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### CATALOG RIGHTS POLICY

The Institution must retain the flexibility to improve its curriculum; therefore, course offerings may be changed during a student’s education. If a course required under a previous catalog is no longer offered, a student eligible to graduate according to that catalog should consult his or her academic advisor or Dean to identify another course that may be used to fulfill the requirement. Course substitutions in the degree program are permitted only with the approval of the Dean through the department head or program director. Furthermore, the institution reserves the right to make any changes in requirements it may consider necessary and desirable by due notice in the catalog. Substitutions for discontinued courses may be authorized or required by campus administration.

Students may graduate under the catalog in effect at the time of their initial enrollment or any succeeding catalog provided the catalog is not more than seven years old upon the completion of requirements for graduation. Students who have been gone from the institution for seven years or more must enter the institution under the catalog in effect at the time of re-entry.

A student’s transcript will reflect the course name, number, and credits that are in effect at the time the course is being taken by the student.

Information contained in this catalog is subject to change at the discretion of the College without prior notification.

In the event of any inconsistency between the information contained in this catalog and any other material, the information contained in the catalog (including any addenda) shall take precedence. The institution is not responsible for information or oral claims made by individuals that are contrary to the institution’s published materials. Most photos included in this catalog are stock photography and do not represent actual students except where noted.


For faculty information, please see addendum provided with this document.

I certify that this catalog is true and accurate in content and policy.

__________________________  ______________________
Signature                        Date
4. Serve as a leader of higher education in each of our communities by incorporating suggestions and recommendations from knowledgeable representatives of the programs offered.

History

History of California College San Diego

California College San Diego was formerly known as California College for Health Sciences (CCHS) and before that as the California College for Respiratory Therapy (CCRT).

Prior to moving to California in April 1976, CCRT was located in Phoenix, Arizona, and was known as the Scottsdale Education Center, which originated in December 1971. As a vocational-technical school, it offered a variety of allied health and technical programs. In January 1974, a Respiratory Therapy Technician program was started and continued in Phoenix until 1976.

Upon moving to California, the Scottsdale Education Center became California College for Respiratory Therapy and operated in San Diego from 1977 to 1980, offering only a Respiratory Therapy Technician program. In 1978 CCRT launched a distance-education model of its Respiratory Therapy program. CCRT changed its name in 1983 to California College for Health Sciences (CCHS).

National Education Company (NEC) and International Correspondence Schools (ICS) acquired the college in June 1996. In June 1997, Harcourt General acquired NEC, ICS’s parent corporation, and CCHS. In 2001, the Thomson Corporation acquired ICS (now Education Direct) and CCHS.

In May 2003, the College was purchased by California College, Inc. and became the newest member of a family of schools that includes the Stevens-Henager Colleges and CollegeAmerica. At that time, the name of the institution was changed to California College San Diego and the academic offerings were expanded to include degree

Mission and Objectives

We are dedicated to helping our students graduate and get a much better job sooner. We focus on educating people for rewarding careers and enriching lives. Our goal is for students to achieve success in career-oriented programs and enhance their skills in critical thinking, communication, problem solving, and using technology culminating in satisfactory career placement or advancement in current employment. To fulfill this goal, the Institution will:

1. Provide a solid foundation of specific competencies that will enable students to acquire the skills required in their chosen occupation.

2. Provide students with education and knowledge to become competent members of their communities, enabling them to appreciate and successfully cope with the human relations problems encountered in the workplace.

3. Provide programs that include a variety of skills that will bring students to a fuller realization of the world in which they live and work, so that they will be capable of achieving a satisfactory and rewarding career and lifestyle.

Campus Locations

Campus Locations – California College San Diego

San Diego – Main
6602 Convoy Court, Suite 100
San Diego, CA 92111
Phone: (619) 680-4430 Fax: (619) 295-5762

National City – Satellite of San Diego
700 Bay Marina Drive, Suite 100
National City, CA 91950
Phone: (619) 680-4421 Fax: (619) 498-1149

San Marcos – Branch
277 Rancheros Drive, Suite 200
San Marcos, CA 92069
Phone: (619) 680-4434

Facilities

Facilities – California College San Diego

San Diego
The main campus is a contemporary facility located centrally in the Kearny Mesa area of San Diego adjacent to the 805 freeway. The campus occupies approximately 38,000 square feet and encompasses four clinical laboratories specifically designed for allied health and respiratory-therapy training, in addition to a computer-science lab. The campus has ample parking with 600 spaces in addition to adjacent street parking if needed. The location is easily accessible by car or transit and is within walking distance of bus stops.

National City, a satellite of California College San Diego’s main campus, is located 14 miles south at Marina Gateway, adjacent to the 5 freeway, in the South Bay area of San Diego. The campus has wireless Internet access and approximately 14,000 square feet, with two medical labs, one computer lab, nine classrooms, a student lounge, a quiet study area with space for tutoring and a small Learning Resource Center, as well as student services, and other educational services. Parking is available to students and bus stops are within walking distance.

San Marcos
San Marcos, a branch of the California College San Diego main campus, is housed in a contemporary three-story office building with approximately 13,989 square feet, including plenty of space to grow in the future. The campus is located in northern San Diego County adjacent to the I-15 and 78 freeways. The college consists of five classrooms, two labs, two interview rooms, and seven administrative offices. The learning resource center is housed in a central area. A study/lounge area has computers available for student use. The facility has Wi-Fi throughout.

Accreditation

Accreditation – California College San Diego

California College San Diego® (CCSD) is accredited by ACCSC (Accrediting Commission of Career Schools and Colleges), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212. ACCSC is listed as a nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by the Department.

California College San Diego is a private institution licensed by means of accreditation by the California Bureau for Private Postsecondary Education.

California College San Diego’s Associate of Science in Respiratory Therapy program (200276-300033) is accredited by the Commission on Accreditation for Respiratory Care (CoARC). Commission on Accreditation for Respiratory Care: 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.

Governmental Agencies

Governmental Agencies – California College San Diego

California College San Diego is approved for the training of veterans and eligible persons under Title 38, United States Code.

Legal Control

Center for Excellence in Higher Education, Inc., an Indiana nonprofit corporation, legally controls Stevens-Henager College (including Independence University), CollegeAmerica (Arizona), CollegeAmerica (Colorado and Wyoming), and California College San Diego.
All colleges are affiliated. Officers at the corporation are Eric Juhlin, President; Todd Zywicki, Secretary and Treasurer. Directors are William C. Dennis, Todd Zywicki, Carl Barney, Eric Juhlin, Roy Hurd, Ken Konesco, Tal Tsfany, John Allison, and Jim Brown.

Calendar

Students can generally begin classes at the Institution in any month of the year. The Institution offers day and evening programs. Please see the detailed calendar on the last page of the catalog.

The length of academic programs is based on actual class time, not calendar months, and does not include breaks or holidays.

Program Modifications

The Institution prepares its students for employment in the technology, business, and medical communities. To best meet the needs of these employers, periodic revision of our courses and majors is necessary. The Institution, therefore, reserves the right to add to or delete material from courses, alter program content, cancel a program if there is insufficient enrollment, and change faculty, as circumstances indicate.

Disaster Affecting the College’s Operations

In the event of an “Act of God” affecting operations (e.g., fire, flood, hurricane, tornado, etc.), the Institution reserves the right to suspend training for a period not to exceed 90 days.

Disability Services

Philosophy

Students with disabilities have a right to reasonable accommodations.

What Is a Disability?

The Institution uses the definition of disability set forth in Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment;
- Is regarded as having such an impairment.

Exceptions

Students with diagnosed alcohol or drug abuse qualify for services only when not actively engaged in the use of those substances. Individuals with temporary disabilities (e.g., having a broken arm, recovering from surgery) do not qualify under the law as someone with a disability, and as such, are not entitled to reasonable accommodations.

Eligibility for Services

In order to receive accommodations, students must meet the following criteria:

1. Have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process, and
2. Request services from Disability Services through the Dean or Director of Student Services.

Provisional eligibility, which allows students to receive limited services and accommodations, may be granted in the following situations:

3. The student provides documentation that is outdated or incomplete and is in the process of obtaining updated documentation, or
4. The student does not have ready access to required documentation, but provides some other form of legitimate evidence of disability and the resulting limitations and agrees to provide the required documentation in a timely fashion.

Documentation Requirements

Students are required to provide the institution with medical or psychological documentation in order to receive accommodations. All medical information received by the Institution remains confidential and is released to other Institution personnel only with the student's written permission. Specific documentation requirements may vary slightly depending on the disability. Generally, students should use the following guidelines in determining what constitutes adequate documentation:

- Statement of disability, including diagnosis, instruments/tests used to reach that diagnosis, and current medications (if any) used to treat the condition and their potential side effects, signed by a qualified medical/psychological professional;
- Statement of the current impact of the disability on academic performance;
- Recommendations for appropriate academic accommodations.
If the student’s documentation is not current (within the last three to five years), or if the student has a learning disability and the most recent testing was prior to age 16, the student will be asked to seek more current testing and/or diagnostic information. This is to ensure that any accommodations made by the Institution are best suited to the student’s current needs and/or level of functioning.

Accommodations

Students with disabilities are entitled to reasonable accommodations at the Institution. Institution management will determine what reasonable accommodations to provide based appropriate documentation that outlines the needs of the student and the demands of the course.

Title IX and VI of the Civil Rights Act

All educational institutions receiving federal financial assistance are required to comply with Title IX of the Educational Amendments of 1972 and Title VI of the Civil Rights Act of 1964, whereby institutions do not discriminate on the basis of sex, race, color, or national origin in the educational programs or activities that they operate. The Institution admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

The Institution is subject to these requirements and complies fully. The Campus Director is the coordinator at the Institution. All students, faculty, and administrative employees should refer any complaints of discrimination in writing to the coordinator’s attention.

Vocational Rehabilitation Act

The Institution is an equal opportunity employer covered by Section 504 of the Vocational Rehabilitation Act of 1973 concerning non-discrimination under federal grants: Section 504. No otherwise qualified handicapped individual in the United States, as defined in Section 7(6) shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Campus Director is the Institution’s Equal Employment Opportunity Administrator. The Equal Employment Opportunity Administrator is responsible for ensuring that all applicants for admission are afforded equal opportunity in accordance with our EEO policy as well as supervising periodic reviews of our physical facilities and current policies, practices, and educational programs. In addition, the administrator is responsible for reviewing all complaints that allege discrimination of any sort.
Admissions Requirements

Applicants for admission must have graduated from an accredited high school, private secondary school, or have completed the equivalent (GED, HiSET, or TASC). High school transcripts in a foreign language must be translated and evaluated by a credential evaluation service for equivalency. Applicants must pay tuition in advance if they do not qualify for financial assistance programs.

Admissions Requirements

Applicants seeking admission to the Bachelor’s in Healthcare Administration must have prior or current work experience in the field of healthcare.

Admissions Requirements — BS Respiratory Therapy

To enroll in this program, applicants must have earned at least the Certified Respiratory Therapist (CRT) credential (requirement may be waived by Dean and Campus Director) and an associate’s degree in respiratory therapy from a Commission on Accreditation for Respiratory Care (CoARC) accredited program or possess a related associate’s degree in either life science (biology), physical science (chemistry, physics, or earth science), or healthcare. The applicant must also have their Registered Respiratory Therapist (RRT) credential or the Respiratory Care Practitioner (RCP) license from a state board agency prior to graduation.

For Admission into the AS Respiratory Therapy courses:

An admissions test is required. The minimum passing score on this test is 21.

Additional program requirements prior to first “clinical”; Negative drug screen (a drug screen may be requested at any point in the student’s academic progression by school officials and/or clinical placement sites). The costs of these tests are the responsibility of the student. Respiratory Therapy Program students must receive the following clearances before commencing clinical rotations:

1. Tuberculin Test (PPD) within the last year.
2. Tetanus, Diphtheria, Pertussis (Tdap) within the last 10 years.
3. Hepatitis B – Proof of 3 immunizations OR a titer showing that you are immune to Hep B.
4. Varicella (Chicken pox) – Proof of 2 immunizations OR titer showing that you are immune to the Chicken pox. * Please note that a doctor’s note stating that you “had disease” is NOT ACCEPTABLE. This does not mean you are immune to the Chicken Pox and you MUST get a titer to show immunity to the disease.
5. Measles, Mumps, Rubella (German Measles)- MMR - Proof of 2 immunizations OR titer showing you are immune to ALL three.
6. Flu shot – only need if you are scheduled in Clinical Rotations during August – March.
7. Background/Drug Test — approximately

California College San Diego does not accept ATB students.

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.

The National City location is a satellite of the main campus in San Diego. By definition, a satellite is an extension of classrooms of this main campus. Therefore, students that enroll at the satellite may be required to take courses at the main campus and the students from the main campus may need to take a course at the satellite.
$70. Must use the referred company by CCSD for placement into Clinical Rotations at Sharp or Scripps facilities.

*Please note that we understand that many of you have received backgrounds for your hospital work, but this is specific for use for both Sharp and Scripps facilities for the placement of students.

Admissions Procedures

To apply for enrollment, the student submits the completed application to the Director of Admissions. The student should also request that a high school transcript or a copy of a high school diploma, or a GED, HiSET, or TASC for an associate’s or bachelor’s degree, be sent to the Director of Admissions. A foreign graduate must provide a translated and evaluated copy of a transcript. Applicants also may call, fax, or write the Admissions Department to request an application.

Upon completion of the application and an interview with an Admissions staff member, the Director of Admissions will review the applicant’s goals. If it is determined that the applicant's educational and career goals are not aligned with the institution's mission, the college may deny admission.

Delivery Systems

Consortium and Articulation Agreements between Affiliated Schools

The Center for Excellence in Higher Education (CEHE) group of schools, including Independence University, CollegeAmerica, Stevens-Henager College, and California College San Diego, has consortium and articulation agreements in place that allow students enrolled at one campus (“home campus”) to concurrently take courses from any of the CEHE group of schools. All courses, grades, and attendance are recorded at the students’ home campus. Students must take at least 50% of their courses in a program at their home campus.

Online Distance Education Delivery

All students can expect to take courses or portions of courses via distance. All students, including both online and hybrid, will be required to complete a Computer Literacy Assessment (CLA) during the admissions process and must achieve a passing score of 14 or higher; students may retake the CLA two times in order to obtain the minimum passing score. If the student does not pass after two attempts, the student may enroll and reattempt the CLA by the end of the third week with the approval of the Dean. Students are also required to participate in an orientation session to ensure proper understanding of the distance-learning methods. During the orientation session the student will receive all passwords, complete course registration, and student questions will be reviewed. The orientation includes exposing students to the online communication system. The components of this system include threaded discussion groups, chat, submitting assignments, assessment processes, electronic libraries, online help desk, and emails. It is recommended that students have a computer that is adequate to operate effectively in this environment. Those students needing help assessing their current computer status should call the distance-learning training representative.

