its socially diverse community which it serves by creating a learner-centered environment that enables graduates to contribute to society through the application of problem-solving, critical thinking, and a deep knowledge of their respective discipline.

As part of the institution's Mission, the College strives for the following **Vision**:

Angeles College strives to become a center of academic excellence by providing educational programs that are learner-centered, interpersonally supportive, engaging, innovative, success-oriented, and technologically responsive to a rapidly changing student population, educational milieu, business environment, and to an increasingly global community.

In the **Identity Statement**:

Angeles College is a private degree-awarding institution located in Southern California. It offers a variety of academic programs predominately in various health-related disciplines, as well as in business management and other fields to meet the need for an educated workforce and to provide opportunities for graduates to pursue rewarding careers. In respect to health related programs, Angeles College seeks to improve human health and welfare by educating students to provide clinical, managerial, and educational services.

In self-reflection, Angeles College represents the following **Philosophy** statement:

Angeles College believes that one of the highest calling people can have is to serve other people. We believe that the purpose of education is to prepare the next generation of professionals who have the knowledge, skills and attitudes necessary to continuously improve the quality, safety, and effectiveness of health and human services, and to serve as dedicated and competent professionals and employees in the business community. Educators facilitate student learning by functioning as partners, role models, coaches, and mentors of students in their discovery of new knowledge.

These institutional statements qualify the *Mission Statement, Vision, Identity and Philosophical values* Angeles College has developed since its founding in 2004.

Institutional Learning Outcomes:

Upon completion of an Angeles College Program, graduates will be equipped to implement the following Institutional Learning Outcomes:

1. Master the knowledge, skills, and attitudes of a discipline
2. Apply critical thinking and professional judgment skills in both problem analysis, and planning and implementing solutions
3. Communicate effectively both orally and in writing, and through use of technological media
4. Exhibit the highest ethical and professional standards and integrity
5. Function collaboratively as members of interdisciplinary teams
6. Contribute to continuous quality improvement efforts
7. Use information literacy skills necessary to support continuous, lifelong learning
8. Appreciate cultural differences and values in order to serve their communities as responsible professionals in a diverse society

In consideration, Institutional objectives for Angeles College evolve over time as they are shaped by students, faculty, staff, employers, and other constituencies along with the changing environment of its community.

1.6 Administration & Faculty

The following provides the minimum qualifications faculty members must have to maintain employment in any/all programs at Angeles College:

Certificate Programs

- i. Graduation from an accredited program recognized by the U.S. Department of Education, the Council for Higher Education Accreditation (CHEA), or an otherwise recognized training entity (e.g., hospital-based program) in their specialty field. Additionally, the faculty member must have two (2) years of occupational experience in the subject field in which they teach; OR
- ii. A minimum of three (3) years of job-related training and experience for those instructors who are not graduates of an accredited program in the field in which they teach.

In addition, all faculty must:

- iii. Receive training in educational methods, testing and evaluation and evidence strength in instruction methodology, delivery and techniques as indicated by evaluation by supervisory personnel within 30 days of beginning instruction.
- iv. Hold current licenses, certifications or other designations as required by local, state or federal laws to work in the field.

Bachelor Degree Programs

- i. Instructors hold baccalaureate degrees at a minimum, and instructors teaching general education and other academic courses are assigned based on their major and minor academic preparation and related experience.
- ii. In addition to the baccalaureate degree requirements outlined above, at least one-half of all lower-division courses and all upper-division courses, including those core courses common to non-academic degree or non-degree programs, must be taught by faculty members holding graduate degrees, professional degrees such as J.D. or M.D., or baccalaureate degrees plus professional certification.

1.6.1 Faculty/Staff Directory

See insert in the back of the catalog for college administration, faculty and staff. (*electronic link*)

1.7 Disclosure of Language Used in Program Study

All courses in every AC program other than the Massage Therapy Program are delivered in English. The Massage Therapy Program at the City of Industry Campus is delivered in Chinese Mandarin. Most programs require an entrance exam measuring English competency. This exam must be taken in order to determine a student's eligibility.

1.8 Facilities (Los Angeles – Main, City of Industry – Non-Main, & The Separate Classroom*)

The Los Angeles campus of Angeles College occupies 8,879 square feet on the 3rd floor of Central Plaza, LLC located at 3440 Wilshire Boulevard, Suite 310, Los Angeles, California. All classes held at this location are considered Main Campus courses.

The building is one of three identical structures that occupy the south side of Wilshire Blvd., between Mariposa and Normandie. Angeles College is located close to the I-10, I-5, I-110, and US Route-101 freeways and is readily accessible by both public and private transportation.

The atmosphere and design of the facility is highly conducive to learning. It includes laboratory/clinical classrooms, a library resource center, a computer classroom and administrative offices. The lab room consists of additional equipment and supplies representing a traditional lecture setting. The facility and equipment comply with all federal, state and local ordinances and regulations including those concerning fire safety, building safety and general well-being and health. AC is not responsible for property theft, property damage, etc.

The City of Industry campus of Angeles College occupies 4,981 square feet on the 1st and 2nd floor. Located in the business center of the City of Industry along with the cities of Rowland Heights and Hacienda Heights intersecting. The campus is located at 17595 Almahurst St., Suite 101-3, City of Industry, California. All classes held at this location are considered Non-Main Campus courses. The non-main campus is located close to State Route 60 (between the 605 & 57) between Azusa Ave. and Fullerton Rd. exits; readily accessible by public and private transportation.

The atmosphere and design of the facility is highly conducive to learning. It includes laboratory/clinical classrooms, a library resource center, a computer classroom and administrative offices. The lab room consists of additional equipment and supplies representing a traditional lecture setting. The facility and equipment comply with all federal, state and local ordinances and regulations including those concerning fire safety, building safety and general well-being and health. AC is not responsible for property theft, property damage, etc.

Additional Educational Facilities: Angeles College is affiliated with the following healthcare organizations to meet the needs of clinical and externships training: L.A. Metropolitan Medical Center, St. Andrews Healthcare Center, Downey Rehabilitation Center, Medica San Miguel, Country Villa Wilshire and South, and California Pasadena Convalescent Hospital.

The Separate Classroom* of Angeles College provides a physical location where training occurs that is located a reasonable distance from the main or non-main campus and is used for the main purpose of training the overflow of students who cannot be accommodated at the main or non-main campus. The separate classroom may also be used under special circumstances if the student's education or training benefits from the usage of a separate classroom location due to enhanced or specialized equipment and/or teaching aids.

The Separate Classroom of Angeles College occupies 2,000 square feet on the third floor of 111 N. Atlantic Blvd, Suite 353 A, Monterey Park, CA 91754. All classes held at this location are considered Separate Classroom courses.

The Separate Classroom is located close to Freeway 60 and Interstate 10 and is easily accessible by both public and private transportation.

The atmosphere and design of the facility is highly conducive to learning. It includes laboratory/clinical classrooms, an administrative office, and a conference room. The lab rooms consist of equipment and supplies representing a traditional lecture setting. The facility and equipment comply with all federal, state, and local ordinances and regulations including those concerning fire safety, building safety, general well-being, and health. In addition, there are many local businesses related to healthcare which can provide internship and future employment opportunities for our students. AC is not responsible for property theft, property damage, etc.

1.9 Non-Degree (Certificate) and Degree Programs

Angeles College equips our students for the health care job market and further studies via Non-Degree (certificate) and Degree Programs.

Angeles College offers the following programs. Not all programs are offered at all locations:

Main Campus: LA - Los Angeles :: Non-Main: CI - City of Industry

1.9.1 Non-Degree (Certificate) Programs

Program Title	LA	CI	Clock Hours	Credential
Home Health Aide	X		40	Certificate
Massage Therapy		X	720	Certificate
Medical Assistant	X	X	900	Certificate
Nurse Assistant	X	X	164	Certificate
Phlebotomy Technician	X		98.75	Certificate
Vocational Nursing	X		1800	Certificate

1.9.2 Degree Programs

Program Title	LA	CI	Quarter Credits	Credential
BS in Healthcare Administration		X	186	Bachelor of Science Degree

BS in Nursing (RN to BSN)	X		185 (ASN Program Credit Approval)**	Bachelor of Science Degree
BA in Business Administration	X	X	180	Bachelor of Arts Degree

**RN-BSN 185 Qtr Credits are reduced based on education and or degree unit transfers as assessed by the college.

2. ACADEMIC CALENDAR

2.1 Definition of Academic Year and Fiscal Year

For the purpose of awarding Federal Student Aid*, the definition of an Academic Year at AC is at least 26 weeks of instructional time for a clock-hour program and at least 30 weeks of instructional time for a credit-hour program.

2.2 Academic Calendar/Schedule of Classes

CERTIFICATE PROGRAMS

Angeles College Certificate Programs are non-standard term-based and does not operate according to a conventional academic calendar. New classes typically begin five to six times per year; however, start dates are varied, unlike a traditional four-term school year. Typically, VN courses meet for either 52 or 72 weeks, depending on whether the student is full or part time; the Phlebotomy Technician program for beginners meets for approximately 5 weeks, and the advanced program meets for approximately 5 weeks; the Medical Assistant program meets for approximately 36 weeks; and other programs meet between 2 and 40 weeks, depending on the program. The Massage Therapy program meets 24 weeks.

This diverse and often intensive calendar allows students to achieve their educational goals in a more time-efficient manner. AC's low student/faculty ratio and class size, which averages 25 students per class or fewer, facilitates active learning and collaboration. All program schedules include national holidays. No program shorter than 10 weeks will be scheduled during a time when winter vacation will interrupt the schedule of classes.

CODE	Program	Pre-requisite	Hours/Days 30 min for lunch break included * <i>subject to change</i>	Length	Break
VNF VNP	Vocational Nursing	High School Diploma/ GED/ Equivalent	Full Time: 52 weeks 8:00a-4:00p MT (Theory) 7:00a-3:30p W~F (Clinical) or 8:00a-4:00p ThF (Theory) 7:00a-3:30p M~W (Clinical) - Part Time: 72 weeks 6:00p-11:00p TTh (Theory) 7:00a-3:30p SaSu (Clinical)	1,800 hours FT: 52 wks PT: 72 wks	Approximately 1 week following each term
MA	Medical Assistant	High School Diploma/ GED/ Equivalent	9:00a-3:30p M~Th (Day) 6:00pm-11:00pm M~TH(Eve) 6:00pm-10:00pm F	900 hours 36 weeks	Thanksgiving weekend break, 2 weeks winter break

PHLEB	Phlebotomy Technician	High School Diploma/ GED/ Equivalent	9:00a-3:30p Sat(LA) 9:00a-3:30p Weekdays(CI)	98.75 hours 43.5 hours of lecture, 9.25 hours of lab, 6 hours of quiz/exam & discussion, 40 minimum hours of externship	Thanksgiving weekend break, 2 weeks winter break
MT	Massage Therapy	High School Diploma/ GED/ Equivalent	9:00a-5:00p M~Th.	720 hours 24 weeks	Thanksgiving weekend break, 2 weeks winter break
NA	Nurse Assistant	None	8:00a-4:00p (Theory) 7:00a-3:30p (Clinical) M~Th	164 hours 6 weeks	Thanksgiving weekend break, 2 weeks winter break
HHA	Home Health Aide	None	9:00a-3:30p M~W (Theory) 7:00a-3:30p M~W (Clinical)	40 hours 2 weeks	Thanksgiving weekend break, 2 weeks winter break

DEGREE PROGRAMS

Angeles College Degree Programs are quarter based system and academic calendar for 2018-2019 is as follows:

QUARTER ACTIVITY 2018

	Winter	Spring	Summer	Fall
Quarter Begins	Jan. 8	Apr. 9	Jul. 9	Oct. 1
Instruction Ends	Mar. 17	Jun. 16	Sep. 15	Dec. 15
Final Exams & Research Paper Deadline	Mar. 19-24	Jun. 18-23	Sep. 17-22	Dec. 17-22
Quarter Ends; Next Quarter Open Registration	Mar. 24	Jun. 23	Sep. 22	Dec. 22
Faculty Deadline to Submit Grades	Mar. 26-31	Jun. 25-30	Sep. 24-29	Dec. 24-29
Registrar Posting of Grades	Apr. 2-7	Jul. 2-7	Oct. 1-6	Dec. 31-Jan. 5

HOLIDAYS, RECESSES AND BREAKS 2018

	Winter	Spring	Summer	Fall
Term Break	Dec. 24-Jan. 7	Mar. 25-Apr. 8	Jun. 24-Jul. 8	Sep. 23-30
Presidents' Day	Feb. 19			
Memorial Day		May 28		
Independence Day			Jul. 4	
Labor Day			Sep. 3	
Thanksgiving Break				Nov. 18-25

HOLIDAYS, RECESSES AND BREAKS 2018

	Winter	Spring	Summer	Fall
Term Break	Dec. 24-Jan. 7	Mar. 25-Apr. 8	Jun. 24-Jul. 8	Sep. 23-30
Presidents' Day	Feb. 19			
Memorial Day		May 28		
Independence Day			Jul. 4	
Labor Day			Sep. 3	
Thanksgiving Break				Nov. 18-25

QUARTER ACTIVITY 2019

	Winter	Spring	Summer	Fall
Quarter Begins	Jan. 7	Apr. 8	Jul. 8	Sep. 30
Instruction Ends	Mar. 16	Jun. 15	Sep. 14	Dec. 14
Final Exams & Research Paper Deadline	Mar. 18-23	Jun. 17-22	Sep. 16-21	Dec. 16-21
Quarter Ends; Next Quarter Open Registration	Mar. 23	Jun. 22	Sep. 21	Dec. 21
Faculty Deadline to Submit Grades	Mar. 25-30	Jun. 24-29	Sep. 23-28	Dec. 23-28
Registrar Posting of Grades	Apr. 1-6	Jul. 1-6	Sep. 30-Oct. 5	Dec. 30-Jan. 4

HOLIDAYS, RECESSES AND BREAKS 2019

	Winter	Spring	Summer	Fall
Term Break	Dec. 23-Jan. 6	Mar. 24-Apr. 7	Jun. 23-Jul. 7	Sep. 22-29
Presidents' Day	Feb. 18			

Memorial Day		May 27		
Independence Day			Jul. 4	
Labor Day			Sep. 2	
Thanksgiving Break				Nov. 24-Dec. 1

CODE	Program	Pre-requisite	Length
BS HA	Bachelor of Science in Healthcare Administration	High School Diploma/GED/ Equivalent	2,040/186 QTR hours 92 - weeks - Day/Eve
BSN (RN to BSN)	Bachelor of Science in Nursing (RN to BSN)	RN/ ASN	1160 hours/185 QTR* 60 weeks - Day
BBA	Bachelor of Art in Business Administration	High School Diploma/GED/ Equivalent	1800 hours/180 QTR 150 weeks - Day/Eve

**Degree-completion program; 90 transfer quarter (nursing) credits.*

AC reserves the right to modify this schedule. Students will be notified of any changes in a timely manner.

2.3 Holidays/Constitution Day

Holidays

AC observes the following holidays:

- New Year's Day**
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day**

****Note:** Angeles College – City of Industry Campus, including the Administration Office, is closed from Christmas Day to New Year's Day.

Constitution Day

Constitution Day is recognized on September 17th, the day the U.S. Constitutional Convention signed the Constitution in 1787. Angeles College will hold regular classes on this day.

3. ADMISSION/ENROLLMENT INFORMATION

3.1 Eligibility

All applicants must meet the following qualifications:

- For most programs, applicants must submit proof of completion of 12th grade education or the equivalent prior to admission, and must hold at least a high school diploma, transcript, GED certificate or equivalent.
- The applicant must verbally demonstrate that he/she has reasonable expectations of how the program would benefit him/her in terms of skill acquisition, academic gains or job marketability
- The student must successfully pass the entrance exam if applicable.
- Direct transfer credit may be established through evaluation of official academic transcripts.
- Applicants must submit a Signed Health Report from a physician stating you can participate in the program without any limitations*.

**Currently, this definition does not apply to all programs – please check with Admissions Office for specifics.*

3.2 Procedures for Enrollment

✓ Registration for Admission

Prospective students applying for admission to AC's programs begin the admission and enrollment process by submitting a complete and accurate enrollment agreement and contract along with the non-refundable registration fee. AC's registration fee covers the student's entrance exam.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. An Enrollment Agreement which is later verified to contain incomplete, false, or misleading information may be grounds for dismissal. Once the contract and fee have been received by AC, applicants are responsible for ensuring the completion of their admission file.

AC's admissions counselor will advise students regarding the documents required in order to begin a program of study. All required documents must be submitted to the school prior to the program start date. Student must complete the admissions process and be in attendance on the first day of class for all programs.

Classes are filled on a first-come, first-serve basis. The applicant initially meets with an admissions representative to discuss career opportunities and the process of enrollment.

✓ **Admissions Policy for Applicants with Felony Convictions**

Angeles College does not accept admissions applications from prospective students with felony convictions. The College does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. If you have a felony conviction, please disclose that information to your Admissions Counselor for further assistance.

✓ **Nursing Assistant - Student Screening (Criminal Background-Check Policy)**

Nursing Assistant students shall not be permitted to practice nursing skills or have any contact with patients with any negative felony convictions as defined in 22, 243.4, 261, 273a, 288, 299 and 368 of the Penal Code. The student must submit to valid fingerprinting clearance by the Federal Department of Justice to participate in the nursing assistant program. The potential student will agree to the screening policy, receive a copy of the Penal Code and sign Form 283b stating the student has never been convicted of a felony. If, during the training period, the background check returns evidence of a criminal background and/or that they lied on the signed form the student will be financially responsible for all the hours of instruction that occurred prior to termination.

✓ **Entrance Exam**

Following an interview with an admissions representative covering the prospective student's personal, educational and employment history, the student will take an Entrance Exam (if applicable). Passing the Entrance Exam demonstrates that he/she can perform in the classroom at the level required for each program, and the institution may then proceed with enrollment. Students meeting the Transfer of Credit Policy for a program are exempt from having to take the Entrance Exam.

Students applying for the Degree programs must pass the Health Education Systems, Inc. (HESI) Admission Assessment Exam with a minimum passing score of 70% for each of the 4 subjects (Reading Comprehension; Basic Math Skills; Grammar; Vocabulary and General Knowledge) and a minimum passing average score of 80% overall. BSN (RN to BSN) students are exempted from taking the Entrance Exam. BSN (RN to BSN) students must submit evidence of an Associate Degree, Diploma in Nursing, or completion of a 30-Unit Option Program.

Students submitting a passing score from the IELTS (International English Language Testing System), TOEFL (Test of English as a Foreign Language), or International Test of English Proficiency (iTEP) will be exempt from the entrance exam requirement.

Minimum TOEFL, IELTS, and iTEP scores	
TOEFL	45 (Internet-based)
IELTS	5.1
iTEP	3

Students applying for the Vocational Nursing program must meet or exceed the following entrance exam baseline scores for the TEAS-VI (Test of Essential Academic Skills-VI):

Content Areas	Number of Items*	Cut Score
Reading	53	47.60%
Mathematics	36	46.70%
Science	53	N/A
English and Language Usage	28	40.00%
TOTAL	170	45.10%

**There are 20 unscored pretest questions*

Students applying to the following programs must meet or exceed entrance exam baseline score levels as stated in the table below for the Wonderlic Basic Skills Test (WBST) to show that they are well-suited to study in the specific program for which they have applied.

Program	Verbal	Quantitative
	<i>Baseline Score to Pass</i>	<i>Baseline Score to Pass</i>
Nurse Assistant	267	267
Home Health Aide		
Phlebotomy Technician	303	294
Medical Assistant		
Massage Therapy		
All other certificate programs	303	294

(Source: Wonderlic Basic Skills Test User's Manual for Ability-to-Benefit Testing - © 2010 Wonderlic, Inc.)

Applicants are allowed two attempts to successfully reach entrance level results. Otherwise, a six (6) month delay will be applied before the applicant is allowed to retest as part of the entrance exam requirements.

✓ English Language Proficiency

All students except BSN (RN to BSN) students must demonstrate English proficiency by passing the HESI (for Degree Programs), TEAS-VI (for the VN Program), or WBST (For Certificate Programs other than the VN Program). International students or nonnative speakers of English may also demonstrate competency by submitting a passing score from the IELTS (International English Language Testing System), TOEFL (Test of English as a Foreign Language), or International Test of English Proficiency (iTEP). In addition, BSN (RN to BSN) students must submit evidence of an Associate Degree, Diploma in Nursing, or completion of a 30-Unit Option Program. Information about passing scores can be found in the previous section, "Entrance Exam."

✓ **Admissions Status**

A student is granted Admitted status by AC after all documents have been received, the applicant's admission file has been reviewed and all admission requirements have been met.

✓ **Official Diploma/Transcript**

As appropriate, an applicant must submit an official high school diploma/transcript or official degree/transcript reflecting all work taken at institutions of education. Applicants who did not graduate from an accredited high school, but received a General Education Development (GED) certificate or passed the HiSET, TASC, or other state-authorized examinations must provide documentary proof of certification or official transcripts reflecting all work taken at institutions of higher education.

✓ **Foreign Transcripts**

All academic records from countries other than the United States must be evaluated by the credential evaluation services of an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g. National Association of Credential Evaluation Services or NACES: <http://www.naces.org/members.html> and Association of International Credential Evaluators, Inc. or AICE: <http://www.aice-eval.org/members/>).

✓ **Assessment for Admission**

The school retains the right to accept or reject an applicant based on the applicant's character reference, scholastic status and/or financial status. Presuming all requirements and standards of admissions are met and the applicant is motivated and prepared to make the financial and personal commitment toward his/her chosen training program, an enrollment agreement between the school and the applicant may be signed, the first payment may be made (prior to the first day of class, unless other arrangements are made, the student is required to pay in full: the registration fee, cost of books & equipment, and the first tuition payment) and a start date may be set.

✓ **Transfer of Credit Policy**

Angeles College (AC) considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA).

Students must complete a minimum of 25% of their credits or hours at Angeles College for degree programs (for the BSN program, please refer to section 12.2) or 50% of credits to be completed in residence for certificate program. Transferred credits will be excluded from the calculation of grade point averages (GPA).

The Program Director will evaluate and transfer any credits for previous education or training that are deemed appropriate and satisfactory, and meet the following minimum requirements:

- Transferrable courses must have a passing grade or equivalent from no longer than 5 years ago.
- Courses earned in foreign institutions will be evaluated using standards established by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded (e.g. NACES: <http://www.naces.org/> and AICE: <http://www.aice-eval.org/>).
- Official Transcripts from the previous institution must be submitted before credit is granted.

Angeles College determines the courses that are equivalent to the courses in the program and are acceptable for credit.

Additional Admissions Requirements for Vocational Nursing Program

- Applicants must submit background check and be cleared of any criminal charges.
- Applicants must pass a urine drug screening test.
- Applicants satisfactorily complete an interview with the Director or Assistant Director of the Vocational Nursing program.
- Alternate Students - May admit alternate students in each new class to replace students who may drop out:
- The number of alternate students admitted may not exceed 10% of the school's Board-Approved number of students per class.
- Prior to admission, alternate students will be informed in writing of their alternate status and that they may be dropped from the cohort during Term I.
- Alternate students may participate in classes until the commencement of scheduled clinical experience at approved clinical facilities.
- Alternate students, in good standing, may be officially admitted to the program if an accepted student drops out.
- Alternate students' enrollment will be cancelled and all monies will be refunded except registration fee, used books & supplies, and ATI fee if no student drops out before the beginning of the clinical experience. Alternates will be offered a guaranteed seat in the next available class, so long as the alternate maintains satisfactory progress and complies with all Vocational Nursing program and College policies and procedures.
- Students enrolled as an Alternate are not eligible for Title IV, HEA program funds unless and until they are admitted as regular students, after the trial period as an alternate. Upon admission as a regular student, Title IV, HEA program fund eligibility will be retroactive back to the beginning of the payment or loan period, as applicable.

3.3 International Students and Visas

AC has been approved to provide I-20 student visa forms to international students in accordance with the International Student and Exchange Visitors Program since March, 2011. The SEVIS I-901 fee of \$200 must be paid directly to the SEVP administrator for those, with an initial Form I-20, applying for a student F-1 visa. Should the student wish for AC to pay on the student's behalf, the student must provide their credit card information to execute the transaction. The school will send the receipt of the payment enclosed in the acceptance package.

3.3.1 International Students and General Information

1. International students must register for and maintain a full-time program of study in the academic program in which they are enrolled. At minimum, a full-time program of study is at least 18 clock hours per week (22 clock hours a week if the dominant part of the course of study consists of laboratory work) or 12 credit hours or more per session. Part time F-1 status is not permitted by the U.S. Citizenship and Immigration Service. The registration status and academic performance of all international students will be monitored by the College.
2. A recent photograph must be submitted with an application (passport size is acceptable).
3. Prospective international students are advised that they must comply with all requirements of the U.S. Citizenship and Immigration Services and of AC to be admitted as international students.
4. A transfer student from a college/university accredited by an accrediting agency recognized by the U.S. Department of Education, must:
 - a. Follow set transfer procedures of the U.S. Citizenship and Immigration Services, and
 - b. Have pursued a full-time course of study with a minimum GPA of 2.0 ("C") at the college/university the student was last authorized to attend (an official transcript must be filed).

3.3.2 International Students and Financial Resources

1. Each international student must submit verification of sufficient financial resources. The verification must indicate the ability of the student to finance each year's education and living expenses to the satisfaction of the AC's International Student Principal Designated School Officer (PDSO) or Designated School Officer (DSO). The amount of financial resources required varies by the program the student plans to enroll in. The PDSO/DSO will provide each student with the specific amount required.
2. An international student attending the College must pay all mandatory fees, enrollment fees and other fees paid by resident students.
3. Financial aid is not available to F-1/M visa international students.
4. An international student may not accept off-campus employment while attending the College unless approval is granted by the U.S. Citizenship and Immigration Services and the PDSO/DSO.

3.4 Orientation

Each prospective new student must be on campus prior to the first day of class so as to complete the enrollment process and orientation.

The purpose of orientation will be to review and explain:

- All attendance and classroom policies
- Students' responsibilities concerning preparedness for classes
- The services provided by the school
- The conduct expected of AC students and graduates in their fields of study

3.5 Re-enrollment

Any student who wishes to re-enroll in the same program should first submit in writing a letter to AC, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the current tuition rate.

Re-enrollment is appropriate if a student:

- Withdrew from the College
- Interrupted continuous program enrollment during class
- Was dismissed or suspended for nonacademic reasons
- Invalidated a leave of absence
- Plans to return for graduation

Students who left in good standing and who are re-enrolling in their previous major will be approved to re-enroll. Every re-enrollment request will be reviewed and a status report will be returned to the student.

3.6 Reinstatement Policy

Whether due to probation, termination, suspension or personal reasons, students who have been in any one of these conditions may be reinstated upon approval of the school director. Students must request reinstatement in writing and deliver it to AC. All requests are determined on an individual basis. Please submit a request in person to an admissions representative at 3440 Wilshire Blvd. Suite 310, Los Angeles, CA 90010 (LA Campus) or at 17595 Almahurst St., Suite 101-3, City of Industry 91748 (City of Industry Campus) as applicable.

4. FINANCIAL INFORMATION

Trained staff members are available to assist students with general financial questions regarding the loan application process, file status, state funding programs, policies and procedures.

4.1 Tuition and Other Fees* - Certificate Program

Program Title	Tuition	Tuition Per Term/Level	Reg. Fee	Books & Equip. & Other Fees	Total Cost
Home Health Aide (LA Campus Only)	\$635.00	N/A	\$50.00	\$115.00	\$800.00 <i>*effective(3/17/14)</i>
Medical Assistant	\$11,025.00	<i>Varies</i>	\$50.00	\$1,825.00	\$12,900.00 <i>*effective(1/5/17)</i>
Nurse Assistant (LA Campus Only)	\$1,659.00	N/A	\$50.00	\$191.00	\$1,900.00 <i>*effective(8/1/14)</i>
Phlebotomy Technician (LA Campus Only)	\$1,725.00	N/A	\$50.00	\$160.00	\$1,935.00 <i>*effective(3/17/14)</i>
Massage Therapy (CI Campus Only)	\$4,608.00	<i>Varies</i>	\$50.00	\$392.00	\$5,050.00 <i>*effective(5/5/14)</i>
Vocational Nursing (LA Campus Only)	\$27,324.00	\$6,831/ <i>term</i>	\$50.00	\$1,626.00	\$29,000.00

**Students receiving assistance may have varying fees associated with their chosen field of study which are not reflected in the table above.*

^(a) I-20 Processing Fee \$200 for international students.

4.2 Tuition and Other Fees* - Degree Program

Program Title	Total Tuition/ Credit Units	Tuition Per Credit Unit (Quarter Units 2014)	Reg. Fee	Books & Equip. & Other Fees	Total Cost*
Bachelor of Science in Healthcare Administration (CI Campus Only)	\$35,340 Total 186 Qtr. Units	\$190.00	\$100.00	\$3,560.00	\$39,000.00
Bachelor of Science in Nursing (RN-BSN) (LA Campus Only)	\$18,050 Total 95 Qtr. Units	\$190.00	\$100.00	\$1,615.00 (Residential) \$7,015.00 (Blended)	\$19,765.00 (Residential) \$25,000.00 (Blended)
Bachelor of Art in Business Administration	\$34,200 Total 180 Qtr. Units	\$190.00	\$100.00	\$3,300.00	\$37,600.00

**This cost is based on the assumption that a student starts from the beginning of the program, and unit credit transfers are approved, as applicable.*

4.3 Tuition Payment Policy

Upon enrollment, students assume the responsibility for paying tuition costs in full, either through direct payment or a financial plan. Tuition is payable in advance and due at the time of enrollment, and students may enroll under one of AC's tuition payment plans. All arrangements for payment of tuition are to be made in advance. A student's tuition payment obligation is determined by payment periods in increments of one to six, depending on the program. Students are expected to pay their obligation at the beginning of each payment period.

The student is solely responsible for payment of all tuition, which must be paid in full in order to graduate. The school can deny a document of completion to a student who has not fully paid their obligation to the school.

AC is not a lending institution. For any program, tuition should be paid on a pre-arranged date according to the contract. Should payment not be made per the agreement, the student may be suspended until such time as tuition is current. Such a situation may necessitate the student continuing his/her studies with another group.

4.4 Processing Fees & Late Fees

A late fee of \$25.00 will be assessed for every course for which the student's tuition payment has not been received according to the terms of the student's financial agreement. A processing fee of \$25.00 will be charged for checks returned for any reason. If a student completes a program of study with a balance remaining on the account, the student must pay the account in full before graduation will be completed. A nominal fee will be charged for all credit card transactions.

4.5 Tuition Collection Policy

At the student's option, tuition may be paid in full including fees through out of pocket payments and any funds received through institutional loans after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement. The student has to the last day of attendance to clear their tuition balance before the account becomes outstanding.

4.6 Refund Policies - Certificate Programs

(In Compliance with CA. Ed. Code §94911(e) (1))

The Student has the right to withdraw from the program of instruction at any time, including the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To withdraw or cancel the enrollment agreement, the Student must send, via email or letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the end of: (a) the day of the first class session or (b) the seventh day after enrollment, whichever is later. Compliance with this policy will result in a full refund.

After the latter of these two dates, the tuition divided by the total number of hours is the hourly charge for instruction. The School will pay a refund in the amount of the hourly charge for instruction by the total hours of instructions left at the time of the submission of the Letter of Withdrawal.

The amount of the Books and Equipment issued, as provided in the Registration Form, will not be refunded when the Notice of Cancellation or Letter of Withdrawal is sent or delivered after the day of the first class session or the seventh day after enrollment, whichever is later. The refund will be given within 45 days after the submission of the Notice of Cancellation or Letter of Withdrawal.

However, if the Student owes the School books and equipment, the Student must return the books and equipment in good condition to the School within 30 days before receiving the refund. If the Student fails to return it within 30 days, the fair market value of the books and equipment will be deducted from the amount of the refund.

The institution shall provide a pro rata refund of nonfederal student financial aid program moneys paid for institution charges to student who have completed less of the period of attendance. Institution shall refund 100 percent of the amount paid for institutional charges less the registration fee of \$50.00, if notice of cancellation made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Divide this figure by the number of scheduled hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for purpose of calculating a refund is derived by multiplying the hours by the hourly charges for instruction, plus the registration fee less the amount received for tuition. It is policy of the institution to pay the refund in the disclosed distribution policy found in the school catalog.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWED FOR THE TIME YOU ATTENDED, THEN A FULL REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENT TO PAY IT.

4.7 Refund Table - Certificate Programs

Assume that a student, upon enrollment in a 600-hour program, pays \$5,750.00 (\$5,700.00 for tuition, \$50.00 registration fee). Student decides to withdraw after only 150 Clock Hours of instruction. He/she would receive a refund of \$4,275.00. this is calculated by dividing the amount of clock hours left in the course for which he/she had paid (450 Clock Hours), by the amount instruction he/she paid for (600 Clock Hours) and multiplying that fraction times the amount of money paid for tuition (\$5,700.00). This computes out to 0.75 (Value from 450/600) x \$5,700.00 for a refund of \$4,275.00

$$\frac{\text{Unused Clock Hours}}{\text{Total Clock Hours}} \times \text{Total Tuition} = \text{Refund to Student}$$

\$5,750.00	- \$50	150 hrs of Instruction - \$1,425	= \$4,275
Amt paid \$5,700 Tuition + \$50 Reg.	Reg. fee Retained by the School	Completed Instruction	Actual Refund amount for 150 hrs Instruction, paid for & not received

4.8 Refund Policies - Degree Programs

AC refund policy for Degree Programs has been established so that the student who withdraws from class shares in the cost incurred. Tuition Refunds for a reduction in course load are made after a student withdraws for a program. When dropping all courses, you must complete a *Notice of Withdrawal* or *Notice of Cancellation* form which is available at the Registrar's office.

The Student has the right to withdraw from the program of instruction at any time, including the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To withdraw or cancel the enrollment agreement, the Student must send, via email or letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the end of the day of: (a) the first class session or (b) the seventh day after enrollment, whichever is later. Compliance with this policy will result in a full refund.

The amount of the Registration Fee and the Equipment Fee will not be refunded when the Notice of Cancellation or Letter of Withdrawal is sent or delivered after the day of the first class session or the seventh day of enrollment, whichever is later. The refund will be given within 30 days after the submission of the Notice of Cancellation or Letter of Withdrawal.

However, if the Student owes the School books and equipment, the Student must return the books and equipment in good condition to the School within 30 days before receiving the refund. If the Student fails to return it within 30 days, the fair market value of the books and equipment will be deducted from the amount of the refund.

The institution shall provide a pro rata refund of nonfederal student financial aid program moneys paid for institution charges to student who have completed less of the period of attendance. Institution shall refund 100 percent of the amount paid for institution charges less a registration fee of \$100, if notice of cancellation made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWED FOR THE TIME YOU ATTENDED, THEN A FULL REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENT TO PAY IT.

4.9 Refund Table – Degree Programs

Students who register and withdraw before the first class will be refunded the entire tuition minus US\$100. In the event that a student does not complete a course, tuition refund less the Non-Refundable will be made according to the following schedule:

Withdrawal During Quarter	Refund
First 7 days	100%
8 – 14 days	85%
15 – 21 days	70%
22 – 28 days	55%
29 – 35 days	40%
36 days or later	0%

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the State or Federal agency that guaranteed or insured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any Student Financial Aid Program from which the Student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the Student.

4.10 Comparison of Return of Title IV Funds Policy to AC’s Tuition Refund Policy

The return of Title IV funds is separate from AC’s tuition refund policy. See the Return of Title IV Funds Policy under Section 5. Financial Aid

4.11 Statement of Indebtedness

The student is responsible for the amount of course instruction. If the student obtains a loan for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed or insured by the State or Federal government and the student defaults on the loan:

- I. The Federal or State government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- II. The student may not be eligible for any other Federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

5. FINANCIAL AID*

**Currently, Financial Aid is available for the Medical Assistant program for both campuses. Financial Aid for Vocational Nursing and Massage Therapy is only available at our Los Angeles Campus and City of Industry Campus respectively. All student financial aid is based on eligibility qualifications.*

5.1 General comment on Consumer Information

Each Financial Aid Officer within the Financial Aid Office (FAO) is apprised of the information here within and will be able to direct enrolled and/or prospective students and their families as required during normal business hours. See 5.2 for the Financial Aid Office business hours. Visit <http://www.angelescollege.edu/AboutUs/Disclaimers.aspx> for all financial aid consumer information.

5.2 About Financial Aid

Angeles College offers a variety of financial aid programs to help students with education-related expenses. These include grants and loans.

If the student obtains a loan to pay for an education program, the student will have the responsibility to repay the amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Detailed information, application forms, and professional aid advising are available in the Financial Aid Office. Application Workshops are available to assist students with their aid applications. Call or visit the Financial Aid Office for workshop schedules.

5.3 Financial Aid Office & Business Hours

The main Financial Aid Office is located at 3440 Wilshire Blvd., Suite 310 Los Angeles, CA 90010.

Days	Hours
Monday through Friday	9:00 a.m. – 6:00 p.m.

Phone (213) 487-2211

Fax (213) 487-2299

E-mail Kathy Torrance, Financial Aid Director ktorrance@angelescollege.edu

Evelyn Gaytan, Financial Aid Advisor egaytan@angelescollege.edu

5.4 Financial Aid Links

To Create an FSA ID: <https://fsaid.ed.gov/npas/index.htm> or
<https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>

Free Application for Federal Student Aid (FAFSA) on the web: www.fafsa.ed.gov

To apply for and learn about managing your loans: www.studentloans.gov

To search publications (i.e. the Student Guide): www.studentaid.ed.gov

Information for those eligible for Veterans Benefits, Department of Veteran
Affairs: www.va.gov

To view your financial aid history from any previously attended colleges: www.nsls.ed.gov

5.5 Financial Aid Student Eligibility

Eligibility for federal student aid is based on financial need and on several other factors. The financial aid administrator will determine your eligibility. To qualify for financial aid and maintain eligibility for the programs, federal regulations indicate that you must:

- Be a United States citizen, permanent resident or eligible non-citizen*;
- Must show proof of 12th grade education or an equivalent that is approved by the Secretary of the Department of Education;
- Be enrolled in good standing;
- Maintain Financial Aid Satisfactory Academic Progress;
- Demonstrate financial need;
- Be registered with the Selective Service System (for male students between 18 and 25 years old and not a current member of the active armed forces);
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants or loans);
- Enroll in one of our Title-IV eligible programs;
- Not be in default on any educational loan and not owe a refund on a grant received for attendance at any post-secondary institution.

**Who is an Eligible Non-Citizen?*

U.S. Permanent Residents with a Permanent Resident Card (I-551) or Conditional Permanent Residents (I-551C) or those with an Arrival-Departure Record (I-94) showing the designations of Refugee, Asylum Granted, Parole or Cuban-Haitian Entrant or those with an Immigration Court document approving Asylum or documentation of entering the U.S. under provisions of the Victims of Trafficking and Violence Protection Act. *For more details please visit* <https://studentaid.ed.gov/sa/eligibility/non-us-citizens>

5.6 Available Financial Aid Programs

✓ Federal Pell Grant

The Federal Pell Grant is a type of post-secondary, educational federal grant that does not require repayment and is awarded on a “financial need” formula determined using criteria submitted through the FAFSA. For 2017-2018 and 2018-2019, the maximum Pell

Grant awarded is \$5,920.00. Pell Grant awards are available only to qualifying students in eligible programs who have not received Bachelor's Degrees.

✓ **Federal Direct Student Loans**

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education.

- Direct Subsidized Loan – Offered to students based on demonstrated financial need. Interest is paid by the federal government while the student is in school.
- Direct Unsubsidized Loan – Students are responsible for all the interest that accrues while enrolled in school. Interest may be deferred throughout enrollment. Unpaid interest that is deferred until after graduation is capitalized (added to the loan principal).
- Direct PLUS loans – Direct PLUS loans are low-interest loans available to parents of dependent students and to graduate and professional degree students. Interest is charged during all periods.

5.7 Loss of Financial Aid Eligibility

Academic progress for financial aid will be reviewed at the end of each payment period throughout each program. Students who do not meet standards of Satisfactory Academic Progress (SAP) for financial aid at the completion of a payment period will be placed on probation. During the probationary period, you will continue to receive financial aid for that payment period. Successful completion of SAP will clear the probationary status. Unsuccessful completion of SAP at the completion of the probationary period will result in the termination of financial aid. Financial aid eligibility may not be reinstated until standards of Satisfactory Academic Progress have been met. Students may appeal a termination of aid if the circumstances that caused the termination were the result of extreme/unusual circumstances and documentation can be provided to support the cause. Appeals will be reviewed on a case-by-case basis. *See the SAP Policy section of this book.*

5.8 Steps to Apply for Financial Aid

Step 1: FAFSA (Free Application for Federal Student Aid)

Complete the FAFSA at <http://www.fafsa.ed.gov/>.

The deadline to submit the FAFSA is a week prior to the start of the student's program. Exceptions to this deadline are at the sole discretion of the Director of Financial Aid.

The Angeles College Federal School Code is 041604.

The FAFSA is the financial aid application used and must be completed in order for a student to be considered for most types of financial aid. The FAFSA must be completed each year, and can be submitted online.

Step 2: Submit any additional documentation requested - Verification.

Approximately 1 week after processing your FAFSA, the Department of Education will electronically transmit the information to Angeles College. We will then review the data to determine if any additional documents (i.e., tax returns, citizenship documentation, etc.) are needed. This review is called verification and is undertaken to ensure the accuracy of the information reported.

Verification Federal regulations require that selected applications for need-based financial aid complete the verification process. Students may be chosen for verification by the U.S. Department of Education or by Angeles College. If your application is selected for verification, you are required to submit supporting documentation to the Financial Aid Office. These supporting documents may include, but are not limited to, IRS tax transcripts from the preceding tax year, verification of untaxed income received, family size and the number of family members attending college during the next academic year. Returning students selected for verification will not receive a financial aid award letter until all requested documents are received and reviewed by the Financial Aid Office. Prospective students will receive a preliminary financial aid award letter prior to completion of verification. In order to finalize the award offered, all requested documents should be received by the Financial Aid Office within 30 days of receipt of request.

Your financial aid award is subject to change if verification results in a change to your Expected Family Contribution (EFC). During the verification process the Financial Aid Office will contact you if clarification is needed on any of the data reported on the FAFSA. If corrections to your FAFSA are necessary, the Financial Aid Office will submit them to the Central Processing System. The student will receive a corrected copy of the Student Aid Report (SAR) for review from CPS. It is important that you review and retain your copy of the Student Aid Report. For entering students, an updated award letter showing any changes to a package from Angeles College will be e-mailed or postal mailed within 7 days of any changes made. A financial aid award will not be calculated for a current student with outstanding verification documentation. A Pell recipient selected for verification must complete the process by the deadline published in the Federal Register. The deadline for 2017-2018 is September 22, 2018 or 120 days after the last day of the student's enrollment, whichever is earlier.

If additional documents are requested, you may submit them in person at the Financial Aid Office/by postal mail/by fax/by electronic mail to:

Financial Aid Office - Angeles College
3440 Wilshire Blvd. Suite 310, Los Angeles, CA 90010
Fax: (213)487-2299
Email: ktorrance@angelescollege.edu (FA Director) or egaytan@angelescollege.edu (FA Advisor)

Step 3: Award Notification Letter

A financial aid award notification letter detailing amounts and the types of aid programs offered to you will be mailed to the physical address on record, e-mailed, or picked up by the student, depending on the student's preference.

Step 4: Awarding & Disbursement of Funds

If you wish to decline any or all awarded funds, you must notify the FAO. However, no further action is necessary if you choose to accept all awarded funds. For eligible, enrolled students, Pell Grant Funds are awarded on or after the first day of class that the student has begun attendance. If you choose to apply for a loan, promptly submit required loan documents & application. For first-time borrowers, Direct Loan Funds are awarded 30 calendar days after a student's program of study begins.

5.9 Tips for Students

- ✓ Apply On-line: Statistics show that students who apply on line make fewer errors and get faster results.
- ✓ Do not wait to enroll before completing the FAFSA. Apply as early as possible. The quality of your award will depend in part on the timing of your application.
- ✓ Students with special circumstances may need to see a financial aid representative at Angeles College before filing the FAFSA. Contact the Office of Financial Aid for more information.

Federal deadlines for the **2017-2018 FAFSA** state the following:

- Online applications must be submitted by midnight Central Daylight Time, June 30, 2018.
- Any corrections or updates must be submitted by midnight Central Daylight Time, September 15, 2018.
- Browse to <https://fafsa.ed.gov/> for latest up to date information.

5.10 Return of Title IV Funds Policy

The Financial Aid Office at Angeles College (AC) is required by federal and state regulations to have a written policy for the return and repayment of federal aid received by students who withdraw, drop out, or are dismissed prior to completing 60 percent of a payment period or period of enrollment* for which payment has been received. These policies are effective only if the student completely terminates enrollment or stops attending all their classes before completing more than 60 percent of the payment period or period of enrollment. The Title IV financial aid and/or state-awarded programs must be recalculated in these situations.

Depending upon when this action is taken, students may be refunded all or part of their tuition and fee charges. If the student is a financial aid recipient, Angeles College, as well as the student,

may be required to return to the federal government, all or a portion of the aid that had been disbursed to the student and/or the student's account.

** Typically AC uses the payment period. An exception may be allowed for students who transfer to or re-enter into a program.*

The federal government mandates that students who withdraw from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by Angeles College, the Department of Education, or both.

5.11 Federal Refund Requirements

Students who withdraw from all classes prior to completing 60% of a payment period or period of enrollment will have their financial aid eligibility recalculated. Based on the percentage of the term completed, students will be required to repay any unearned financial aid they received.

5.12 Withdrawal Date

A student's withdrawal date is the student's last date of attendance as documented by the school from its attendance records.

5.13 Calculation of Earned Title IV Assistance

The amount of Federal Title IV financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is considered to be earned.

Clock-hour Programs

To determine the amount of aid the student has earned up to the time of withdrawal, the Financial Aid Office will divide the number of clock hours the student was scheduled to have attended (as of the student's date of termination within the payment period) by the total number of clock hours in the payment period. The date of termination is the student's last day of actual class attendance.

- **Percent earned** = Number of clock hours scheduled to have been completed by the withdrawal date ÷ Total clock hours in the payment period
- **Percent unearned** = 100% minus percentage earned

The percentage of unearned funds is then multiplied by the total amount of federal funds that were disbursed (either to the student's account or to the student directly by check) for the

payment period. This calculation determines the amount of aid unearned by the student which must be returned.

Credit-Hour programs

To determine the amount of aid the student has earned up to the time of withdrawal, the Financial Aid Office will divide the number of calendar days the student was scheduled to have attended (as of the student's date of termination within the payment period) by the total number of calendar days in the payment period. The date of termination is the student's last day of actual class attendance.

- **Percent earned** = $\text{Number of calendar days scheduled to have been completed by the withdrawal date} \div \text{Total calendar days in the payment period}$
- **Percent unearned** = 100% minus percentage of funds earned

The percentage of unearned funds is then multiplied by the total amount of federal funds that were disbursed (either to the student's account or to the student directly by check) for the payment period. This calculation determines the amount of aid unearned by the student which must be returned.

When a student has received Federal financial aid in excess of earned aid,

- **AC returns the lesser of:**
 - Institutional charges multiplied by the unearned percentage, or
 - Title IV Federal financial aid disbursed multiplied by the unearned percentage
- **the student responsibility:**
 - Repays any loan funds in accordance with the terms of the promissory note.
 - Returns any grant amount the student has to repay. This is considered a grant overpayment and arrangements must be made with the school or Department of Education to repay the funds.

5.14 Post-Withdrawal Disbursement

If the total amounts of the Title IV grant and/or loan assistance earned as of the withdrawal date are more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event that there are outstanding charges on the student's account, AC will credit the student's account for all or part of the amount of the post-withdrawal disbursement of grant assistance (not loan), up to the amount of the allowable charges.

Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the

student withdrew. Upon receipt of timely response from the student, AC will disburse the funds within 90 days of the date of determination of the student's withdrawal date. AC maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If AC decides not to make this post-withdrawal disbursement, it will inform the student in writing.

5.15 Return of Unearned Funds to Title IV

If the total amount of Title IV grant and/or loan assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the Title IV program(s) and no further disbursement will be made.

- **AC must return a portion of the excess equal to the lesser of:**
 - The student's institutional charges multiplied by the unearned percentage of funds, or
 - The entire amount of the excess funds.
 - Unearned Title IV Federal financial aid shall be repaid to the following programs in the following order within 45 days from the date of determination that a student withdrew:
 1. Federal Unsubsidized Stafford Loan
 2. Federal Subsidized Stafford Loan
 3. Federal PLUS (Parent) Loan
 4. Federal Pell Grant
 5. Other Federal Loan and Grant Assistance.

- **The student's responsibility:**
 - In the event that there is remaining unearned aid, the student is responsible for returning those funds. If the aid to be returned is in the form of a loan that has been released to the student or parent of a PLUS loan borrower, the student (or parent) can repay the loan in accordance with the terms of the promissory note over a period of the time.

Both the school's portion and the student's portion of unearned aid returned to programs will be charged back to the student's account, as provided for in federal regulations.

5.16 Comparison of Return of Title IV Funds Policy to AC's Tuition Refund Policy

The return of Title IV funds is separate from AC's tuition refund policy.

5.17 Loan Dispute Intervention

If you have a dispute over a loan in one of the following programs and you cannot resolve it with your school, your lender, or your guarantor, contact the Office of the Ombudsman for Student Financial Assistance at the U.S. Department of Education.

- Federal Direct Student Loan Program (FDSLP) Stafford
- Federal Direct Student Loan Program (FDSLP) Parents Loan For Undergraduate Students (PLUS)

U.S. Department of Education
FSA Ombudsman
830 First Street, NE
Fourth Floor
Washington, DC 20202-5144
Phone (877)557-2575
Fax (202)275-0549
<http://ombudsman.ed.gov>

5.18 Satisfactory Academic Progress (SAP) Policy for Title IV

AC's Financial Aid Satisfactory Academic Progress Policy has been designed to strengthen and reinforce the relationship that should exist between financial aid and successful academic participation. Federal and California state regulations require that schools establish SAP standards for students applying for and receiving federal aid.

A student's progress will be evaluated at the end of the each payment period by the standards outlined below. Any academic transcripts for transfer students which are received by the Financial Aid Office from other colleges will be evaluated using the same SAP Policy (see chart below).

In order to receive Title IV financial aid, students must maintain SAP. AC has adopted the following standards of SAP in order to comply with requirements of the U.S. Department of Education. These standards are for financial aid purposes only and do not replace nor override the academic policies of AC.

It is the students' responsibility to be aware of AC's SAP standards and policy.

5.19 Satisfactory Academic Policy - SAP Requirements

5.19.1 Angeles College SAP Requirements

Academic progress for federal financial aid programs is based on three measures: cumulative grade-point average or percentage (Qualitative standard), completion rate based on hours/units earned compared to hours/units attempted (Quantitative standard), and a maximum timeframe for program completion. The following describes AC's standards for each of these measures.

For Students in a Credit Hour Program

Minimum GPA (Qualitative)	Per Term Completion Rate(Quantitative)	Overall Maximum Unit (Credit Hour) Time Frame*
2.0	67% of Scheduled Credit Hours	150% of Scheduled Program Length

**Example: Students in 60 credit units AS and 4-year transfer program: You must complete your studies by the time you attempt 90 credit units.*

For Students in a Clock Hour (Certificate) Program

Minimum GPA (Qualitative)	Per Term Completion Rate(Quantitative)	Overall Maximum Unit (Clock Hour) Time Frame**
2.0	67% of Scheduled Clock Hours	150% of Scheduled Program Length

***Example: If your program requires 900 clock hours, you must complete your program by the time you attempt 1350 hours.*

Grades of Withdrawal (W), Incomplete (I), and Failing (F) are counted as attempted hours, yet will NOT count as earned hours.

5.19.2 Veterans Satisfactory Academic Progress (SAP) Policy

Veterans are required to comply with Veteran Regulations Sections 21.4135, 21.4235 and 21.4277 in regard to academic progress that the student-veteran must meet in order to receive educational benefits under Title 38, United States Code. The veteran has the responsibility to adhere to these standards of progress and to notify the Angeles College administration of any change in status that would affect the collecting of veteran’s benefits.

1. Angeles College will evaluate each student’s progress at 25%, 50%, 75% and 100% of all coursework (Diploma and Degree programs) *or* Angeles College will evaluate each student’s progress at the end of each module.
2. Students are expected to maintain a grade of C (70%) or better at the end of each evaluation point (or module) in order to be deemed as progressing satisfactorily.
3. If a student does not meet the minimum grade of C (70%) at the end of any evaluation point, he or she will be placed on academic probation until the next immediate evaluation point.
4. If at the end of the student’s probation period, his or her grade still does not meet the minimum satisfactory grade, the student’s V A benefits will be interrupted and the Department of Veterans Affairs will be notified immediately.

5.20 Minimum Cumulative Grade Point Average/Percentage (Qualitative)

The minimum cumulative grade point average for a student in a credit hour program at the end of each quarter to maintain eligibility for financial aid is 2.0. The minimum cumulative grade point average for a student in a clock hour program at the end of each payment period to maintain eligibility for financial aid is 2.0.

5.21 Per Term Completion Rate (Quantitative)

A student in a credit or clock hour program must complete at least 67% of the term's scheduled credit or clock hours to maintain eligibility for financial aid. Credit or clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a full-time undergraduate student who attempts 16 credits (600 clock hours) in a term must complete at least 12 credits (450 clock hours) to meet the 67% requirement. However, units that are not completed will count towards maximum units attempted towards degree or certificate objective.

5.22 Maximum Unit (Credit or Clock Hour) Time Frame

The maximum unit time frame in which a student must complete his or her program cannot exceed 150% of the published length of the program. All credit and clock hours attempted are used towards the maximum unit time frame allowance regardless of whether the student received financial aid during the time frame. All repeated courses, failed courses, withdrawals and transferred hours will count as clock hours attempted toward the maximum unit time frame. All students must complete their program requirements within 150% of the time it normally takes to complete the certificate program (as measured in clock hours) or the degree program (as measured in credit hours).

Students in certificate programs (as measured in clock hours)

Example: If your program requires 900 clock hours, you must complete your program by the time you attempt 1,350 clock hours ($900 \times 150\% = 1,350$).

Students in degree programs (as measured in credit hours)

Example: If you program requires 60 credit units, you must complete your program by the time you attempt 90 credit units ($60 \times 150\% = 90$).

5.23 Academic Progress Status

Once grades are *confirmed* at the end of each payment period, Financial Aid SAP Status will be updated for the next *payment period*. Students will be assigned a new status based on the results:

SAP Status

Academic Progress	Status	Result
Meeting Completion Rate & Minimum GPA	Eligible	Eligible
1st Failure	Warning	Provisional Eligibility
2nd Consecutive Failure	Denied	Not Eligible

5.24 Warning and Reinstatement Procedures

In the event that a student fails to meet *any* of the above criteria for a specified period, the student will be placed on Financial Aid Warning status for one payment period. A student in this category may receive financial aid for the warning period. However, by the end of the warning period, the student must meet the stated minimum grade and completion requirements as defined in the above chart in order to continue receiving additional financial aid.

If a student fails to meet one or more of the requirements by the end of the warning period, the student will no longer be making satisfactory academic progress and will be ineligible for further federal financial aid.

Students terminated from receiving financial aid can re-establish eligibility by successfully completing the required number of hours and by attaining the overall required cumulative grade average/percentage by the end of the next period. Withdrawal from AC has no effect on the student's SAP upon re-entry.

5.25 Appeal Procedures – Financial Aid Recipients

The Financial Aid Office at AC maintains appeal procedures for students who have been disqualified from Title IV (Federal Financial Assistance) due to not meeting our institution's Financial Aid Satisfactory Academic Progress Policy.

If a student is found to be ineligible for federal financial aid because SAP requirements were not met, the student may appeal this decision to the school's Director of Financial Aid by stating, in writing, the reasons why the minimum requirements were not met and why financial aid should not be terminated.

Appeals are not automatic and may only be approved for extenuating circumstances. The federal regulations specify cases in which the college might choose to set aside the standards, such as: if a student becomes ill, severely injured or if a relative dies. Students granted an exception must adhere to the conditions set for the probationary status.

The Director of Financial Aid will review the appeal and determine whether suspending Financial Aid is justified. The student will be advised in writing of the final decision, which cannot be appealed. If the school approves the student's appeal, the school places the student on financial aid probation for one subsequent payment period and the student is eligible for additional Title IV funds for that period.

5.26 Gainful Employment Disclosure

Final regulations published in the Federal Register on October 29, 2010, require institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation (GE programs). These regulations also provide that institutions disclose to prospective students certain information about the GE Programs, effective July 1, 2011.

Currently, our list of programs approved for Title IV (Federal Financial Aid) funding include our Vocational Nursing certificate program, Medical Assistant certificate program, and Massage Therapy certificate program.

Federal Financial Aid Gainful Employment Disclosures:

The US Department of Education requires colleges to disclose certain information for any financial aid eligible program that, “prepare students for gainful employment in a recognized occupation”. This information includes program costs; occupations that the program prepares students to enter; occupational profiles; on time completion rate; and for the most recent award year: the number of students who have completed the program, the number of students who complete the program within the estimated duration, the job placement rate, and the median Title IV and private loan debt incurred by those who complete the program.

If you have any questions regarding the data provided and what it means to you as a student, please feel free to contact the Office of Financial Aid.

AC’s on-time completion rate for all other listed programs is defined as completion of the program within the normally scheduled length of the program.

AC’s “job placement rate” is measured by two different methods for Accrediting Bureau of Health Education Schools (ABHES) and the California BPPE (Bureau for Private Postsecondary Education), respectively. The time period measured by ABHES begins July 1st and ends June 30th of the following year, whereas the CA BPPE time period ranges from January 1st to December 31st, i.e. a calendar year. Since ABHES job placement rate is calculated separately by each campus, the published rate in GE page is the average of the two rates.

Gainful Employment Placement Methodology

Accreditor (ABHES) Placement Rate	State (CA BPPE) Placement Rate
The accreditor placement rate includes graduates placed in their field of training and related* field of training (July 1 through June 30).	The state placement rate includes the number of graduates employed in the field* divided by the number of graduates available for employment**.
Placement Rate = (F+R)/(G-U)	**“Graduates employed in the field” means graduates who are gainfully employed in a

F = Graduates placed in their field of training
 R* = Graduates placed in a related field of training
 G = Total Graduates
 U** = Graduates unavailable for placement

*Related field refers to a position wherein the majority of the graduate's job functions require the use of skills and knowledge acquired through successful completion of the training program.

**Unavailable (exclusion) is defined only as documented: health-related issues, military obligations, incarceration, continuing education status, or death.

Example: 21 students completed, 15 are employed in field, 2 are employed in a related field, 1 is employed in a non-related field, 1 is pursuing continuing education and 2 are not employed and not seeking employment: The placement rate is 85%.

$$85\% = (15+2)/(21-1)$$

single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable education program. For occupations for which the state requires passing an examination, the period of employment shall begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.

***"Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable (exclusion) for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

Example: 21 students completed, 15 are employed in field, 2 are employed in a related field, 1 is employed in a non-related field, 1 is pursuing continuing education and 2 are not employed and not seeking employment: The placement rate is 75%.

$$75\% = 15/(21-1)$$

The GE Disclosures on our website meet the disclosure responsibilities under 34 CRF 668.6(b) to ensure that our prospective students have complete and comparable information regarding our GE programs (link: <http://angelescollege.edu/financial-aid/gainful-employment/>).

Massage Therapy Program: <http://angelescollege.edu/Gedt-MT/Gedt-mt.html>

Medical Assistant Program: <http://angelescollege.edu/Gedt-MA/Gedt-ma.html>

Vocational Nursing Program: <http://angelescollege.edu/Gedt-VN/Gedt-vn.html>

6. ACADEMIC POLICIES

6.1 Grading Policy

The progress and quality of a student's work in the diploma program is measured by a system of letter grades and grade percentages as shown below. Evaluation may be measured by means of written tests, projects, reports, term papers and clinical performance. The final grade is a composite of all evaluation measures taken.