Students, including both online and hybrid, need access to a computer and Internet service. Students enrolling for the first time at the Institution are provided with a laptop computer that is loaded with Microsoft Office to use during their program enrollment. Students are also provided with any software required in their program as needed.

Hybrid Education Delivery

The hybrid educational delivery process integrates the benefits of the traditional face-to-face (FTF) teaching methodology with the flexibility and convenience of the online delivery method. Students enrolled in hybrid courses attend regularly scheduled FTF sessions with the instructor assigned to teach the course and the other students enrolled in the course. The activities conducted during the FTF sessions include but are not limited to lecture, hands-on laboratory assignments, classroom discussion, and other group activities. During the online portion of the course, students engage in synchronous and/or asynchronous interaction with fellow students and the instructor, and gain exposure to downloadable multi-media presentations, online research, and more.

The basic standards that apply to fully online students also apply to hybrid students while they are working online. Some specific expectations are listed below.

Hybrid Course Standards

- Each “hybrid” class will require 40 contact hours of combined face-to-face (FTF) and online participation/attendance.
- Amount of time allocated for FTF and online is determined by the requirements of the course (i.e., contact hours required to meet course description and learning objectives).
Directed Study

Directed Study is offered when a course is not available at the time a student needs that particular course to stay on track for graduation or to meet a pre-requisite requirement. Only 10% of all coursework for a program may be completed through directed study. Directed study requires a Directed Study Contract and approval of the Dean. This option is not available in the student’s first term of any program.

Externship Requirements

Externships must be attended during normal office hours only, and students are responsible for transportation to the externship site. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the institution’s control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the institution, the state, accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

If you have prior misdemeanor or felony convictions, you may be subject to denial of externships, employment opportunities, and/or professional licensure. You are advised that, in order to comply with clinical or employment requirements, you may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.

Certifications and Licenses

All arrangements, registration, and fees for certification and licensing examinations are the responsibility of the student. Check with the state for available licensing examinations. The institution will reimburse, within six months after graduation, a portion of the examination fees for successful completion of certification or licensing examinations, up to a total of $500. The institution makes no representation that a student will be able to pass certification or licensing examinations or as to a specific outcome resulting from a student’s successfully obtaining or passing a certification or license examination. See the disclosure statements that accompany the enrollment agreement. Certification is available for the Medical Assisting programs through the National Certification and Competency Testing organization and the National Healthcareer Association. Certification for Computer programs are available through Prometric in Microsoft, Novell, Cisco, A+, Network+, Server+, Linux+, and Mouse, Security+. An available certification for business programs is QuickBooks.

Certification or license examinations for the institution’s programs include but are not limited to the American Heart Association’s Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) certifications for the Respiratory Therapy program, certifications through the National Certification and Competency Testing organization for the Medical Assisting program, and for Business, Accounting, and Computer Science programs through Sylvan Prometrics.

Housing

No campus-based housing is available at any campus. Students must find their own housing arrangements, and the campus has no responsibility for housing, does not make recommendations for housing, and does not advise students on available housing facilities.

Rental housing is readily available within a 10-mile radius of each campus and ranges from $925 to $4,375 a month, based on data from Apartment.com, Craigslist and Zillow.
Tuition and Fees

No out-of-state tuition requirements apply.

<table>
<thead>
<tr>
<th>Associate's Programs</th>
<th>Total Tuition Charges (Based on # of quarter credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management and Accounting</td>
<td>$42,389</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>$42,273</td>
</tr>
<tr>
<td>Computer Technology and Networking</td>
<td>$42,408</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>$42,488</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>$49,468</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor's Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>$74,620</td>
</tr>
<tr>
<td>Computer Science</td>
<td>$74,700</td>
</tr>
<tr>
<td>Healthcare Administration</td>
<td>$74,778</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>$81,606</td>
</tr>
</tbody>
</table>

For active duty military personnel and their spouses, National Guard personnel and their spouses, military reservists and their spouses, and Department of Defense/Veteran Administration employees and their spouses and adult children, the regular tuition will be discounted across the board to a level that will be equivalent to $250 per credit hour for all associate’s, bachelor’s, and master’s programs. Those receiving this discount shall not be eligible to receive any scholarships offered by the Colleges.

Books are loaned at no charge for all programs. The cost of uniforms and laboratory supplies for the health sciences programs are included in tuition.

In the event a check is returned for any reason, a $35 charge will be made to the student’s account. Refund calculations are complex. For further information and examples, read the catalog, and visit our Financial Aid office.

The State of California charges a fee to sit for the state licensure exams. This amount cannot be included in the federal financial aid calculation.

Student Tuition Recovery Fund:

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial Aid

Funding Tuition

The institution offers individual financial planning sessions for each student and family. The institution participates in the Title IV Federal Financial Aid Program that includes Federal Pell Grants, Federal Parent Loans for Undergraduate Study, the Federal Supplemental Educational Opportunity Grant, and the Federal Direct Student Lending program. All students must have an appointment with the Finance Department prior to starting school to arrange payment of tuition. Prospective students may request a Student Financial Aid Guide, a Financial Aid Consumer Information packet, and other pertinent information and forms from the Finance Department. Private loans, scholarships, and electronic tuition payments are available to students to cover the cost of tuition as listed below. The institution will work with any bank that the student wishes to use for student alternative private loans, in addition to those banks and programs listed below. Please see the local campus Financial Aid office for information about specific lenders.

Educational Plan: This convenient budget plan uses a payment plan to help a student meet educational expenses. Monthly payments made to a student’s account while in school will reduce the principal balance and future interest charges. Interest will begin to accrue 45 days after graduation; if a student withdraws, interest will start accruing 45 days after the withdrawal. A five percent discount is applied when a student pays in full for at least one academic year or more. This discount does not apply to monthly or partial payments and does not apply to employer reimbursements.

- A $10 late fee will be assessed on accounts overdue more than 15 days.
- A $35 fee will be assessed for each returned check.

Scholarships and Grants

Application Requirements for Scholarships

Recipients must meet all admissions and financial requirements of the Institution for initial and continued enrollment. All scholarships include specific eligibility criteria and may be awarded only after application, determination of eligibility, and approval by the Institution.

A prospective student who is interested in applying for one of the scholarships will:

1. Complete a Scholarship Application Form
2. Sign an affidavit of eligibility
3. Submit an essay (approximately 500 words) on “How will earning a degree change my life?”

The requirements above apply to all scholarship programs except for the Academic and Bachelor’s Degree, which have their own application and selection criteria. An applicant for a scholarship must submit all of the required paperwork to the Institution at least one week prior to the start of the prospective student’s first module.

General Policies for Scholarships and Grants

A student may not receive multiple grants, scholarships, or a grant and a scholarship simultaneously from the institution; a student may only receive a single grant or a single scholarship from the institution at any given time. A student may have other external scholarships or grants in addition to the one awarded by our institution.

Scholarships and grants are non-transferable, apply to tuition only, and will not result in a cash payment to students. All scholarships and grants are waivers of tuition. The number of qualified applicants determines the total amount awarded by the campus in any academic year.
Available Scholarships

**Academic Scholarship:** An Academic Scholarship of up to $8,000 may be awarded by a campus to high school seniors. Students must enroll and start classes no later than one year after their graduation from high school. Applicants who graduate from high school with a GPA of 3.5 or higher (as evidenced on an official transcript) are exempt from testing and receive $8,000. Other applicants must take the Otis Lennon test and can receive an award based upon the following scores:

1. Applicants who score >34 receive a scholarship award of $7,000
2. Applicants who score >46 receive a scholarship award of $7,500
3. Applicants who score >58 receive a scholarship award of $8,000

To remain eligible for the scholarship, recipients must maintain a cumulative GPA of 3.0.

**Build a Better Future Scholarship:** This $3,000 scholarship is to help people who have successfully completed the institution's GED classes and earned their GED. There is no limit on how many Build a Better Future scholarships a campus can award each year. To be eligible, applicants must have completed the institution's GED classes, must have earned their GED, and must apply for the scholarship within one year of earning their GED. The applicant must have a recommendation letter from the institution's GED Coordinator or designate. To remain eligible for the scholarship, recipients must maintain a 3.0 cumulative GPA.

**Bachelor's Degree Scholarship:** A Bachelor's Degree Scholarship program is available for graduates of the Institution's Associate's degree programs. The scholarship award is $5,000. In order to qualify, the applicant must have graduated with an Associate's degree from the Institution with a 2.5 CGPA. Once awarded, a recipient has seven years from the time he/she graduated from the Associate's program to use the scholarship for one of our Bachelor's degree programs. To remain eligible for the Bachelor's Scholarship, a recipient must maintain a 3.0 cumulative GPA while in the Bachelor's program.

**Clinical/Externship Sponsor Grant:** Full-time employees of a clinical/externship sponsoring facility are eligible for a 33% tuition grant toward any currently offered degree program. A Clinical/Externship Sponsor Grant recipient must be a full-time employee of a sponsoring facility and must complete a clinical grant recipient disclaimer. The recipient remains eligible for the grant provided 1) he/she remains employed by the sponsoring facility and 2) the facility where the recipient works must remain a sponsoring facility. A grant recipient may transfer within our family of colleges or change programs but must still meet all eligibility requirements. The Clinical/Externship Sponsor Grant may not be combined with any other grant or scholarships offered by the institution, is nontransferable, applies to tuition only, and does not result in a cash payment to the student.

**Career Grants:** There are three types of Career Grants. Each type of Career Grant is $5,000. Each campus is restricted in the number of Career Grants that they can award each module.

1. **Dependent Student Grant:** This grant is only available to applicants that are considered “Dependent” pursuant to federal financial aid rules. A student must be Dependent for financial aid purposes to apply for and receive this grant.
2. **1st Time College Grant:** This grant is for an applicant that has never attended college before. The student
must attest that they have never earned college credit at any other college to receive this grant.

3. **Return to Learn Grant:** This grant is for an applicant that has been to college before and already earned some college credit. The student must document or attest that they have previously earned some college credit.

**PAC (Program Advisory Committee) Member Grants:** These grants are for the employees of companies that serve on one or more campus PACs. This program is currently being revised. See your Campus Director for details.

**Matching Funds**

Matching funds are available for students employed by an organization that reimburses its employees for educational costs. A student is eligible for matching funds only after providing written evidence that the student is being reimbursed for educational costs during the time frame in which he/she is an active student at the institution. A student whose status with the institution is active or graduate and who is employed by the organization may receive an amount of up to $5,000 for associate's degrees or up to $10,000 for bachelor's degrees. The matching funds allowance will not exceed the tuition reimbursement award of the employer and the maximum limit established by the institution. The matching funds will be posted to the student's account when funds are received by the employee up to the maximum limit. In the event that students transfer credits to the institution, the matching funds allowance will be reduced proportionally.

**Refund Policy**

All refunds will be processed within 45 days of the Date of Determination of withdrawal. The Date of Determination is the earlier of:

a. The date the institution receives notice from the student that he/she is withdrawing;

b. The date the student's enrollment is terminated by the institution;

c. For a student who withdraws without notifying the institution, 14 calendar days following the student's last documented date of attendance/participation.

Refunds will be based on the Institution’s Refund Policy. California College San Diego complies with state and federal refund policies.

Students have the right to withdraw at any time, by notifying the institution, in writing, at the address on the enrollment agreement. Such notice is effective when the institution receives the notice. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If a student withdraws after midnight of the first day of classes in the first academic year, or seven days after enrollment, whichever is the longer, the institution will refund any monies paid minus an administrative fee of $150 and any charges for books and uniforms issued. Thereafter, a student may terminate his/her enrollment by giving written notice to the Institution.

Refunds shall be determined by pro-rating the amount paid for instruction. If the withdrawal date is after the completion of more than 60% of the period of enrollment, no refund is due. This initial amount, plus any equipment charges paid by the student, will be reduced by the cost of any equipment that is not returned in usable condition within 30 days.

Refunds are calculated using two methods: the state refund policy and the Return of Title IV policy (see below). When the withdrawal record involves federal financial aid funds, the Return of Title IV takes priority and must be observed before any other refund calculation. Refund calculations are complex. For further information and examples, visit the Institution’s Financial Aid Office.

**Military Tuition Assistance Refund Policy**

For any student withdrawing from the institution who is receiving Tuition Assistance (TA) from the Department of Defense, the institution will return any unearned TA funds on a proportional basis through the 60 percent portion of the academic term of the program for which the funds were provided. TA funds will be earned proportionally during an academic term with unearned funds being returned based upon when a student stops attending.

If a refund is owed, the institution shall pay the refund to the person or entity that paid the tuition within 30 calendar days after the date of determination of withdrawal.

The institution will calculate the student's TA eligibility based on the last date of attendance using the following formula:

<table>
<thead>
<tr>
<th>Proportion of the Academic Term Completed as of Date of Withdrawal or Termination</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdraw prior to the program start</td>
<td>100% return of funds</td>
</tr>
<tr>
<td>Withdraw after completing 1 to 10% of the academic term</td>
<td>90% return of funds</td>
</tr>
<tr>
<td>Withdraw after completing 11 to 20% of the academic term</td>
<td>80% return of funds</td>
</tr>
</tbody>
</table>
Return of Title IV Funds

If a student receives Title IV student financial assistance (Federal Pell Grants, Federal Supplemental Grants, Federal Family Education Loans), special rules apply when a student withdraws or is terminated. These rules are independent of the institution’s refund policy. Thus, there may be cases in which the institution is required by the government to return Title IV funds even though such funds are needed to pay the student’s institutional charges. In all cases, the student remains responsible for paying institutional charges as determined by the refund policy.

<table>
<thead>
<tr>
<th>Withdrawal Percentage</th>
<th>Return of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>21% to 30%</td>
<td>70% return of funds</td>
</tr>
<tr>
<td>31% to 40%</td>
<td>60% return of funds</td>
</tr>
<tr>
<td>41% to 50%</td>
<td>50% return of funds</td>
</tr>
<tr>
<td>51% to 59%</td>
<td>40% return of funds</td>
</tr>
<tr>
<td>At least 60%</td>
<td>No return of funds</td>
</tr>
</tbody>
</table>
Earning and Returning Title IV Funds

Special rules apply for withdrawals and terminations when the student is a recipient of certain Title IV Federal Student Aid recipients. (Title IV aid includes Federal Pell Grants, Federal Supplemental Opportunity Grants, Direct Loans, and Federal PLUS Loans.)