6.2 Grading Standards - Certificate Program

The grading standard is according to the following system:

Theory (All Certificate Programs)

Grade	Score (%)	Grade Explanation	Grade Point
A	100 - 90	Excellent	4.0
B	89 - 80	Very Good	3.0
C	79 - 75	Good	2.0
F	Below 75	Failing	0
CR		Credit	Credit
NC		No Credit	N/A
I		Incomplete	N/A
W		Withdrawal	N/A

All numerical grades are rounded to the nearest whole number (e.g. 74.51 rounded to 75%)
"I" may be made up upon arrangement with the instructor.

These letter grades are used on transcripts and in computing grade point averages. Instructors may use plus (+) or minus (-) notations, but such notations are not used in final GPA computations.

Lab/Clinical/Externship*

Grade	Grade Explanation
Pass	Complete Lab/Clinical Objectives & Satisfactory Lab/Clinical Evaluation
Fail	Incomplete Lab/Clinical Objectives & Unsatisfactory Lab/Clinical Evaluation

**In case of the Medical Assistant Program, the Instructor will tally Earned Score over Maximum Score to generate a percentage and corresponding letter grade for both the Laboratory and Externship.*

Additional codes include:

Code	Explanation of Code
RP	Repeat a Course
AU	Audit
R	Remediation

6.3 Grading Standards - Degree Program

The grading standard is according to the following system:

Theory			
Grade	Score (%)	Grade Explanation	Grade Point
A	100 - 96		4.0
A-	95 - 90		3.67
B+	89 - 87		3.33
B	86 - 84		3.0
B-	83 - 80		2.67
C+	79 - 77		2.33
C	76 - 74		2.0
C-	73 - 70		1.67
D+	69 - 67		1.33
D	66 - 64		1.0
D-	63 - 60		0.67
F	59 and below	Failing	0
CR		Credit	Credit
NC		No Credit	N/A
I		Incomplete	N/A
W		Withdrawal	N/A

Lab/Clinical

Grade	Grade Explanation
Pass	Complete Lab/Clinical Objectives & Satisfactory Lab/Clinical Evaluation
Fail	Incomplete Lab/Clinical Objectives & Unsatisfactory Lab/Clinical Evaluation

Additional codes include:

Code	Explanation of Code
RP	Repeat a Course
AU	Audit
R	Remediation

6.4 Probation and Remediation Policy

Probation and remediation differs from program to program. In certificate programs, students' must achieve an average score of C or higher to pass. In degree programs, students must achieve a score of D- or higher to pass a course. However, the minimum cumulative grade point average for a student in a credit hour program at the end of each quarter to maintain eligibility for financial aid is a GPA 2.0. For degree programs, students who fail to achieve an average score of C in one quarter will be placed on academic probation in the next. For all non-degree programs, students are offered remediation opportunities that specific to the particular program. For more detailed VN Remediation Policy, refer to Student Orientation Package.

6.5 Non-Punitive (pass/fail) grades

AC does not offer Non-Punitive (pass/fail) grades.

6.6 Make-Up Classes

Any missed classes must be made up and paid for by the student in order to progress to the next term/earn graduate status.

6.7 Auditing a Class, Non-Credit Courses and Repeating a Class

AC does not charge for auditing a course or for any course in which a grade assigned is not used in computing requirements for graduation. This does not apply to repeats of required courses which the student has failed. The right to audit and the extent of auditing differs from class to class and between instructors. Not all classes may be audited.

A student may retake any course on his or her transcript, regardless of grade earned, and have the original grade, for completed courses only, replaced by the notation 'RP.' For purposes of GPA calculation, the grade for the second enrollment will take the place of the grade of the first enrollment.

A student may not retake the same course for a third time unless he or she received a 'NC' (no credit) or a 'NP' (not passed) when it was taken and completed the second time. When a student completes a course for the third time, grades and units for only the third completion count in the cumulative grade point average. The grade for the second enrollment will be replaced by the notation 'RP.'

Both the original and repeat attempts will be counted in rate of progress calculations.

6.8 Testing Policy

1. If possible, the student must inform the instructor in advance if the student will be unable to attend class on a scheduled examination day.
2. If the absence is due to illness or emergency, written verification must be submitted to the instructor in order to be eligible for a make-up examination.
3. Students will be permitted to re-test for any grade below passing at the discretion of the instructor.
4. The make-up testing schedule is determined by each individual instructor and presented at the beginning of a class.

6.9 Failure to Complete the Program

There are four possible results if students fail to complete the program as originally enrolled. Failure to take the appropriate steps can lead to an F in the student's permanent records.

1. **Withdrawal:** It is always the last date of academic attendance as determined by the school from its attendance records.
2. **Leave of Absence:** A LOA status can be granted once during a student's academic career. The leave cannot exceed a maximum of 180 calendar days. Please refer to the LOA policy (6.15) for further information.
3. **Fail:** A student whose grade is below C fails the course, receiving an F. These students may be readmitted in a future term to strive for a higher grade after a program director evaluates and approves his/her readmission.
4. **Incomplete:** Ordinarily, a grade of "I" (Incomplete) is not permitted except for extraordinary circumstances. Incomplete grades will automatically convert to a grade of "F" 6 months after the scheduled end of the course if the student has not completed the coursework and earned a letter grade by that time. Students may not use a grade of "Incomplete" to avoid a failing grade. A grade of "I" will be granted only if the following conditions are met:
 1. The course instructor agrees to grant the grade of "Incomplete" (I).
 2. The student's overall grade is a "C" or better at the time the I grade is requested
 3. The student has completed all coursework (including assignments and tests) except for one or two items. Specifically, 75% or more of the course must be complete at the time the Incomplete is requested.
 4. The student provides documentation of a personal or family situation (e.g. death of an immediate family member or sudden illness of the student or a family member) that would reasonably prevent a person from completing the course.
 5. The Provost and Program Director agree that the Incomplete may be granted.
 6. The student provides a written plan for completing the coursework within 30 days of the end of the course.

6.10 Withdrawal from Program

Students who wish to withdraw from the College should contact their Program Director and are strongly encouraged to meet with the Financial Aid Office (for those who were Title IV recipients). Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date of class attendance.

6.11 Transfer of Credits Policy

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

- (a) The transferability of credits you earn at this institution is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in any of this institution's educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that

you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending this institution to determine if your credits, degree, or certificate will transfer.

- (b) If the institution has a general student brochure, the institution shall provide that brochure to the prospective student prior to enrollment. In addition, if the institution has a program-specific student brochure for the program in which the prospective student seeks to enroll, the institution shall provide the program-specific student brochure to the prospective student prior to enrollment.
- (c) An institution shall provide the school catalog to any person upon request. In addition, if the institution has student brochures, the institution shall disclose the requested brochures to any interested person upon request.

Angeles College does not admit ability-to-benefit students.

Angeles College has not entered into an articulation or transfer agreement with any other college or university.

Angeles College does not award credit based upon challenge examinations or achievement tests.

6.11.1 Transfer of Credits Policy for Degree Program

Angeles College (AC) considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA).

Students must complete a minimum of 25% of their credits or hours at Angeles College for degree programs. Certification programs require 50% of credits to be completed in residence. Transferred credits will be excluded from the calculation of grade point averages (GPA).

The Program Director will evaluate and transfer any credits for previous education or training that are deemed appropriate and satisfactory. Of these credits:

1. Transferrable courses must have a passing grade or equivalent from no longer than 5 years ago.
2. Courses earned in foreign institutions will be evaluated using standards established by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded (e.g. NACES: <http://www.naces.org/> and AICE: <http://www.aice-eval.org/>).
3. Official transcripts from all previous institutions must be received by Angeles College for final transfer credit evaluation before being accepted into a degree program and

before starting any course work. Copies of course descriptions/school catalogs and syllabi may be required for evaluation purposes. Applicants must submit a request for transfer credit prior to enrolling in the program. This request must be reviewed and signed by Angeles College's School Director/Academic Director/Program Director prior to enrolling in the program.

Angeles College maintains written records of evaluations for previous coursework and training for all Veterans and eligible persons, which include credit granted and notifications to the student that the training period has been shortened appropriately.

6.11.2 Transfer of Credits Policy for General Certificate Programs

Angeles College (AC) considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA).

Credit toward curriculum requirements may be given to students who are admitted if the following requirements are met:

1. The previous education must have been completed within the last five years and completed with a passing score from a previous institution, or equivalent.
2. Transcripts from a previous institution must be submitted before credit is granted.
3. Angeles College determines the courses are equivalent to courses in the program and are acceptable for credit.

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of semester units is as follows:

A semester unit equals ten (10) hours of lecture hours

A semester unit equals twenty (20) hours of laboratory hours

A semester unit equals thirty (30) hours of externship/worked-based activities

A CLOCK HOUR IS DEFINED AS: "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for a student break."

6.11.3 Transfer of Credits Policy for Vocational Nursing Program

Angeles College (AC) considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA).

Credit toward curriculum requirements may be given to students who are admitted to the Vocational Nursing Program if the following requirements are met:

4. The previous education must have been completed within the last five years and completed with a passing grade of C, a passing score from a previous institution, or better.
5. Transcripts from a previous institution must be submitted before credit is granted.
6. The following courses are acceptable for credit:
 - a. Accredited vocational or practical nursing courses
 - b. Accredited nurse assistant programs
 - c. Accredited registered nursing courses
 - d. Accredited psychiatric technician courses
 - e. Armed service nursing courses
 - f. Other courses the school determines are equivalent to courses in the program.
7. Any credit granted is always at the discretion of school administration and follows the regulations of the Bureau of Vocational Nursing and Psychiatric Technicians.

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of semester units is as follows:

A semester unit equals ten (10) hours of lecture hours

A semester unit equals twenty (20) hours of laboratory hours

A semester unit equals thirty (30) hours of externship/worked-based activities

A CLOCK HOUR IS DEFINED AS: "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for a student break."

6.11.4 Transfer of Credits Policy for Massage Therapy Program

In addition to the applicable portions of the Transfer of Credits Policy for General Certificate Programs, extra policies are required by the Massage Therapy Program as follows:

Pursuant to Business and Professions Code section 4604, Angeles College will only consider transfer credits hours from another California Massage Therapy Council (CAMTC) approved school.

Residential students must submit transcripts with clearly identified earned hours for evaluation by the Program Director and provide a valid reason for transferring. Angeles College will not award more than 250 transfer clock hours, which follows CAMTC's requirements for Certification. CAMTC also reserved the right, in its discretion to not accept these transfer hours.

6.12 Advanced Placement and Credit for Experiential Learning

AC does not offer Advanced Placement nor does it provide credit for experiential learning.

6.13 Attendance Policy

6.13.1 Non-Degree/Certificate Programs

A student is expected to attend ALL clock hours of the program in which he/she is enrolled. Missed clock hours have to be made-up within a specified schedule (coordinate make-up schedule with Instructor/Program Director). The student is held responsible for all material presented during the absence.

The attendance policy will be in effect from the first day of the program:

1. Students must arrive 15 minutes before the start of class.
2. Three incidents of tardiness will lead to a student being marked absent.
3. A student who arrives late or leaves early by more than 15 minutes is considered absent.
4. All absences must be made up.
5. Make up for theory absences may be done by Board-regulated acceptable methods, as determined by an instructor. This may include missed time and course objectives for each absence.
6. Make up for clinical absence must be done in the clinical area supervised by an instructor. Make up can also be done in the skills laboratory with an instructor present.
7. All absences require legitimate documentation as cause (e.g. Doctor's excuse, official court record, jury summons, bereavement notice, etc.). The administration has discretion on allowable make up hours and waiving of fees; however there are no exceptions to the minimum compulsory hours to complete the program.

Excessive absences can result in a drop or dismissal from class. If a student's absences in a specific period exceed the number of hours the class meets per week, the student may be prohibited from further attendance in the class. Students who have been absent from all of their courses for 14 consecutive calendar days, excluding school holidays, will be terminated from the training program. *Refer to 6.10 'Withdrawal from Program'.*

6.13.2 Degree Program (Residential)

To maintain satisfactory attendance in a degree program, students will be warned and counseled if they are absent one class session. Students may not be absent more than 20% of a course's length (for a typical quarter course, this means they may not miss more than 2 class sessions of a course). Students who do not meet satisfactory attendance requirements without consent of the instructor in any given course will receive a grade of an "F" for that course and must repeat it in its entirety. For more details, students may consult with their instructor or course syllabus.

6.13.3 Degree Program (Blended)

Online class attendance is evaluated through students logging into their course and posting a minimum number of substantive discussion items each week (the minimum is defined by the teacher, and found in the syllabus). Students should schedule vacations, elective surgeries and other discretionary activities during term breaks and not during the course. Failure to sign into a course for a full week is considered an absence. If a student fails to log in for more than two weeks, the student will be dropped from the course. For more details, students may consult with their instructor or course syllabus.

6.13.3 Veterans Attendance Policy

Veterans are required to comply with Veteran Regulations Sections 21.4135, 21.4235 and 21.4277 in regard to required attendance that the student-veteran must meet in order to receive educational benefits under Title 38, United States Code. The veteran has the responsibility to adhere to these standards of attendance and to notify the Angeles College administration of any change in status that would affect the collecting of veteran's benefits.

- Students are expected to attend all scheduled classes.
- If a student does not meet a minimum attendance of 80% in all scheduled classes, he or she will be placed on probation in the next immediate evaluation point.
- If at the end of the student's probation, he or she has not improved attendance to 80% or better, the student's VA benefits will be interrupted and the Department of Veterans Affairs will be notified immediately.

6.14 Expulsion Policy

Students may be expelled from the college when their conduct is deemed unacceptable or for the following reasons:

- Failure to maintain satisfactory grades
- Failure to achieve satisfactory clinical performance
- Failure to represent Angeles College in a professional and ethical way
- Failure to abide by the college's rules, including attendance policy

6.15 Leave of Absence (LOA) Policy

A leave of absence (LOA) is a temporary interruption in a student's program of study. A LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for a scheduled program break. However, a scheduled break may occur during an LOA.

A LOA status can be granted once during a student's academic career. The leave cannot exceed a maximum of 180 calendar days within a continuous 12-month period. Students who do not

return to full-time or part-time status at the end of their leave are considered to have withdrawn from Angeles College.

- I. One (1) LOA will be allowed for emergency, illness or pregnancy. Students will be required to continue their instruction in the next available class at the point where their studies were interrupted, at the discretion of the School Director/Academic Director and pending space availability.
- II. The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
- III. The time taken for a LOA will not be counted against the maximum allowable time for program completion. Hours of the program will resume when the LOA is officially completed.

Requesting LOA Procedure:

1. Students must outline the reason for their leave in writing and submit it to the Registrar who will present the request for approval to the School Director/Academic Director.
2. The Registrar will notify students are approved for leave with a letter.

Returning from a LOA Procedure:

1. Students on personal leave must meet with their admissions counselor prior to resuming studies.
2. Any conditions set for a return from leave, such as a letter of clearance from the student's physician for medical leave of absence, that are specified in the letter of approval from the School Director/Academic Director must be met before the student may resume his/her studies.
3. Copies of said forms must be forwarded to the Registrar.

Effect on Financial Aid Eligibility

A student granted a LOA that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. Upon the student's return from leave, he/she will continue to earn the federal student aid previously awarded for the period.

Warning: LOA and other changes of status can have an adverse effect on students applying for Title IV funds. AC cannot guarantee a particular return date for students interrupting their training. Consult with the school catalog and your counselor before considering taking a LOA.

6.16 Graduation Requirement

Students enrolled into any program will be considered “graduates” after meeting the following requirements:

- Must achieve passing grades for the program
- Must maintain satisfactory attendance
- Must have completed the program within 150% of the planned program length*
- VN students must achieve Green-Light Status on their Virtual ATI and/or pass the PN Comprehensive Exam with an NCLEX-PN Predicted Probability of 95% or better as part of completing and passing Term IV within 150% of the planned program length*
- Must be in good financial standing with the college

A Certificate of Completion will be awarded to each graduate upon completion of a certificate program. A Degree will be awarded for graduates of the Degree programs offered.

**Students unable to satisfy the graduation requirements within the allotted time may appeal.*

6.17 Licensure/Certification Process

Completion of the following programs enables the student to take or submit application with appropriate fees for licensure or a certification examination.

Vocational Nursing

1. Must complete application to the Bureau of Vocational Nursing & Psychiatric Technicians (BVNPT) and pay appropriate fees;
2. Must complete application for National Council Licensure Exam and pay appropriate fees; and
3. Must schedule a computer Adapted Testing Exam time with the appropriate agency.

Nurse Assistant

1. Must complete the California Department of Public Health: Aide and Technician Certification Section (CDPH: ATCS); and
2. Must schedule the Competency Examination with the appropriate agency

Home Health Aide

1. Must complete the California Department of Public Health: Aide and Technician Certification Section (CDPH: ATCS)

Phlebotomy Technician

1. Must complete application to the certifying organizations and pay appropriate fees
2. Must pass an approved national Phlebotomy certification examination
3. Must complete an application to the California Department of Public Health – Laboratory Field Services (CA CDPH-LFS) and pay appropriate fees

Medical Assistant

1. Eligible to apply for certification through the Association of Medical Assistants (AAMA) or the National Center for Competency Training (NCCT) or other organizations, earning them a title such as Certified Medical Assistant (CMA), although this is not required to work as a Medical Assistant in California.

Completion of the following program may qualify the student to take or submit application with appropriate fees for licensure or a certification examination.

Massage Therapy*

1. Must complete LiveScan background check and complete applications to the certifying organizations and pay appropriate fees.
2. May be eligible to sit for the Massage and Bodywork Licensing Exam administered by the FSMTB or sit for the National Certification Examination administered by the NCBTMB.
3. May be eligible to apply for Certified Massage Therapy (CMT) status through the California Massage Therapy Council or eligible to apply for a massage technician permit with certain cities.

**Due to policy change by California Massage Therapy Council (CAMTC), starting July 1, 2016, CAMTC will only accept applications from the CAMTC approved schools. Currently, Angeles College's Massage Therapy program is pending approval by CAMTC.*

6.18 Transcript Requests

Transcript requests from graduates of Angeles College should allow up to five business days to process. The first transcript is free, followed by a \$10 fee* for each additional transcript.
**Effective as of July 1, 2010*

6.19 Satisfactory Academic Progress

The purpose of measuring and enforcing SAP standards is to ensure that students are progressing towards academic program completion in accordance with the institution's academic standards with respect to qualitative performance (e.g., GPA) and at a required pace, within a maximum timeframe.

Angeles College requires all institutions to establish SAP policies and apply these standards consistently to all students and academic programs as established by an institution, regardless of financial aid status.

For more details, please refer to 5.18, 5.19, 5.20, 5.21, 5.22, 5.23, 5.24 & 5.26

6.20 Academic Appeal

When a Student believes that his or her final grade for a course was incorrect, that the Student suffered unfair treatment by an Instructor or Administrative Staff of Angeles College, or that any matter related to the Student's satisfactory academic progression, probation, suspension or termination from a program was unfair, the Student may use the appeals process described herein to seek resolution of the matter. Any matter subject to appeal will be referred to as "the conflict" in this policy.

The burden of proving a claim of unfair grade or treatment rests with the Student. Grades may be awarded or changed only by the Course Instructor or through this appeals process. Students should be aware that grades may not be changed by other Instructors, Program Directors, Deans or College Administrators. An appealed grade may be raised or lowered during the course of this appeals process, and other conflicts may be resolved through the appeals process.

7. STUDENT RIGHTS

7.1 Notice of Student's Right to Cancel

The Student has the right to withdraw from the program of instruction at any time. To withdraw or cancel enrollment, the Student must send a signed Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the seventh day following the first day of class (or delivered to the school before midnight of the same day). Compliance with this policy will result in a full refund.

Los Angeles (LA) campus

Notice of Cancellation or Letter of Withdrawal must be sent to:

Office of the Registrar
Angeles College
3440 Wilshire Blvd. Suite 310
Los Angeles, CA 90010

City of Industry (CI) campus

Notice of Cancellation or Letter of Withdrawal must be sent to:

Office of the Registrar
Angeles College
17595 Almahurst St., Suite 101-3
City of Industry, CA 91748

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education (The California Department of Consumer Affairs) 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website at <http://www.bppe.ca.gov>

7.2 Student's Right to Privacy (FERPA)

Angeles College (AC) maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by AC. The law requires that:

1. Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through AC's Registrar's Office.

2. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.
3. Students should be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.
4. Students' written consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions. AC is authorized to release public directory information concerning students. Directory information includes the student's name, address, phone number, date and place of birth, major field of study, dates of attendance, certificates and awards received and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by AC at any time unless the Registrar has received a prior written request from the student specifying that the information not be released.

AC is authorized to provide access of student records to AC officials and employees who have legitimate educational interests. These are persons who have responsibilities in AC academic, administrative, service or research functions.

A copy of AC's FERPA policy is available to students through the Registrar's Office. Education records will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of AC's intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information. Written requests for privacy holds should include name, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout student's enrollment unless otherwise notified.

Congress has provided the Family Education Rights and Privacy Act in that a student have certain rights of access to his/her education records (available in the front office).

7.3 Non-Discrimination Policy

Angeles College (AC) does not deny admission or discriminate against students currently enrolled on the basis of race, color, religion, sex, age, disabilities and area of origin, residence or sexual orientation from participating in any of the school's activities. AC will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

7.4 Educational Safety Environment

Due to requirements set forth by the Occupational Safety and Health Administration (OSHA), proper attire including shoes, eyewear and other articles should be worn during all class hours.

7.5 Hygiene & Dress Code Policy

Students are expected to follow this dress code as follows:

1. Wear the school issued uniform every day for both the Theory and Practicum classes at Angeles College.
2. Uniform (top and bottom) in neat and clean condition.
3. If the weather is cool, a shirt may be worn under or a sweater over the uniform.
4. White socks are to be worn with white or light-colored comfortable, clean flat shoes (no high heels allowed). Shoes must have closed heels, toes, and sides.
5. Finger nails must be kept short (no longer than the finger tip), clean, with no nail polish or clear nail polish only. Absolutely no artificial nails are allowed. They are known to carry excessive amounts of bacteria and/or virus. Any student who arrives at practicum with artificial nails will be sent home immediately and will be marked absent.
6. Jewelry shall be limited to a conservative wrist watch with second hand, wedding ring(s), and very small stud earrings. No necklaces, earrings that drop below the earlobe, or other jewelry that could interfere with patient care or be a source of infections may be worn. If a clinical instructor or agency or site staff instructs the student to remove a piece of jewelry, the student must comply or be dismissed from the clinical/externship site.
7. Hair shoulder length or shorter or pinned up. Hair must be kept in such condition that it does not swing forward to fall on or touch a patient when providing care.
8. Beards are allowed if kept trimmed.
9. No exposed tattoo is allowed.
10. The school ID badge on lanyard around neck or pinned to uniform left chest.
11. No hats/beanies.

7.6 Americans with Disability Act (ADA)

Angeles College recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring AC to provide reasonable accommodations to qualified disabled students in all programs and activities. Students have the responsibility to both self-disclose and request accommodation through the school's ADA Compliance Officer. Communication with faculty or other staff members does not constitute in itself fulfilling the ADA accommodation requirements. Verification through documentation from a health care provider is required prior to accommodations being determined and fulfilled. AC's ADA Compliance Officer will review documentation for accommodation consideration. No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against AC for its non-compliance with the policy.

7.7 Students Seeking Reasonable Accommodations

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, AC abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in the programs and services offered by the AC “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Student Services Coordinator has met with the student, consulted with the student services, and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services. AC is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by AC. To request auxiliary aids or services, please contact the Student Services at the campus.

7.8 Equal Opportunity

To ensure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation and compliance issues, inquiries should be directed to the following individual:

School Director/Compliance Officer at (213) 487-2211, for the following matters:

- Sexual Harassment
- Discrimination - Education/Race
- Discrimination - Workplace - Hiring/Promotion
- Training
- ADA
- EEO - Hiring/Promotion
- Gender Equality

7.9 Student Grievance Policy

The grievance procedure may be initiated by a student or group of students who reasonably believe he/she/they have been subjected to unjust action or denied rights that adversely affect his/her/their status, rights or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

The programs offered at Angeles College are difficult and demanding programs. Students enrolled in these programs may sometimes experience problems. The school will make every effort to help resolve these problems when made aware of them. The following procedure is designed to assist students to resolve any problems they identify.

1. First, discuss the problem with your instructor rather than with other students.
2. Next, make an appointment to approach the Director of Academics if you and the instructor were unable to resolve the problem.
3. If the problem is still not resolved, the student will make an appointment to discuss the matter with the School Director.
4. If the problem involves the VN program, you may contact the Board of Vocational Nursing and Psychiatric Technicians.

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833

T: 916-263-7800 Web: www.bvnpt.ca.gov E-mail: bvnpt@dca.ca.gov

5. For problems involving the MT program: a student (or any member of the public) with questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact:

California Massage Therapy Council (CAMTC)*

One Capitol Mall, Suite 800, Sacramento, CA 95814

T: (916) 669-5336 • F: (916) 669-5337

Web: www.camtc.org

Currently, Angeles College's Massage Therapy program is pending approval by CAMTC.

6. For other problems, you are able to contact:

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

T: 888-370-7589 Web: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia 22043

T: (703)917-9503 Web: www.abhes.org E-mail: info@abhes.org

7.10 Right to Appeal

Students may submit a written appeal for any decisions that negatively affect their ability to complete a course or program, such as failure, suspension, or termination. All such appeals must be submitted within 30 days of notice to the Appeal Committee. It is the responsibility of the student to submit all relevant documents or statements of support with their appeal letter. Appeals should be brought or mailed to:

LA campus

Angeles College
Attn: Appeal Committee
3440 Wilshire Blvd, Suite 310
Los Angeles, CA 90010

City of Industry campus

Angeles College
Attn: Appeal Committee
17595 Almahurst St., Suite 101-3
City of Industry, CA 91748

In all cases of student grievances, if the complaint cannot be resolved after exhausting the school's procedures, the student may file an external complaint.

8. STUDENT RESPONSIBILITIES

8.1 Student Code of Conduct

Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of AC's academic community. This requires the demonstration of mutual respect and civility in academic and professional discourse. Angeles College reserves the right to suspend or terminate any students whose conduct is deemed unacceptable. Such conduct includes excessive number of absences or tardiness, failure to maintain satisfactory academic standing, failure to achieve satisfactory clinical performance, inappropriate behavior toward fellow students, faculty, staff or affiliates, failure to abide by school rules and other conduct deemed inappropriate.

8.2 Standards of Student Conduct

Students are responsible for learning all required material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State and Federal.

Students are expected to follow and abide by the code of conduct at all times when on campus or when representing Angeles College off site. Violations of student conduct will subject students to disciplinary action. Such violations include, but are not limited to, the following:

- Uniforms not worn in class in accordance with uniform policy, if applicable
- Harassment of any kind
- Disruptive behavior that hinders or interferes with the educational process
- Any act or statement which threatens or violates the personal safety of any member of the faculty, staff or student body
- Violation of the student Code of Conduct
- Failure to comply with any reasonable directive from faculty or school officer
- Carrying weapons on campus
- Falsification or invention of any information citation or document, lying during a school investigation, or plagiarizing any piece of writing
- Helping another student cheat, fabricate, plagiarize or unlawfully acquire or use copyrighted works
- Violation of any state, federal, or school laws, regulations or rules

8.3 Discipline Procedures

If a student is in violation of a rule or regulation, the issue will be investigated immediately. The student will be notified of the issue and investigation. A committee will review the investigation, discuss the findings and make recommendations to the School Director/Assistant Director. The student will be afforded the opportunity to address the committee to plead his/her case. If a violation is found, the student will receive sanctions relative to the seriousness of the violation. The sanctioning decision will be made by the School Director/Assistant Director, who will report this decision to the student. If the student feels the decision was in error, the student may request an appeal within 10 days of the decision. The student must submit an appeal in writing to the Committee who will review the appeal and make a decision. The decision of the Committee is final.

9. CAMPUS SECURITY AND SAFETY POLICY

Angeles College is committed to assisting all members of the community in providing for their safety and security. The 2015 Angeles College community consists of approximately 200 students plus 15 faculty and staff. Being situated within the cities of Los Angeles (LA Campus) and City of Industry (Relocated from the Garden Grove campus since May 1st 2014), Angeles College shares many of the same interests and concerns as each city, one of which is providing a safe environment for its students, faculty, and staff. As safety and security is everyone's responsibility, your actions and behaviors can significantly reduce your risk of personal harm.

At Angeles College, we understand the concern everyone has about campus safety. Our desire is for students, faculty and staff to enjoy their academic years free from threats to their safety or well-being. The purpose of this publication is to share with you information relating to the safety and security of campus facilities, the office involved in the coordination of campus safety and security, campus crime statistics, campus substance abuse policies, campus sexual assault policies, and timely warnings in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

9.1 The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act)

The Jeanne Clery Crime Awareness and Campus Security Act of 1990 (Clery Act) requires colleges and schools to provide students and applicants a detailed report of crime statistics for the prior three years. The Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

9.2 Geography: Campus Locations

The **Los Angeles campus** of Angeles College occupies 8,879 square feet on the 3rd floor of Central Plaza, LLC located at 3440 Wilshire Boulevard, Suite 310, Los Angeles, California. The building is one of three identical structures that occupy the south side of Wilshire Boulevard, between Mariposa Avenue and Normandie Avenue.

The **City of Industry campus (Relocated from Garden Grove location in May 2014)** of Angeles College occupies 4,981 square feet on the 1st and 2nd floor. Located in the City of Industry north of Colima Rd. intersecting along with the cities of Rowland Heights and Hacienda Heights. The campus is located at 17595 Almahurst St., Suite 101-3, City of Industry, California. The non-main campus is located close to State Route 60 (between the 605 & 57) between Azusa Ave. and Fullerton Rd. exits; readily accessible by public and private transportation.

For purposes of Clery Act data collection and reporting, the following definitions apply:

- **Campus:** Areas of buildings which are leased, owned or controlled by Angeles College, including any classrooms, administrative offices, faculty offices, along with any hallways, lavatories, storage areas, stairwells, elevators or other areas used exclusively by Angeles College staff, faculty or students.
- **Non-Campus Property:** All other areas of campus buildings that are not otherwise included in the definition of "campus" (above), including any hallways, elevators or outdoor areas owned or controlled by the building/development owners and routinely used by Angeles College's students. These areas are considered part of the "campus" for the purposes of the statistics above.
- **Public Property:** Any public thoroughfares, streets, alleys, sidewalks and/or public parking facilities that is immediately adjacent to, and accessible from, the campus.

9.3 Annual Campus Security Report

Angeles College is committed to assisting all members of the Angeles College community in providing for their safety and security. The annual security compliance document is available on the Angeles College website at <http://www.angelescollege.edu>

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or properties owned or controlled by Angeles College; and on public properties within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Angeles College administration office which is located in front of the 3rd floor elevators. If you would like to receive the Annual Campus Crime Statistics Report that contains this information, you can stop by the Angeles College Administration Office at 3440 Wilshire Blvd., Suite 310, Los Angeles, CA 90010 for information about the Los Angeles campus or at 17595 Almahurst Unit 101-3, City of Industry, CA 91748 for information about the City of Industry campus, or request that a copy be mailed to you by calling the Los Angeles campus at 213.487.2211 or the City of Industry campus at 626.965.5566.

9.4 Campus Crime Statistics - Los Angeles & City of Industry Campus

The detailed statistics in this policy reflect the number of crimes reported and referrals made for Angeles College - Los Angeles Campus and City of Industry Campus for the past three calendar years (2014-2016). Those cases are as follows:

2014-2016 Clery Campus Crime Statistics for LA/CI Campuses

Total Crimes:

OFFENSE	YEAR	ON CAMPUS		NON CAMPUS		PUBLIC AREA	
		LA	CI	LA	CI	LA	CI
Murder/Non-negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Fondling	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Incest	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Burglary	2014	0	0	0	0	0	0
	2015	1	0	0	0	0	0
	2016	0	0	0	0	0	0
Motor Vehicle Theft (Includes theft attempts)	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Liquor Law Arrests	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Drug Arrests	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Weapon Law Arrests	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Hate Crimes	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0

Violence Against Women Act (VAWA) Offenses

OFFENSE	YEAR	ON CAMPUS		NON CAMPUS		PUBLIC AREA	
		LA	CI	LA	CI	LA	CI
Domestic Violence	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Dating Violence	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Stalking	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0

Disciplinary Actions:

OFFENSE	YEAR	ON CAMPUS		NON CAMPUS		PUBLIC AREA	
		LA	CI	LA	CI	LA	CI
Weapons: carrying, possession, etc.	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Drug Abuse Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Liquor Law Violations	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0

For more information, please visit the following websites:

Los Angeles AREA: http://www.lapdonline.org/crime_mapping_and_compstat

City of Industry AREA: <http://shq.lasdnews.net/CrimeStats/LASDCrimeInfo.html>

Garden Grove AREA: <http://www.ci.garden-grove.ca.us/police/CrimeReports>

9.5 Timely Warning

In addition to the required Annual Campus Crime Statistics Report, Angeles College will provide a timely warning to the campus community of any occurrences of crimes considered to represent serious or continuing threats to students and employees, whether they are reported to campus officials or the local police agencies. Crimes that Angeles College views as serious include but are not limited to:

- homicide
- sex offense
- robbery
- burglary
- aggravated assault
- motor vehicle theft

- arson
- hate crimes
- arrests for liquor/ drug or weapons violations
- campus discipline for liquor/ drugs/ weapons

If the school is aware of such a crime, and the management of the school feels that a serious and continuing threat to students and employees exists, the Campus Security Director will post appropriate warning notifications in various locations throughout the campus, including all entrance/exit doors of the campus buildings. These warning notifications will remain in place for ten days or longer if school management feels that a continuing threat remains.

9.6 Security of Campus Facilities

Angeles College campus facilities are private property. All visitors must report to the reception desk at each respective campus location to be admitted to the campus grounds/buildings. Any unauthorized visitation or other trespassing on Angeles College's facilities, including trespassing by students during non-business hours, is strictly prohibited.

9.7 Campus Law Enforcement

Angeles College does not maintain a law enforcement department or employ a security force. However, the building in which Angeles College facilities are housed does maintain security personnel. All crimes and other emergencies will be handled by the building security or local law enforcement agencies appropriately. The building security officers patrol the campus around the clock. Foot and vehicle patrols enable officers to monitor and maintain security on campus, and promote contact between the campus community and building security officers.

9.8 Drug, Alcohol and Tobacco Policies

It is the policy of Angeles College to provide a safe and productive environment for all its students. The goal of this policy would be severely compromised by drug or alcohol abuse. Angeles College requires that every student be free of alcohol, illegal drugs and controlled substances.

Angeles College prohibits following: possession of controlled substances which would constitute a violation of the California Health and Safety Code Section 11350 or the Business and Professions Code Section 4230; use of alcoholic beverages while on any property owned or used by Angeles College. The "controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants and cocaine.

Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy or which is customarily occupied by students, faculty, staff and/or administrator. Smoking is only allowed at locations outside the main building in designated smoking areas.

9.9 Sexual Assault Prevention/Reporting

Angeles College does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to accommodate each student's need. Any crime, including sexual assault, on or off campus, should be reported immediately to the local police department or other appropriate law enforcement agency.

However, Angeles College realizes that the decision to report a rape or sexual assault can be a difficult one. We do, however, strongly encourage immediate reporting of these crimes to appropriate agencies. A rape or sexual assault is a serious crime and the reporting of the incident may prevent another unsuspecting individual from becoming a victim. Victims are encouraged to call any law enforcement agency by dialing "9-1-1" immediately for criminal investigation, medical treatment, and referral to crisis counseling and legal advocacy services. Victims may request the entire reporting process remain confidential.

If both the victim and the suspect are enrolled students, a college disciplinary action may be sought. In this event, the accuser and the accused are entitled to same opportunities to have others present during a campus disciplinary proceeding held by school committee. Both parties shall be informed of the proceeding outcomes after a decision has been made by the committee. If found to be in violation of Angeles College's Code of Student Conduct, the offender may be placed on probation, suspended, expelled, and/or excluded from the campus. If certain circumstances the victim may request changes in academic arrangements.

If you become a victim of a sexual assault on or off campus:

- Go to a safe place
- Immediately contact the local police department
- Contact someone you trust to be with you or ask the police department dispatcher to do so for you
- Do not shower, bath, douche, change or destroy your clothing
- Do not clean or straighten up the area

A police officer will arrange for forensic and medical services as appropriate and a report will be accepted in confidence through a 3rd-party or anonymously.

9.10 Firearms and Weapons Policy

Angeles College does not authorize the possession or use of weapons and firearms on the College's campuses or on any property owned or controlled by the College. This also includes ammunition for weapons, guns, BB guns, stun guns, chemicals, bombs, hazardous materials, explosive devices, knives, incendiary devices and any item capable of inflicting serious injury.

No one (personnel, students or visitors) except law enforcement officers of either the State of California or of a Federal Law Enforcement Agency shall be authorized to possess or carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon

permit, while upon campus or other properties owned or controlled by the College, without the prior knowledge and consent of the School Director.

Any individual who fails to abide by this policy may be subject to disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense, or prosecution under appropriate city, state or federal laws. Individuals should immediately report any knowledge he or she may have regarding the possession, use or display of weapons and firearms to the School Director.

9.11 Potentially Infectious Agents and/or Hazardous Materials Policy

It is the policy of Angeles College that all students who are exposed (i.e. needle stick, inhalation, mucus membrane or skin exposure or percutaneously to infectious agents and/or hazardous materials including radiation, blood-borne pathogens) while engaged in an educational program seek and obtain prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary.

9.12 Hate Crimes and the Law

Angeles College is mandated to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Anyone committing such acts can be referred to the Angeles College Administration for disciplinary action, as well as facing prosecution under the California law.

9.13 Violence Against Women Act Compliance

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

Domestic violence means a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

9.14 Distribution of Report/Policy

A notice of this report and policy statement will be given to all students and employees annually. Those wishing a printed copy of this report may print directly from our webpage, or may contact any member of the Angeles College administration for a printed copy sent by mail or picked up.

9.15 Crime Prevention

Angeles College does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to reduce the likelihood of crime during school hours. Students and employees are encouraged to be vigilant and observant when in the non-campus or public areas, and to protect themselves and each other by reporting suspicious or illegal activity to proper authorities immediately. To help students and employees protect them and their property, Angeles College develops and makes available to students an updated crime log and safety tips.

9.16 Daily Crime Log

The Clery Act requires academic institutions with internal security maintain a daily crime log. This log may be publicized as a hard copy log and will be accessible on campus. The crime log for the "most recent 60-day period" must be available for public review during normal business hours. Any requests to view logs older than the 60-day recent period must be made available within two business days of the request for public inspection.

A hard copy of the daily crime log for Angeles College is maintained in the administration office. Angeles College does not make available an electronic version of the daily crime log. The business hours for access and further information are M-F, 9:00 a.m.-6:00 p.m. Furthermore, security is provided as part of the college's lease terms and as part of the Clery requirements, crimes are primarily registered with them at each campus location.

9.17 Emergency Notification

Angeles College Alerts will deliver messages using some or all of the following channels:

- The Angeles College homepage;
- Broadcast e-mail to all Angeles College students;
- Blackboards in classrooms;
- Phone Alerts;
- Classroom/hallway alarms.

9.18 Safety Tips

Effective policing is a community activity. Protect yourself against crime by taking the following common-sense precautions.

✓ Emergencies

- Fire: Leave the building and call 911
- Health/Medical: call 911

✓ On Campus

- Report unusual or suspicious activities to the Angeles College Administration Office in person or call (213) 487-2211 (LA Campus) or (626) 965-5566 (CI Campus).
- Keep small valuable items (jewelry, cash, wallets, purses, etc.) out of sight or in a closed/locked backpack.
- Small electronics such as iPods, mp3 players, cell phones, thumb drives, and laptops are easily taken by thieves and *must* be secured.

✓ Parking Lots

- Do not walk alone to your car.
- Lock your car at all times.

- Take your valuables with you or lock them in the trunk.
- Use anti-theft and safety devices, including remote key access for lighting, car alarms, and steering wheel locks.

✓ **Personal Safety**

- Always let someone know where you are.
- Never walk alone at night, always walk with a friend.
- Do not leave a party or bar with a casual acquaintance.
- Never leave drinks of any type alone, when at a social gathering.
- Report any rape or sexual assault, even if you know the assailant. It's still a crime.
- Report unusual or suspicious activities to the Angeles College Administration Office immediately at (213) 487-2211 (LA Campus) or (626) 965-5566 (CI Campus).
- In Your Car
 - Do not signal breakdowns or request help from strangers.
 - Check the back seat before entering your car.
 - Do not open your window more than an inch if you respond to strangers who approach your car.

✓ **In General**

- Be aware of your surroundings.
- Keep your door locked at all times.
- Don't walk alone late at night.
- Keep your valuables locked up in a safe place.
- Don't leave your laptop computer unattended.
- Mark your valuables with your name.

✓ **Notice, Remember and Report**

- License plate number
- Which way the car or person went
- Anything left at the scene by the assailant or the victim
- Description of car (color, number of doors, rust)
- Description of person, including
 - approximate age, weight, height, and build
 - gender
 - color and length of hair
 - color of eyes
 - color of skin
 - clothing
 - distinctive marks including scars, tattoos
 - distinctive accessories including rings, earrings, piercings

✓ **Your Identity**

- Don't give out personal information on the phone, through the mail, or on the Internet unless you initiated the contact or are sure you know who you are dealing with.
- Don't carry your SSN card in your wallet; store it in a secure place.
- Keep your purse or wallet in a safe place; do the same with copies of administrative forms that have your sensitive personal information.

✓ **Preventing Fires**

Fire prevention and safety programs at Angeles College include:

- Fire drills (Building Services)
- Inspection and maintenance of fire-detection and fire-fighting equipment (Campus Services)
- Routine checks of emergency firefighting equipment (Campus Services)

✓ **Preventing Fire-Related Crimes**

The following activities are illegal:

- Causing a false alarm
- Maliciously activating building fire alarm system
- Discharging a fire extinguisher mischievously
- Tampering with fire-detection and fire-prevention equipment (smoke detectors, sprinklers)
- arson

Any student who commits these crimes will be referred to the College Disciplinary Board. Criminal charges may also be filed.

✓ **In Case of Fire Drill**

When the alarm sounds:

- Always leave the building immediately. Never assume the alarm is a false alarm.
- Continue to evacuate the building even if the alarm stops.
- Use the nearest exit. If the nearest exit is blocked by fire, heat or smoke, go to another exit.
- Always use the stairs. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside. Never use an elevator. If the power fails, you will be trapped.

✓ **When to use 9-1-1 versus 7-digit telephone lines**

- Call 9-1-1 when there is a life or death emergency that requires the immediate response of emergency service such as police, fire or paramedic. Always call 9-1-1 when there is a medical problem or something that requires the Los Angeles Fire Department to respond, because they do not have non-emergency lines.
- When there is a situation that requires police response but is not an emergency, use non-emergency dial 1-877-ASK-LAPD (1-877-275-5273) or The Los Angeles Police Department (LAPD) Olympic Community Police Station 1-213-382-9102.

It is a misdemeanor under California Penal Code Section 148.3 for any person to willfully use the 9-1-1 system for any purpose other than reporting an emergency. It is a felony if someone is injured or dies as a result of emergency service response to a false call.

9.19 Important Security/Safety Phone Numbers

Angeles College LA Campus - Campus Security Department
3440 Wilshire Blvd. Suite 310
Los Angeles, CA 90010
(213) 487-2211

Angeles College CI Campus - Campus Security Department
17595 Almahurst St., Suite 101-3
City of Industry, CA 91748
(626) 965-5566

The Los Angeles Police Department (LAPD) -LA Campus
Olympic Community Police Station
1130 S. Vermont Ave.
Los Angeles, CA 90006
(213) 382-9102
Or Main Number 1-877-ASK-LAPD (1-877-275-5273)

The City of Industry Sheriff Station- CI Campus
150 North Hudson Ave.
City of Industry, CA 91744
(626) 330-3322

◆ Please Remember to Call 9-1-1 when there is a life or death emergency that requires the immediate response of emergency service such as police, fire or paramedic.

10. STUDENT SERVICES

10.1 New Student Orientation

All new students are required to attend an orientation session conducted by the AC Admissions Office. Orientation will walk students through the registration/admissions process.

10.2 Career Counseling and Placement Assistance Services

The Career Counseling and Placement Assistance Services provide students with:

- Individual and group counseling, exploration of career options and information on occupational fields and employment trends
- Overseeing a variety of educational and career options, including non-credit programs and vocational assistance
- Seminars in resume writing, interviewing skills, working with people and other job-related topics

Disclaimer on Job Placement

The purpose of all programs offered by AC is to extend the nature and range of careers available to our students by providing a quality education that integrates theory with practical application. However, AC cannot offer guarantees of job placement, advancement, or continued employment.

10.3 Library and Computer Lab

The Los Angeles and City of Industry campuses have their own on-site library holdings for local patrons to access books and periodicals through the LIRN online library related to the programs offered at each campus location. In the LIRN Library environment, students and faculty have access to databases vendors such as ProQuest, GALE, and PubMed. The library is a centrally located resource physically and virtually for all students and faculty and is accessible during classroom hours. These facilities offer group-study space, a reading room and access to current word processing software and the internet. Refer to the Library web-portal for access to LIRN and College Catalog.

Our Computer Lab serves as a student group-study area as well as a workspace for library research instruction conducted by the Angeles College Librarian. The Computer Lab currently features Desktop stations installed with Windows OS and MS Office and current browsers for online access. All stations feature Comprehensive Review software for Medical Assistants, Nurse Assistants, Phlebotomy Technician, and Vocational Nursing Students.

10.4 Student Parking

Student parking is available in a parking structure or lot adjacent to and/or areas within walking distance of the college's location. AC is not responsible for parking violations, property theft, property damage, etc. Please keep vehicles locked at all times. The LA campus is predominantly paid parking (structure & on-street), whereas the CI campus parking is free.

10.5 Advising/Tutoring Assistance

AC staff and faculty make every effort to maintain close communication with its students. Students have access to the faculty and administrative staff for vocational and academic advising and tutoring, when needed. Students are strongly encouraged to meet with their instructors to discuss any academic concerns. AC provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in sessions outside of regularly scheduled class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or Program Director.

10.6 Student Scholarships

Angeles College awards institutional scholarships and grants. These awards are made available by the allocation of Angeles College's general funds. These institutional scholarships and grants are based on full-time enrollment, financial need, academic merit and personal achievement. Scholarships and grants are considered a component of the student's financial aid award and cannot exceed the cost of attendance. All credit and debit accounting will be allocated according to Angeles College policy as outlined in the Angeles College catalog. See an Admissions Representative for more information.

10.7 Student Lounge

A Student Lounge is available for students during school hours to relax, study and eat at each location as well as off-campus areas immediate to each campus.

10.8 Housing

Angeles College does not have dormitory facilities under its control. Although Angeles College has no responsibility to provide or help find housing for students, the Office of Student Services may assist in arranging a hotel, apartment, or home stay for students.

LA Campus: The surrounding area of Angeles College's Los Angeles Campus is referred to as Koreatown, and there are many options available for apartment and condo rentals. Roughly 90% of the residents in Koreatown rent housing. Housing prices can vary depending on size, amenities, age of building, street location, etc. Monthly rents as of July 2014 for studio apartments average around \$1,240 per month, and one-bedroom apartment rents average around \$1,520. Parking may require an additional fee.

CI Campus: The surrounding area of the Angeles College's City of Industry campus also has many options available for apartment, condo, and house rentals. Housing prices can vary depending on size, amenities, age of building, street location, etc. Monthly rents as of July 2014 for studio apartments average around \$1,120 per month, and one-bedroom apartment rents average around \$1,370.

Sources for average rental prices: <http://average-apartment-rent.realtor.org>

10.9 Veterans Services

Angeles College cooperates with the Veterans Administration in helping veterans to obtain the education necessary to realize their academic and vocational goals. Angeles College has been approved for the training of veterans. Veterans are required to comply with Veteran Regulations Sections 21.4135, 21.4235 and 21.4277 in regard to required attendance and progress that the student-veteran must meet in order to receive educational benefits under Title 38, United States Code. The veteran has the responsibility to adhere to these standards of attendance and progress and to notify the Angeles College administration of any change in status that would affect the collecting of veteran's benefits.

Although we work to ensure that VA regulations are complied with, we have no authority to determine whether you are eligible for a particular chapter of VA educational benefits. ONLY the VA can determine eligibility. If you feel you may be eligible for educational benefits you should submit an application. The Veterans Administration will review the application and determine if you have eligibility.

Veterans and Veteran Dependents are encouraged to take advantage of the counseling services and educational programs offered by Contact an Angeles College Student Service Counselor for more information regarding Veterans services.

U.S. Department of Veterans Affairs - Veterans Administration - <http://www.va.gov/>
Education and Training: <http://www.benefits.va.gov/gibill/>

11. NON-DEGREE PROGRAM INFORMATION

The programs listed below are evaluated as Non-Degree granting programs (as defined by Articles 6, 7 and 9 of the California Private Postsecondary Education Act of 2009).

11.1 Home Health Aide (LA Campus Only)

Weeks/Hours: 2 weeks / 40 hours (20 hours of lecture; 20 hours of clinical)

Prerequisite: Be a Certified Nurse Assistant

Credential(s) Awarded Upon Completion: Certificate

CIP Code: 51.2602 (Home Health Aide/Home Attendant)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below:

<https://www.bls.gov/soc/2010/soc311011.htm>

<https://www.bls.gov/soc/2010/soc399021.htm>

<https://www.onetonline.org/link/summary/31-1011.00>

<https://www.onetonline.org/link/summary/39-9021.00>

Program Description

Home Health Aide workers (HHA) offer in-home treatment to patients who do not require the full services offered by a hospital or extended-stay facility. HHAs are trained in patient interaction, medicating practices, personal care services, physical therapy and other more specific skills as dictated by their patients' needs. This 40-hour Home Health Aide Program prepares the Certified Nurse Assistant (CNA) to work as a Home Health Aide, providing basic care to clients and their families coping with an illness or disability in their homes.

Program Objectives

- Provide personal care and other services as needed in the client's home under the direction, instruction and supervision of a licensed nurse
- Students enhance their personal competence and discover their value as part of the health care team
- Meet the requirements of CNA to work specifically in the home of clients and their families coping with an illness or disability

Program Delivery

Residential

Classroom and Clinical Instruction

Completion Requirements

A student must pass all examinations and course requirements with a final grade of a passing score.

At the completion of the program, the student will:

- Be eligible for Certification by the California Department of Public Health
- Be qualified to work in long-term health care institutions or with a home health agency

Course Description

Module/Title	Description	HHA110	HHA120
Module 1 Introduction to Home Health Aide and Agency	<ol style="list-style-type: none"> 1. Role of the Home Health Agency <ol style="list-style-type: none"> a. Employment Practices b. Supervision/Limitations c. Ethics, Liability, Confidentiality d. Agency Credential e. Function of Home Health Agency f. Payment for Services g. Home Care Bills of Rights h. Home Health Agency Personnel 2. Role of the Home Health Aide <ol style="list-style-type: none"> a. Responsibilities b. Functions c. Rights of the Home Health Aide 	2 Theory	0 Clinical
Module 2 Interpretation of Medical and Social Needs	<ol style="list-style-type: none"> 1. Basic description of diseases and its effects on the individual and family 2. Personal adjustment of the individual and family to illness and disability 	5 Theory	0 Clinical
Module 3 Personal Care Services	<ol style="list-style-type: none"> 1. Assisting patients with personal hygiene 2. Assisting patient in self-care activities 3. Assisting with mobility 	5 Theory	15 Clinical
Module 4 Nutrition	<ol style="list-style-type: none"> 1. Basic principles of diet 2. Meal planning and serving 3. Food purchasing 4. Food preparation, sanitation and storage 	5 Theory	3 Clinical
Module 5 Cleaning and Care Tasks at Home	<ol style="list-style-type: none"> 1. Home safety measures 2. Economical cleaning materials and method of use 3. Maintenance of cleanliness where dishes and food are stored 4. Principles of general cleanliness of environment 	3 Theory	2 Clinical
Total		20 hours	20 hours

11.2 Massage Therapy (CI Campus)

Weeks/Hours: 24 weeks / 720 hours (490 hours of lecture; 230 hours of lab)

Prerequisite: None

Credential(s) Awarded Upon Completion: Certificate

CIP Code: 51.3501 (Massage Therapy/Therapeutic Massage)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below:

<https://www.bls.gov/soc/2010/soc319011.htm>

<https://www.onetonline.org/link/summary/31-9011.00>

Program Description

Massage Therapy program at Angeles College provides the student advanced training in massage therapy with an integrated approach to health and wellness. The program teaches and enhances the therapist's diverse range of massage techniques, which includes massage theory, practical clinical/lab experience, anatomy, and physiology skill. After completion of this program, one becomes qualified for the California State Massage Council Professional Massage Therapist Certification and is eligible to sit for the national board certification exam for massage therapy offered by the National Certification Board for Therapeutic Massage & Bodywork.

Program Objectives

- Employ anatomical, positional, kinematic, and medical terminology relevant to the professional practice of massage therapy
- Recognize, locate, and describe the function of major skeletal muscles, bones, and connective tissue structures in the human body
- Evaluate a client to determine whether a massage is indicated or contraindicated
- Apply Swedish, Sports Massage, Shiatsu, Acupressure, Reflexology, and various other techniques in a cohesive and fluid manner demonstrating particular capacities and skills necessary for providing a 60-minute, full-body, wellness and/or relaxation-oriented massage
- Demonstrate proper body mechanics necessary for maintaining practitioner's personal health and professional longevity in the field
- Demonstrate a fundamental knowledge of kinesthetic processes and mechanics of body movement
- Identify the importance of ethics and social responsibility for massage therapists
- Utilize sound business practices required in a career setting relevant to massage therapy
- Ascertain and perform appropriate spa treatments, hot/cold stone massage therapy, and aromatherapy massage to provide relaxation and stress-reduction

- Be able to successfully review Client Intake Service Sheet and determine proper Spa Therapy Treatment/protocol as it pertains to clients' needs for Well-being and Relaxation.

Program Delivery

Residential
Classroom and Clinical (Lab) Instruction

Completion Requirements

A student must pass all examinations and course requirements with a final grade of a passing score.

At the completion of the program, the student will be able to:

- Use anatomical, positional, kinematic, and medical knowledge in their professional practice
- Apply Swedish, Sports Massage, Shiatsu, Acupressure, Reflexology, and various other techniques in a cohesive and fluid manner
- Utilize sound and ethical business practices in massage therapy practice
- Qualify for California State Massage Council Professional Massage Therapist Certification
- Eligible to sit for the national board certification exam for massage therapy offered by the National Certification Board for Therapeutic Massage & Bodywork

Course Description

Course Module/Title	Scope and Sequence	Course Topics	Hours
MT 001 Introduction to Massage Therapy	30 hours per week for 1 week	<ul style="list-style-type: none"> • Intro to Massage Therapy • Medical Terminology 	30 Theory 0 Lab 0 Practicum
MT 002 Human Anatomy & Physiology I	30 hours per week for 3 weeks	<ul style="list-style-type: none"> • Skeletal System • Muscular System • Circulatory System • Respiratory System • Nervous System • Endocrine System 	90 Theory 0 Lab 0 Practicum
MT 003 Human Anatomy & Physiology II	30 hours per week for 2 weeks	<ul style="list-style-type: none"> • Integumentary System • Immune & Lymphatic System • Digestive System • Urinary System • Reproductive System 	60 Theory 0 Lab 0 Practicum

MT 004 Massage Therapy Technique I	30 hours per week for 2 weeks	<ul style="list-style-type: none"> Contemporary Therapeutic Massage Applications Swedish Massage 	30 Theory 30 Lab 0 Practicum
MT 005 Massage Therapy Technique II	30 hours per week for 2 weeks	<ul style="list-style-type: none"> Clinical & Sports Massage Additional Therapeutic Modalities 	30 Theory 30 Lab 0 Practicum
MT 006 Massage Therapy Technique III	30 hours per week for 2 weeks	<ul style="list-style-type: none"> Spa Setting Pre-Natal Massage Post-Natal Massage Infant Massage Elder/Geriatric Massage Non-Traditional Massage Techniques 	30 Theory 30 Lab 0 Practicum
MT 007 Kinesiology & Therapeutic Procedure	30 hours per week for 2 weeks	<ul style="list-style-type: none"> Kinesiology Therapeutic Procedure 	40 Theory 20 Lab 0 Practicum
MT 008 Pathology/Indications & Contraindications	30 hours per week for 2 weeks	<ul style="list-style-type: none"> Pathology/Indications Contraindications 	60 Theory 0 Lab 0 Practicum
MT 009 Health & Hygiene	30 hours per week for 2 weeks	<ul style="list-style-type: none"> Health & Hygiene Universal Precautions Safety & Sanitary Practices Infection control CPR 	60 Theory 0 Lab 0 Practicum
MT 010 Business Ethics & Professionalism	30 hours per week for 1 week	<ul style="list-style-type: none"> Business Practices Ethics Marketing Professional Boundaries 	30 Theory 0 Lab 0 Practicum
MT 011 Career Development	30 hours per week for 1 week	<ul style="list-style-type: none"> Business Plan Create Resume Preparation for the NCETM, NCETMB, or MBLEx examinations Overview of board rules & various state laws 	30 Theory 0 Lab 0 Practicum
MT 012 Clinical Practicum	30 hours per week for 4 weeks	<ul style="list-style-type: none"> Hands-on training & experience 	0 Theory 0 Lab 120 Practicum
Total	36 weeks		720 hours

Draping Policy

Angeles College maintains strict standards of draping and modesty. No exposure of a person's private genital region will be permitted.

Women are required to use a chest towel at all times and to keep the breast tissue covered.

Students are taught to drape with care, intention and regard for modesty and comfort and to always respect the rights of the person they are treating, be it a classmate or a client.

Understanding of the Unfair Business Practices as Related to Massage

Pursuant to the California Business and Professions Code, Section 4611, it is an unfair business practice for a student or any person to do any of the following:

- To hold himself or herself out to use the title of "certified massage therapist" or "certified massage practitioner" or any other term, such as "licensed", "certified", "CMT", or "CMP", in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- To falsely state or advertise or put out any sign or card or other device, or falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified or registered by a government agency as a massage therapist or massage practitioner.

Disclosure Statement*

**Pending approval by CAMTC*

Attendance and/or graduation from a California Massage Therapy Council (CAMTC) approved school do not guarantee certification by the CAMTC. Applicants for certification shall meet all requirements as listed in the California Business and Professions Code, section 4600 et. seq.

Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects. Graduates of the Massage Therapy Program at Angeles College will fulfill said requirements and be eligible to apply for certification after Angeles College obtains approval from CAMTC*.

A student (or any member of the public) with questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact:

California Massage Therapy Council (CAMTC)
One Capitol Mall, Suite 800, Sacramento, CA 95814
T: (916) 669-5336 • F: (916) 669-5337
Web: www.camtc.org

11.3 Medical Assistant (LA & CI Campus)

Weeks/Hours: 36weeks /900 hours (372 hours of lecture; 240 hours of lab; 288 hours of clinical externship)

Prerequisite: None

Credential(s) Awarded Upon Completion: Certificate

CIP Code: 51.0801 (Medical/Clinical Assistant)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below:

<https://www.bls.gov/soc/2010/soc319092.htm>

<https://www.onetonline.org/link/summary/31-9092.00>

Program Description

The Medical Assistant Program prepares multi-skilled healthcare professionals qualified to perform administrative and clinical duties and laboratory procedures. The program will be taught through lectures, laboratory and externship training at clinical sites.

Program Objectives

- Provide supportive environment that encourages student success in the classroom, the externship site and the job site.
- Use critical thinking to recognize, analyze and solve problems related to administrative, clinical and laboratory procedures.
- Understand policies and regulations related to carrying out administrative, clinical and laboratory duties.
- Help students to develop skills in communication, critical thinking, analysis, and problem-solving, leading to accurate decision-making.
- Demonstrate competency in the knowledge and skills required for entry-level in Medical Assisting practice.
- Prepare students to work in a variety of settings such as physician offices, clinics, hospitals, public agencies, and volunteer agencies.
- Display professionalism by projecting a positive attitude, working as a team member and showing initiative and responsibility.
- Practice in a legal and ethical manner.

Program Delivery

Residential

Classroom and Clinical Instruction

Completion Requirements

A student must pass all examinations and course requirements with a final grade of a passing score.