Undergraduate programs use modules-within-terms for Financial Aid. Each term consists of four modules that are each 4-weeks in length. The academic year is considered to be two terms that are each 16 weeks in length. Each term is considered the payment period for Title IV funding.

For any student who withdraws during a payment period that begins after June 30, 2011 without completing all the days in the payment period, a Return to Title IV (R2T4) calculation must be performed according to Title IV regulations. If the student then re-enters prior to the end of that same payment period, the student is eligible to receive any funds for which the student was eligible prior to the withdrawal if the enrollment status supports those amounts, including any returned funds.

If a student officially withdraws or is terminated by the institution, the last date of attendance will be used to calculate both refunds and the return of Title IV Funds (if the latter is necessary). If a student stops attending and makes no formal withdrawal request the student will be withdrawn after 14 days of non-attendance/non-participation, and the last date of attendance will be used in all withdrawal calculations as the last date of the student’s obligation.

The Return of Title IV, as defined by the 1998 Amendments to the Higher Education Act of 1965, applies to any student receiving federal financial aid and who withdraws on or before 60% of the calendar days to the end of the period of enrollment or payment period. The percentage of Title IV that has been earned is equal to the percentage of the payment period or period of enrollment that the student completed by the withdrawal date (documented last day of attendance/participation). If the withdrawal date is after the completion of more than 60% of the period of enrollment, the student has earned 100% of the Title IV funds. If the amount of Title IV that the student has earned (as calculated) is less than the amount of Title IV that was disbursed, the difference must be returned within 45 days of the Date of Determination to the appropriate program. No additional disbursements will follow.

Example of the California Pro Rata Refund Policy

Formula: A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided, subtracted from the amount paid by the student, calculated as follows: divide the total number of days in the term by the number of days attended in that term to get the percentage of attendance. Multiply the total term tuition by the percentage of attendance. This is the earned amount of tuition by the student. A straight pro rata refund of tuition will be given to the student up to, but not including, 60% attendance. 60% or greater attendance will result in no tuition refund.

Refund Calculation Example

Tuition only, no adjustments for registration fee or computers or books not returned:

Assume that you attend 12% of your term, costing $8,500 in tuition. The calculation would be 12% x $8,500 = $7,480 (refund).

Degree Programs

Not all programs and areas of emphasis are approved at each campus; see the program descriptions in this catalog for more information.

The institution reserves the right to vary the order in which courses are offered within each program, to update and make changes to the subject matter, schedules, and course material, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Course Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
<tr>
<td>APP</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>BIO</td>
<td>Biology</td>
</tr>
<tr>
<td>BIS</td>
<td>Business Information Security</td>
</tr>
<tr>
<td>CAP</td>
<td>Capstone</td>
</tr>
<tr>
<td>CMN</td>
<td>Communication</td>
</tr>
<tr>
<td>CSS</td>
<td>College Success Strategies</td>
</tr>
<tr>
<td>ECN</td>
<td>Economics</td>
</tr>
<tr>
<td>ENG</td>
<td>English</td>
</tr>
<tr>
<td>ETH</td>
<td>Ethics</td>
</tr>
<tr>
<td>EXT</td>
<td>Externship</td>
</tr>
<tr>
<td>FIN</td>
<td>Finance</td>
</tr>
<tr>
<td>HCA</td>
<td>Healthcare Administration</td>
</tr>
<tr>
<td>HIM</td>
<td>Health Information Management</td>
</tr>
<tr>
<td>HIS</td>
<td>History</td>
</tr>
<tr>
<td>HRM</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td>HSM</td>
<td>Health Services Management</td>
</tr>
</tbody>
</table>
Definition of Credit

Academic credit is measured in quarter credit hours. Credits are based on the amount of time students spend in class, in a laboratory setting, on an externship, or in a combination of the three. Additionally, credits are based on the amount of time students spend on out-of-class activities such as readings, research, writing papers, and/or working on assignments and projects.

Students are enrolled in classes every four weeks. A clock hour is equal to 50 minutes of instruction. One-quarter credit hour is equivalent to a minimum of 10 clock hours in class, 20 clock hours in a laboratory, or 30 clock hours devoted to an externship, or a combination of the three. Students are expected to spend two hours working on out-of-class activities for every one hour in the classroom. For example, if a student is scheduled for 10 hours of classroom instruction in a week, he or she would be expected to spend 20 hours working on out-of-class activities. Therefore, it is very important that students budget their time to allow for completion of supplementary learning activities to ensure success in their studies.

Course Numbering System

For undergraduate programs, courses numbered 100 to 299 are considered basic to the learning process of the student. Courses numbered 300 to 499 are generally considered upper-level work.

General Education Courses

General education courses are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMN 201</td>
<td>Communication and Public Speaking</td>
</tr>
<tr>
<td>CMN 205</td>
<td>Communication and Public Speaking</td>
</tr>
<tr>
<td>ECN 220</td>
<td>Economics</td>
</tr>
<tr>
<td>ECN 221</td>
<td>Economic Principles</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
</tr>
<tr>
<td>ENG 105</td>
<td>English Writing Fundamentals</td>
</tr>
<tr>
<td>ENG 310</td>
<td>Advanced Interpersonal Communication</td>
</tr>
<tr>
<td>ETH 233</td>
<td>Ethics</td>
</tr>
<tr>
<td>HIS 220</td>
<td>American Civilization</td>
</tr>
<tr>
<td>MAT 220</td>
<td>College Algebra</td>
</tr>
<tr>
<td>PHI 210</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>PSY 220</td>
<td>Psychology</td>
</tr>
<tr>
<td>PSY 250</td>
<td>Positive Psychology</td>
</tr>
<tr>
<td>PSY 255</td>
<td>Psychology and Emotional Intelligence</td>
</tr>
<tr>
<td>SOC 240</td>
<td>World Cultures</td>
</tr>
<tr>
<td>SOC 400</td>
<td>Sociology of Aging</td>
</tr>
<tr>
<td>STA 322</td>
<td>Statistics</td>
</tr>
</tbody>
</table>

Applied general education course in Medical Assisting program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 120</td>
<td>Healthcare Calculations and Accounting</td>
</tr>
</tbody>
</table>
School of HEALTHCARE

Associate of Occupational Studies: Medical Assisting

Associate of Science: Respiratory Therapy

Bachelor of Science: Healthcare Administration Respiratory Therapy
Associate of Occupational Studies Degree

Medical Assisting

California College San Diego, San Diego and San Marcos

20 Months

The Medical Assisting AOS degree program is designed to provide the students the knowledge and clinical skills for gaining entry-level employment in a medical facility in both administrative and clinical areas. Specific training is provided in preparing instruments and materials, vital signs, phlebotomy, medication preparation and administration, clinical documentation and assisting the physician with exams and procedures. Training in computer and administrative skills is also provided as they pertain to electronic health records and medical office procedures. The student will be able to function independently with administrative duties as well as clinical duties and computer functions of the office.

PROGRAM OBJECTIVES:

Upon completion of this program students demonstrate the primary duties of medical assistants in the front-office administrative and back office clinical functions of a medical office, clinic, surgical center or hospital, which include:

- Completing patient history and measuring vital signs
- Assisting with patient examinations or treatments
- Giving patients injections as directed by the physician
- Collecting routine laboratory specimens and performing basic laboratory procedures
- Completing general medical office procedures including medical records and medical reception
- Demonstrating telephone techniques and communication skills

SOC code 31-9092

The externship in this program is a credit-earning course. Externship sites are assigned to students based on the availability of sites at the time of the course. All students must complete an externship in order to graduate. Students will generally do their externship at a doctor's office, clinic, hospital, or other healthcare-related facility. This gives graduates exposure to working with patients or general medical procedures and practices, such as insurance, coding and billing, phlebotomy, etc. Although externships are not required by most states for subjects taught in the Medical Assisting program, they are a requirement for graduation. A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP 110</td>
<td>Business Computer Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>CSS 105</td>
<td>Psychology of Motivation</td>
<td>5.0</td>
</tr>
<tr>
<td>CSS 295</td>
<td>Professional Development</td>
<td>5.0</td>
</tr>
<tr>
<td>EXT 101</td>
<td>Externship</td>
<td>5.0</td>
</tr>
<tr>
<td>LBT 280</td>
<td>Medical Laboratory Processes</td>
<td>3.0</td>
</tr>
<tr>
<td>LBT 295</td>
<td>Phlebotomy and Laboratory Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>MED 100</td>
<td>Medical Terminology, Law, and Ethics</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 102</td>
<td>Medical Aseptic Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>MED 103</td>
<td>Cardiopulmonary/ECG</td>
<td>3.0</td>
</tr>
<tr>
<td>MED 105</td>
<td>Microbiology and Clinical Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>MED 106</td>
<td>Vital Signs and Emergencies</td>
<td>3.0</td>
</tr>
<tr>
<td>MED 109</td>
<td>Medical Records and Computerized Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>MED 116</td>
<td>Medical Billing and Computerized Administration</td>
<td>3.5</td>
</tr>
<tr>
<td>MED 210</td>
<td>Professional Medical Coding</td>
<td>3.0</td>
</tr>
<tr>
<td>MED 211</td>
<td>Insurance Specialist</td>
<td>3.0</td>
</tr>
<tr>
<td>MED 280</td>
<td>Skeletal and Muscular Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 281</td>
<td>Cardiac and Respiratory Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 282</td>
<td>Lymphatic, Immune, and Endocrine Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 283</td>
<td>Digestive, Reproductive, and Urinary Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>PHR 150</td>
<td>Pharmacology</td>
<td>3.5</td>
</tr>
</tbody>
</table>

General education courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMN 205</td>
<td>Communication and Public Speaking</td>
<td>5.0</td>
</tr>
<tr>
<td>ENG 105</td>
<td>English Writing Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>PSY 255</td>
<td>Psychology and Emotional Intelligence</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Applied general education courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 120</td>
<td>Healthcare Calculations and Accounting</td>
<td>5.0</td>
</tr>
</tbody>
</table>

TOTAL MINIMUM NUMBER OF CREDITS: 94

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.
All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

**Associate of Science Degree**

**Respiratory Therapy**

California College San Diego, San Diego

**21 Months**

The Associate Degree curriculum in Respiratory Therapy includes supervised didactic, laboratory, and clinical learning activities followed by standardized testing and performance evaluations. Students will begin with anatomy and physiology and advance to the latest mechanical ventilators. In the clinical portion of the curriculum, students are assigned a clinical instructor who provides supervision and instruction on every aspect of respiratory patient care. The curriculum objectives were derived from job analysis conducted by the National Board for Respiratory Care (NBRC) based upon American Association of Respiratory Care practice guidelines. Students who master the course objectives are able to demonstrate the knowledge and cognitive skills, technical proficiency, and professional behaviors required for competent performance in delivering and managing sophisticated diagnostic, therapeutic, and life-support services, including ventilatory life-support, administration of medical gases and aerosols, and cardiopulmonary assessment and monitoring. Entry-level respiratory therapy positions in hospitals and care centers are available to graduates of the program.

Admissions requirements for this program are listed in the Admissions section of this catalog.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 116</td>
<td>Airway Management</td>
<td>3.0</td>
</tr>
<tr>
<td>RES 118</td>
<td>Cardiopulmonary Pharmacology I</td>
<td>2.0</td>
</tr>
<tr>
<td>RES 119</td>
<td>Cardiopulmonary Pharmacology II</td>
<td>2.0</td>
</tr>
<tr>
<td>RES 125</td>
<td>Medical Gas Therapy/Humidity and Aerosol Therapy</td>
<td>3.0</td>
</tr>
<tr>
<td>RES 128</td>
<td>Arterial Blood Gases/Advanced Cardiopulmonary Physiology</td>
<td>3.0</td>
</tr>
<tr>
<td>RES 137</td>
<td>Cardiopulmonary Pathophysiology I</td>
<td>2.0</td>
</tr>
<tr>
<td>RES 138</td>
<td>Cardiopulmonary Pathophysiology II</td>
<td>2.0</td>
</tr>
<tr>
<td>RES 145</td>
<td>Pulmonary Function Testing and Cardiopulmonary Diagnostics</td>
<td>3.0</td>
</tr>
<tr>
<td>RES 196</td>
<td>Clinical Experience I</td>
<td>11.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 205</td>
<td>Lung Hyperinflation Therapy/ Bronchial Hygiene Therapy</td>
<td>3.0</td>
</tr>
<tr>
<td>RES 216</td>
<td>Mechanical Ventilation I</td>
<td>4.0</td>
</tr>
<tr>
<td>RES 236</td>
<td>Mechanical Ventilation II</td>
<td>4.0</td>
</tr>
<tr>
<td>RES 246</td>
<td>Pulmonary Rehabilitation</td>
<td>2.0</td>
</tr>
<tr>
<td>RES 256</td>
<td>Neonatal and Pediatric Care</td>
<td>4.0</td>
</tr>
<tr>
<td>RES 276</td>
<td>Advanced Cardiac Life Support/ Multi-skilled RT</td>
<td>3.0</td>
</tr>
<tr>
<td>RES 292</td>
<td>Clinical Experience II</td>
<td>16.5</td>
</tr>
<tr>
<td>RES 298</td>
<td>Case Studies and Board Review</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Prerequisite courses:**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 131</td>
<td>Cardiopulmonary and Renal Anatomy and Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>BIO 155</td>
<td>Patient Assessment</td>
<td>4.0</td>
</tr>
<tr>
<td>CSS 101</td>
<td>Psychology of Motivation</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 100</td>
<td>Medical Terminology, Law, and Ethics</td>
<td>4.0</td>
</tr>
<tr>
<td>RES 105</td>
<td>Intro to Respiratory Therapy, Microbiology, and Infection Control</td>
<td>4.0</td>
</tr>
<tr>
<td>SCI 101</td>
<td>Math, Chemistry, and Physical Sciences for Respiratory Therapy</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**General education courses:**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111</td>
<td>Anatomy and Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>CMN 201</td>
<td>Communication and Public Speaking</td>
<td>4.0</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 220</td>
<td>College Algebra</td>
<td>4.0</td>
</tr>
<tr>
<td>PHI 210</td>
<td>Critical Thinking</td>
<td>4.0</td>
</tr>
<tr>
<td>PSY 250</td>
<td>Positive Psychology</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**TOTAL MINIMUM NUMBER OF CREDITS:** 117.5

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

**Additional information for respiratory therapy students:**

After a program audit is conducted and it has been determined that student has met all degree requirements and his or her account is current, the student will be awarded an Associate of Science degree.