At the completion of the program, the student will be able to:

- Perform pre-analytical procedures such as specimen collection
- Assist in processing of specimens
- Assist Doctors and Nurses with patient care services
- Perform injections safely with over 70% accuracy
- Safely assist in operating and maintaining diagnostic test equipment
- Demonstrate good understanding of standard and universal precautions
- Assist in minor surgical procedures

Course Description

Course Module/Title	Course Description	Contact Hours
<p>MA 001 <u>Anatomy & Physiology I</u></p>	<p>This course is the first part of the introductory course series in anatomy and physiology of the human body. Specifically, it will focus on these human body systems: skeletal, muscular, cardiovascular, lymphatic, immune, and respiratory systems. The course will also emphasize the diagnostic methods and treatments associated with some common diseases of these body systems. Counseling patients with self-screening methods, nutrition guidelines and proper use of pharmaceuticals will be addressed in according sections. In addition, the course will provide a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the above body system and medical specialties. By studying the basic structures of medical terminology, the students will be able to combine word elements and determine the meaning and the significance of complicated medical terms. The course will also focus on the spelling and pronunciation of these medical terms as well as recognition of accepted abbreviations used in hospitals and clinics.</p>	<p>42 Theory 36 Lab</p>
<p>MA 002 <u>Anatomy & Physiology II</u></p>	<p>This course is the second part of the introductory course series in anatomy and physiology of the human body. Specifically, it will focus on these human body systems: digestive, urinary, nervous, eyes and ears, integumentary, endocrine, and reproductive systems. The course will also emphasize the diagnostic methods and treatments associated with some common diseases of these body systems. Counseling patients with self-screening methods, nutrition guidelines and proper use of pharmaceuticals will be addressed in according sections. In addition, the course will provide a basic knowledge of different</p>	<p>40 Theory 38 Lab</p>

	<p>prefixes, combining forms, suffixes of medical terms that are associated with the above body systems and medical specialties. By studying the basic structures of medical terminology, the students will be able to combine word elements and determine the meaning and the significance of complicated medical terms. The course will also focus on the spelling and pronunciation of these medical terms as well as recognition of accepted abbreviations used in hospitals and clinics.</p>	
<p>MA 003 <u>Clinical</u> <u>Medical</u> <u>Assisting</u></p>	<p>This course will first introduce the students to the medical assistant profession including their general responsibilities and the types of establishment in which medical assistants work. Also emphasized are knowledge of members of a health care team and their specific roles. Students will learn of professionalism and behaviors that are necessary when working in professional capacity and benefits of being certified and credentialed medical assistants. Majority of this course is dedicated to prepare students to their roles and duties as the clinical medical assistant. It covers health care clinical settings and laboratory procedures. Medical assisting students will be trained in cognitive (knowledge), psychomotor (skills), and affective (behavior) domains to prepare them for entry-level positions normally available in a medical facility such as physicians', chiropractors', or podiatrists' offices and clinics. The course provides the MA students with entry-level theory and limited "hands-on" training in basic and routine clinical tasks thereby equipping the MA students with the competencies required to perform in clinical medical office capacity. The students will learn to perform various clinical procedures not limited to EKG, spirometry, audiometry, injections, and venipunctures. He/she will be able to prepare the patient for physical exams, assisting the physician with exams and procedures. The MA students will learn to assist physicians with minor in-office surgical procedures and as well as sterilizing and caring for medical/surgical instruments.</p>	<p>60 Theory 72 Lab</p>
<p>MA 004 <u>Medical</u> <u>Office</u> <u>Procedures</u></p>	<p>This course introduces the administrative duties of a medical assistant. The course will provide students with the knowledge, attitude, discipline and skills needed for employment in doctor's offices. Upon successful completion of the course, the students will be able to carry out all administrative duties required for entry-level positions in medical assisting. Integrated throughout the course are career preparation standards, which include communication skills, interpersonal skills, problem solving and other vital employability</p>	<p>42 Theory 30 Lab</p>

	<p>skills. Students will also learn about patient record management. Emphasis on overall front-office management such as collecting patient information, making insurance claims, scheduling appointments will be covered during this class. Additionally, the students will learn about human behaviors and relations as they relate to patients. Students will learn to deal with difficult situations and patients as well as dealing with patients who require special needs such as terminally ill patients. Students will also learn about different cultures and heritages as they apply to different patient demographics.</p>	
<p>MA005 <u>Medical</u> <u>Insurance</u></p>	<p>This class introduces the basics of today's health insurance. The students will learn about the terminology pertaining to health insurance. The students will also learn about the fundamentals of managed care, different types of health care plans, and the structure of insurance claims. There will be an emphasis on understanding today's health care trend and how it relates to health insurance system. This class also analyzes today's health care system from a consumer perspective as well from a practice perspective.</p>	<p>48 Theory 0 Lab</p>
<p>MA 006 <u>Medical</u> <u>Billing and</u> <u>Coding</u></p>	<p>The healthcare industry has been growing over the years and has thus become very complex in nature. The work of medical documentation and medical transactions has become a difficult task requiring accuracy and proficiency. It also requires use of common "language" called codes to be utilized so that all health care professionals (physicians, administrators, insurance companies, government, and research organizations) are able to communicate effectively. In addition to coding, the duties of medical biller/coder also entail the billing part of medical practice. This course will teach students essential knowledge of medical billing, insurance claims, and reimbursements. The students will learn to efficiently and accurately look up CPT and ICD-9 codes according to the current guidelines. The student will also gain the knowledge of current healthcare system structure and policies as well as government regulations. In the second portion of the class, the students will learn, through simulated software program, actual process of electronic billing. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. This course also includes supervised lab instructions of simulation practice exercises (virtual lab).</p>	<p>60 Theory 36 Lab</p>

<p>MA 007 <u>Electronic Health Record</u></p>	<p>This course is designed to introduce the student to the basics of medical records management. This course provides the student with the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices. The course uses Medcin EHR system. Medcin is the licensed core technology in many prominent commercial EHR systems. We will cover the medical billing process, including the flow of information from preregistering patients through recording office visit transaction to collecting on overdue accounts, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system.</p>	<p>20 Theory 28 Lab</p>
<p>ENG 150 <u>Business Writing</u></p>	<p>Introduction to various types of professional communication, both written and oral. Students practice skills in communication styles such as memos, email, research reports, proposals, presentations, and interviews.</p>	<p>36 Theory 0 Lab</p>
<p>MA 008 <u>Employment Planning</u></p>	<p>In this class the students will learn to utilize resources such as the web, newspaper, and career centers to search for job opportunities after completion of the medical assistant degree course. They will learn to create proficient resumes and learn about job searching techniques. The students will also practice interviewing skills and learn about the most common mistakes of job seeking process.</p>	<p>24 Theory 0 Lab</p>
<p>MA 009 <u>Externship</u></p>	<p>This class provides supervised “real-life” clinical experiences in an affiliated medical office facility. Students will take on the duties of entry-level medical assistant under supervision of experienced medical assistants, RNs, MDs. This unpaid externship will be at various medical offices, and hours and shifts are set by the facility. This course is graded on a pass/fail basis.</p>	<p>288 Practicum</p>
	<p>Total Length: 36 weeks</p>	<p>Total: 900 hours</p>

11.4 Nurse Assistant (LA Campus)

Weeks/Hours: 6 weeks / 164 hours (50 hours of lecture; 114 hours of lab/clinical)

Prerequisite: None

Credential(s) Awarded Upon Completion: Certificate

CIP Code: 51.3902 (Nursing Assistant/Aide and Patient Care Assistant/Aide)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below:

<https://www.bls.gov/soc/2010/soc311014.htm>

<https://www.onetonline.org/link/summary/31-1014.00>

Program Description

This program prepares the student to function as an entry-level worker on a healthcare team. Focus will be on preparing the student to provide direct care to the patient/resident; promote comfort measures; and collect, record and report data to licensed personnel. Principles of critical thinking, team membership, ethics, caring, communications and cultural sensitivity are integrated throughout the program. The program includes classroom, laboratory and clinical care experiences.

Program Objectives/Goals

- Prepare a competent, nurse assistant to function effectively in acute, long-term care, and ambulatory settings;
- Provide a collaborative learning environment in which the student will develop and apply principles of systematic reasoning through critical thinking;
- Guide the learner in the continuing process of personal and professional growth;
- Function in the delivery of care to clients;
- Communicate with clients, client families and members of the healthcare team;
- Perform nursing skills applying critical thinking;
- Integrate ethical, professional and legal responsibility and accountability into actions and decisions;
- Assume responsibility for personal and professional growth; and
- Sit for the State certification exam to become a Certified Nursing Assistant (CNA).

Program Delivery

Residential: Classroom, Skills lab, and Clinical Instruction

Completion Requirements

A student must pass all examinations and course requirements with a final grade of a passing score.

At the completion of the program, the student will be able to:

- Function in the delivery of care to clients
- Communicate with clients, client families and members of the healthcare team
- Perform nursing skills applying critical thinking
- Integrate ethical, professional and legal responsibility and accountability into actions and decisions
- Assume responsibility for personal and professional growth
- Sit for the State certification board exam (Certified Nursing Assistant - CNA)

Course Description

Module/Title	Description	NA110	NA120
Introduction	This course introduces the student to California code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the CNA, including requirements for CNA certification, professionalism, ethics, and confidentiality.	2 Theory	0 Lab 0 Clinical
Patient Rights	This course introduces the CNA to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.	2 Theory	1 Lab 0 Clinical
Interpersonal Skills	This course introduces the concepts and skills required for the CNA to communicate effectively and interact appropriately with residents, residents' families and guest, and other members of the health care team.	2 Theory	0 Lab 0 Clinical
Prevention Management	This course introduces the student to the concepts and procedures related to the resident's safety and	1 Theory	1 Lab 1 Clinical

of Catastrophe & Unusual Occurrence	environmental emergency issues are presented. The CNA's role in creating a safe environment for the resident is discussed.		
Body Mechanics	This course provides students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.	2 Theory	0 Lab 4 Clinical
Medical & Surgical Asepsis	This course presents information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.	2 Theory	2 Lab 8 Clinical
Weights & Measures	This course introduces a common system of measurement used by the CNA.	1 Theory	0 Lab 1 Clinical
Patient Care Skills	This course teaches the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The CNA should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.	14 Theory	1 Lab 38 Clinical
Patient Care Procedures	This course provides learning experiences that will prepare the CNA to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.	7 Theory	3 Lab 23 Clinical
Vital Signs	This course prepares students to know How, When and Why vital signs are taken and how to report and chart these procedures. Students will learn the	3 Theory	3 Lab 6 Clinical

	correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.		
Nutrition	This course prepares students to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.	2 Theory	0 Lab 6 Clinical
Emergency Procedures	This course introduce the students to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the CNA in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.	2 Theory	5 Lab 1 Clinical
Long-Term Resident Care	This course introduces the students to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.	2 Theory	0 Lab 0 Clinical
Rehabilitative Nursing	This course introduces the CNA to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The CNA assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.	2 Theory	0 Lab 4 Clinical
Observation & Charting	This course prepares students to know how, when and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.	4 Theory	0 Lab 6 Clinical
Death & Dying	This course introduces students to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.	2 Theory	0 Lab 0 Clinical
Total		50 hours	114 hours

11.5 Phlebotomy Technician (LA & CI Campus)

Weeks/Hours: 15 weeks / 98.75 hours (43.5 hours of lecture, 9.25 hours of lab, 6 hours of quiz/exam & discussion, 40 minimum hours of externship)

Prerequisite: None

Credential(s) Awarded Upon Completion: Certificate

CIP Code: 51.1009 (Phlebotomy Technician/Phlebotomist)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below:

<https://www.bls.gov/soc/2010/soc319097.htm>

<https://www.onetonline.org/link/summary/31-9097.00>

Program Description

This program is designed for students planning to become a California Certified Phlebotomist Technician (CPT 1). After completion of the program and passing the approved certifying exam, the students will be eligible to apply for certification by the Laboratory Field Services, California Department of Public Health. The class also serves as an introduction to health care professions with emphasis on clinical laboratory science.

Program Objectives

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

- Define the role of the phlebotomist.
- Describe the state requirements related to phlebotomy practice.
- Describe legal and ethical issues related to phlebotomy practice.
- Demonstrate effective customer service skills.
- Define medical terms associated with the role of the phlebotomist.
- Describe basic human anatomy and physiology.
- Trace the circulatory pathway of the blood.
- Identify anatomical structures utilized in blood collection.
- Describe the components of blood.
- Maintain a safe environment.
- Perform the blood collection procedure.
- Participate in performance improvement/quality assurance.
- Demonstrate skills required for pre-analytical specimen processing.
- Discuss specimen collection techniques requiring special handling.
- Demonstrate problem-solving and trouble-shooting skills.
- Perform clerical duties required to document phlebotomy practice.
- Demonstrate knowledge of the health care delivery system and medical terminology.

- Demonstrate knowledge of infection control and safety.
- Demonstrate basic understanding of the anatomy and physiology of the body systems.
- Associate the major areas/ departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition/illness.
- Demonstrate understanding of the importance of specimen collection in the overall patient care system.
- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary for substances and the pre-analytical variables that can adversely affect the blood sample and/or interfere in clinical analysis of blood constituents.
- Demonstrate proper techniques to perform venipuncture and capillary puncture.
- Demonstrate knowledge of pre-analytical errors that can significantly alter results.
- Demonstrate understanding of requisitioning, specimen transport and specimen processing.
- Demonstrate understanding of quality assurance in phlebotomy.
- Demonstrate understanding of the basic concepts of communications, personal and patient interaction, stress management, professional behavior and legal implications of the work environment.

Program Delivery

Residential
Classroom and Clinical Instruction

Completion Requirements

A student must pass all examinations and course requirements with a final grade of a passing score.

At the completion of the program, the student will:

- Be able to safely collect and handle blood specimens from a variety of patients
- Be eligible to apply for and take the board exam. Upon successful passing the board exam, the graduates will apply for certificate by the Laboratory Field Services, California Department of Public Health

Course Description (*New Curriculum effective May 31, 2016*)

Course/ Title	Scope and Sequence	Course Description	Hours
CPT110 Basic Phlebotomy	Day 1	<ul style="list-style-type: none"> • Infection Control • Safety • Anatomy & Physiology • Anatomy & Physiology of the Circulatory System 	6 Theory 0 Lab 0 Quiz & Discussion
	Day 2	<ul style="list-style-type: none"> • Anatomy & Physiology of the Circulatory System • Terminology • Infection Control - Lab • Patient & Specimen Identification 	4 Theory 2 Lab 0 Quiz & Discussion
	Day 3	<ul style="list-style-type: none"> • Infection Control & A/P - Quiz & Discussion • Proper Vein Selection & Supplies for Venipuncture • Instructor Demonstration of Site Selection, Tourniquet Use, and Supplies for Venipuncture • Proper Venipuncture Steps • Skin Puncture Site Selection and Skin Prep 	5 Theory 0 Lab 1 Quiz & Discussion
	Day 4	<ul style="list-style-type: none"> • Medical Terminology, Patient Identification, Proper Site Selection & Collection Equipment - Quiz & Discussion • Site Selection, skin prep, tourniquet use, venipuncture on simulated arms - Lab • Blood Collection Equipment 	3 Theory 2 Lab 1 Quiz & Discussion
	Day 5	<ul style="list-style-type: none"> • Post Puncture care • Disposal of Sharps and other Waste • Post Puncture care - Lab • Anatomy & Physiology Discussion • Skin Puncture - Lab • Post-puncture Care and Waste Disposal - Lab • Final Evaluation & Review • Final Exam for Basic Phlebotomy - Review & Discussion 	2.75 Theory 2.5 Lab 1.5 Final Exam & Discussion

CPT120 Advanced Phlebotomy	Day 6	<ul style="list-style-type: none"> • Advanced Infection Control • Coagulation/ Anticoagulation • Advanced Infection Control – Biohazard • Pre-Analytical Sources of Error • Donning and Doffing PPE - Lab 	5.5 Theory 0.5 Lab 0 Quiz & Discussion
	Day 7	<ul style="list-style-type: none"> • Pre-Analytical Sources of Error • Arterial Blood Draw Procedure • Advanced Site Selection • Instructor Demonstration of blood culture collection procedure • Patient Risks from Phlebotomy procedures • Blood Culture collection – Lab 	4.75 Theory 1.25 Lab 0 Quiz & Discussion
	Day 8	<ul style="list-style-type: none"> • Advanced infection control, biohazards, coagulation/anticoagulation, arterial punctures, and pre-analytical errors – Quiz & Discussion • Advanced Risk Factor Responses • Requisition Law-Recognition of Problems with Requisitions • Procedures for Special Tests • Centrifuge Demonstration • Drawing blood cultures, centrifuge use, special test procedures practice – Lab • Concepts of effective, professional communications 	5 Theory 1 Lab 1 Quiz & Discussion
	Day 9	<ul style="list-style-type: none"> • Communications • Quality Improvement • Legal Issues Related to Blood Collection 	6 Theory 0 Lab 0 Quiz & Discussion
	Day 10	<ul style="list-style-type: none"> • Legal Issues Related to Blood Collection • Final Exam for Advanced Phlebotomy – Review & Discussion 	1.5 Theory 0 Lab 1.5 Final Exam & Discussion
CPT130 Externship		Clinical Application of Skills, must complete: <ul style="list-style-type: none"> • Minimum 50 successful venipunctures • Minimum 10 successful skin punctures 	40 Externship
Total			98.75 hours

11.6 Vocational Nursing (LA Campus Only)

Weeks/Hours: 52 weeks (Full-time), 72 weeks (Part-time) / Total of 1,800 clock hours

Prerequisite: None

Credential(s) Awarded Upon Completion: Certificate

CIP Code: 51.3901 (Licensed Practical/Vocational Nurse Training)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below:

<https://www.bls.gov/soc/2010/soc292060.htm>

<https://www.bls.gov/soc/2010/soc292061.htm>

<https://www.onetonline.org/link/details/29-2061.00>

Program Description

This program requires 52 full-time and 72 part-time weeks of attendance days. Students will learn proper patient care, medical terminology, medication administration, body systems, body growth and development, patient care assessment and nursing procedures. Upon successful completion of the program, graduates will be eligible to apply for and take the NCLEX-PN. Successfully passing the NCLEX-PN leads directly to licensure.

Program Objectives/Goals

- Prepare students to meet basic standards in quality Vocational Nursing;
- Prepare to deliver quality nursing care and function successfully in the health care system in both the long term, acute care and outpatient care environments;
- Prepare students to help meet the current demand for health care providers;
- Prepare students to pass the NCLEX-PN;
- Prepare students to obtain a Vocational Nursing education and become gainfully employed;

Program Delivery

Residential: Classroom, Skills lab, and Clinical Instruction

Completion Requirements

- A student must pass all examinations and course requirements with a final grade of a passing score.
- A student must attend mandatory review course after successful completion of required hours and passing grades for the program. Successful completion of a review course is required for program completion.

- A student must pass an exit exam in order to be considered graduate.

At the completion of the program, the student will be able to:

- Function in the delivery of care to clients
- Communicate with clients, client families, and members of the healthcare team
- Perform nursing skills applying critical thinking
- Integrate ethical, professional, legal responsibility and accountability into actions and decisions
- Assume responsibility for personal and professional growth
- Eligible to apply for and take the board exam. Upon successful passing the board exam, the graduates will apply for certificate by the California Bureau of Vocational Nursing & Psychiatric Technicians

Course Description

Term	Course Title	Course Description	Hours
Term I	Fundamentals of Nursing	The unifying theme of the curriculum is Maslow's Hierarchy of needs. The model curriculum is organized into sixteen modules, with each module containing lesson plans. The additional organizing principles of caring, thinking, problem solving, team building, ethics, and cultural sensitivity have been integrated with selected curriculum activities. Additional focuses in this course are: Nutrition, Nursing Process, communication, Communicable disease, Gerontology, Rehabilitation, Ethical and unethical conduct, critical thinking, culturally congruent care and End of Life.	121 Theory 120 Skills Lab 64 Clinical
	Anatomy & Physiology	Students will learn the structure and function of the major organ systems. This course centers on basic anatomy and physiology. Anatomy and physiology are not taught as an end in themselves, but as a basis for the comprehension of the workings of the human body in health and disease.	45 Theory 0 Skills Lab 56 Clinical
	Review I	This course is a review of all subjects covered in Term I. The goal is to prepare the students for the NCLEX.	44 Theory 0 Skills Lab 0 Clinical

Term II	Pharmacology I	This course provides basic knowledge of pharmacology and focuses on dosages, applications, side effects, and toxicity. Issues involved with I.V. (Intravenous) monitoring will be covered. Drug calculation examinations must be passed with the required minimum passing score.	36 Theory 16 Skills Lab 24 Clinical
	Medical Surgical Nursing I	This course introduces the student to head-to-toe client data gathering, Asepsis, elements of the infectious process, causes of disease; basic intravenous (IV) practicum (site rate, solution identification) and the body's normal defenses are discussed. The main focus is on cancer patients, cardiovascular system, Endocrine system, respiratory system and immune system. Nutrition and Patient Education is also included in this course.	115 Theory 8 Skills Lab 168 Clinical
	Psychology/ Mental Health Nursing	This course emphasizes nursing care of the client and family, which includes assisting them in achieving satisfactory and productive ways of coping with daily living and life-style changes. The course includes discussion of eating disorder, alcoholism, drug addiction, anxiety, defense mechanisms, major mental disorders and communication with patient with psychiatric diseases.	25 Theory 0 Skills Lab 24 Clinical
	Review II	This course is a review of all subjects covered thus far in Term II. The goal is to prepare the Students for the NCLEX.	34 Theory 0 Skills Lab 0 Clinical

Term III	Medical Surgical Nursing II	This course introduces the student to care of the pre- and post-operative client and care of the clients with self-care deficits. The main focus is on the gastrointestinal system, urinary system, disorders of gastrointestinal system and Urinary system, liver and gall bladder diseases and its management. This course gives an idea on wound care, different drains and pump which we use in wound care and care of patients with traumatic wounds. This course includes Nutrition and Patient Education too.	77 Theory 16 Skills Lab 144 Clinical
	Pharmacology II	This course provides basic knowledge of pharmacology and focuses on dosages, applications, side effects, and toxicity. Issues involved with I.V. (Intravenous) monitoring will be covered. Drug calculation examinations must be passed with the required minimum passing score.	13 Theory 0 Skills Lab 16 Clinical
	Maternal Newborn Nursing	This course emphasizes the common disease processes, treatments and pharmacological agents used for female reproductive disorders. Included is a study of the childbearing process from pregnancy through birth and the postpartum period. Content reviews normal pregnancy and stresses the high-risk client within each phase of pregnancy. The student is provided the knowledge necessary to utilize the nursing process in the care of female clients with reproductive system disorders, normal pregnancy and high-risk pregnancy.	34 Theory 8 Skills Lab 24 Clinical
	Pediatric Nursing	This course emphasizes common childhood diseases and disorders, treatments and Pharmacological agents and the use of nursing process in the care of the ill child from infancy through adolescence and growth & development are covered.	44 Theory 0 Skills Lab 32 Clinical
	Review III	This course is a review of all subjects covered thus far in Term III. The goal is to prepare the Students for the NCLEX.	42 Theory 0 Skills Lab 0 Clinical

Term IV	Medical Surgical Nursing III	This course introduces the student to head-to-toe client data gathering, care of patients with different diseases which affect various body systems. The student learns to incorporate the nursing process in the care of patients with different body system diseases. The main focus is on the neurosensory system, integumentary system, musculoskeletal system, reproductive system, blood and lymphatic, health wellness and prevention, nursing process and patient education.	146 Theory 0 Skills Lab 200 Clinical
	Leadership & Supervision	This course explores concepts of leadership and management through an examination of various leadership/management theories, application of ethical and legal principles, organizational and resource management styles, meeting consumer needs and delegation of nursing care. The course will emphasize the use of critical thinking in the leadership/manager role and helps the student to become an efficient nurse leader or supervisor.	24 Theory 0 Skills Lab 32 Clinical
	Pharmacology III	This course provides basic knowledge of pharmacology and focuses on dosages, applications, side effects, and toxicity. Issues involved with I.V. (Intravenous) monitoring will be covered. Drug calculation examinations must be passed with the required minimum passing score.	6 Theory 0 Skills Lab 8 Clinical
	Review IV	This course is a review of all subjects covered thus far in Term IV. The goal is to prepare the students for the NCLEX.	34 Theory 0 Skills Lab 0 Clinical
	Total	Total Theory & Review Hours: 750 Total Clinical/Skills Lab Hours: 1050	1,800 Hours

12. DEGREE PROGRAM INFORMATION

The programs listed below are evaluated as Degree-granting programs (as defined by Articles 6, 7, and 9 of the California Private Postsecondary Education Act of 2009). Our college offers Undergraduate educational degree programs in credit hours that are considered a GE program; the clock-to-credit conversion applies to all degree programs. For purposes of calculating financial aid (Title IV funds), the number of credit hours using the Department of Education Default Option are different from the number of credit hours determined by our accreditation body. Outside hours listed along with degree programs are recommended, but are not counted towards total regular hours.

12.1 Bachelor of Science in Healthcare Administration (CI Campus)

Weeks/Hours: 92 weeks (Days & Evenings) / 186 quarter credit units / 2040 Total In-Class Clock Hours

Prerequisites: High School Diploma/GED or equivalent

Credential: Bachelor Degree – Bachelor of Science in Healthcare Administration

CIP Code: 51.0701 (Health Care Administration Management)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below:

<https://www.bls.gov/soc/2010/soc119111.htm>

<https://www.onetonline.org/link/summary/11-9111.00>

Program Description

The Bachelor of Science in Healthcare Administration (BSHA) is an undergraduate professional degree designed to prepare students for entry level management positions in healthcare organizations. There are two ideal candidates for the BSHA program. One type of candidates is students looking for career entry in administration and supervisory roles in the healthcare system.

The other type of candidates will be working professionals who are already employed within the health care industry seeking advanced positions through higher education. Ultimately this program will provide all graduates with necessary skills to become effective managers and administrators in the fast-growing healthcare industry. Through a diverse range of courses in finance, ethics, communications, business and various healthcare areas, this degree can help students learn the tools to leaders in healthcare administration. The graduates can expect to find

career opportunities in management positions within the diverse healthcare field or within their own area of clinical/professional expertise.

Program Objectives

- 1) To learn about health organizations, information systems and the economics and legal aspects of health care, as well as how to plan, direct, coordinate, and supervise in the health care sector.
- 2) To provide students with a fundamental knowledge of healthcare accounting, marketing, finance, law, management, and health care perspectives needed for managerial positions in the health care industry.
- 3) To develop students' capabilities in research methods as well as knowledge in current technology for application and use in data collection and business analysis as it applies to health care.
- 4) To provide students with the opportunity to develop their oral and written business communication skills.
- 5) To provide students with tools for critical thinking to enable them to analyze problems by identifying and evaluating solutions to problem solving.
- 6) To involve students in teamwork/leadership development through participation in classroom and/or online discussion groups, assignments, written papers, and learning activities.
- 7) To provide students with an understanding of professional and personal ethics and its application within the health care business environment.
- 8) To measure key student learning outcomes, and identify and implement opportunities for improvement.

Program Outcomes

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

- 1) Apply principles, concepts, and theories related to healthcare systems, finance, law and ethics, the regulatory environment, quality and performance improvement, information systems, and management.
- 2) Apply financial management principles to strategic planning, budgeting, and business operations in healthcare organizations.
- 3) Examine challenges that healthcare managers are likely to face and recommend solutions, using critical thinking skills and ethical decision-making models.
- 4) Apply management and leadership concepts and principles to define successful business strategies in health care that are both professional and ethical.
- 5) Recognize and articulate specific knowledge of health care organizational structure and governance, including human resources knowledge as a mechanism for leadership problem resolution.
- 6) Demonstrate critical thinking skills to analyze problems by identifying and evaluating appropriate alternative solutions according to health care business practices.

- 7) Show proficiency in written and oral communication skills.
- 8) Differentiate the roles and perspectives of clinical practitioners, nonclinical staff, supervisors, and managers within healthcare organizations.
- 9) Describe the management, leadership and healthcare theories and components of the health care delivery system in the United States.
- 10) Evaluate the impact of factors that affect the policies, management and operation of healthcare organizations.
- 11) Analyze quantitative and qualitative healthcare data and information for effective decision-making.
- 12) Explain strategic and marketing priorities of healthcare organizations in relationship to the needs and values of a community.
- 13) Describe the determinants and measurements of health and disease in the population and the responsibilities of healthcare organizations to individual consumers and the community.
- 14) Demonstrate principles of collaborative leadership and team building strategies.
- 15) Develop business management skills that support the growth of the organization.
- 16) Contribute to bottom-line financial profitability in the healthcare area.

Provide leadership with technical competence, communication skills and knowledge related to the legal aspects of managing a healthcare business.

Program Delivery

Residential
Classroom and Clinical Instruction

Completion Requirements

A student must pass all examinations and course requirements with a final grade of a passing score.

At the completion of the program, the student will be prepared for positions such as:

- Physician Office Administrator
- Health Clinic Business Manager
- Health Services Program Manager
- Hospital Human Resource Specialist
- Health Corporation Administrator

Course Description

****Course Numbering – (1XXX: Lower Division) General Ed.; (2XXX - 3XXX+: Upper Division General Ed. & Program Core Concentration Courses by 'HCA' designation)**

ACC1010 Accounting Principles I (3 quarter credits; 30 lecture hours)

20 homework hours (outside work)

As an introduction to accounting, this class introduces students to the basic structures, principles, and practices involved in understanding and completing the accounting cycle. Each individual step of the accounting cycle, from analyzing source documents to the final preparation of financial statements, is covered with an emphasis on accounting for a sole proprietorship service business.

Prerequisite: None

ACC1020 Accounting Principles II (3 quarter credits; 30 lecture hours)

60 homework hours (outside work)

As an introduction to accounting, this class introduces students to the basic structures, principles, and practices involved in understanding and completing the accounting cycle. The purpose of this course is to give the student a basic understanding of the theories, principles, and applications of accounting. Each individual step of the accounting cycle, from analyzing source documents to the final preparation of financial statements, is covered with an emphasis on accounting for a sole proprietorship service business. This class is the second part of three accounting classes taught in a consecutive fashion.

Prerequisite: ACC1010

ACC1030 Accounting Principles III – Managerial Accounting

(3 quarter credits; 30 lecture hours) 60 homework hours (outside work)

As an introduction to accounting, this class introduces students to the basic structures, principles, and practices involved in understanding and completing the accounting cycle. The purpose of this course is to give the student a basic understanding of the theories, principles, and applications of accounting. Each individual step of the accounting cycle, from analyzing source documents to the final preparation of financial statements, is covered with an emphasis on accounting for a sole proprietorship service business. This class is the third part of three accounting classes taught in a consecutive fashion.

Prerequisite: ACC1010, ACC1020

ANT2040 Human Anatomy and Physiology (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This class teaches students to recognize and understand the fundamental organization of human body. The course also emphasizes the physiology behind organ systems and teaches the pathology involved in each body systems. Diagnosis process as well as treatment options will also be addressed.

Prerequisite: MTA1020, MTA1030

MAT1500 Business Mathematics (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course provides students with basic skills and understanding of mathematics including practices and the use of common formulas. The course focuses on the mathematical processes and techniques currently used in the context of business transactions. It includes a review of basic business math skills with particular emphasis on percentages, interest, discounts, arithmetic of payroll, taxes, and financial statements. The student will learn to apply these mathematical skills to handle administrative transactions within the medical office.

Prerequisite: MAT1010

COM1020 Communication Skills / Public Speaking (1.5 quarter credit; 15 lecture hours)

30 homework hours (outside work)

Effective communication is the key to success in professional and personal endeavors. The right strategy, carefully chosen words, and respect extended through communication can be the making of a team or an individual. This course outlines different paradigms for communication, explores interpersonal communication and its applications in the workplace, discusses the impact of conflict in communication and how to resolve it, provides strategies for persuasion and negotiation in communication, and provides key guidelines for giving and receiving feedback.

Prerequisite: None

COM1000 Employment Strategies for Success (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

In this class the students will learn to utilize resources such as the web, newspaper, and career centers to search for job opportunities after completion of the medical assistant degree course. They will learn to create proficient resumes and learn about job searching techniques. The students will also practice interviewing skills and learn about the most common mistakes of job seeking process.

Prerequisite: None

ENG1010 English Composition I (4.5 quarter credits; 45 clock hours)

90 homework hours (outside work)

Knowing how to write is a necessary skill that each student must master in order to prepare for any academic or occupational field. This course is designed to transfer to other colleges and to prepare the student for the types of writing that will be required in many other courses. English Composition I is designed to help students develop their ability to think, to organize, and to express their ideas clearly and objectively. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

Prerequisite: None

ENG1020 English Composition II/ English Literature (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

English Composition II/ English Literature is a course to the main genres of literature: short fiction, poetry, and drama. The novel can be introduced in this course, but it is optional. The course is also a continuation of the freshman composition sequence. This means that writing and writing process are the primary focus of the course. The primary goal of the course is

instructing students in using writing skills to analyze materials in and to respond to a specific discipline. The use of writing process methodologies such as peer and group editing and workshop techniques are also encouraged in this course. However, more formal discussion and lectures are sometimes needed in helping students understand the literary works and how to analyze these works.

Prerequisite: ENG1010

ENG2010 English Composition III / Business Writing (4.5 quarter credits; 45 lecture hours)
90 homework hours (outside work)

Writing effectively is a critical business skill that contributes to success on the job as a medical assistant. In this course, the students will practice strategies to increase the clarity and effectiveness in writing email, letters, and reports. Class will focus on writing for efficiency, conciseness, and accuracy.

Prerequisite: None

PSY2300 Introduction to Psychology (4.5 quarter credits; 45 lecture hours)
90 homework hours (outside work)

This course surveys the major principles of psychology. Introduces the history of psychology, human development, personality, abnormal behavior, social psychology, feelings and emotions, research methodologies, experimental psychology, psychophysiology, learning and memory, altered states of awareness, sleep and dreams, and industrial and organizational psychology.

Prerequisite: None

SOC1050 Introduction to Sociology (4.5 quarter credits; 45 lecture hours)
90 homework hours (outside work)

In this class, students will learn the tools and perspective to understand the world from a sociological point of view. Students will be introduced to the basic foundations of sociology, including its development as a field of inquiry, early sociological theory, and methodology. Students will investigate how culture, class, race, gender, family, education, and government interrelate to create their day-to-day experience of being alive. Special attention will be paid to both the local and global forces that shape social life.

Prerequisite: None

MTA1020 Medical Terminology I (3 quarter credits; 30 clock hours)
60 homework hours (outside work)

This course provides students with learning of medical terms, abbreviations and definitions with associated various body systems. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders. This course is the first part of the medical terminology lecture series and it focus on these body systems: Skeletal System, Muscular System, Cardiovascular System, Lymphatic and Immune System, and Respiratory System.

Prerequisite: None

MTA1030 Medical Terminology II (3 quarter credits; 30 lecture hours)

60 homework hours (outside work)

This course provides students with learning of medical terms, abbreviations and definitions with associated various body systems. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders. This course is the second part of the medical terminology lecture series and it focus on these body systems: Digestive System, Urinary System, Nervous System, Integumentary System, Endocrine System, and Reproductive System.

Prerequisite: None

MAT2050 Statistics (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This is an introductory course in statistics and computing. This course will allow the student to summarize numerical data, gain a working vocabulary of important statistical methods, and improve confidence in dealing with numbers. Students will learn to understand how statistics can inform research, recognize limitations of statistical information, and develop the skills needed to critique a typical quantitative journal article. Additionally, students will learn to perform and interpret basic statistical tests.

Prerequisite: MAT1500, CSS1050

ART2020 Art History (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

Art History course provides the opportunity for students to attain an understanding and knowledge of architecture, sculpture, painting, and other art forms within diverse historical and cultural contexts. The students will specifically address the spectrum of art history that ranges from prehistoric times to the Renaissance.

Prerequisite: None

CSS1050 Basic Keyboarding and Computer Concepts (3 quarter credits; 30 lecture hours)

60 homework hours (outside work)

Keyboarding skills are developed on the alphabetic keyboard using computers. The student learns the proper typing techniques necessary for medical office keyboarding using MS Office applications. The course also serves as an orientation to computer concepts and terminology. It includes the history of the field and the social implications of widespread use of computers. The concept of data acquisition, storage, internal representation, and processing into useful information are taught.

Prerequisite: None

HCA4950 Case Studies in Primary Healthcare - Capstone (4.5 quarter credits; 45 lecture hours)
90 homework hours (outside work)

This course introduces students to the origins, concepts, and development of community-based primary health care through case studies from both developing and developed countries. As in clinical bedside teaching, we use real cases to help students develop problem-solving skills in practical situations. We also discuss participatory approaches in the organization and management of health services and other factors such as equity, socio-cultural change, environmental protection, and the process of community empowerment. This course is designed for students who expect to promote and participate in community-based programs. It is not appropriate for those whose interests are in basic research dealing with numbers rather than people. The lectures will follow a textbook on community-based primary health care. Most lectures will focus on a case study or important concepts of community-based primary health care. For most case studies, there is additional background documentation available on the course Web site.

Prerequisite: HCA2110, HCA3130

HCA3600 Health Insurance and Managed Care in US (4.5 quarter credits; 45 clock hours)
90 homework hours (outside work)

This course presents an overview of major issues related to the design, function, management, regulation, and evaluation of health insurance and managed care plans. Provides a firm foundation in basic concepts pertaining to private and public-sector health insurance/benefit plans, both as provided by employers and government agencies such as Medicaid and Medicare. Key topics include population care management techniques, provider payment, organizational integration, quality and accountability, cost-containment, and public policy. Course is relevant for management- or policy-oriented students who will be working in, or interrelating with, public and private (both for-profit and not-for-profit) health insurance plans and organized delivery systems such as HMOs and hospital/physician integrated delivery systems.

Prerequisite: None

HCA3570 Healthcare Financial Management (4.5 quarter credits; 45 lecture hours)
90 homework hours (outside work)

This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

Prerequisite: ACC1030, MAT1040

HCA3580 Healthcare Issues and Trends (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course provides students with up-to-date information on various global health topics and perspectives. It prepares students with a basic perspective of health policy issues in different geographical regions, and explains how they are affected by significant world events. This class will outline the cultural, religious, economic, and political influences on global health to help students better understand the determinants of health care issues and trends in other parts of the world.

Prerequisite: HCA3600

HCA3300 Healthcare Marketing (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course involves analysis, evaluation, and implementation of marketing strategies within health care and managed-care environments. The course is designed to develop skills in segmenting customer and medical markets, brand products and services, enhance a communication strategy to the consumer, and develop pricing approaches. Methods and models of marketing fundamentals will be introduced.

Prerequisite: HCA2110

HCA4260 Healthcare Risk Management (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course focuses on the theories, concepts, and principles of health care risk management and development of an integration of concepts relevant to health care risk management. Current trends and issues in suing, designing, and managing health care risk management systems will be examined. Students, applying evidence-based knowledge will analyze the design and implementation of health risk management systems.

Prerequisite: HCA2110, HCA3630

HCA3680 Human Resource Management (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

Prerequisite: HCA2110, HCA3130

HCA3900 Healthcare Administration Internship (9 quarter credits; 270 practicum hours)

*No outside work required

Education in healthcare administration/management would be incomplete without significant work experience and contact with healthcare industry. Therefore, Healthcare Administration majors are required to complete an internship as part of their coursework for the degree. Full-time work for minimum of 7 weeks in a structured healthcare setting is required to complete the internship requirements. The student's internship experiences are linked to his or her academic courses through periodic contact with a faculty advisor, as well as a written analytical management report.

The student intern gains important exposure to the healthcare industry, augmenting classroom learning. Working under direct supervision of an approved preceptor, the intern assumes varying levels of responsibility and tasks and assignments throughout the internship.

Internship also provides graduates the opportunities to be considered for employment by the internship organization or through contacts made in the internship process.

It is highly recommended that students participate in the internship no later than an academic year before graduation. In this way, experience and knowledge gained during the internship guides the senior year of study. The internship should also provide an important foundation for job-seeking during the senior year – enhancing awareness of what positions or organizations the student desires for their initial career. Students will receive 9 quarter hours of academic credits for successfully completing the internship.

Prerequisite: HCA2110, HCA3130

HCA2110 Introduction to Health Care Management (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course is designed for undergraduate students who seek an understanding of the administration, organization and delivery of health care in the United States. This course studies the organizational structures, types of governance, and management issues of the American health care system.

Prerequisite: None

BIO1020 Introduction to Biology (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

The Introduction to Biology course involves the scientific study of living organisms. The course considers the interactions among the vast number of organisms that inhabit planet Earth. It presents the basic form and function of these organisms, from cells to organ systems, from simple viruses to complex humans. It delves into interactions between organisms, and between an organism and its environment. It also looks into how biotechnology is used to improve our health and daily lives. The following topics are covered by the course: basic chemistry; the structure, organization, and energetics of the cell; genetics; evolution; taxonomy; microorganisms; fungi; plant biology; animal biology; environmental biology.

Prerequisite: None

BUS1090 Introduction to Business (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course is an introduction to the role of business in modern society. It includes an overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. The student will describe the scope of business enterprise in the nation and the world today; identify major business functions of accounting, management, marketing, and economics; describe the relationships of social responsibility, ethics, and law in business; and define and apply business terminology.

Prerequisite: None

PHI2040 Introduction to Philosophy (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course serves as an introduction to philosophy. It will introduce students to a number of topics – the existence of God, skepticism, and free will – that have attracted serious attention from great philosophers. Familiarity with these topics will serve as an excellent introduction to the questions that famous philosophers were concerned with.

Prerequisite: None

HCA4910 Health Law and Ethics (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

Prerequisite: HCA2110

HCA4150 Leadership in Health Care Organizations (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course provides an introduction and overview to leadership, management, and organizational behavior in health care, reflecting the uniqueness of this sector. The course integrates theory with practice through readings, lectures, written assignments, and guest presentations from different organizational perspectives. Assessment, practice, and development of leadership, managerial, and organizational skills will be accomplished through team exercises and small group work.

Prerequisite: HCA2110, HCA3130

HCA4400 Long-term Care Administration (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care.

Prerequisite: HCA2110, HCA3600

ECO2080 Macroeconomics (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course is an introduction to macroeconomics. It is a subdivision of economics dealing with the economy as a whole: aggregate national income and output, government spending and taxation, money banking, monetary policy and international trade. Unlike microeconomics which focuses on individual economic entities, macroeconomics deals with human behavior and choices as they relate to an entire economy. In this course, students will learn about basic economy principles as they relate to production and trade, supply and demand, and how measurements are performed in macroeconomics. Concepts of money system, banking, price level, interest rate, and Federal Reserve System will be covered as well.

Prerequisite: None

HCA4710 Management of Health Care Information Systems

(4.5 quarter credits; 45 lecture hours) 90 homework hours (outside work)

The course covers fundamental concepts of management information systems; current and developing health and business information systems of interest to managers in health services organizations; healthcare information system architecture; security and privacy issues; uses of healthcare information for clinical and strategic analysis and decision support; techniques required to develop and evaluate an information system request for proposal; and thoughts on the future of healthcare information systems including community health systems and web-based access to health information. The course will also cover current information and issues regarding the latest technology applications.

Prerequisite: HCA3700

HCA3130 Managing Health Organizations & Delivery Systems

(4.5 quarter credits; 45 lecture hours) 90 homework hours (outside work)

This course examines selected topics in health organizations & delivery systems. The course examines broad contemporary topics as well as traditional and routine management information systems employed in the healthcare sector. The focus is on organized delivery systems, particularly the role of the hospital as the center piece of the health care environment. Issues related accreditation standards, licensing, and government regulations are included.

Prerequisite: HCA2110

ECO2070 Microeconomics (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

In this course, students will learn to apply an analytical approach to the study of how individuals and societies deal with the fundamental problem of scarce resources. This approach is applied to everyday decisions faced by individuals as they try to maximize their utility, to businesses that try to maximize profits and to the whole of society as it attempts to use its resources efficiently.

Prerequisite: None

HCA3630 Organizational Behavior (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

Organizational behavior is the scientific study of the behavioral processes that occur in work settings. The field of organizational behavior borrows many concepts and methods from the behavioral and social sciences, such as psychology, sociology, political science, and anthropology. As a result, issues and topics touching on many academic disciplines may become the subject of study in the field of organizational behavior.

This course presents the foundations of the history, theory, and applications of organizational behavior including personality, stress, motivation, job design, goal setting, learning theory, behavior modification, group behavior, power, leadership, organizational structure, decision making, and control.

Prerequisite: None

HCA3590 Healthcare Quality Assessment and Performance Improvement

(4.5 quarter credits; 45 lecture hours) 90 homework hours (outside work)

This course is designed to acquaint student with quality management concepts, tools, and techniques used in health services industry and application of quality management theory to health care product and service outcomes. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues

Prerequisite: HCA2110

HIS2010 U.S. History (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course will introduce students to United States history from the end of the Civil War in 1865 through the first decade of the twenty-first century. Students will learn about the major political, economic, and social changes that took place in America during this nearly 150-year period. The course will be structured chronologically, with each unit focusing on a significant historical subject. The units will cover important overarching political, economic, and social themes, such as the growth and expansion of political representation and civil rights in America, industrial development and economic change, race and ethnicity in American society, and cultural change over time. By the end of the course, students will understand how the United States grew from a relatively weak and divided agricultural nation into a cohesive military and industrial superpower by the beginning of the twenty-first century.

Prerequisite: None

MAT1010 Intermediate Algebra (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course is a study of algebraic concepts including linear and quadratic equations, inequalities and systems; polynomials; rational, exponential and logarithmic functions with emphasis on their numerical, graphical and algebraic properties and their applications.

Prerequisite: Passing score on the Angeles College math placement exam

BUS2030 Business Communication (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course teaches students development of written, oral and interpersonal skills for effective communication in the business world. There will be emphasis on clear, effective business correspondence, improved interpersonal skills and public speaking. Students will learn appropriate real-world skills and strategies to increase their abilities to use this knowledge.

Prerequisite: ENG1020

FIN2400 Introduction to Finance (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course provides an introduction to financial markets, institutions, and management in contemporary society. Emphasis is placed on developing an understanding of the financial markets in which funds are traded, the financial institutions participating in facilitating the trade of such funds, and the financial principles and concepts behind sound financial management. Topics include: the financial systems of the United States, business finance management, financing of other sectors of the economy, and the time value of money.

Prerequisite: None

HCA3700 Fundamentals of Health Organizations (4.5 quarter credits; 45 lecture hours)

90 homework hours (outside work)

This course surveys the major administrative approaches in public and private agencies that administer health programs. The ultimate goal of the course is to assist students in understanding management principles in the American health care delivery system, including the roles of patients, third part insurance payers, and health care professionals. The course presents contemporary thinking about management skills and competencies, and “how management gets done” in health care organizations. The focus is on (1) developing an understanding of management and organizational processes which help or hinder successful task completion (2) improving interpersonal and diagnostic skills, and (3) developing an understanding of theoretical knowledge related to organizational design and behavior.

Prerequisite: None

12.2 Bachelor of Science in Nursing (RN-BSN)* - Residential; Blended (LA Campus)

ANGELES COLLEGE PROGRAM STATEMENTS MISSION VISION INSTITUTIONAL LEARNING OUTCOMES

ANGELES COLLEGE MISSION STATEMENT

Angeles College is committed to the educational preparation of its socially diverse community which it serves by creating a learner-centered environment that enables graduates to contribute to society through the application of problem-solving, critical thinking, and a deep knowledge of their respective discipline.

ANGELES COLLEGE VISION STATEMENT

Angeles College strives to become a center of academic excellence by providing educational programs that are learner-centered, interpersonally supportive, engaging, innovative, success-oriented, and technologically responsive to a rapidly changing student population, educational milieu, business environment, and to an increasingly global community.

ANGELES COLLEGE INSTITUTIONAL LEARNING OUTCOMES

Upon completion of an Angeles College Program, graduates will be equipped to implement the following Institutional Learning Outcomes:

1. Master the knowledge, skills, and attitudes of a discipline
2. Apply critical thinking and professional judgment skills in both problem analysis, and planning and implementing solutions
3. Communicate effectively both orally and in writing, and through use of technological media
4. Exhibit the highest ethical and professional standards and integrity
5. Function collaboratively as members of interdisciplinary teams
6. Contribute to continuous quality improvement efforts
7. Use information literacy skills necessary to support continuous, lifelong learning
8. Appreciate cultural differences and values in order to serve their communities as responsible professionals in a diverse society.

SCHOOL OF NURSING STATEMENTS
MISSION
VISION
PHILOSOPHY
ORGANIZING CONCEPTS
PROGRAM LEARNING OUTCOMES

NURSING MISSION STATEMENT

The mission of the nursing program is to create a learner-centered environment that supports the education of students who will improve human health and the U.S. healthcare delivery system through application of critical thinking to a deep knowledge of nursing theory and practice.

NURSING VISION STATEMENT

The vision of the nursing department is to become a center of nursing academic excellence through nursing education that is learner-centered, interpersonally supportive, engaging, innovative, success-oriented, and technologically responsive to a rapidly changing student population and health care delivery system

NURSING PHILOSOPHY

We believe that the purpose of nursing education is to prepare the next generation of nurses who have the knowledge, skills and attitudes necessary to continuously improve the quality, safety, and effectiveness of nursing practice, which may focus on patient and family care, population health, nursing research, nursing education, or management of systems of care. Nursing knowledge, skills, and attitudes advance from simple to complex as students' progress through different levels of nursing education and become self-directed lifelong learners.

Knowledge, skills, and attitudes are the foundation upon which nursing judgment develops. Knowledge is defined as the integration of data and information into an organized cognitive structure which allows the nurse to understand the meaning of data and information. Study of best evidence populates the cognitive structure with tested facts, processes, and protocols. Through application of knowledge, critical thinking and nursing judgment, the nurse understands nursing phenomena, makes wise decisions that improve the health of individuals, families, communities and populations. The fundamental structure of nursing education is

designed to develop nursing knowledge and clinical judgment through formal and informal learning experiences.

Nursing skills include the cognitive, psychomotor and affective competencies required to use professional, clinical judgment to assess patients, to select and apply nursing interventions designed to produce desired patient care outcomes, and to continuously evaluate the outcomes of nursing services. Attitude is defined as the student's mental outlook in regards to the self as a professional nurse, and what that means for how the nurse conducts the self personally and professionally. Attitude leads to the development of professional identity and values, which informs the nurse's professional conduct. The development of professional identity involves personal reflection upon the standards and ethics of nursing practice. Attitude shapes the student's disposition toward patients, colleagues, and the self as a nurse. The key attitude of nursing is caring toward other people. Caring is demonstrated through the nurse's compassion, respect for all persons, value for diversity, maintenance of competence through lifelong learning, and unwavering commitment to the quality and safety of patient care.

Nursing judgment is the outcome of applied, critical thinking skills to nursing practice. Nurses employ specialized knowledge and skills to provide evidence-based, culturally competent care in their efforts to improve the health of individuals, families, communities and populations. Nursing judgment and professional identity are enhanced through concepts of adult centered learning principles. As adult learners, nursing students are responsible for their own learning and incorporate self-directed activities relevant to practice oriented situations.

Educators facilitate student learning by functioning as partners, role models, coaches, and mentors of students in their discovery of new knowledge. Nursing educators assist the student to use study skills, prior life experience, and practical clinical learning to understand the nursing theory they are learning to develop their nursing knowledge, skills, and attitudes. Faculty members foster a spirit of inquiry by promoting personal reflection and incorporating the principles of evidence-based practice as students work to attain excellence in nursing practice.

RN-BSN PROGRAM LEARNING OUTCOMES

1. Use concepts of health, disease, and prevention across the lifespan to provide safe, compassionate, culturally competent, patient-centered nursing services to diverse individuals, families, communities, and populations.
2. Apply best evidence for nursing practice to lead collaborative teams in achieving desired outcomes.
3. Use information, healthcare technologies, and nursing judgment to lead in the continuous improvement in the quality, safety, and effectiveness of nursing care.

4. Use concepts of healthcare policy, critical thinking, and knowledge of finance to influence policy decisions.
5. Effectively communicate and collaborate with patients, staff, and interdisciplinary teams.
6. Develop a professional nursing identity that incorporates nursing standards and regulations, ethical decision-making, and the core nursing values of caring, patient advocacy and lifelong learning.

NURSING ORGANIZING CONCEPTS

Caring

The essence of nursing is caring, defined as an interpersonal relationship characterized by a view of the patient as a holistic being, by unconditional acceptance of the patient, and by respect and positive regard for the patient. The caring relationship has the purpose of improving the wellbeing of the patient through the nurse's therapeutic use of self. Caring forms the basis for development of therapeutic relationships with patients and is integral to the science and art of nursing.

Patient-Centered Care

Nurses develop therapeutic relationships that recognize the patient (individuals, families, or communities) as the source of control in the relationship. In patient centered care, nurses partner with patients to provide culturally competent, holistic, compassionate care grounded in respect for the patient's preferences, values, and needs.

Safety and Quality of Care

Nurses deliver care consistent with current best evidence in a way that minimizes the risk of harm to persons and increases the likelihood that desired health outcomes will be attained.

Nursing Judgment

Nursing judgment involves the application of critical thinking to nursing knowledge to make decisions about nursing diagnoses and the plan of care to achieve desired outcomes. Nurses use the nursing process make clinical judgments in order to deliver caring, competent, safe and high-quality nursing services.

Collaborative Care

Collaborative care is defined as the nurse's participation as an integral member of an interdisciplinary healthcare team, which includes the patient/family. In order for the team to function effectively, nurses foster open communication, mutual respect, and shared decision making to achieve quality patient care.

Professional Identity

Professional identity is the end product of a developmental process through which nursing students integrate their roles as care-givers, clinicians, patient advocates, health educators, and leaders who uphold legal and ethical standards of nursing practice.

Evidence-Based Practice

Evidence-based practice originates as systematic inquiry that substantiates the best nursing practices to provide high quality, safe patient care. Evidence-based practice requires continuous, life-long learning as the method for improving and updating nursing practice.

CONCEPTUAL FRAMEWORK



Program Description

The Bachelor of Science in Nursing degree program (RN to BSN) prepares registered nurses (RNs) to use critical thinking and clinical judgment in patient care, and to use teamwork skills, communication skills and transcultural nursing skills to manage nursing care and care systems in order to provide high quality, safe, evidence-based nursing services in various care delivery settings to diverse people.

Total Weeks/Total Credits/Total Clock Hours: Program takes approximately 60 weeks—excluding holidays and breaks. The program requires 185 quarter credit units to graduate. There are **1160** Total In-Class Clock Hours.

This is a degree-completion program; ASN graduates typically transfer in 90 quarter credits from their basic nursing pre-licensure program and take 95 credits at Angeles College. A minimum of 185 quarter credits must be completed to earn the BSN degree, of which 60.5 credits are general education and 124.5 credits are in the nursing major.

Program Objectives

The RN to BSN Program will graduate nurses who will:

1. Lead nursing care delivery in a variety of clinical settings for individuals, groups and populations,
2. Advance patient safety, and mitigate clinical error rates,
3. Contribute to continuously improving the quality of patient care,
4. Exhibit advanced professional communication skills,
5. Foster the development of collaborative, effective, interdisciplinary care teams,
6. Promote professional values and standards, and ethical behavior in nursing.

Program Outcomes

Upon successful completion of the course the students will be able to:

1. Demonstrate caring, effective, and professional relationships with patients and members of the interdisciplinary care team.
2. Provide nursing care for individuals, families, and communities across a variety of settings and throughout the human lifespan.
3. Use communication skills, information technology, and decision support tools to deliver safe and high-quality nursing services that are culturally competent, evidence-based, and patient-centered.
4. Collaborate with the interdisciplinary care team in planning, implementing, and evaluating nursing care and care systems.
5. Use continuous quality improvement strategies, data on clinical outcomes, and teamwork to promote safe and high-quality nursing care in practice settings.
6. Use critical thinking and nursing judgment to manage, plan, prioritize, implement or delegate, and evaluate patient care.
7. Articulate a professional nursing identity based on the laws of the state nurse practice act, standards of nursing practice, an ethical framework for practice, and lifelong learning.

RN to BSN Program Admission Criteria

This program is open to applicants who have earned one of the following:

1. An Associate of Science in Nursing degree
2. A Hospital Diploma in Nursing
3. An RN license through the California 30-Unit Option

4. A Registered Nurse license from a foreign country with a nursing program that is accepted by the California Board of Registered Nursing (BRN) as enabling the student to take the NCLEX examination to obtain a U.S. license.

Applicants for the Bachelor of Science Degree in Nursing (RN to BSN) program must meet the following standards:

1. Provide proof of a valid, active, and unencumbered Registered Nurse license from the United States or a Foreign Country
2. Submit official transcripts** from an Associate of Science in Nursing Degree or a Hospital Diploma in Nursing, or other educational program:
 - a. Applicants can be conditionally admitted to the program by providing unofficial transcripts or a copy of conferred nursing degree. Official transcripts which meet the requirements set forth must be received by 4th week in order to be admitted and remain in the program.
 - b. **All academic transcripts from countries other than the United States must be evaluated by an accredited transcript agency that has published standards for membership, affiliations with national international higher education associates, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g. National Association of Credential Evaluation Services or NACES: <http://www.naces.org/members.html> and Association of International Credential Evaluators, Inc. or AICE: <http://www.aice-eval.org/members/>).
3. Have an overall cumulative GPA of 2.0 or higher from the ASN Degree program or a Hospital Diploma program or equivalent and for any transfer credits to be applied to the BSN Degree.
4. Submit a completed Enrollment Agreement to the Nursing (RN to BSN) Program.
5. Provide evidence of a current, active professional liability (malpractice) insurance policy. Note: The professional liability policy must be maintained throughout the program.
6. Provide evidence of a current American Heart Association (AHA) BLS CPR card. Note: The AHA CPR card must be renewed as necessary to maintain currently throughout the program.

Program Prerequisite Requirements

Students should be proficient in operating a personal computer, including:

- Competency in standard computer operating systems and electronic filing systems, basic keyboarding skills, organizing and sorting electronic documents;

- Demonstrated knowledge of standard computer applications to include Microsoft Word, and Excel, and PowerPoint;
- Familiarity with using internet browsers and standard email systems.

Credential: RN-BSN Completion Program

CIP Code: 51.3801 (Registered Nursing/Registered Nurse – RN, ASN, BSN, and MSN)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below:

<https://www.bls.gov/soc/2010/soc291141.htm>

<https://www.bls.gov/soc/2010/soc251072.htm>

<https://www.onetonline.org/link/summary/29-1141.00>

<https://www.onetonline.org/link/summary/25-1072.00>

Program Delivery: Residential & Online Distance Education – Blended

Blended Classroom, On-line courses, Laboratory courses, and Practicum experiences constitute the program delivery methods.

Delivery Methods: RN-BSN program at Angeles College is available currently in two delivery methods: On-campus or distance education (online/blended).

On-Campus courses utilize traditional pedagogical methods of instruction in the physical classroom environment where a class of students is led by instructors within a scheduled structure of instruction and outside class work. Residential: Classroom, Laboratory, and Practicum Instructions.

Online (internet) courses give students access to their classes 24 hours a day, seven days a week. Once logged into the Angeles College [Desire2Learn/Brightspace](#) Learning Management System (LMS) distance education platform, students are able to view their syllabus, course documents, assignments, and materials. The majority of tests are taken online. Some instructors, however, may require that tests be taken on campus.

Blended courses blend traditional class meetings with the internet interface (web browser), e-mail, and other Internet resources to provide opportunities for student-faculty and student-to-student interaction in person as well as online. Requirements typically include class meetings once a week and access to a computer capable of providing graphical access to the Web, as well as appropriate Web and e-mail software. This allows the student much more flexibility, while maintaining face-to-face contact with the instructor typical of traditional education.

Requirements include access to a personal computer capable of providing graphical access to the Web, as well as appropriate Web and e-mail software.