**Please note:** Students who have prior felony convictions
might not be licensed as a respiratory care practitioner. Please contact the Respiratory Care Board for more information.

To help improve outcomes on Therapist Multiple Choice (TMC) exam and Clinical Simulation Exam (CSE), students are not permitted to challenge out of RES 298 by taking a competency examination except with consent of the Dean.

Upon successful completion of all requirements, the college will enter the student’s graduate status into the National Board for Respiratory Care (NBRC) Electronic Eligibility Database (EED), which allows the graduate to pay and sign up for the TMC examination. When the student achieves RRT eligibility as determined by the NBRC, he/she can sign up for the CSE. Upon successful completion of both TMC and CSE, and earning the RRT credential, the graduate is then able to apply for licensure in the state of California.

Graduates will need to obtain the Respiratory Care Practitioner (RCP) license in order to be eligible for employment as a respiratory therapist in the state of California. See page 25 for requirements for the Respiratory Care Practitioner license in the State of California (www.rcb.ca.gov).

Bachelor of Science Degree

Healthcare Administration

**NOT ACCEPTING APPLICATIONS AT THIS TIME**

California College San Diego, San Marcos

**36 Months**

The Bachelor of Science in Healthcare Administration is designed to provide healthcare practitioners and others with the skills and competencies to function in administrative positions in hospitals, clinics, long-term care facilities, and related businesses. The level of position attained will vary according to the background and the experience the graduate brings to the job. This program is designed to help the professional meet increasing administrative responsibilities within the healthcare industry. The curriculum provides a working foundation in management and interpersonal skills, while introducing the student to the healthcare delivery system and business with its various issues and challenges. Graduates are prepared to assume increased administrative responsibilities with an understanding of the larger, more complex system in which they work.

Applicants for this program are required to have work experience in the healthcare field at the time of enrollment.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>Accounting for Non-Accountants</td>
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</tr>
<tr>
<td>APP 110</td>
<td>Business Computer Fundamentals</td>
<td>5.00</td>
</tr>
<tr>
<td>CSS 101</td>
<td>Psychology of Motivation</td>
<td>4.00</td>
</tr>
<tr>
<td>CSS 299</td>
<td>Professional Development</td>
<td>4.00</td>
</tr>
<tr>
<td>HCA 120</td>
<td>Fieldwork in Health Careers</td>
<td>4.00</td>
</tr>
<tr>
<td>HCA 220</td>
<td>Introduction to Healthcare Management</td>
<td>4.00</td>
</tr>
<tr>
<td>HCA 300</td>
<td>The Healthcare System</td>
<td>4.00</td>
</tr>
<tr>
<td>HCA 320</td>
<td>Healthcare Standards Professional Practice</td>
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<tr>
<td>HCA 340</td>
<td>Public Health Communication</td>
<td>4.00</td>
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<td>HCA 375</td>
<td>Healthcare Financial Administration</td>
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<tr>
<td>HCA 430</td>
<td>Healthcare Reimbursement Systems and Policies</td>
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<tr>
<td>HCA 432</td>
<td>Healthcare Economics and Policy</td>
<td>4.00</td>
</tr>
<tr>
<td>HCA 440</td>
<td>Legal and Ethic Aspects of Healthcare Administration</td>
<td>4.00</td>
</tr>
<tr>
<td>HCA 460</td>
<td>Health Facility Operations</td>
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</tr>
<tr>
<td>HCA 462</td>
<td>Long-Term Care Administration</td>
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<td>HCA 499</td>
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<td>HIM 225</td>
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<td>Principles of Epidemiology</td>
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<td>HSM 335</td>
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<td>HSM 410</td>
<td>Leadership in Healthcare</td>
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<td>HSM 420</td>
<td>Quality Performance Management and Methods</td>
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<tr>
<td>MAN 113</td>
<td>Management Principles &amp; Professional Success</td>
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<tr>
<td>MAN 115</td>
<td>Marketing &amp; Business Etiquette</td>
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<tr>
<td>MAN 234</td>
<td>Business Law &amp; Ethics</td>
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</tr>
<tr>
<td>MAN 325</td>
<td>Operations Management &amp; Problem Solving</td>
<td>5.00</td>
</tr>
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<td>MAN 445</td>
<td>Human Resource Standards, Strategy &amp; Management</td>
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</tr>
<tr>
<td>MED 100</td>
<td>Medical Terminology, Law and Ethics</td>
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<tr>
<td>MED 108</td>
<td>Medical Billing</td>
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<td>MED 109</td>
<td>Medical Records and Communication</td>
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<td>MED 201</td>
<td>Anatomy &amp; Physiology</td>
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<td>Professional Medical Coding</td>
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<td>MED 385</td>
<td>Issues in Public Health</td>
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SOC code: 11-9111
General education courses:

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMN 201</td>
<td>Communication and Public Speaking</td>
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<tr>
<td>ECN 220</td>
<td>Economics</td>
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</tr>
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<td>ECN 221</td>
<td>Economic Principles</td>
<td>4.00</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>4.00</td>
</tr>
<tr>
<td>ENG 310</td>
<td>Advanced Interpersonal Communication</td>
<td>4.00</td>
</tr>
<tr>
<td>HIS 220</td>
<td>American Civilization</td>
<td>4.00</td>
</tr>
<tr>
<td>MAT 220</td>
<td>College Algebra</td>
<td>4.00</td>
</tr>
<tr>
<td>PHI 210</td>
<td>Critical Thinking</td>
<td>4.00</td>
</tr>
<tr>
<td>PSY 220</td>
<td>Psychology</td>
<td>4.00</td>
</tr>
<tr>
<td>SOC 240</td>
<td>World Cultures</td>
<td>4.00</td>
</tr>
<tr>
<td>SOC 400</td>
<td>Sociology of Aging</td>
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</tr>
<tr>
<td>STA 322</td>
<td>Statistics</td>
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</table>

TOTAL MINIMUM NUMBER OF CREDITS: 181.5

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Bachelor of Science Degree

Respiratory Therapy

California College San Diego, San Diego

36 Months

The Bachelor of Science in Respiratory Therapy provides the student with the skills that are needed for clinical practice or patient care or leadership roles in a general healthcare facility (for example, a hospital, clinic, or medical office) or in an environment related (for example, sleep lab, hyperbaric, home care, or pulmonary rehabilitation) to the field of respiratory therapy. The curriculum contains information on management and current issues and trends in healthcare, exposing students to the latest developments in respiratory care. The program includes a general education component, a foundation in cardiopulmonary sciences, and coursework in the traditional respiratory care specialties of critical care, perinatal and pediatrics, and cardiopulmonary diagnostics. Students who request transfer of credit for an associate’s degree must have graduated from a CoARC-accredited program. All credits earned in the college’s Associate of Science in Respiratory Therapy program are transferable into this bachelor’s program.

Admissions requirements for this program are listed in the Admissions section of this catalog.

**SOC Code:** 29-1126

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BIO 131</td>
<td>Cardiopulmonary and Renal Anatomy and Physiology</td>
<td>4.0</td>
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<tr>
<td>BIO 155</td>
<td>Patient Assessment</td>
<td>4.0</td>
</tr>
<tr>
<td>CSS 101</td>
<td>Psychology of Motivation</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 100</td>
<td>Medical Terminology, Law, and Ethics</td>
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<tr>
<td>RES 105</td>
<td>Intro to Respiratory Therapy, Microbiology, and Infection Control</td>
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<tr>
<td>SCI 101</td>
<td>Math, Chemistry, and Physical Sciences for Respiratory Therapy</td>
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**Pre-Core Courses:**

<table>
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<tr>
<th>Course No.</th>
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<tbody>
<tr>
<td>RES 116</td>
<td>Airway Management</td>
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<tr>
<td>RES 118</td>
<td>Cardiopulmonary Pharmacology I</td>
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<tr>
<td>RES 119</td>
<td>Cardiopulmonary Pharmacology II</td>
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</tr>
<tr>
<td>RES 125</td>
<td>Medical Gas Therapy/Humidity and Aerosol Therapy</td>
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<tr>
<td>RES 128</td>
<td>Arterial Blood Gases/Advanced Cardiopulmonary Physiology</td>
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<tr>
<td>RES 137</td>
<td>Cardiopulmonary Pathophysiology I</td>
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<td>RES 138</td>
<td>Cardiopulmonary Pathophysiology II</td>
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<tr>
<td>RES 145</td>
<td>Pulmonary Function Testing and Cardiopulmonary Diagnostics</td>
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<tr>
<td>RES 196</td>
<td>Clinical Experience I</td>
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<tr>
<td>RES 205</td>
<td>Lung Hyperinflation Therapy/ Bronchial Hygiene Therapy</td>
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</tr>
<tr>
<td>RES 216</td>
<td>Mechanical Ventilation I</td>
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<tr>
<td>RES 236</td>
<td>Mechanical Ventilation II</td>
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<tr>
<td>RES 246</td>
<td>Pulmonary Rehabilitation</td>
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<tr>
<td>RES 256</td>
<td>Neonatal and Pediatric Care</td>
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<tr>
<td>RES 276</td>
<td>Advanced Cardiac Life Support/Multi-skilled RT</td>
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<tr>
<td>RES 292</td>
<td>Clinical Experience II</td>
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<tr>
<td>RES 298</td>
<td>Case Studies and Board Review</td>
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<td>Course</td>
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<td>Credits</td>
</tr>
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<tr>
<td>BIO 111</td>
<td>Anatomy and Physiology</td>
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</table>

**Students with a CRT credential begin here:**

**General education:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>CMN 201</td>
<td>Communication and Public Speaking</td>
<td>4.0</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>4.0</td>
</tr>
<tr>
<td>MAT 220</td>
<td>College Algebra</td>
<td>4.0</td>
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<tr>
<td>PHI 210</td>
<td>Critical Thinking</td>
<td>4.0</td>
</tr>
<tr>
<td>PSY 220</td>
<td>Psychology</td>
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</table>

**Students with an Associate Degree and CRT and /or RRT* credentials begin here:**

**Core Courses:**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>APP 101</td>
<td>Computer Fundamentals</td>
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</tr>
<tr>
<td>CSS 299</td>
<td>Professional Development</td>
<td>4.0</td>
</tr>
<tr>
<td>HCA 300</td>
<td>The Healthcare System</td>
<td>4.0</td>
</tr>
<tr>
<td>HCA 440</td>
<td>Legal and Ethical Aspects of Healthcare Administration</td>
<td>4.0</td>
</tr>
<tr>
<td>HCA 450</td>
<td>Organizational Behavior</td>
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<td>Health Facility Operations</td>
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</tr>
<tr>
<td>MAN 103</td>
<td>Management Principles</td>
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<td>MAN 443</td>
<td>Organizational Design and Change</td>
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</tr>
<tr>
<td>MED 380</td>
<td>Human Pathology</td>
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</tr>
<tr>
<td>MED 385</td>
<td>Issues in Public Health</td>
<td>4.0</td>
</tr>
<tr>
<td>RES 300</td>
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<td>RES 330</td>
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<td>RES 350</td>
<td>Specialty Clinical Practice I</td>
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**General education:**

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<tbody>
<tr>
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<td>ETH 233</td>
<td>Ethics</td>
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<td>HIS 220</td>
<td>American Civilization</td>
<td>4.0</td>
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<tr>
<td>PSY 250</td>
<td>Positive Psychology</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 240</td>
<td>World Cultures</td>
<td>4.0</td>
</tr>
<tr>
<td>STA 322</td>
<td>Statistics</td>
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</tbody>
</table>

* Students with an RRT credential can apply for a Prior Learning Assessment (PLA) for specific courses.

**TOTAL MINIMUM NUMBER OF CREDITS:** 201.0

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

**Requirements for the Respiratory Care Practitioner license in the State of California (www.rcb.ca.gov):**

1) Meet the education requirements outlined in CA Business and Professions Code Section 3740.
2) Pass the Registered Respiratory Therapy (RRT) exam provided by the National Board for Respiratory Care (NBRC).
3) Complete the required Law and Professional Ethics course provided by either the California Society for Respiratory Care (CSRC) OR the American Association for Respiratory Care (AARC).
4) Fill out the RCB application and pay $300.00.
5) Get live-scan fingerprinting done.
6) Attach a 2 X 2 passport photo to RCB application.
7) If applicant has ever been convicted of a felony or misdemeanor, only CERTIFIED court documents will be reviewed.
8) To keep license up to date, every two years the applicant needs to pay $275.00 and submit 15 CEU’s related to the medical profession, of which 1/3 must be strictly related to the clinical practice of Respiratory Therapy. Subsequent bi-annual renewal years will increase to 30 CEU’s.
9) The AARC/CSRC ethics class will be required for renewal every 4 years.
10) Respiratory Therapy students should refer to their materials given at New Student Orientation for further details regarding the Respiratory Therapy program requirements.
School of BUSINESS

Associate of Applied Science:
Business Management and Accounting
- Emphasis in Retail Sales Management

Bachelor of Science:
Business Administration
- Emphasis in Human Resources
- Emphasis in New Media Marketing
- Emphasis in Technology
Associate of Applied Science Degree

Business Management & Accounting

California College San Diego, San Diego and San Marcos

20 Months

The Business Management and Accounting program prepares students for a variety of responsible managerial positions. Due to the diversity of the program courses, the student will build a strong foundation in accounting, marketing, insurance, finance, management, and professional success. Objectives of the program are as follows: providing the student with an integrated understanding of business and economic concepts and how these concepts relate to business and social systems; the recognition of ethical responsibilities and accountability; the development of planning, decision-making, and other management functions; the capacity to implement and adapt to change; and development of analytic thinking and leadership style. Graduates are employed in entry-level positions as bookkeepers, clerical assistants, and supervisory professionals.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

SOC code: 11-2022, 11-3011, 11-3071, 11-9151, 11-9199, 13-1111

<table>
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<th>Course Name</th>
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<td>ACC 102</td>
<td>Fundamentals of Accounting II</td>
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<td>ACC 103</td>
<td>Payroll Accounting</td>
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<tr>
<td>ACC 108</td>
<td>Computerized Accounting I</td>
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<td>Computerized Accounting II</td>
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<tr>
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<td>Computer Fundamentals</td>
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<td>APP 103</td>
<td>Word Processing and Presentations</td>
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<td>Spreadsheet Applications</td>
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<tr>
<td>CSS 299</td>
<td>Professional Development</td>
<td>4.0</td>
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<td>MAN 103</td>
<td>Management Principles</td>
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<tr>
<td>MAN 104</td>
<td>Business Practices</td>
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</tr>
<tr>
<td>MAN 105</td>
<td>Marketing</td>
<td>4.0</td>
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<tr>
<td>MAN 150</td>
<td>Business Calculations</td>
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<tr>
<td>MAN 201</td>
<td>Supervision</td>
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<td>MAN 210</td>
<td>Entrepreneurship</td>
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<td>MAN 224</td>
<td>Business Law</td>
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<td>PRO 131</td>
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<td>PRO 132</td>
<td>Interview Preparation</td>
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PRO 150 Business Communication 1.0
PRO 209 Business Etiquette 1.0
PRO 211 Professional Branding 1.0
PRO 213 Personal Financial Management 1.0
PRO 221 Electronic Business Communication 1.0
PRO 223 Human Resources and Policies 1.0

General education courses:

<table>
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<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMN 201</td>
<td>Communication and Public Speaking</td>
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<tr>
<td>ETH 233</td>
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<tr>
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<td>4.0</td>
</tr>
<tr>
<td>SOC 240</td>
<td>World Cultures</td>
<td>4.0</td>
</tr>
</tbody>
</table>

TOTAL MINIMUM NUMBER OF CREDITS: 97.0

Retail Sales Management emphasis

California College San Diego, San Diego and San Marcos

The Retail Sales Management emphasis prepares students to enter the world of retailing and sales in entry- to mid-level positions. Topics covered in the Retail Sales Management emphasis courses include the changing nature of the retail environment, successful selling strategies, customer-service competency, and an introduction to the basic human resource functions as they relate to the retail sales professional.

Retail Sales Management education courses:*:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 120</td>
<td>Introduction to Retail Sales Management</td>
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</tr>
<tr>
<td>MAN 240</td>
<td>Communications in Selling</td>
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</tr>
<tr>
<td>MAN 242</td>
<td>Procurement, Logistics, and Merchandising</td>
<td>4.0</td>
</tr>
<tr>
<td>MAN 244</td>
<td>Managing Retail Teams</td>
<td>4.0</td>
</tr>
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</table>

TOTAL MINIMUM NUMBER OF CREDITS: 97.0

*The Retail Sales Management courses replace the following courses: ACC 103, MAN 105, MAN 150, & MAN 201.

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not
increase the total tuition beyond the amount stated in the Enrollment Agreement.

**Bachelor of Science Degree**

**Business Administration**

California College San Diego, San Diego and San Marcos

36 Months

The Business Administration program prepares graduates for a variety of responsible managerial positions in both domestic and international firms. The objectives of the program are to provide a foundation in accounting, sales and marketing, operations management, human resource management and banking and finance and to provide the graduate with an integrated understanding of business and economic concepts and how they relate to the global economy. Business Administration graduates are employed in entry-level to mid-level positions as an office manager, account manager, small business developer, human resource assistant, or sales manager.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

SOC codes: 11-1021, 11-2022, 11-3011, 11-3071, 11-9151, 11-9199, 13-1111

<table>
<thead>
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<th>Course No.</th>
<th>Course Name</th>
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<td>MAN 436</td>
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General education courses:

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<th>Course Name</th>
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<tbody>
<tr>
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<td>MAT 220</td>
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<td>PSY 220</td>
<td>Psychology</td>
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<td>Positive Psychology</td>
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<td>SOC 240</td>
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<tr>
<td>STA 322</td>
<td>Statistics</td>
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</table>

**TOTAL MINIMUM NUMBER OF CREDITS:** 182.0

Human Resources emphasis

California College San Diego, San Marcos
Students earning an emphasis in Human Resources will be prepared to apply business principles to the strategic function of human resources management. Topics for discussion include sourcing, recruiting, hiring, retention, talent mapping, training and developing employees, benefits and compensation policies, employment law, organizational development, and conflict resolution strategies. Possible areas of employment include entry-level positions such as human resource generalist, specialist positions in benefits, positions in staffing and recruiting, and human capital development and training.

**Human Resources education courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
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**TOTAL MINIMUM NUMBER OF CREDITS:** 182.0

*The Human Resources courses replace the following courses: ACC 108, ACC 233, FIN 334, FIN 443, FIN 444, FIN 445, MAN 230, MAN 335, and MAN 436.

**New Media Marketing emphasis**

California College San Diego, San Marcos

Students earning an emphasis in New Media Marketing will be prepared to apply the emerging technologies of social media to meet business goals. Topics of discussion will include emerging technologies, utilizing technologies for communication with internal and external stakeholders, leveraging the technology for sales and marketing purposes, and driving organizational and cultural change. Possible employment areas are expanded to include entry-level positions in retail product and services marketing, office management, advertising, or office administration.

**New Media Marketing education courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>MKT 240</td>
<td>Using Social Media for Business</td>
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<td>MKT 230</td>
<td>Technology in Marketing</td>
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<tr>
<td>MKT 310</td>
<td>Influence and Persuasion in Business</td>
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</table>

**TOTAL MINIMUM NUMBER OF CREDITS:** 182.0

*The New Media Marketing courses replace the following courses: FIN 334, FIN 443, FIN 444, and FIN 445.

**Technology emphasis**

California College San Diego, San Diego

Students earning an emphasis in technology will be prepared to apply technology skills to achieve business goals. Emphasis is placed on preparing students to become certified in computer applications, networking, maintenance, and security. Possible employment areas include computer service technician, application specialist, and administrative and technical support representatives.

**Technology education courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>PRG 140</td>
<td>Database Programming I</td>
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<td>PRG 204</td>
<td>Programming Concepts I</td>
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<tr>
<td>BIS 301</td>
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<td>BIS 310</td>
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<td>Managing Emerging Technology Trends</td>
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<td>BIS 350</td>
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<td>MKT 230</td>
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**TOTAL MINIMUM NUMBER OF CREDITS:** 182.0

*The Technology courses replace the following courses: ACC 108, ACC 233, FIN 334, FIN 443, FIN 444, FIN 445, MAN 230, MAN 335, MAN 436, and PRG 101.

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.
School of TECHNOLOGY

Associate of Applied Science:
  Computer Programming
  Computer Technology and Networking

Bachelor of Science:
  Computer Science
  - Emphasis in Networking and Information Systems Security
  - Emphasis in Software and Mobile Applications Development
Associate of Applied Science Degree

Computer Programming

California College San Diego, San Diego and San Marcos

20 Months

This program of study is directed toward developing problem-solving skills. In conjunction with the understanding of computers and computer systems, these skills will enable a graduate of the program to apply his or her knowledge to finding solutions to problems that arise in the science, business, industry, government, and education sectors. The objectives of the program are as follows: to provide a solid foundation of knowledge about computers and to facilitate thinking that will permit continuing growth on the part of the graduates. Prospective students should have an aptitude for mathematics and logic and an interest in analysis and deduction. Students will study several programming languages, database design and administration, and programming for the Internet. Graduates are employed in entry-level positions as web developers and as computer programmers.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

SOC code: 15-1131

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP 101</td>
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<td>APP 126</td>
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</tr>
<tr>
<td>CSS 101</td>
<td>Psychology of Motivation</td>
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<td>CSS 299</td>
<td>Professional Development</td>
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<td>ISS 220</td>
<td>Computer Law</td>
<td>4.0</td>
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<tr>
<td>MAN 103</td>
<td>Management Principles</td>
<td>4.0</td>
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<td>OPS 101</td>
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<td>PRG 101</td>
<td>Solution Concepts</td>
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<td>3.5</td>
</tr>
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<td>PRG 103</td>
<td>Programming Logic and Design II</td>
<td>3.5</td>
</tr>
<tr>
<td>PRG 111</td>
<td>Web Page Programming I</td>
<td>3.5</td>
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General education courses:

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<th>Course Name</th>
<th>Credits</th>
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<td>4.0</td>
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<td>Critical Thinking</td>
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TOTAL MINIMUM NUMBER OF CREDITS: 91.5

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

Additional programs are offered at affiliated colleges. See the program descriptions in this catalog for further information.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Associate of Applied Science Degree

Computer Technology & Networking

California College San Diego National City (satellite) and San Marcos

20 Months

This program prepares students for entry-level jobs in the computer repair and networking fields. Students are trained using current operating systems, network hardware, and Internet technology. The objectives of the program are to provide a solid foundation of knowledge about computers and to facilitate thinking that will permit continuing growth on the part of the graduates. Entry-level jobs include network administrator, computer repair technician, business computer operator, hardware and software trainer, and user support technician.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.
Bachelor of Science Degree
Computer Science
with emphases

California College San Diego, San Diego and San Marcos

36 Months

The Bachelor of Science in Computer Science is designed to graduate a computer-science professional whose diverse practical and theoretical knowledge will guide the future of programming and networking in business and industry. Objectives of the program are to ensure competencies at complex levels of programming, network administration, database management, and client interface. Computer Science graduates are employed in entry-level to mid-level positions as software developers, network administrators, web developers, computer programmers, project managers, systems analysts, and future entrepreneurs.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.


<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>APP 101</td>
<td>Computer Fundamentals</td>
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**TOTAL MINIMUM NUMBER OF CREDITS:** 93.0

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.
OPS 113  Linux Operating Systems I  3.5  
PRG 101  Solutions Concepts  3.5  
PRG 102  Programming Logic and Design I  3.5  
PRG 103  Programming Logic and Design II  3.5  
PRG 111  Web Page Programming I  3.5  
PRG 140  Database Programming I  3.5  
PRG 204  Programming Concepts I  3.0  
PRG 249  Web Page Programming II  3.5  
PRG 250  Web Page Programming III  3.0  

MAT 220  College Algebra  4.0  
PHI 210  Critical Thinking  4.0  
PSY 220  Psychology  4.0  
SOC 240  World Cultures  4.0  
STA 322  Statistics  4.0  

General education courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>ECN 220</td>
<td>Economics</td>
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<tr>
<td>HIS 220</td>
<td>American Civilization</td>
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</tr>
</tbody>
</table>

Networking and Information Systems Security emphasis

Students earning an emphasis in Networking and Information Systems Security will be prepared to work as computer science professionals working in networking and information systems security in business and industry. Topics of the program include networking, database management, client interface, information security, and information protection. Possible areas of employment include Network Administrator, Network Designers, Helpdesk Technician/Administrator, NSA and Government agencies, Information Systems Security Officer/Analyst, Information Technology Specialist, Cloud Computing Admin/Manager, Server Administrator, Computer Forensic Investigator, Computer Crime Investigator, Network Security Administrator, Security Architect/Analyst.
Software and Mobile Applications Development emphasis

Students earning an emphasis in Software and Mobile Applications Development will be prepared to succeed in the field of developing desktop, web, and mobile applications, using programming languages and the systems development life cycle. Students learn to develop, create, and modify general computer applications software or specialized utility programs, analyze user needs and develop software solutions, and design software or customize software for client use with the aim of optimizing operational efficiency and user experience. Graduates will also be able to analyze and design databases, working individually or coordinating database development as part of a team, and supervise computer programmers. Possible areas of employment include Software Developer, Computer Applications, System Analyst, Computer Support Specialist, Web Developer/Designer, Database Administrator/Developer, Database Support/Management, Website Administrator, Mobile Applications Developer.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ISS 310</td>
<td>Information Security Management</td>
<td>3.5</td>
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<tr>
<td>ISS 320</td>
<td>Ethical Hacking</td>
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<td>ISS 420</td>
<td>Introduction to Cryptography</td>
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<tr>
<td>ISS 430</td>
<td>Computer Forensics</td>
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<td>MCS 415</td>
<td>Server Administration III</td>
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<td>NET 315</td>
<td>Security Concepts II</td>
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<td>NET 321</td>
<td>Network Communications I</td>
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<td>NET 324</td>
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<td>NET 403</td>
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<td>NET 404</td>
<td>Network Communications IV</td>
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<td>NET 424</td>
<td>Information Storage I</td>
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<td>OPS 213</td>
<td>Linux Operating Systems II</td>
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<tr>
<td>PRG 205</td>
<td>.NET Programming I</td>
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<td>PRG 240</td>
<td>Database Programming II</td>
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<td>PRG 310</td>
<td>Web Server Programming I</td>
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<tr>
<td>PRG 321</td>
<td>.NET Programming II</td>
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<tr>
<td>PRG 322</td>
<td>.NET Programming III</td>
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<tr>
<td>PRG 330</td>
<td>Mobile Applications Development I</td>
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General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

TOTAL MINIMUM NUMBER OF CREDITS: 180.0
**Course Descriptions—Undergraduate Programs**

### Accounting

**ACC 101 3 Credits Fundamentals of Accounting I**

This course introduces the fundamental practices of generally accepted accounting principles, including debits, credits, and the accounting cycle. Students learn how to create temporary and permanent accounts and record transactions.

**ACC 102 3 Credits Fundamentals of Accounting II**

This course introduces preparation of worksheets and financial statements. Students learn how to balance and make adjustments and closing entries, accounts receivable and payable, and banking procedures. Topics include special journals, cash receipts, and cash payments. (Prerequisite: ACC 101 or with the consent of the Dean.)

**ACC 103 4 Credits Payroll Accounting**

This course presents theoretical and practical applications of payroll procedures. Topics include the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students will complete a comprehensive payroll project. (Prerequisite: ACC 101 and 102 or with the consent of the Dean.)

**ACC 108 3 Credits Computerized Accounting I**

This course provides a hands-on approach to learning how automated accounting systems function. Students will learn how to operate a computerized general ledger, accounts receivable, accounts payable, and payroll systems. Students will also learn how to create a company in QuickBooks, deal with customers and vendors, and how to accurately compile banking records within the software. (Prerequisites: ACC 101 and 102 or with the consent of the Dean.)

**ACC 109 3 Credits Computerized Accounting II**

This course explores advanced computerized accounting skills using the QuickBooks application. Students will learn a range of skills including how to conduct inventory, develop balance sheets and accounts, run payroll, and determine estimates and time tracking. Focus will be on how to create, develop, and customize a variety of QuickBooks reports and forms. (Prerequisites: ACC 101, 102, and 108 or with the consent of the Dean.)

**ACC 201 5 Credits Accounting for Non-Accountants**

This course presents a background in accounting principles and practices necessary to operate a business. The double-entry accounting system will be introduced, and common transactions discussed. Students will prepare and analyze financial statements in decision-making and performance evaluation.

**ACC 213 3 Credits Principles of Accounting I**

Focuses on a more in-depth understanding of adjustments and closing procedures. Emphasizes accounts receivable, uncollectible accounts, notes payable and receivable, and merchandise inventory. Discusses credit policies and internal control. (Prerequisite: ACC 102 or with the consent of the Dean.)