On-Campus Delivery Expectations:

Hardware	Communications	Attendance	Level of Commitment
<p>You must have access to a computer for optimal learning. The computer should meet minimum college requirements.</p> <p>You may also need certain software such as word processing.</p>	<p>Good written communications via e-mail or discussion boards are essential. Communicate early and often with your instructor and fellow classmates via email, board postings, and other online interaction formats.</p>	<p>These courses do require regular attendance. Check the course syllabus or with your instructor for specific class schedule meetings.</p>	<p>On-campus courses demand the students to attend and engage classroom interaction in a group environment. Outside independent learning is also required. Schedules are set and students are expected to adhere accordingly in on-campus meetings.</p>

Internet (online) Delivery Expectations:

Hardware	Communications	Attendance	Level of Commitment
<p>You must have access to a computer for optimal learning. The computer should meet minimum college requirements.</p> <p>You may also need certain software. Your instructor or Desire2learn course will list specific software you need.</p> <p>Or check your hardware online at: https://community.desire2learn.com/d2l/systemCheck</p>	<p>Good written communications via e-mail or discussion boards are essential. Communicate early and often with your instructor and fellow classmates via email, board postings, and other online interaction formats.</p>	<p>These courses do not usually require attendance, but there are a few exceptions. Check the course syllabus or with your instructor for specifics.</p> <p>For students new to distance learning, completing an orientation is mandatory.</p>	<p>Internet courses demand the most from you as an independent learner. You set your own schedule for studying and meeting paper and assignment deadlines. You will also have to manage your time in order to meet the course requirements. As you may be geographically more distant from the campus or the instructor, reliance on information posted to the course website or Desire2Learn will be your first resource for knowing what to do, when to do it and how it should be done.</p>

Blended (Online & On-site) Delivery Expectations:

Hardware	Communications	Attendance	Level of Commitment
<p>You must have access to a computer for optimal learning. The computer should meet minimum college requirements.</p> <p>You may also need certain software. Your instructor or</p> <p>Desire2learn course will list specific software you will need.</p> <p>Or check your hardware online at:</p> <p>https://community.desire2learn.com/d2l/systemCheck</p>	<p>Good written communications via e-mail or discussion boards are essential. Communicate early and often with your instructor and fellow classmates via email, board postings, and other online interaction formats.</p>	<p>Mandatory attendance is enforced for these classes just as in classes that regularly meet face-to-face. Students will be notified of meeting locations by their instructors. An orientation is conducted the first day of class.</p>	<p>These courses require you to be as independent and resourceful as any course taught face-to-face on campus. Regular class meetings set the pace of the course curriculum</p>

Informational Competency (D.E. Admission Requisite): In addition, distance education students are expected to have the computer skills necessary for online/blended delivery method.

Students should be proficient in operating a personal computer and be able to:

- Start, shut down, and reboot a computer appropriately.
- Use a keyboard and mouse with accuracy and efficiency.
- Have the ability to gain access to the Internet.
- Access URLs (web addresses) on the Internet (World Wide Web) using familiar internet browsers.
- Use online search tools/engines to locate materials on the web.
- Troubleshoot a URL or link that is not working.
- Recognize when a "plug-in" is needed to view a particular web page element or file format.
- Print pages in the programs he or she uses, especially web browsers.
- Send, receive, reply to, and forward email.
- Send and receive email attachments (upload and download).

- Use a word processor, spreadsheet manager, or slide show presentation program to complete necessary assignments.
- Copy and paste text across documents and software applications.
- Save a document or other file to a particular location and/or in a particular format (doc/docx/pdf).
- Access files or document previously saved using computer file management systems (i.e. Windows explorer).

As part of the initial screening process, new students enrolling into the Distance Education program will receive an instructional email attached with the Enrollment Agreement and Orientation Packet from the Student Services Department. The student must download, complete, and send the files back to Student Services.

Degree Requirements

To receive a Bachelor of Science in Nursing (BSN), students must complete a minimum of 185 quarter units, 60 of which must be completed at Angeles College. A minimum of 57 credits must be completed at the upper-division level.

Credit Transfer options: Students with an Associate of Science in Nursing degree or hospital diploma will receive transfer credit for courses taken as part of the RN program. Students may transfer up to a maximum of 125 quarter units to fulfill the requirements of the BSN degree. Remedial courses may not be transferred to fulfill degree requirements.

While undertaking the Associate of Science in Nursing degree, the BSN candidate should, have completed the general education courses or equivalents listed in the table below. However, any courses not completed at the ASN program can be completed at Angeles College or at another college:

Transfer General Education Courses		Credit Hours	Course Level	Lower Division	Upper Division	Category Totals
Physical Science	Human Anatomy	4.5	1000	4.5		13.5
	Human Physiology	4.5	2000	4.5		
	Microbiology	4.5	1000	4.5		
Communication	English I	4.5	1000	4.5		9.0
	English II	4.5	1000	4.5		
Social Science	General Psychology	4.5	1000	4.5		9.0
	Introduction to Sociology	4.5	1000	4.5		
Math	Basic Algebra	4.5	2000	4.5		4.5
Total Transfer General Education Credits		36.0		36.0		36.0

Prior to admission, the BSN candidate must have completed the following nursing courses, (although the exact quarter credits will vary among different schools of nursing):

Nursing Courses		Credit Hours	Course Level	Lower Division	Upper Division	Category Totals
Nursing Core Courses	Fundamentals	4.5	3000		4.5	15.0
	Fundamentals Lab	3.0	3000		3.0	
	Health Assessment + Lab	3.0	3000		3.0	
	Pharmacology	4.5	2000		4.5	
Nursing Specialty Courses	Med-Surg Nursing I	4.5	3000		4.5	39.0
	Med-Surg Nursing I Lab	4.5	3000		4.5	
	Med-Surg Nursing II	4.5	4000		4.5	
	Med-Surg Nursing II Lab	4.5	4000		4.5	
	Obstetrics	4.5	4000		4.5	
	Obstetrics Lab	3.0	4000		3.0	
	Pediatrics	4.5	4000		4.5	
	Pediatrics Lab	3.0	4000		3.0	
	Psychiatric/Mental Hlth Nsg	3.0	4000		3.0	
	Psychiatric/Mental Hlth Nsg Lab	3.0	4000		3.0	
Total Transfer General Nursing Credits		54.0		0	54.0	
Total Associate Degree Credits (Gen Ed + Nursing)		90.0		36.0	54.0	

These courses must have been completed prior to admission and may not be made up at Angeles College.

Students must submit official transcripts from the RN program demonstrating successful completion of the program with a cumulative GPA of 2.0 or higher (unless they are in an ASN program collaborating with Angeles College). The official transcripts will be accepted only from an institution that is accredited by an agency approved by the US Department of Education, or from a foreign nursing school after the transcript has been subjected to a course-by-course evaluation by an approved transcript evaluation company.

Nursing Courses Taken at Angeles College

A. General Education Courses

Angeles College General Education Courses		Credit Hours	Course Level	Lower Division	Upper Division	Category Totals
Communication	LTY1500: Information Literacy	2	1000	2		6.5
	ENG2010: Business Writing	4.5	2000	4.5		
Social Science	PSY2500: Human Development Lifecycle	4.5	2000	4.5		9.0
	SOC3000: Sociology of Diversity	4.5	3000		4.5	
Humanities	ART2020: Art History	4.5	2000	4.5		9.0
	PHL2050: Philosophy of Ethics	4.5	2000	4.5		
Total Angeles College General Education Credits		24.5		20	4.5	

B. Nursing Courses

Angeles College Nursing Courses		Credit Hours	Course Level	Lower Division	Upper Division	Category Totals
Nursing Core Courses	NSG3000: Professional Issues in Nursing	4.5	3000		4.5	55.5
	NSG3305: Nutrition and Diet Therapy	4.5	3000		4.5	
	NSG3307: Pathophysiology	4.5	3000		4.5	
	NSG3310: Nursing Assessment	4.5	3000		4.5	
	NSG3310L: Nursing Assessment Lab	3.0	3000		3.0	
	NSG3302: Nursing Informatics	4.5	3000		4.5	
	NSG3324: Clinical Pharmacology	4.5	3000		4.5	
	NSG3130: Biostatistics	4.5	3000		4.5	
	NSG3132: Evidence Based Practice	4.5	3000		4.5	
	NSG4146: Health Policy and Finance	4.5	4000		4.5	
	NSG4101: Budgeting in Nursing	4.5	4000		4.5	
	NSG4130: Clinical Quality Improvement	4.5	4000		4.5	
Nursing Specialty Courses	NSG4130P: Clinical QI Practicum	3.0	4000		3.0	15.0
	NSG4140: Nursing Leadership	4.5	4000		4.5	
	NSG4140P: Nursing Leadership Practicum	3.0	4000		3.0	
	NSG4144: Population Health	4.5	4000		4.5	
Total Angeles College Core Nursing Credits		70.5		0	70.5	
Total Angeles College Credits (Gen Ed + Nursing)		95.0		20	74.5	

Course Descriptions:

Course Numbering for the Bachelor of Science in Nursing Program

- **Lower-Division Courses**

Lower-division courses are those offered at the 1000 and 2000 levels and are not limited to students majoring in the field in which the courses are offered. Lower-division courses generally do not have extensive college-level prerequisites aside from preceding courses in the same sequence and usually

- **Upper-Division Courses**

Upper-division courses are those offered at the 3000 and 4000 levels and require substantial college-level preparation on the part of the student. Upper-division courses generally indicate in their course descriptions a recommended background in which students should expect their coursework to build upon.

LTY1500 Information Literacy

(2 quarter credits; 20 clock hours, 60 outside hours)

This course is designed to help students develop basic critical thinking skills and research strategies necessary to interpret requirements of course assignments, formulate research topics and questions, identify needed information materials, access, retrieve, evaluate, and use electronic, print, and web resources. The course is organized to assist students to effectively use the Library, understand knowledge production and organization, and cultivate research skills to retrieve, manage and preserve academic integrity.

PHI2050 Philosophy of Ethics

(4.5 quarter credits; 45 clock hours, 135 outside hours)

In this class, students will learn the tools and perspective to understand the world from a sociological point of view. Ethics is the study of what constitutes right and wrong, good and bad. The process of ethical deliberation is introduced. Students are encouraged to think critically about the basis of morality, moral decision-making, and the role of religion in morality. Learning is encouraged through exploration of current ethical dilemmas in American society. Students learn to develop arguments both for and against a particular controversial ethical problem, and to select and defend their own position.

SOC3000 Sociology of Diversity

(4.5 quarter credits; 45 clock hours, 135 outside hours)

In this class, students will learn the tools and perspective to understand the world from a sociological point of view. Examines the role of race, gender, culture, ethnicity and class in how people are valued in American Society. Introduces students to the study of the effects of culture on individuals' world view, values, and behavioral expectations. Students explore the effects of divergent expectations on group identity, on intergroup conflict and on marginalization of minority groups in a multi-ethnic society. Focuses on exploring the ways cultural variation

contributes to the richness of the human experience, and ways to promote cross cultural understanding.

PSY2500 Human Development Lifecycle

(4.5 quarter credits; 45 clock hours, 135 outside hours)

Human growth and development across the lifespan are explored. Normal physical, psychological, and social changes across the lifespan are considered. Emphasis is placed on normal developmental tasks of infancy, childhood, adolescence, and through the phases of adulthood from young adulthood through advanced old age.

Human Development Lifecycle is designed to help students develop their ability to relate human behavior to normal maturation and accomplishment of developmental tasks throughout the lifespan. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

ENG2010 English Composition III (Business Writing)

(4.5 quarter credits; 45 clock hours, 135 outside hours)

Writing effectively is a critical business skill that contributes to success on the job as a Registered Nurse. In this course, the students will practice strategies to increase the clarity and effectiveness in writing email, letters, and reports. Class will focus on writing for efficiency, conciseness, and accuracy.

ART2020 Art History

(4.5 quarter credits; 45 clock hours, 135 outside hours)

Art History course provides the opportunity for students to attain an understanding and knowledge of architecture, sculpture, painting, and other art forms within diverse historical and cultural contexts. The students will specifically address the spectrum of art history that ranges from prehistoric times to modern times.

NSG3000 Professional Issues in Nursing

(4.5 quarter credits; 45 clock hours, 135 outside hours)

This course explores current professional issues in nursing in the context of nursing history. Themes include patient centered care, safety, quality of care, ethics, nursing professionalism and the Magnet movement. Students explore legal issues in nursing including regulation of practice through the California Nurse Practice Act and U.S. Federal health laws and regulations. Consideration is given to the American Nurse's Association's two publications *Scope and Standards of Nursing Practice* and *Nursing's Social Policy Statement*. Current national nursing priorities studied include patient safety initiatives, holistic care, and patient-centered care. Professional Issues in Nursing is designed to help students begin to develop a professional identity as an ethical, caring nurse. Students develop critical thinking through individual and group work conducting an analysis and evaluation of current trends affecting the profession. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

NSG3305 Nutrition and Diet Therapy

(4.5 quarter credits; 45 clock hours, 135 outside hours)

Students learn about the major macro and micronutrients relevant to human health. The focus is on the scientific rationale for defining nutritional requirements across the lifespan in healthy individuals, with reference to specific phases of life such as infancy, childhood, adulthood, pregnancy, lactation, and old age. This course presents current evidence for the role of key nutrients in the prevention and treatment of disease. Students will prepare a personal nutrition plan for optimal health. Nutrition and Diet Therapy is designed to help students understand the role of nutrition in human health. Students develop critical thinking and analytic skills through conducting a nutritional analysis and treatment plan for the health effects of particular nutritional deficiencies. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

NSG3307 Pathophysiology

(4.5 quarter credits; 45 clock hours, 135 outside hours)

This course focuses on concepts of pathophysiology essential to understanding alterations in body systems and developing clinical decision making for health promotion, risk reduction, and disease management. Students analyze normal physical adaptation and defense processes against disease and injury. Common health risk factors and etiologies of specific diseases are studied in the context of associated bodily changes. Physical adaptation capabilities of the body designed to maintain health and recover from disease and injury are examined. Students study how normal adaptive processes are influenced by chemical, microbial, genetic and/or psychological stressors and typical bodily changes when adaptive processes are insufficient to the challenge. Pathophysiology is designed to advance students' analytic skills through analysis of effects of diseases on the structure and functioning of the human body. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

NSG3310 Nursing Assessment

(4.5 quarter credits; 45 clock hours, 135 outside hours)

This course deals with the theory and practice of human physical assessment in health and illness. A systematic process for obtaining, evaluating, and critically analyzing health data is used. A patient-centered care approach is emphasized. Students study therapeutic communication to obtain a health history and other information from patients, and to perform a nursing assessment for the purpose of formulating nursing diagnoses and plans of care. Patient safety is considered in all aspects of assessment. Nursing Assessment is designed to advance students' critical and analytic thinking skills through analysis of the relationship between physical and psychological signs and symptoms and their meaning in terms of human health and illness. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

NSG3310L Nursing Assessment Lab

(3.0 quarter credits; 90 clock hours, 0 outside hours)

Students conduct physical assessments of healthy and ill persons in nursing laboratory and clinical settings. Course provides opportunities for supervised practice in use of a systematic process for obtaining, evaluating, and critically analyzing health data using a patient centered approach. Students use therapeutic communication skills in patient interviews and during

physical assessments. Patient safety is considered in all aspects of assessment. Nursing Assessment is designed to advance students' physical skills and critical and analytic thinking skills through hands-on physical assessments in the nursing lab. They will conduct analysis of the relationship between physical and psychological signs and symptoms and their meaning in terms of human health and illness. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

Corequisite: NSG3310

NSG3302 Nursing Informatics

(4.5 quarter credits; 45 clock hours, 135 outside hours)

This course introduces basic concepts of the application of information technology to informatics science in nursing. Issues of data acquisition, data entry, data security and confidentiality, coding, interoperability, and transmission are discussed. Students learn about electronic health records, meaningful use, the scope and standards of informatics nursing practice, and other issues of importance to nursing. Nursing Informatics is designed to help students understand information technology in clinical care facilities. Students develop critical thinking through analysis and evaluation of the sensitive nature of health information, and the nurse's role in collecting, storing, retrieving and protecting health information. Course modules are arranged by the instructor to facilitate student success and to meet the course goals.

NSG3324 Clinical Pharmacology

(4.5 quarter credits; 45 clock hours, 135 outside hours)

Nursing responsibilities related to pharmacodynamics and pharmacokinetics for the safe use of drug therapy for patients is addressed. Classification of drugs, drug actions, indications and contraindications, adverse reactions, and nursing implications are discussed. Emphasis is placed on drug safety and legal responsibilities of nurses related to drug administration. Clinical Pharmacology is designed to advance students' knowledge of safe medication administration, and to encourage critical and analytic thinking skills through analysis of the relationship between physical and psychological signs and symptoms and their meaning in terms of human health and illness. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

NSG4101 Budgeting in Nursing

(4.5 quarter credits; 45 clock hours, 135 outside hours)

An introduction to budgeting and use of budgets in clinical facilities is provided. Students learn to develop operating and capital equipment budgets for a clinical unit, and to use budgets to control operations and expenditures. The variable natures of patient care workload and resource consumption are explained in the context of fixed versus variable budgets. Budgeting in Nursing is designed to advance students' knowledge of the cost of delivering nursing services, and how to budget for them in a clinical care agency. It advances critical and analytic thinking skills through development of justifiable budgets and use of math to calculate costs and expenses. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

NSG3130 Biostatistics

(4.5 quarter credits; 45 clock hours, 135 outside hours)

This course is an introduction to descriptive and inferential statistics in nursing. It focuses on understanding the correct use of various statistics, and how to interpret findings. Evaluation of nursing and healthcare research reports to determine the value of findings for evidence-based nursing practice is emphasized. Biostatistics is designed to develop students' reasoning and critical thinking through use of applied math skills to determine appropriate use of statistical tools to advance evidence-based practice. Critical evaluation of research articles facilitates advancement of clinical judgment skills. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

NSG3132 Evidence-Based Practice

(4.5 quarter credits; 45 clock hours, 135 outside hours)

This course focuses on evidence-based nursing practice. Emphasis is placed on identification, evaluation, and application of best evidence as the basis for providing patient-centered nursing care. Students learn about levels and sources of evidence such as research, professional guidelines, expert opinion, and other best practices. The scientific method of nursing research and use of research critique as a basis for changing practice are addressed. Evidence-Based Practice is designed to develop students' critical thinking through critique of published nursing research and nursing theory papers. Critical evaluation of research articles facilitates advancement of clinical judgment skills. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

NSG4130 Clinical Quality Improvement

(4.5 quarter credits; 45 clock hours, 135 outside hours)

This course introduces the concepts, techniques, strategies and metrics of quality improvement in nursing. Patient care quality and safety in the context of structure, process and outcomes in healthcare delivery are explored. Identification of clinical nursing improvement opportunities, development of action plans, and outcomes evaluation through use of project management strategies are addressed. Clinical Quality Improvement is designed to develop students' critical thinking through a focus on the quality of clinical nursing services, and the effects services have on patient care outcomes. Critical evaluation and synthesis of research and theory articles are used to help students develop new nursing strategies to improve quality and safety of patient care. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

NSG4130P Clinical Quality Improvement Practicum

(3 quarter credits; 90 clock hours, 0 outside hours)

Students collaborate with work teams in a clinical facility on one or more quality improvement in nursing. Patient care quality and safety are observed to evaluate the effectiveness of nursing care structures and processes on patient care outcomes. Identification of clinical nursing improvement opportunities, development of action plans, and outcomes evaluation through use of project management strategies are practiced. Clinical Quality Improvement Practicum is designed to develop students' critical thinking and clinical judgment through practical experience working on a quality improvement team in a hospital. Mentoring and participation

are used to help students develop collaboration skills and the ability to identify quality improvement opportunities and strategies.

Corequisite: NSG4130

NSG4140 Nursing Leadership

(4.5 quarter credits; 45 clock hours, 135 outside hours)

This course focuses on advancing knowledge and skills in nursing leadership and teamwork. Students explore concepts of collaboration, conflict resolution, supervision, delegation, human motivation, organizational behavior and change processes. Skills in cross-disciplinary professional communication and teamwork are addressed.

NSG4140P Nursing Leadership Practicum

(3 quarter credits; 90 clock hours, 0 outside hours)

This course introduces medical terms as they relate to the anatomical structure of the human body. Emphasis will be on word roots, prefixes, and suffixes as these components are used to structure medical terms. Students will also learn to recognize, spell and pronounce medical terms in correct manner. Students will become familiar with medical abbreviations, procedures, and treatments.

Corequisite: NSG4140

NSG4144 Population Health

(4.5 quarter credits; 45 clock hours, 135 outside hours)

Students learn theory and concepts of risk assessment, prevention, and health promotion in community settings for the entire community as well as special populations within the community. Community assessment for health disparities, incidence and prevalence of disease and injuries and health resources is conducted. Plans for health promotion strategies based on the community assessment are explored.

NSG4144P Population Health Practicum

(3 quarter credits; 90 clock hours, 0 outside hours)

Students apply concepts of risk assessment, prevention, and health promotion in community settings to promote the health of the population. Students perform a community assessment to measure health disparities, incidence and prevalence of common diseases and injuries, and evaluate community health resources. Plans for health promotion strategies based on the community assessment are explored. The Population Health Practicum is designed to develop students' understanding of the health of populations and ways that individual health affects the overall health of a community. Critical thinking and clinical judgment are advanced through public health case studies.

Corequisite: NSG4144

NSG4146 Health Policy and Finance

(4.5 quarter credits; 45 clock hours, 135 outside hours)

Focus is on the development of health policy at the local, state and national levels. The influences of economics, political values and social values on investments in a population's health are explored. Implications of various methods of financing healthcare are discussed in the context of population health outcomes and health disparities.

12.3 Bachelor of Arts in Business Administration (BA) (LA & CI Campus)

Weeks/Hours: 150weeks / 180 quarter credit units / 1800 Total In-Class Clock Hours

Prerequisites: High School Diploma/GED or equivalent (Passing Score on Angeles College Entrance Exam)

Credential: Bachelor of Art Degree – Bachelor of Business Administration (BBA)

CIP Code: 52.0201 Business Administration and Management, General

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below:

<https://www.bls.gov/soc/2010/soc111021.htm>

<https://www.onetonline.org/link/summary/11-1021.00>

Program Description

The focus of the Business Administration will be on foundations of business operations providing students with the knowledge and skills necessary to help organizations be successful in today's globally competitive environment. The business administration program provides foundational, workplace-relevant management skills, organizational theory, and operational knowledge which reflect preparation in the essential areas of economics, accounting, finance, management, organizational communications, and marketing. In addition, students will develop both a broad knowledge and a capacity for reflective critical thinking through enrollment in a vibrant liberal arts curriculum as part of the Bachelor of Business Administration.

Upon completion, graduates will be equipped with the knowledge to analyze and synthesize company data and other data elements in support of business operations critical to success of the respective organization, business, or corporation. Graduates will especially be prepared to assume entry-level positions in the areas of business operations, management, customer service, purchasing, costs estimation, finances, and marketing as well as the positions of adjusters, public relations specialists, buyers, compensation, and benefits specialists, and other similar positions. A major in business administration prepares graduates for careers in for-profit, nonprofit, and public-sector organizations.

Program Objectives

The objectives of the Business Administration program are designed to produce graduates capable of excelling as future leaders in global business, industry, and commerce. The BBA program provides specialized education in the principles and the practices of management for the effective operation of the business organizational entity

- Develop critical thinking and reasoning skills to identify problems and to develop problem-solving abilities through the application of theoretical knowledge to solve real-life problems through teamwork within the context of an active learning environment.
- Apply knowledge of the strategic management process and Employ critical thinking to evaluate qualitative and quantitative data.
- Successfully utilize the tools and techniques of business management to make decisions about both day-to-day operations and long-term tactics and strategies.
- Utilize the tools and methodologies needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies.
- Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning.
- Apply fundamental processes, theories, and methods to business communication (oral & written skills) in the workplace.
- Demonstrate an understanding of business-related computer applications and proficiency with the managerial applications of technology across several business venues.
- Understand the functional components of business - economics, marketing, accounting, finance, law, management.

Program Outcomes

Upon successful completion of the Bachelor of Art in Business Administration, the graduate should be able to:

- Apply an understanding of business principles and process in accounting, project management, economics, finance, marketing, and management to effectively work and contribute positively to the respective company or organization.
- Implement teaming, collaboration, and leadership skills and apply these skills in the workplace for improvement and effective operations at the individual, workgroup, corporate, and organizational levels.
- Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization in the business environment.
- Employ critical thinking to evaluate qualitative and quantitative data and effectively communicate across all layers of the organization.

- Develop, communicate, implement, and follow policies and procedures that inform and guide operations to reduce cost and organizational risk and promote ethical practices.
- Manage people, time, and resources by utilizing effective employment practices, encouraging team building, and mentoring junior members of the staff.
- Design and execute personal and employee development systems to enhance job performance and leadership skills.

Program Delivery

Residential
Classroom and lab Instruction

Business Administration (BA)

Career Preparatory Courses 8Credits

CIS1070	Introduction to Computer Information Systems	4
LTY1500	Information Literacy	4

General Education Courses 60 Credits

English

ENG 1010	English Composition I	4
ENG 1020	English Composition II/English Literature	4

Speech/Communication

COM1020	Communication Skills/Public Speaking	4
COM2030	Business Communication	4

Mathematics

MAT1010	College Algebra	4
MAT2050	Statistics	4
MAT2100	Calculus for Business	4

Natural Science

BIO1020	Introduction to Biology	4
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Social Science & Humanities

ART2020	Art History	4
SOC1050	Introduction to Sociology	4
PHI2040	Introduction to Philosophy	4
PSY2300	Introduction to Psychology	4
HIS2010	United States History	4
HIS2050	World Civilizations since the 16 th Century	4
ECO2080	Principles of Macroeconomics	4

Business Core Courses 104 Credits

ECO2070	Principles of Microeconomics	4
ACC2020	Accounting I	4
ACC2030	Accounting II	4
BUS1090	Introduction to Business	4
FIN2400	Introduction to Finance	4
MGT2050	Business Management Principles	4
BUS3050	Business Ethics	4
BUS2060	Business Law	4
MGT3090	Business Information Systems	4
MKT2050	Fundamentals of Marketing	4

INB3030	International Business	4
BUS2050	Introduction to Human Resource Management	4
BUS3010	Organizational Behavior	4
FIN4020	Financial Management	4
INB4030	International Finance	4
FIN3090	Financial Markets and Institutions	4
FIN4030	Principles of Investment	4
MKT4050	Marketing Research & Strategy	4
LDR3030	Leadership Theory	4
MKT4060	E-Commerce	4
HRM4040	Labor Relations & Negotiations	4
MKT3020	Advertising & Promotion	4
MKT3050	Entrepreneurial Marketing	4
MGT3030	Introductory Project Management	4
MGT3010	Small Business Management	4
MKT4020	Consumer Behavior & Marketing	4

BA Capstone Courses 8 Credits

BUS4100	Business Applications (Capstone)	4
MGT4100	Strategic Management (Capstone)	4

Total Units 180 Quarter Credit Units

Non-course requirements:

1. High school graduation or GED or academic degree from an accredited college/university in the United States.
2. Criminal background check must be completed prior to any customer contact.

Course Description

Course Numbering for Business Administration Courses:

- **1XXX: Lower Division General Education (GE) - Lower division courses are introduction courses which are typically prerequisites for above 1XXX level of courses in the BA program track.**
- **2XXX: Upper Division General Education (GE) and Program specific requisites courses represent courses for more advanced students in the BA program.**
- **Program Core Concentration Courses are represented by the '(BA Core)' designations which are also cross-referenced with the Healthcare Administration program (BSHA) as both are related to Business Administration (BA).**
- **Program Core Concentration Courses represented by '(BA Core - BA Only) are courses solely for students in the BA program. These include advanced-level courses (3XXX-4XXX) which have prerequisites requirements only available to BA students.**

Satisfactory completion of all courses is required for the completion of the BA program.

CIS1070 Introduction to Computer Information Systems (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is an overview of computer hardware, software, programming and information systems as applied in the modern business environment. Hands on applications of word processing, spreadsheet, and data management software are used to explore use of microcomputers in business.

Prerequisite: None

LTY1500B Information Literacy (Business Majors) (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is designed to help students develop basic critical thinking skills and research strategies necessary to interpret requirements of course assignments, formulate research topics and questions, identify needed information materials, access, retrieve, evaluate, and use electronic, print, and web resources. The course is organized to assist students to effectively use the Library, understand knowledge production and organization, and cultivate research skills to retrieve, manage and preserve academic integrity.

Prerequisite: None

ENG1010 English Composition I (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

Knowing how to write is a necessary skill that each student must master in order to prepare for any academic or occupational field. This course is designed to transfer to other colleges and to prepare the student for the types of writing that will be required in many other courses. English Composition I is designed to help students develop their ability to think, to organize, and to express their ideas clearly and objectively. Course units are arranged by the instructor to facilitate student success and to meet the course goals.

Prerequisite: None

ENG1020 English Composition II/ English Literature (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

English Composition II/ English Literature is a course to the main genres of literature: short fiction, poetry, and drama. The novel can be introduced in this course, but it is optional. The course is also a continuation of the freshman composition sequence. This means that writing and writing process are the primary focus of the course. The primary goal of the course is instructing students in using writing skills to analyze materials in and to respond to a specific discipline. The use of writing process methodologies such as peer and group editing and workshop techniques are also encouraged in this course. However, more formal discussion and lectures are sometimes needed in helping students understand the literary works and how to analyze these works.

Prerequisite: ENG1010

COM1020 Communication Skills (Public Speaking) (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

Effective communication is the key to success in professional and personal endeavors. The right strategy, carefully chosen words, and respect extended through communication can be the making of a team or an individual. This course outlines different paradigms for communication, explores interpersonal communication and its applications in the workplace, discusses the impact of conflict in communication and how to resolve it, provides strategies for persuasion and negotiation in communication, and provides key guidelines for giving and receiving feedback.

Prerequisite: None

BUS2030 Business Communication (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course teaches students development of written, oral and interpersonal skills for effective communication in the business world. There will be emphasis on clear, effective business correspondence, improved interpersonal skills and public speaking. Students will learn appropriate real-world skills and strategies to increase their abilities to use this knowledge.

Prerequisite: ENG1010/COM1020

MAT1010 College Algebra (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is a study of algebraic concepts including linear and quadratic equations, inequalities and systems; polynomials; rational, exponential and logarithmic functions with emphasis on their numerical, graphical and algebraic properties and their applications.

Prerequisite: Passing score on the Angeles College math placement exam

MAT2050 Statistics (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This is an introductory course in statistics and computing. This course will allow the student to summarize numerical data, gain a working vocabulary of important statistical methods, and improve confidence in dealing with numbers. Students will learn to understand how statistics can inform research, recognize limitations of statistical information, and develop the skills needed to critique a typical quantitative journal article. Additionally, students will learn to perform and interpret basic statistical tests.

Prerequisite: MAT1500, CIS1070

MAT2100 Calculus for Business (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

An introduction to the basic concepts of differential and integral calculus for the business administration major. Topics include limits; continuity; differentiation and integration of polynomial, logarithmic and exponential functions with applications to business. MAT 2100 provide students an opportunity to appreciate certain concepts in fundamental mathematics, especially functions, limits, derivatives, and applications of the derivative with emphasis on applications in business and social sciences. The emphasis is on abstract reasoning, not routine manipulations.

Prerequisite: MAT1500, CIS1070

BIO1020 Introduction to Biology (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

The Introduction to Biology course involves the scientific study of living organisms. The course considers the interactions among the vast number of organisms that inhabit planet Earth. It presents the basic form and function of these organisms, from cells to organ systems, from simple viruses to complex humans. It delves into interactions between organisms, and between an organism and its environment. It also looks into how biotechnology is used to improve our health and daily lives. The following topics are covered by the course: basic chemistry; the structure, organization, and energetics of the cell; genetics; evolution; taxonomy; microorganisms; fungi; plant biology; animal biology; environmental biology.

Prerequisite: None

ART2020 Art History (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

Art History course provides the opportunity for students to attain an understanding and knowledge of architecture, sculpture, painting, and other art forms within diverse historical and cultural contexts. The students will specifically address the spectrum of art history that ranges from prehistoric times to the Renaissance.

Recommended: ENG1010

SOC1050 Introduction to Sociology (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

In this class, students will learn the tools and perspective to understand the world from a sociological point of view. Students will be introduced to the basic foundations of sociology, including its development as a field of inquiry, early sociological theory, and methodology. Students will investigate how culture, class, race, gender, family, education, and government interrelate to create their day-to-day experience of being alive. Special attention will be paid to both the local and global forces that shape social life.

Recommended: ENG1010

PHI2040 Introduction to Philosophy (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course serves as an introduction to philosophy. It will introduce students to a number of topics – the existence of God, skepticism, and free will – that have attracted serious attention from great philosophers. Familiarity with these topics will serve as an excellent introduction to the questions that famous philosophers were concerned with.

Recommended: ENG1010

PSY2300 Introduction to Psychology (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course surveys the major principles of psychology. Introduces the history of psychology, human development, personality, abnormal behavior, social psychology, feelings and emotions, research methodologies, experimental psychology, psychophysiology, learning and memory, altered states of awareness, sleep and dreams, and industrial and organizational psychology.

Recommended: ENG1010

HIS2010 U.S. History (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course will introduce students to United States history from the end of the Civil War in 1865 through the first decade of the twenty-first century. Students will learn about the major political, economic, and social changes that took place in America during this nearly 150-year period. The course will be structured chronologically, with each unit focusing on a significant historical subject. The units will cover important overarching political, economic, and social themes, such as the growth and expansion of political representation and civil rights in America, industrial development and economic change, race and ethnicity in American society, and cultural change over time. By the end of the course, students will understand how the United States grew from a relatively weak and divided agricultural nation into a cohesive military and industrial superpower by the beginning of the twenty-first century.

Recommended: ENG1010

HIS2050 World Civilizations since the 15th Century (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course will introduce students to “Western Civilization” as an evolving idea to be followed, redefined, and contested throughout its history. In part two of a two quarter sequence, we will follow the history of “the West” from the religious, social, and political upheavals of sixteenth-century Europe to contemporary debates over the role of Western values and traditions in an increasingly global society. Other topics and themes will include: early modern and modern state-building, daily life and popular culture, war and revolution, nationalism and imperialism, and European/global integration. Through critical engagement with historical narrative, primary sources, literature, and multimedia, we will consider how persisting questions over political and cultural borders, social and economic stratification, and shared and contested values variably pushed and pulled the people of “Western Civilization” closer together and farther apart – from each other and the rest of the world

Recommended: ENG1010

ECO2080 Macroeconomics (GE)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is an introduction to macroeconomics. It is a subdivision of economics dealing with the economy as a whole: aggregate national income and output, government spending and taxation, money banking, monetary policy and international trade. Unlike microeconomics which focuses on individual economic entities, macroeconomics deals with human behavior and choices as they relate to an entire economy. In this course, students will learn about basic economy principles as they relate to production and trade, supply and demand, and how measurements are performed in macroeconomics. Concepts of money system, banking, price level, interest rate, and Federal Reserve System will be covered as well.

Prerequisite: MAT1010

ECO2070 Microeconomics (BA Core)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

In this course, students will learn to apply an analytical approach to the study of how individuals and societies deal with the fundamental problem of scarce resources. This approach is applied to everyday decisions faced by individuals as they try to maximize their utility, to businesses that try to maximize profits and to the whole of society as it attempts to use its resources efficiently. A key foundation of a free society is an educated population. In this course students will develop and apply critical-thinking skills to economic issues. They will develop a foundation of economic reasoning that will help them to better understand the world in which they live and their role in it. They will gain an understanding of how economic issues impact them and society on an international, national, and local level. The following global outcomes have been designed into this course: critical thinking, problem solving, writing, cultural literacy, information literacy, and use of technology. Use economic, government, corruption, market access, currency trends, and infrastructure analysis to evaluate the feasibility of doing business in a specific country.

Prerequisite: ECO2080 and MAT1010

ACC2020 Accounting Principles I (Financial) (BA Core)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is an introduction to the principles and concepts of accounting and the application of procedures relating to the complete accounting cycle. The purpose of this course is to give the student a basic understanding of the theories, principles, and applications of accounting. Each individual step of the accounting cycle, from analyzing source documents to the final preparation of financial statements, is covered with an emphasis on accounting for a sole proprietorship service business.

Prerequisite: None

ACC2030 Accounting Principles II (Managerial) (BA Core)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

Topics covered will enable students to analyze and interpret both historical and estimated data used by management to conduct daily operations, plan future operations and develop overall business strategies. The emphasis will be on Managerial Accounting. This course includes such topics as cost concepts and terminology, cost accumulation under traditional and newer manufacturing environments, cost allocation, cost-volume-profit analysis, budgeting, standards and standard costing, variances analysis, performance evaluation, differential analyses, decision making and capital investment analysis, overhead methods and other managerial concepts. We will also cover financial statement ratios and analyses.

Prerequisite: ACC2020

BUS1090 Introduction to Business (BA Core)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is an introduction to the role of business in modern society. It includes an overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. The student will describe the scope of business enterprise in the nation and the world today; identify major business functions of accounting, management, marketing, and economics; describe the relationships of social responsibility, ethics, and law in business; and define and apply business terminology.

Prerequisite: None

FIN2400 Introduction to Finance (BA Core)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course provides an introduction to financial markets, institutions, and management in contemporary society. Emphasis is placed on developing an understanding of the financial markets in which funds are traded, the financial institutions participating in facilitating the trade of such funds, and the financial principles and concepts behind sound financial management. Topics include: the financial systems of the United States, business finance management, financing of other sectors of the economy, and the time value of money.

Prerequisite: None

MGT2050 Business Management Principles (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is an analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. Part philosophy and part business, this course explores a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented. Corporate social responsibility is examined, as environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization are also explored.

Prerequisite: None

BUS3050 Business Ethics (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is an analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. Part philosophy and part business, this course explores a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented. Corporate social responsibility is examined, as environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization are also explored.

Prerequisite: MGT2050

BUS2060 Business Law (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is meant to provide a general introduction to the legal environment that affects individuals, businesses, and business transactions. In addition to providing a general introduction to the American legal system, this course will focus on specific legal topics such as contracts and the Uniform Commercial Code. The course will have an emphasis on contracts.

Prerequisite: None

MGT3090 Business Information Systems (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course places an emphasis on management and technical concepts fundamental to business applications and management control of information systems. Coverage includes management information and decision support systems which aid in planning, organizing and controlling business activities. The strategic role of information systems is also examined, as well as the characteristics of computer systems, software applications, programming languages, and relational databases.

Prerequisite: MGT2050

MKT2050 Fundamentals of Marketing (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

Fundamentals of Marketing course explore key marketing concepts and show you how they apply to today's business practices. The course covers the essential knowledge and techniques managers need to compete successfully, whether in large companies or small businesses, profit-oriented firms or not-for-profit organizations. Topics include customer-oriented marketing strategies, buyers and markets, target market selection, and the marketing variables of products (and services), price, promotion, and distribution.

Prerequisite: None

INB3030 International Business (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

Surveys the legal and cultural environment of international business; the international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; and international accounting.

Prerequisite: MGT2050

BUS2050 Introduction to Human Resources Management (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course studies the human resource management function performed by the human resource manager as well as by the line supervisor. The course uses contemporary approaches and problems to analyze the entire process of human capital management, including human resource planning/job design, selection and staffing, training and development, compensation, performance appraisal and employee and labor relations. The course also examines legal questions which affect human resource management.

Prerequisite: None

BUS3010 Organizational Behavior (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is an analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. The student will learn to explain organizational theory as it relates to management practices, employee relations, and structure of the organization to fit its environment and operation; analyze leadership styles and determine their effectiveness in employee situations; discuss experiences in managing and resolving organizational problems; describe the impact of corporate culture and atmosphere on employee behavior, and analyze and discuss team dynamics, team building strategies, and cultural diversity.

Prerequisite: None

FIN4020 Financial Management (BA Core – BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course serves as a survey of the essentials of business finance as applied to corporations, small firms, and governmental units. Topics include financial needs, financial institutions, and financial instruments; concepts of risk and return; ratio analysis; capital budgeting; interest rates; and liability management.

Prerequisite: FIN2400, ACC 2020 / ACC 2030

INB4030 International Finance (BA Core – BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

In this course, economic theories of international trade and its impact on the balance of payments are explored. The development of foreign exchange and foreign exchange markets are studied. Methods of export financing, including both short- and medium-term credit and a review of application to and administration of government loan programs are covered. Important factors in country risk analysis are discussed. Course also includes description of the international banking community, international payment instruments and international banking operations.

Prerequisite: FIN2400

FIN3090 Financial Markets and Institutions (BA Core – BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

Financial Markets and Institutions course explores the features and functions of the key financial markets along with the institutions that serve the markets. Specifically, this overview compares and contrasts the equities, debt, money, and mutual fund markets. It analyzes the individual markets, as well as the interaction among them. The course also focuses on the Federal Reserve System: its integration with the investment market industry and how it affects economic conditions.

Prerequisite: BUS1090

FIN4030 Principles of Investment (BA Core – BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course provides the learner with a basic introduction to investments. Topics include the analysis of investment vehicles (such as stocks, bonds, money markets, and mutual funds), consideration of risk and expected rates of return, time value of money applications, and the principles of asset allocation, risk tolerance, and diversification.

Prerequisite: FIN2400

MKT4050 Marketing Research and Strategy (BA Core – BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course studies the marketing research and strategy from the perspective of the general manager. The class will build upon fundamental marketing concepts to develop a framework for analyzing complex marketing opportunities and challenges. Specific topics include marketing research, marketing strategy, promotion, pricing, channels of distribution, branding, and sales.

Prerequisite: MKT2050

LDR3030 Leadership Theory (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is an overview of leadership and leadership theory as it pertains to businesses and organizations. It also touches on the following: the nature of managerial work, perspectives on effective leadership behavior, empowerment, management traits and skills, types of leadership, and trends in leadership for the future.

Prerequisite: BUS1090, MGT2050

MKT4060 E-Commerce (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is a study of e-commerce and its impact on business. The course provides a framework for understanding e-commerce, including possible marketing opportunities, as well as implementation and organization issues involved in capitalizing on e-commerce.

Prerequisite: MKT 2050, BUS 1090

HRM4040 Labor Relations & Negotiations (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course examines the impact of relevant labor relations and negotiations issues that explore the changing relationships in the workplace that have taken their toll on the traditional collective bargaining and labor relation's processes.

Prerequisite: BUS2050, MGT2050

MKT3020 Advertising & Promotion (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is a study of advertising principles applied to marketing and organizational situations. Class will also emphasize study of the communication process, consumer behavior, market segmentation, creative strategy, and media.

Prerequisite: MKT2050

MKT3050 Entrepreneurial Marketing (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

Students will gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. Students will analyze marketing philosophies implemented by successful entrepreneurs. Students will develop a marketing plan for a selected venture. Components of the plan include market research, customer focus, quality, pricing and advertising.

Prerequisite: MKT2050

MGT3030 Introductory Project Management (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

Project Management is the discipline of defining and managing the vision, tasks, and resources required to complete a project. This course provides an introduction to basic project management concepts, task lists and task dependencies, scheduling tasks, assigning resources (time, money, and people), finalizing the plan (resolving resource conflicts) and sorting and grouping data.

Prerequisite: MGT2050, BUS3010

MGT3010 Small Business Management (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course identifies management concerns unique to small businesses. It introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. The course presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses.

Prerequisite: MGT2050

MKT4020 Consumer Behavior and Marketing (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course will prepare students to understand consumer behaviors as related to established business models.

Prerequisite: MKT2050, MKT3020

BUS4100 Business Applications (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is a capstone course for business students. The course provides students the opportunity to apply the knowledge acquired in their business degree program to advanced real-world situations. Students will draw on their broadened awareness of various environmental influences (e.g. social and political) to solve real-world business problems in a web based computer business simulation.

Prerequisite: Senior status, (Min.20 courses of core requirements required)

MGT4100 Strategic Management (BA Core - BA Only)

(4.0 quarter credits; 40 clock hours, 80 outside hours)

This course is a culminating experience capstone course for majors in business administration. This course requires case/report writing and the ability to integrate material from previous courses to analyze and resolve complex business strategic planning problems. A practical, integrative model of the strategic-management process is introduced. Basic activities and terms in strategic management are defined, and the benefits of strategic management are presented. Important relationships between business ethics and strategic management are discussed.

Prerequisite: Senior status, (Min.20 courses of core requirements required)

Faculty/Staff Directory

Los Angeles Campus:

Teresa Krause*	<i>School Director/Chief Executive Officer</i>
Kathy Torrance*	<i>Director of Financial Aid/Assistant School Director</i>
John Jeon*	<i>Chief Financial Officer/Business Officer</i>
Dr. Mary McHugh	<i>Dean of Nursing/Provost (RN-BSN Program; VN Program)</i>
Dr. Robert Yun	<i>Dean of Global Education</i>
Virgie Hardy-Allen	<i>Program Director(MA Program)</i>
Vicki Stern, MPA*	<i>Program Director (NA & HHA Programs)</i>
Jinu Sebastian	<i>Program Director (Phlebotomy Technician)</i>
Nichét Gray	<i>Program Director (BABA Program)</i>
Almira Morales	<i>Registrar & Director of Job Placement</i>
Eva Toribio	<i>Community Outreach Director/ Admissions Supervisor</i>
Im, Douho	<i>Librarian</i>
Eugene Moon	<i>Librarian Assistant/Distance Education Tech Support</i>
Evelyn Gaytan	<i>Financial Aid Advisor</i>
Na'Desha Enoch	<i>Admissions Rep./Senior Student Services Coordinator</i>
Claudia Echiveste	<i>Admissions Rep./Student Services Coordinator</i>
Youngjin Doug Kim*	<i>Registrar Assistant/IT Technician</i>

*covers both campuses

Bello, Violeta Doles - EdD, MEd, BSN, RN (Part Time Faculty)

Dr. Bello earned her Master of Science in Education & a Bachelor of Science in Nursing from Mount Saint Mary's College, Los Angeles, CA and her Doctor of Education from Nova Southeastern University, Fort Lauderdale, Florida. Her administrative experiences include but are not limited to working as an Academic Dean at Trinity School of Health & Allied Sciences, Gardena, CA and an Assistant Director of the AND/BSN program at Shepherd University, Los Angeles, CA. Dr. Bello has almost 20 years of teaching experience at various schools.

Berkson, Marcia - LVN (Adjunct Faculty)

Ms. Berkson completed her VN training at Glendale Career College in 2000. Since then, she has continually been in the health care industry with positions such as Home Health Nurse, Staff Nurse, and Medical Supervisor. She also has teaching experience at Skagit Valley College and Northwest Career and Technical Academy.

Corbin, Steve - MBA (Adjunct Faculty)

Mr. Corbin graduated from California State University, Long Beach (CSULB) with a Master in Business Administration. He also possesses a Bachelor of Arts in Management from the same university. Mr. Corbin is Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Trainer (MCT), Certified Novell Engineer (CNE),

and ITIL Certified. He is an adjunct instructor at various universities including Westwood University-Anaheim, Cerritos College-Cerritos and Concorde College-Garden Grove.

Corrales, Luis - MSN/ED, RN (Adjunct Faculty)

Mr. Corrales received his Master's in Nursing at University of Phoenix. He also possesses a Bachelor of Arts in Psychology from California State University, Long Beach, CA. He has worked as a Director of Nursing at American Career College and at Career College of America. Mr. Corrales also has experience as a Registered Nurse at various healthcare facilities.

Espinoza, Benjamin - CNA, LVN (Part Time Faculty)

Mr. Espinoza received his training in 1995 at East Los Angeles Occupational Center and is currently an LVN and a CNA. He has experience as an instructor for both VN and NA programs since 2007 and has been in the health care industry since 1996.

Furtado, Adam - MA (Adjunct Faculty)

Mr. Furtado graduated from Pepperdine University, Malibu, CA with a Master of Arts in Clinical Psychology. He also possesses a Bachelor of Arts in Psychology & Sociology from University of California - Davis. He has been a Clinical Supervisor/Staff Development Coordinator at Harbor View Community Service Center since January 2012.

Gonzalez, Monica - M.Ed., BA (Part Time Faculty)

Ms. Gonzalez possesses more than 16 years of leadership and teaching in Southern California school districts as well as in higher education. She has her Master in Education (University of La Verne) as well as a Bachelor in English Literature (University of California - Los Angeles) with a Single Subject Teaching Credential in English. Ms. Gonzalez's professional teaching experience includes being an English Professor at Le Cordon Bleu College of the Culinary Arts and as an Adjunct Professor at University of La Verne.

Gray, Nichét - Ed.D (In progress) (BABA Program Director)

Ms. Gray has received her Master's in Education and is currently working on her Doctorate in Education at Argosy University. She has taught and managed a multitude of courses since 2006 at institutions such as Fremont College, Art Institute of California, and Learning Oasis as an Online Curriculum developer, Adjunct Faculty, and Career Development Instructor, respectively.

Hardy-Allen, Virgie - MS, CMA (MA Program Director)

Ms. Hardie-Allen holds a Master's of Science in Business Administration and Management from the University of Phoenix as well as holding certification as a CPT-1 and a CMA. She has been in the health care industry for over 21 years with experience

as an instructor for over 9 years. Ms. Hardy-Allen has worked in institutions such as Westwood College, American Career College, and Concorde Career College as an Instructor, Administrator, and Coordinator.

Knepley, Craig - MA (Adjunct Faculty)

Mr. Knepley graduated from the University of Wisconsin-Milwaukee with a Master of Arts in Philosophy. He also possesses a Bachelor of Arts in Philosophy & Creative Writing from Pepperdine University, Malibu. His experience includes working as a Research Leader at Pepperdine University's Philosophy Department.

Im, Douho - MA (Librarian)

Mr. Im holds a Master's & Bachelor's Degree in Library and Information Science (MLIS) at Yensei University, South Korea. Mr. Im has over 5 years of experience working as a Librarian.

Lopez, Corina - RMA (Full Time Faculty)

Ms. Lopez received a diploma in Medical Assisting from Bryman College, Anaheim, California. She is a Registered Medical Assistant and is a qualified American Heart Association Basic Life Support (BLS) Instructor. Ms. Lopez has over five years of experience as a Medical Assistant (MA) instructor at North West College, Long Beach, CA and Everest College, Santa Ana, CA.

McHugh, Mary - PhD, RN* (RN to BSN & VN Program Director)

Dr. McHugh earned a Bachelor of Science in Nursing from Wichita State University, a Masters in Psychiatric Nursing with a minor in Administration from the University of Michigan in Ann Arbor, MI., and a PhD in Nursing from the University of Michigan in Ann Arbor. Dr. McHugh worked as a hospital staff nurse, charge nurse and head nurse for 10 years, and a Director of Nursing in hospitals for 4 years. She was an Assistant Professor of Nursing at Case Western Reserve University, and an Associate Professor of Nursing at Wichita State University. She was a Professor of Nursing at the University of Indianapolis, AUHS, and National University. She was Dean of Nursing at the University of Indianapolis and AUHS, and Chair and Director of Nursing at National University. She has had 20 years of experience in nursing, teaching and managing BSN programs, MSN programs, and both DNP and PhD programs in nursing. She has participated in the development and revision of curricula for BSN, MSN and doctoral programs in nursing, and in obtaining CCNE and WASC accreditation for nursing programs at the bachelor, master's, and doctoral levels.

Pambid, Angeli - BSN, RN (Full time)

Ms. Pambid holds a Bachelor of Science in Nursing from Our Lady of Fatima University, Philippines and in Computer Data Processing Management from Polytechnic University of the Philippines. Her professional experience includes being the Charge

Nurse/Nurse Supervisor at Heritage Skilled Nursing Rehabilitation Facility and Staff Nurse/IVIG Infusion Nurse at Lance/ Anthem Home Healthcare.

Rodgers, Carmen - MSN, RN (Adjunct Faculty)

Ms. Rodgers holds a Master's of Science in Nursing from University of Phoenix in Gardena. She is also an RN with over 28 years of experience in the field with 16 years as Staff RN and 12 years as Charge RN. Ms. Rodgers has worked in institutions such as Cedar Sinai Medical Center in Beverly Hills and in Kaiser Permanente in West Los Angeles.

Romano, Maria - MA (Adjunct Faculty)

Ms. Romano holds a Masters in Arts and Culture from Maastricht University from the Netherlands. She also possesses a Bachelor of Arts in Art History, Theory & Criticism from University of California - San Diego. Ms. Romano is an Educator and Leader in Art History & Language with a significant record of accomplishments in Instruction, Curriculum Development, Cross-Cultural Counseling, Outreach and Advocacy.

Sebastian, Jinu - MBA, BS, RN (Full Time Faculty)

Ms. Sebastian earned her Master of Business Administration from Coleman University-San Diego after obtaining a Bachelor of Science in Nursing at St. Joseph's College of Nursing from India. Ms. Sebastian has over 6 years of clinical experience in the Labor and Delivery room, Dialysis unit and Emergency room. She also possesses teaching experience as a Clinical Instructor at Holy Ghost Mission Hospital, Kottayam (Dist.), Kerala, India.

Shin, James - MHA (Adjunct Faculty)

Mr. Shin holds the degree of Masters in Healthcare Administration from Seton Hall University, NJ. He also possesses Bachelor of Science in Public Health from Rutgers University, NJ. Mr. Shin's professional experiences include Program Director at Western Adult Day Health Center in Los Angeles and Center Director at Senior Care Centers of America at Trenton, NJ. He also served as Administrator/Executive Director at Senior Start - Adult Medical Day Care, Ewing, NJ.

Stern, Vicki - MPA, RN* (Adjunct Faculty)

Ms. Stern earned her degree of Master of Public Administration from California University - Northridge after obtaining a Bachelor of Arts in Liberal Studies at the University of Antioch. She also possesses an Associate of Science degree in Nursing from College of the Desert, Palm Desert. Over the past years, Ms. Stern has worked as a lead instructor for the Vocational Nursing Theory Program at American Career College and West Coast University. She also has more than 20 years of experience as a Registered Nurse at various hospitals.

Taylor, Rashawna - CPT1* (Part Time Faculty)

Ms. Taylor is a Certified Phlebotomy Technician I with over 9 years of experience. She has received her certificate from NewBridge College in 2007 and has worked as a Phlebotomist at Long Beach Memorial Medical Center for 7 years. Additionally, Ms. Taylor has received her Bachelor's in Sociology from California State University Northridge in 2000. She has been approved as a Phlebotomy Technician didactic instructor by the Department of Public Health Services.

Lopez, Eric - RMA (Part Time Faculty)

Mr. Lopez earned his degree of Bachelor of Science in Healthcare Administration & Health Management from University of Phoenix. Mr. Lopez is a Registered Medical Assistant with over 3 years' experience.

City of Industry Campus:

** City of Industry location is in process of expanding Faculty and Administrators*

Lloyd Sun, MBA	<i>Branch School Director/Program Director - BABA Program</i>
Dr. Joshua Yang	<i>Academic Director/Program Director - BSHA Program</i>
Jinu Sebastian, MBA, RN*	<i>Program Director (Phleb. Program)</i>
Kathy Torrance*	<i>Director of Financial Aid</i>
Evelyn Gaytan*	<i>Financial Aid Advisor</i>
Miran (Vivian) Kim	<i>Assistant Administrator</i>
Echo Dai	<i>Business Officer</i>
Gloria Zhang	<i>Registrar</i>
Mandy Duan	<i>Registrar/Financial Aid Assistant</i>
Miranda Lam*	<i>College Librarian</i>
Jessica Gonzalez	<i>Job Placement Coordinator/Admissions Representative</i>
Connie Tong	<i>Program Coordinator</i>
Candice Yan	<i>Admissions Representative</i>
David Gonzalez	<i>Admissions Representative/Student Service Coordinator</i>

**Covers both campuses*

Aguirre, Carina - JD (Adjunct Faculty)

Dr. Carina Aguirre is a Juris Doctor in Law and Bachelor's Degree in Journalism at Texas Tech University. Dr. Aguirre is eager to bring students into the various subject disciplines using a unique combination of over 5, 500 classroom education hours coupled with years' of experience in international law, family law, and immigration.

Yuan, Bin - BS (Adjunct Faculty)

Mr. Bin Yuan obtained his Certificate of Massage Therapy at Acupuncture and Massage Institute of America. Mr. Bin Yuan received his Bachelor's Degree at Heilongjiana College of Traditional Chinese Medicine.

Gonzalez, Jessica - BS (MA Program Director)

Ms. Gonzalez earned her Bachelor's Degree in Healthcare Administration at University of Phoenix. She has been teaching Medical Assistant courses since 2009.

Kahler, Michael - Ed.D, M.Ed, MAIA (Adjunct Faculty)

Dr. Kahler graduated with his Ed.D at Argosy University in 2013. He also holds a Master's Degree in International Affairs at California State University, Sacramento. Dr. Kahler has 2 years of experience as an instructor and 10 years of experience working in education.

Kenderes, Amanda - PhD, M.Ed (Adjunct Faculty)

Dr. Amanda Kenderes earned her Ph.D. in Social Sciences and Comparative Education at University of California, Los Angeles in 2012. Dr. Kenderes obtained her Master's Degree in Education & Communication at Aquinas College. She received her Bachelor's Degree in English & Psychology at Grand Valley State University. With an international

upbringing that spans five continents, Dr. Kenderes is interested in issues of communication and identity. She has over ten years of experience teaching in Korea, Michigan, and California. She has worked for the United Nations (UNESCO), UCLA, and Loyola Law School.

Lam, Miranda - MBA, MS (Librarian)

Ms. Lam holds a Master's Degree in Library and Information Science (MLIS) at California State University, Fullerton. Ms. Lam has over 5 years of experience working in 8 libraries. Ms. Lam also holds a Bachelor's Degree in Pharmacology at University of California, Santa Barbara.

Spencer, LaShannon - PhD (Adjunct Faculty)

Dr. Spencer graduated with her Ph.D. in Public Health at University of Nevada. She received her Master's Degree in Health Service Administration at University of St. Francis and her Master's Degree in Public Administration at University of Arkansas.

Sun, Lloyd - MBA (BABA Program Director)

Mr. Sun earned a Masters in Business Administration from Loyola Marymount University. Mr. Sun works as the Branch School Director of Angeles College - City of Industry campus for 2 years and works as a part time Clinical Associate Professor and Senior Advisor to the Dean of the University of Southern California (School of Social Work) since 2006. Previously, Mr. Sun worked as a Program Coordinator in Bachelor of General Studies Program (Concentrations in Business Management and Music) at Fort Hays State University, KS for 13 years. He was an MBA Program Administrator and faculty at University of Dubuque, Hong Kong for 2003 to 2005. Mr. Sun has had 12 years of experience in business and/or business-related experience in teaching, designing and managing MBA program and General studies. He has participated in the development and revision of curricula for MBA and Bachelor of General Studies programs.

Tong, Connie - BA (Adjunct Faculty)

Ms. Connie Tong received her Certificate of Massage Therapy at Royal Healing Academy. Ms. Tong graduated from Shanghai Educational Scientific Research Institution in China.

Tsou, Fahuan - MBA (Adjunct Faculty)

Mr. Tsou graduated from China University of Political Science and Law in China. He received his Master's Degree in Business Administration at West Coast University in 1997. In 2009, Mr. Tsou obtained his Certificate of Massage Therapy at Select Massage Therapy Institute.

Wang, Xichun - PhD (In progress), MPA, MD (Adjunct Faculty)

Mr. Steve Xichun Wang graduated from Shanghai Jiaotong University in Stomatology in 2006. Mr. Wang got his Master's Degree in Public Administration at University of San Francisco in 2010. From 2011 to 2014, he worked at City of Hope National Cancer Research Center in Los Angeles as Research Associate. He provided overall management of research and business operations in Division of Metabolic Diseases and Molecular Diabetes Research. Now he is pursuing his Ph.D. in computational biology.

Williamson, John - MA (Adjunct Faculty)

Mr. Williamson received his Master's Degree in Linguistics at Harvard University. He got his Bachelor's Degree in Speech at Northeastern University.

Zhang, Gloria - MA (Faculty)

Ms. Gloria Zhang earned her Master's Degree in Teaching English to Speakers of Other Languages at University of Southern California. Ms. Zhang has extensive teaching experience domestically and internationally. She has been teaching English for more than 8 years in the US, South Korea, China, Thailand, and Middle East. Additionally, she has presented her research on second language teaching at various conferences, such as CATESOL Conference and International English Teaching Symposiums. Ms. Zhang is passionate about teaching and she would love to help more and more students achieve academic and professional attainment.

The pictures featured on the cover of this catalog are taken from the Los Angeles Campus' Vocational Nursing program



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