**ACC 214 3 Credits Principles of Accounting II**

Introduces methods of valuation of inventory and the acquisition, depreciation, and disposal of long-term assets. Corporate accounting topics include capital stock transactions, dividends, treasury stocks, corporate income taxes, capital transactions, and long-term bonds. (Prerequisite: ACC 213 or with the consent of the Dean.)

**ACC 215 3 Credits Principles of Accounting III**

Presents financial statement analysis, including comparative statements and ratio analysis. Covers the statement of cash flows. Special topics include departmentalized profit and cost centers and accounting for manufacturing activities. (Prerequisite: ACC 214 or with the consent of the Dean.)

**ACC 216 3 Credits Principles of Accounting IV**

Focuses on manufacturing topics, including job-order and process-cost accounting. Introduces standard costs and preparation of fixed and flexible budgets. Discusses the decision-making process, absorption and direct costing, and cost-revenue analysis for decision-making. (Prerequisite: ACC 215 or with the consent of the Dean.)

**ACC 217 4 Credits Managerial Accounting**

Covers the study of the use of accounting data internally within a firm by managers in both manufacturing and non-manufacturing businesses. Teach students to use accounting data for planning, controlling, and making decisions concerning the optimum allocation of the firm’s financial resources. (Prerequisite: ACC 214 or with the consent of the Dean.)

**ACC 233 3.5 Credits Income Tax**

This course is a comprehensive study of the Federal Income Tax structure. The course emphasizes individuals and case studies that will provide a thorough understanding of the taxation laws. Students learn the preparation of tax returns, supplemental forms, and schedules. (Prerequisite: ACC 101 and 102 or with the consent of the Dean.)

### Biology

**BIO 111 4 Credits Anatomy and Physiology**

This course introduces students to the structure and the function of the various body systems and how these systems interact and affect one another. Emphasis is placed on using the precise language of the body as it relates to everyday work in a medical environment. Topics include health and disease; senses; hormones; and the integumentary; skeletal; and nervous systems.

**BIO 131 4 Credits Cardiopulmonary and Renal Anatomy and Physiology**

This course focuses on a detailed study of the structure and the function of the human cardiac, pulmonary, and renal systems. Associated medical terminology is also covered.

**BIO 155 4 Credits Patient Assessment**

This course focuses on the theory and application of competent bedside assessment. Topics include interviewing, examining, and monitoring
patients. Upon completion, students will be able to interpret patient data, evaluate treatment results, and discriminate abnormalities from the range of normal findings.

**Business Information Security**

**BIS 301** 4 Credits
**Computer Technology Administration**

The course focuses on high-level IT support and upgrade issues. Emphasis is placed on multiple facets of a systems-based approach to technology management including identification, acquisition, rollout, support, and replacement cycles of technology on all business levels from desktop to enterprise solutions. Disaster recovery plans will also be discussed.

**BIS 310** 4 Credits
**Network Systems Administration**

This course focuses on the general principles involved in building, setting up, configuring, and maintaining computer communities and networks. It provides a detailed look at the day-to-day operations of both network and system administration. Topics include identifying, interpreting, and evaluating system and network requirements; network and information security; backup; and recovery.

**BIS 320** 3.5 Credits
**Productivity Software Applications**

This course focuses on productivity software applications in order to give students the proficiency they need to succeed in environments that require the use of computers and the Internet. Students will be required to demonstrate the ability to effectively use the latest computer and Internet technology to achieve business objectives, increase productivity, and improve profitability. Upon completion of the course, students will be prepared to pass national certification exams in productivity software applications.

**BIS 330** 3.5 Credits
**Web Site Management**

This course focuses on the setup, the administration, and the customization of web-based content management systems including portal sites. Students are required to design and create a major website portal structure with web interfaces and a web-based payment systems page.

**BIS 340** 4 Credits
**Managing Emerging Technology Trends**

This course focuses on decision-making considerations for adopting technology on the enterprise level. Students will examine the particular issues that drive technology innovation and adoption. Discussions may include topics of early adoption, planned obsolescence, strategic purchases, service agreements and assessing and forecasting technology trends.

**BIS 350** 4 Credits
**Project Management**

This course focuses on the practical project management skills needed to successfully define, plan, and manage projects within time, resource, and budget constraints. Topics include project scope, work breakdown structure and Gantt charts, project evaluation and review, network diagrams, scheduling techniques, cost and budget management, and resource allocation decisions. Concepts are applied using project management software.

**Capstone**

**CAP 499** 4 Credits
**Capstone**

Students are required to complete a project or write a thesis that integrates and demonstrates mastery of the basic learning objectives of the degree program. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

**Communication**

**CMN 201** 4 Credits
**Communication and Public Speaking**

This course focuses on the principles of effective public speaking and presentation. Emphasis is placed on Development, Preparation, Delivery, Presentation Aides, and Persuasive Speaking.

**CMN 205** 5 Credits
**Communication and Public Speaking**

This course focuses on the principles of effective public speaking and presentation. Focus is on the preparation, presentation, and critique of various forms of oral communication. Emphasis is placed on development, delivery, presentation aids, and persuasive speaking.

**Computer Applications**

**APP 101** 3.5 Credits
**Computer Fundamentals**

This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques.

**APP 103** 3 Credits
**Word Processing and Presentations**

This course explores the advanced use of word processing and presentation applications. Students will learn how to use advanced features of the application, including how to generate quality documents, use templates, and incorporate graphics and media in professional presentations. (Prerequisite: APP 101 or with the consent of the Dean.)

**APP 104** 3 Credits
**Spreadsheet Applications**

This course explores the advanced use of spreadsheets. Topics include how to generate formulas and sort and analyze basic research data. Students will learn how to use advanced features of the application, including how to develop tables, graphs, and charts. Upon completion, students will be able to complete simple data analyses. (Prerequisite: APP 101 or with the consent of the Dean.)

**APP 110** 5 Credits
**Business Computer Fundamentals**

This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques. Emphasis is on utilization of basic application skills to complete general business tasks.

**APP 126** 3.5 Credits
**Databases**

This course introduces several current database software products and their use in business. Emphasis is placed on database terminology in the study of tables, queries, forms, and reports. Computations and expressions are used to perform database inquiries.

**College Success Strategies**
CSS 101 4 Credits
Psychology of Motivation
This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support their job searches and submit application documents.

CSS 105 5 Credits
Psychology of Motivation
This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more informed and better prepared to progress in their programs and in their efforts to advance their desired career goals (i.e., students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support their job searches and submitting application documents such as documents created using Standard APA formats).

ECN 220 4 Credits
Economics
This course covers basic microeconomic concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the marker in the economy, wage and price movements, and other key points.

ECN 221 4 Credits
Economic Principles
Basic course in macroeconomic concepts. Topics include inflation, the cause and effects of interest rates, the dollar and the foreign trade deficit, productivity growth rate, and the federal budget deficit.

ENG 101 4 Credits
English Composition
This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the four essentials of writing: unity, support, coherence, and sentence skills. Practice in proofreading, editing, revision, and clear thinking is incorporated throughout the course.

ENG 105 5.0 Credits
English Writing Fundamentals
This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the writing process, including prewriting, drafting, revision, and editing. Practice in research, argument, and critical thinking is incorporated throughout the course.

ENG 310 4 Credits
Advanced Interpersonal Communication
This course is designed to provide students with the skills they need to be effective communicators. Students will apply interpersonal communication skills theory to various situations in order to understand the clear connections between theory, skills, and life situations they will encounter.

ETH 233 4 Credits
Ethics
This course is a study of ethics that is relevant to real-life work situations, introducing straight talk about ethics in the workplace. Students will develop a foundation of ethical theory, prescriptive and psychological approaches to ethical decision-making, and acceptable behaviors. The areas of ethics and the individual, managing ethics in the organization, and organizational ethics and social responsibility are examined.

EXT 101 5 Credits
Externship
The student performs a 160-hour externship (depending on state requirements) at an approved location and is supervised by the on-site professional(s) assigned to the student and by the instructor from the College. During the externship, the student gains proficiency to an employee-acceptable level in the specific program he or she is studying. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of all core courses or with the consent of the Dean.)

FIN 231 4 Credits
Principles of Finance
Emphasizes money and capital markets, investments, corporate finance, and the universal application of each for a more micro-oriented realistic approach to finance. Money, capital markets, and financial instruments begin the course study with investment theory developed to guide the student's choice of financial instruments. Concluding the course are the special finance problems of the large investor.
Health Information Management

HIM 225  4 Credits

Healthcare Information Systems
This course focuses on the most important classes of healthcare information systems. Topics covered include patient-care management, billing, research, integrated healthcare data, and epidemiology systems.

Health Services Management

HSM 320  4 Credits

Principles of Epidemiology
This course focuses on the principles governing the study and the practice of epidemiology. Consideration is given to the various methods available to health professionals for selecting and measuring factors of interest, describing their distribution, detecting associations, and identifying populations at risk. The features, the advantages, and the limitations of common epidemiologic research designs are addressed. This course also examines the cultural and the behavioral issues that influence the effect of culture and behavior in a variety of settings and situations.

HSM 335  4.5 Credits

Management in the Healthcare Industry
This course provides a complete overview of proven management techniques, principles, and procedures.

HSM 410  4 Credits

Leadership in Healthcare
This course focuses on both traditional and emerging management and leadership theories. Emphasis is placed on the student’s future role in meeting the needs of private, public, and nonprofit organizations. Healthcare executives from local institutions and facilities will discuss current and impending issues in healthcare, regulatory, monetary, and social issues.

HSM 420  4 Credits

Quality and Performance Management and Methods
This course focuses on the peer review process and the role health information plays in evaluating patient care and healthcare delivery. The components of quality improvement programs in healthcare facilities, including quality assessment, continuous quality improvement, risk management, and critical pathways/clinical pathways are discussed. The course also reviews the role of health information management professionals in compliance programs.

Healthcare Administration

HCA 120  4 Credits

Fieldwork in Health Careers
This course provides opportunities for students to build an understanding of the healthcare system using experiential and online learning methods. Students will learn about healthcare careers and enhance leadership skills.

HCA 220  4 Credits

Introduction to Healthcare Management
This course will provide students with a basic overview of the necessary skills and knowledge for a career in healthcare management. A broad overview, with a healthcare perspective, will be presented on such topics as leadership, managing employees, communications and marketing, quality, finance, legal, ethical, and cultural issues and strategic planning.

HCA 300  4 Credits

The Healthcare System
A study of the U.S. healthcare system to help students understand the critical issues facing healthcare in its ever-changing environment, and to gain a sense of the complex multidimensional nature of healthcare delivery in the United States.

HCA 320  4 Credits

Healthcare Professional Practice Standards
This course presents an overview of regulatory statutes, licensure requirements, accreditation and other professional practice standards that affect healthcare organizations.

HCA 340  4 Credits

Public Health Communication
This course introduces the use of health and communication theory and social marketing strategies to create effective, evidence-based,
culturally appropriate health communication messages and campaigns.

**HCA 375  4 Credits**  
*Healthcare Financial Administration*

This course is designed to build upon the concepts introduced in basic accounting courses and develops proficiency in applying administrative financial techniques in healthcare decision-making. (Prerequisite: ACC 101 and ACC 102 or with the consent of the Dean; the prerequisite for students enrolled in the Health Services Management program is ACC 220)

**HCA 430  4 Credits**  
*Healthcare Reimbursement Systems and Policies*

This course covers the history and functioning of healthcare reimbursement systems. Emphasis is placed on the policies and procedures of government and major third party systems.

**HCA 432  4 Credits**  
*Healthcare Economics and Policy*

Discussion and analysis of the economic models controlling healthcare markets with subsequent investigation of the complex federal, state, and local policies and policymaking processes which result from those models in the U.S. healthcare systems.

**HCA 440  4 Credits**  
*Legal and Ethical Aspects of Healthcare Administration*

Review of legal responsibilities of physicians, other healthcare workers, and healthcare institutions and means by which health-related laws and regulations are developed and implemented. Issues involved in healthcare professional ethics are discussed and evaluated.

**HCA 450  4 Credits**  
*Organizational Behavior*

This course examines organizational change including what effective managers can do to understand and anticipate such change and to respond accordingly. Topics include concepts in organizational behavior; learning, motivation and performance; groups and organizational design; and organizational processes.

**HCA 460  4 Credits**  
*Health Facility Operations*

A review of long-term care facility operations utilizing simulations. Students make operational decisions utilizing financial statements, census reports, staffing schedules, and other relevant factors. Prepares students for specific types of situations and questions encountered on the long-term care administrator licensing examination. (Prerequisite: HCA 300 or with the consent of the Dean.)

**HCA 462  4 Credits**  
*Long-term Care Administration*

Application of health administration core curriculum to specific practice issues in the long-term care setting. Setting specific organization structures, relationships with healthcare providers, services offered, financial management issues, and regulatory issues are investigated. (Prerequisites: HCA 300 and HCA 440; prerequisite requirement does not apply to students enrolled in the Healthcare Administration Gerontology emphasis or with the consent of the Dean.)

**HCA 499  5 Credits**  
*Externship*

The student performs a 150-hour externship at an approved location and is supervised by the on-site professional(s) assigned to the student and by the instructor from the College. During the externship, the student gains proficiency to an employee-acceptable level in the specific program he or she is studying. All hours are volunteered and no remuneration is allowed.

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**HRM 220  3.5 Credits**  
*Staffing Management*

This course focuses on developing the strategic structure necessary for providing corporations with the human resources needed to achieve organizational goals. Students learn strategies and techniques for planning, recruiting, selecting, training, and retaining employees. (Prerequisite: HRM 210 or with the consent of the Dean.)

**HRM 300  3.5 Credits**  
*Training and Development*

This course examines training and organizational development techniques and strategies. Topics include needs assessment; design, development, and delivery of training content; and evaluation of learning outcomes for individuals and organizations. (Prerequisite: HRM 210 or with the consent of the Dean.)

**HRM 310  4 Credits**  
*Compensation and Benefits*

This course examines the compensation and the benefit plans used to attract, retain, and motivate employees. Topics include compensation management issues such as calculating pay increases; merit pay; pay-for-performance; incentives/bonuses; profit sharing; and analyzing, interpreting and incorporating comparative salary survey data. Students will also evaluate employee benefits such as paid time off, retirement plans, health and wellness benefits, flexible work models, and regulatory issues that influence pay and benefits management. (Prerequisite: HRM 210 or with the consent of the Dean.)

**HRM 320  3.5 Credits**  
*Human Resources Information Systems*

This course focuses on using technology to develop, maintain, and manage human resources information. Topics include HR software applications, database fundamentals, privacy and confidentiality issues, vendor evaluation, system and software development, design issues, and strategies for gaining user acceptance. (Prerequisites APP 101 and HRM 210 or with the consent of the Dean.)
HRM 400 4 Credits
Employment Law
This course examines legal issues in the workplace, addressing employment laws that impact the human resource function involved in the employer/employee relationship. Topics include discrimination, affirmative action, harassment, equal employment opportunity, employment agreements, and other legal issues that shape the motivation, production, and rights of employees. (Prerequisite: MAN 224 and HRM 210 or with the consent of the Dean.)

HRM 410 4 Credits
Conflict Resolution in the Workplace
This course examines conflict resolution issues in a corporate environment. Topics include negotiation skills, facilitation skills, employee relations, labor relations, group communication process, and diversity management issues. (Prerequisite: HRM 210 or with the consent of the Dean.)

HRM 420 4 Credits
Organizational Development and Workforce Planning
This course focuses on external business realities as well as how value is defined by key stakeholders both inside and outside the company. This course presents practical tools for leveraging this knowledge to create HR practices; building organizational capabilities; designing HR strategy; and marshaling resources that create value for customers, investors, executives, and employees. (Prerequisite: HRM 210 or with the consent of the Dean.)

HRM 430 3 Credits
Human Resources Capstone
This course requires the student to demonstrate their mastery of human resources knowledge by creating a model situation with solutions for common human resource challenges. Students will use all of the integrated knowledge gained from classroom and project experiences throughout the program to complete the capstone. (Prerequisite: Completion of all technical courses or with the consent of the Dean.)

Information Systems Security

ISS 220 4 Credits
Computer Law
This course focuses on legal topics pertaining to the kinds of intellectual property most relevant to computers (copyrights, patents, and trade secrets), computer-related contracts, electronic transactions, computer fraud, hacking and negligence, privacy, and the use and the abuse of computer-related evidence. Emphasis is placed on the laws and the legal principles regulating the use and the exploitation of computers and software as objects and instruments of commerce.

ISS 310 3.5 Credits
Information Security Management
This course focuses on the management of information technology security. Emphasis is placed on access control systems and methodology, business continuity and disaster recovery planning, legal issues in information system security, ethics, computer operations security, physical security, and security architecture using current standards and models.

ISS 320 3.5 Credits
Ethical Hacking
This course teaches students how to think and act like a hacker in order to identify weaknesses in networks before malicious intruders can take advantage of them. Emphasis is placed on the methodologies and the tools used by hackers, as well as the ethics of white-hat hacking and present reports on evidence of weaknesses and assurances that information systems security controls are in place.

ISS 420 3.5 Credits
Introduction to Cryptography
This course focuses on modern cryptography and security. Emphasis is placed on various cryptographic tools like symmetric and public-key encryption schemes, signature schemes, message authentication schemes, and identification protocols. Students will be introduced to the fundamental cryptographic tools used to identify the security needs of a system and use existing cryptographic mechanisms to secure organizational systems.

ISS 430 3.5 Credits
Computer Forensics
This course focuses on identifying, tracking, and prosecuting cyber-crime. Emphasis is placed on ethics, professional responsibility, and chain of command when a computer crime is investigated. Additional topics include advanced techniques in computer investigation and analysis, computer hacking, forensic investigation, and computer intruder profiling with interest in generating potential legal evidence. Students are exposed to the process of detecting attacks and collecting evidence in a forensically sound manner.

Laboratory

LBT 280 3.0 Credits
Medical Laboratory Processes
This course provides clinical testing of student knowledge attainment through practical training exercises using real-world equipment and/or supplies in an appropriate lab environment. Areas covered include complete urinalysis (i.e., physical, chemical, and microscopic analyses) and reagent testing as well as pregnancy and rapid strep testing. Upon completion of this course, students will have a better understanding of the practical application of knowledge that will enhance their abilities to perform various tasks and tests as an MA, as well as further understand how the process of analysis can inform medical determinations, overall.

LBT 295 3.0 Credits
Phlebotomy and Laboratory Procedures
This course is focused on the education and practical administration of procedures and protocols related to blood drawing and other hematological related procedures within an appropriately equipped lab. Special attention will be focused on health and safety issues surrounding the administration of invasive procedures and possible contamination and health hazards surrounding such administration, including the safe and sanitary use and handling of equipment/supplies and the appropriate disposal of contaminated equipment/supplies and related protocols. Upon completion of this course, students will be more informed about invasive procedures, the use and handling of contaminants in the medical setting and more prepared for entry-level employment as a Medical Assistant.
MAN 103 4 Credits  Management Principles  
This course is an introduction to the basic principles of management as it applies to formal organizations. Students are introduced to the importance of effective management within organizations. The traditional management framework is used to provide essential skills in planning, organizing, staffing, directing, and controlling.

MAN 104 4 Credits  Business Practices  
This course analyzes the major business activities of marketing, production, financial/information management, and personnel. Students learn the operation of a business by focusing on ownership, business operations, and career opportunities.

MAN 105 4 Credits  Marketing  
This course focuses on business activities necessary to match products and markets. Marketing functions such as purchasing, distribution, consumer analysis, promotion, and pricing are discussed.

MAN 113 5 Credits  Management Principles & Professional Success  
An introduction to the basic principles of management. Students are introduced to the importance of effective management within organizations. The course will cover professional success fundamentals.

MAN 115 5 Credits  Marketing & Business Etiquette  
This course introduces students to the activities necessary to attract, gain, and retain a target audience. The course will cover product, people, place, price, and promotion. Addresses professional appearance, quality work relationships, and personal skills in business etiquette.

MAN 120 4 Credits  Introduction to Retail Sales Management  
This course focuses on the fundamentals of retail sales and management and relevant operations. Emphasis is placed on successful sales, marketing strategies, understanding consumer behavior, and decision-making processes. Additional topics include staffing, financial metrics, merchandising, buying and planning, logistics, and customer service.

MAN 150 4 Credits  Business Calculations  
This course explores the application of business math used in the business and accounting industry. It focuses on the mathematical processes and the day-to-day operations of any business. Students will learn about percentages, sales commissions, discounts and markup. Topics include banking, payroll, taxes, and insurance. Upon completion, students will be able to calculate simple and compound interest, inventory and turnover, and depreciation and measurement.

MAN 201 4 Credits  Supervision  
This course introduces students to the duties and responsibilities of being a supervisor. Topics include employee motivation, conflict management, decision-making skills, and human resource functions. Students will learn about daily operations, challenges, and legal aspects of first-level management.

MAN 210 4 Credits  Entrepreneurship  
This course is a career-related overview of business startups, idea identification, value proposition, and competitive advantages in a student’s area of specialization. Students will be able to identify and evaluate new business ideas, learn how to prepare and evaluate business plans, and identify capital sources for new ventures.

MAN 215 4 Credits  Business Calculations II  
This course focuses on business calculations necessary to match products and markets. Marketing functions such as purchasing, distribution, consumer analysis, promotion, and pricing are discussed.

MAN 220 4 Credits  Business Law & Ethics  
This course explores the legal problems facing businesses such as court procedures, contracts, and property law. Students learn the intricacies of fair credit reporting, the Privacy Act, and the legalities of business relationships.

MAN 240 4 Credits  Communications In Selling  
This course focuses on the importance of how superior communication skills can lead to a successful career in retail sales management. In this course, students learn how to create an experience that builds customer loyalty. Topics include an overview of selling and service, elements of managing the sales and service process, the importance of measuring sales and service performance, the elements of transaction security, and proactive customer service.

MAN 242 4 Credits  Procurement, Logistics, and Merchandising  
This course focuses on the business management aspects of the retail sales process. Topics for discussion include buying and procurement strategies for businesses of various sizes, logistics and supply chain management,
merchandising strategies and tasks, pricing, and promotional structures for maximizing profitability.

MAN 244 4 Credits
Managing Retail Teams
This course addresses the fundamental skills necessary for leading a sales team, particularly within the retail environment. Emphasis is placed on the HR functions encountered by retail sales such as interviewing, hiring, and training new team members. Additional topics include ideas for team motivation, basic loss prevention and security procedures, and the importance of balancing all operational demands placed on a retail sales manager.

MAN 324 4 Credits
Operations Management
Explores long-range and short-range problems in operations management, both for manufacturing and for service operations. Emphasizes understanding these problems and the practical applications of quantitative techniques relative to them. Realistic case studies stress logical analysis, both quantitative and qualitative, and the presentation of results.

MAN 325 5 Credits
Operations Management & Problem-Solving
This course introduces the concepts, principles, and risks of operations management, both for manufacturing and service operations. Emphasizes the understanding of operations management best practices. Students will explore core problem-solving techniques.

MAN 335 3 Credits
Retail Marketing Principles
This course provides an overview of the general principles regarding the organization of retail stores and sound merchandising. Topics include distribution of function, channels (wholesale, retail, and Internet), and provide a good understanding of the elements of managing a successful retail business. (Prerequisite: MAN 103 or with the consent of the Dean.)

MAN 350 4 Credits
Management Planning Principles
This course addresses the principles of various planning topics including strategic planning (mission, vision, objectives, and strategies), long- and short-term operational planning, and development of business plans. (Prerequisite: MAN 103 or with the consent of the Dean.)

MAN 436 4 Credits
Selling and Sales Management
This course is designed to help students develop a working understanding of selling processes and sales management. Topics include strategy, sales program planning, account management, sales force organization, training, and leadership. Upon completion, students will be able to organize and manage a sales force and accounts, train personnel, use ethical leadership, and apply best practices in sales.

MAN 443 4 Credits
Organizational Design and Change
Focuses on developing strategies and structures that align organizations with their industry environments. Adapting to changes in technology, power structures, and competition is studied as well as planning and implementing changes in internal systems and processes.

MAN 444 4 Credits
Human Resources Management
Studies the application of psychology to the problems of personnel management. The student is expected to grasp a working knowledge of the basic operative functions of procuring, developing, maintaining and utilizing a labor force sufficient to meet the minimum entry-level requirements of employment in personnel work.

MAN 445 5 Credits
Human Resource Standards, Strategy & Management
The course outlines the functions of members in a human resources (HR) department. It reviews how HR impacts strategic management, performance, recruiting, performance management, and ethical standards. The student will examine various federal and state laws and regulations that affect how an organization operates.

MAN 450 4 Credits
International Business Principles
This course addresses differences associated with global management, challenges in conducting import and export activities, as well as important cultural differences that may affect the business relationship. (Prerequisite: MAN 103 or with the consent of the Dean.)

Marketing

MKT 210 4 Credits
Introduction to New Media Marketing
This course focuses on using social media for competitive advantage, effectively managing and integrating social media into the marketing mix. Emphasis is placed on combining persuasive marketing with technology to influence human behaviors and attitudes that guide socially interactive marketing strategies. New media marketing puts social media to work for business. The course also explores social media’s strongest existing strategies: viral marketing, social networking, mobile marketing, online communities, wikis, and blogs. (Prerequisite: MAN 105 or with the consent of the Dean for the Business Administration, New Media Marketing emphasis)

MKT 230 4 Credits
Technology in Marketing
This course focuses on different social media platforms emphasizing their application for marketing purposes. Students will be required to demonstrate the ability to apply sound marketing skills in order to meet specific objectives by technology platform. (Prerequisite: MAN 105 or with the consent of the Dean.)

Mathematics

MAT 120 5.0 Credits
Healthcare Calculations and Accounting
This course provides a review of basic numerical concepts using the household, metric, and This course provides a review of basic numerical concepts using the household, metric, and apothecary systems. Students practice using ratios and proportions to convert between measuring systems and to calculate medication dosages. Introductory accounting principles and practices are additionally presented and discussed. Upon completion of this course, students will have more knowledge and proficiency with understanding and training related to healthcare calculations and accounting and be more prepared for entry-level employment as a Medical Assistant.
MAT 220 4 Credits
College Algebra
This course covers introductory algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities.

Medical

MED 100 4 Credits
Medical Terminology, Law, and Ethics
This course introduces students to the terminology used in the medical field by first identifying/translating prefixes, suffixes and root words from their Greek and/or Latin origins, and then by further understanding how these word components when combined with other words that may/may not also have similar origins, create the terminology commonly used today in medical settings and also establish significant and standardized meanings typically used by health insurers as well as by medical biller and coders when posting information into health record files. The course also provides students with a survey of significant medical laws, ethics and bioethics that are similarly dependent on understanding and using standardized medical terminology in statutory language and medical policy statements. Completion of this course provides students with the contexts in which medical terminology is identified and used, how such standardization of definitions and descriptions provide clarity in a variety of significant ways and permits more effective communication in the medical field.

MED 102 3 Credits
Medical Aseptic Procedures
This course provides instruction and training on the importance of adherence to sanitation protocols that include hand washing, disinfection, sterilization, infection control as mandated by the federal Occupational Health & Safety Administration (OSHA) and similar state organizations across the country. Upon completion of this course, students will have a more informed understanding of federal, state and if applicable, local mandates related to workplace health and safety, as well as insights into how employer policies and insurance policies are impacted by such mandates, and how such mandates protect the health and safety of workers and patients alike in medical settings.

MED 103 3 Credits
Cardiopulmonary/ECG
This course introduces students to electrocardiography diagnostic processes that record the electric activity of the heart. Students are presented with an overview and the purposes of electrocardiography devices and how to safely use such devices. Instruction and training also cover the data generated by such devices and how such data provides medical personnel with information about the structure and functioning of an individual's heart and for diagnosing cardiopulmonary irregularities. Upon completion of this course, students will have a more informed understanding of cardiopulmonary devices and procedures as well as may seek certification specialization as an EKG technician.

MED 105 3 Credits
Microbiology and Clinical Procedures
This course focuses on clinical and microbiological testing. Topics include an introduction to the microscope, specimen collection, gram staining procedures, and additionally includes instruction on cultures and sensitivities related to clinical testing procedures. Demonstrations will be provided for CLIA waived/moderate testing techniques, and hemoglobin, hematocrit, blood typing, and mono reagent testing. Upon completion students will better understand the clinical and microbiological testing processes and how to perform testing while using safe/sanitary procedures.

MED 106 3 Credits
Vital Signs and Emergencies
This course provides instruction on the proper methods to use in taking patients' vital signs, including blood pressure, pulse rate, respiratory rate, temperature, height, and weight. Growth charting for children is also covered. Through the completion of the program, CPR and First Aid certification instruction/training and CPR for the Professional Rescuer and Community First Aid and Safety certification are obtainable through the American Heart Association.

MED 108 3 Credits
Medical Billing
This course provides instruction on the fundamentals of medical office bookkeeping and accounting procedures that include patient billing and collection processes and procedures, payroll processes and procedures, and other basic office/bookkeeping tasks that are typically based upon a computer software program and/or accessed through a subscription service. Students will become familiar with using computer aided financial programs commonly used in medical offices/settings. Upon completion of the course, students will have a better understanding of financial practices in a medical setting, and be able to demonstrate proficiencies in those areas.

MED 109 3 Credits
Medical Records and Communication
This course focuses on interpersonal communications within a medical setting to enhance written and verbal skill development to support more effective medical administration and document management in medical settings. Medical Records, Problem Oriented Medical Records (POMR) and Subjective Objective Assessment Plans (SOAP) are covered as well as telephone techniques, appointment scheduling, mail handling and medical reception skills. Upon completion of this course, students will be more proficient in their verbal and written communications skills and their abilities to create and appropriately maintain medical records, to protect the integrity and confidentiality of those records and to identify strategies for more effective document and file management.

MED 116 3.5 Credits
Medical Billing and Computerized Administration
This course provides instruction on the fundamentals of medical office bookkeeping and accounting procedures that include patient billing and collection processes and procedures, payroll processes and procedures, and other basic office/bookkeeping tasks that are typically based upon a computer software program and/or accessed through a subscription service. Students will become familiar with using computer aided financial programs commonly used in medical offices/settings. Upon completion of the course, students will have a better understanding of financial practices in a medical setting, and be able to demonstrate proficiencies in those areas.

MED 200 3 Credits
Principles of Anatomy and Physiology
This is part of a two part course series covering anatomy and physiology of the major systems of the body. Topics of this course include the cardiovascular, respiratory, reproductive, digestive, and endocrine systems. Upon
MCS 101  3 Credits
Computer Servicing I
This course introduces the proper procedures for assembly and disassembly of a computer system, software, and components. Safety concepts and procedures are covered, including electrostatic discharge (ESD) and electrical shock hazards. Students are introduced to the proper tools necessary to assemble and disassemble a computer. Cables and connectors are identified and case styles are covered. In this course, a student will disassemble a computer and identify all components. The student will then properly assemble the computer and verify proper operation.

MCS 215  3.5 Credits
Server Administration I
This course helps prepare students for the Microsoft certification exam. Topics include working with disks, accounts, system resources, and virtualization. Upon completion, students will be able to install, upgrade, and configure Windows Server. (Prerequisite: OPS 101 or with the consent of the Dean.)

MCS 315  3.5 Credits
Server Administration II
This course helps prepare students for the Microsoft certification exam. Topics include implementing, managing, maintaining, and provisioning services and infrastructure. Upon completion, students will have the skills and knowledge necessary to administer a Windows Server infrastructure in an enterprise environment. (Prerequisite: MCS 215 or with the consent of the Dean.)

MCS 415  3.5 Credits
Server Administration III
This course helps prepare students for the Microsoft certification exam. Topics include advanced administration for disaster recovery/fault tolerance, network load balancing, clustering, and certificate services. Upon completion, students will be able to show mastery of advanced configuration tasks necessary to deploy, manage, and maintain Windows Server infrastructure in an enterprise environment. (Prerequisite: MCS 315 or with the consent of the Dean.)

MED 201  4 credits
Anatomy and Physiology
This course covers the anatomy and physiology of the major systems of the body. Topics include the integumentary system, the muscle and skeletal systems, the nervous system, the reproductive system, the digestive system, and the endocrine system. Upon completion students will be able to explain the basic organization and general plan of the body including cells, membranes, and tissues.

MED 211  3 Credits
Insurance Specialist
This course presents students with an overview of the medical insurance industry, current policy options available, how to fill out insurance forms and the procedures related to insurance filings and claims. Filling out forms and claims includes instruction using hard copy and digital formats. Upon completion of this course, students will be more informed and knowledgeable about medical insurance, in general, as well as possess proficiency in working with insurance forms and filings.

MED 210  3 Credits
Professional Medical Coding
This course introduces students to the fundamentals of Medical Coding and the terminology used in such processes that also include using the following coding resources: Current Procedural Terminology (CPT), International Classification of Diseases 10th revision (ICD.10), and Health Care Procedure Coding System (HCPCS). Students learn to code by using the aforementioned resources and relevant texts and reference materials available in hard copy and in digital formats. Upon completion of the course, students will have a better understanding of the principles surrounding medical coding, and relevant knowledge and practical training proficiency in using coding software programs. Upon completion of the course, students will have a better understanding of the principles surrounding medical coding, and relevant knowledge and practical training proficiency in using coding software programs.

MED 281  4 Credits
Lymphatic, Immune, and Endocrine Systems
This course will describe the structural organization and major organs of the lymphatic, immune, and endocrine systems. Normal function, pathology, disease, and treatments will be discussed as they relate to each system. Upon completion of this course, students will be more informed and knowledgeable about such systems that will also enhance their preparedness and overall effectiveness for working in medical settings.

MED 283  4 Credits
Digestive, Reproductive, and Urinary Systems
This course will describe the structural organization and major organs of the digestive, reproductive, and urinary systems. Normal function, pathology, disease, and treatments will be discussed as they relate to each system. Upon completion of this course, students will be more informed and knowledgeable about such systems that will also enhance their preparedness and overall effectiveness for working in medical settings.

MED 285  4 Credits
Human Pathology
This course provides an overview of acute and chronic diseases, how these diseases affect the human body, and actions one might take to reduce the risk.

MED 280  4 Credits
Skeletal and Muscular Systems
This course will describe the structural organization and major organs of the cardiac and respiratory systems. Normal function, pathology, disease, and treatments will be discussed as they relate to each system. Upon completion of this course, students will be more informed and knowledgeable about such systems that will also enhance their preparedness and overall effectiveness for working in medical settings.

MED 380  4 Credits
Microcomputer Systems
NET 103 3.5 Credits
Networking Concepts I
Introduces networking concepts, history, and technology. Students learn vocabulary and network terminology and are trained to identify components of a network. Different types of topologies and protocols are covered.

NET 104 3.5 Credits
Networking Concepts II
Introduces wireless standards, remote access, and WAN technologies. Students will understand threats, firewalls, and basic security in small networks and learn to monitor and manage network operations. Students will learn the process of troubleshooting and documentation. (Prerequisite: NET 103 or with the consent of the Dean.)

NET 215 3.5 Credits
Security Concepts I
This course concentrates on general security concepts, communication security, infrastructure security, basics of cryptography, and operational/organizational security.

NET 315 4 Credits
Security Concepts II
Covers implementing and administering security on a server. (Prerequisite: NET 215 or with the consent of the Dean.)

NET 321 3.5 Credits
Network Communications I
Examines switch and router communications and configurations. Students learn network types, network media, switching and routing fundamentals, TCP/IP, IP addressing and routing, WAN technologies, operating and configuring switch and router operating systems, and managing network environments. (Prerequisite: NET 104 or with the consent of the Dean.)

NET 324 3.5 Credits
Network Communications II
Students select, connect, configure, and troubleshoot various switch and router networking devices. Concepts include extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections, and establishing frame relay connections. (Prerequisite: NET 321 or with the consent of the Dean.)

NET 403 3.5 Credits
Network Communications III
Students explore and examine advanced switching, access control lists, IP routing, and will learn to troubleshoot routing. (Prerequisite: NET 324 or with the consent of the Dean.)

NET 404 3.5 Credits
Network Communications IV
Students will configure and verify Frame Relay, utilize advanced TCP/IP techniques, and describe security threats. This course concludes with the CCNA practice Certification Exam. (Prerequisite: NET 403 or with the consent of the Dean.)

NET 424 3.5 Credits
Information Storage I
In this course, students examine and explore Information Storage concepts, the data center environment, RAID systems, and Intelligent Storage Systems. Students also examine and explore Fibre Channel Storage Area Networks (FC SANs), IP SANs, Network Attached Storage (NAS), and object-based storage. (Prerequisite: NET 324 or with the consent of the Dean.)

Operating Systems

OPS 101 4 Credits
Introduction to Operating Systems
This course helps prepare students for the Windows certification exam. Topics include installing and upgrading Windows as well as configuring hardware, applications, and network connectivity. Upon completion, students will be able to perform configuration and support for computers, devices, users, and associated network and security resources.

OPS 113 3.5 Credits
Linux Operating Systems I
This course is an introduction to the Linux operating system. Topics include X Window system, clients, networking, the shell, and scripting. Upon completion, students will be able to install, configure, and administer the Linux operating system.

OPS 213 3.5 Credits
Linux Operating Systems II
This course covers advanced concepts of the Linux operating system. Topics include installation, management, configuration, security, documentation, and hardware of the operating system. Upon completion, students will be able to demonstrate proficiency with all topic areas in a hands-on environment. (Prerequisite: OPS 113 or with the consent of the Dean.)

PHR 150 3.5 Credits
Pharmacology
Topics presented in this course include drug classifications, measuring medications and dosage calculations, administering medications, and documentation requirements related to each topic area. Instruction includes occupational math and metric conversions, use of PDRs and related medical books. Common abbreviations used in prescription writing and related legal implications/requirements are also presented. The professional role of the MA in patient education and the rights related to medication administration are additional topics addressed in the course. Upon completion of this course, students will be more informed and knowledgeable about medications, in general, and about the appropriate and legal administration of medications.

PHI 210 4 Credits
Critical Thinking
This course is designed as an interdisciplinary approach to critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and apply common problem-solving techniques associated with the task of thinking critically and challenging the everyday norms.

PRO 131 1 Credit
Professional Success
This course introduces students to the concepts of professionalism in the business environment. The course will cover professional attitude, goal setting, dress, etiquette, electronic communication, and social media footprint. Students will be able to clearly organize their thoughts and write short business memos.
PRO 132 1 Credit
Interview Preparation

This course introduces students to some of the interpersonal strategies used in networking. Concepts include verbal communication skills, listening skills, and presentation skills. Upon completion of the course students will be able to do an elevator pitch and prepare for and perform an informational interview.

PRO 150 1 Credit
Business Communication

This course introduces students to the concepts of effective communication in the workplace. The course will cover the communication process, forms of communication and emotion-based communication in the workplace. Students will be equipped to communicate professionally, respect personal space, control the influence of emotion on communication, and professionally express themselves through various forms of communication.

PRO 209 1 Credit
Business Etiquette

This course introduces students to the concepts of business etiquette. The course will cover basic business etiquette as it relates to professional appearance and networking. Students will be prepared to present themselves professionally.

PRO 211 1 Credit
Professional Branding

This course introduces students to the concepts of professional branding. The course will cover personality, attitude, self-efficacy, personal goal setting, life planning, and setting priorities.

PRO 213 1 Credit
Personal Financial Management

This course introduces students to the concepts of personal financial management. The course will cover personal financial management, money management, debt and income, use of credit, credit reporting, saving and investing, and basic identity theft prevention.

PRO 221 1 Credit
Electronic Business Communication

This course examines the venues of electronic communication to include e-mail, mobile devices, texting, instant messaging, blogs, wikis and audio and video conferencing.

PRO 223 1 Credit
Human Resources and Policies

This course introduces students to the basic functions of the human resource department. The course will cover the primary components of employee orientation, employment status, and the concepts of employment-at-will and right-to-revise clauses.

Programming

PRG 101 3.5 Credits
Solution Concepts

Introduces students to project management. Topics include analysis of business requirements, development and deployment cycles, creating project plans for successful delivery, implementation of risk management techniques and mitigation strategies, scheduling task cycles, and implementing monitoring tools and controls to track project progress.

PRG 102 3.5 Credits
Programming Logic and Design I

Introduces elementary programming concepts. Areas of study include an introduction to the history of programming and programming languages, flow charts, and logic structures.

PRG 103 3.5 Credits
Programming Logic and Design II

Increases student knowledge of programming concepts (i.e., flowcharts, logic structures). Structures and basic programming constructs are explored and applied. Students are introduced to data types and use of variables in programming. (Prerequisite: PRG 102 or with the consent of the Dean.)

PRG 111 3.5 Credits
Web Page Programming I

This course introduces students to basic web programming languages and concepts. Topics include HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to construct documents to create a website.

PRG 140 3.5 Credits
Database Programming I

Students are introduced to the fundamentals of Structured Query Language. This course focuses on the basic techniques of SQL as it applies to data retrieval and manipulation.

PRG 204 3 Credits
Programming Concepts I

Using a common language students demonstrate programming, debugging, and troubleshooting techniques. Students become familiar with a software development environment and tools for creating working programs.

PRG 205 3 Credits
.NET Programming I

This course introduces students to the .NET framework. Students will use a selected programming language to learn and implement common programming concepts. Students also become familiar with a .NET integrated development environment (IDE).

PRG 240 3 Credits
Database Programming II

Expands student knowledge of database concepts utilizing best practices. Students write web applications with full database connectivity features. (Prerequisite: PRG 140 or with the consent of the Dean.)

PRG 249 3.5 Credits
Web Page Programming II

This is an intermediate course on web development that builds on students' knowledge of web programming languages and concepts. Topics include CSS, JavaScript, intermediate HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to enhance the creation and management of websites. (Prerequisite: PRG 111 or with the consent of the Dean.)

PRG 250 3 Credits
Web Page Programming III

This is an advanced course on web development that builds on students' knowledge of web programming languages and concepts. Topics include CSS, JavaScript, advanced HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to master their creation and management of websites. (Prerequisite: PRG 249 or with the consent of the Dean.)

PRG 310 3.5 Credits
Web Server Programming I

Introduces the students to fundamentals of dynamic web application programming Server Components and ADO, client server-side
PSY 220 4 Credits
Psychology
Explores the aims and methods of psychology. Concepts covered in the course include human behavior, learning theories, memory, and human development.

PSY 250 4 Credits
Positive Psychology
Explores emotional intelligence and its application in personal, professional, and communal relationships. Focus is on recognizing and improving emotional intelligence and developing a plan for self-management and implementation.

RES 105 4 Credits
Introduction to Respiratory Therapy, Microbiology, and Infection Control
This course is an introduction to cardiopulmonary care. Topics include asepsis and the control of infectious disease in the healthcare setting. Upon completion, students will be able to describe and apply infection control strategies to include sterilization and disinfection.

RES 116 3 Credits
Airway Management
This course focuses on the theory, application, and monitoring of airway management.

RES 118 2 Credits
Cardiopulmonary Pharmacology I
This is part one of two courses focusing on the general principles of pharmacology with an emphasis on drugs affecting the cardiopulmonary system. Topics include adrenergic bronchodilators, anticholinergic...
bronchodilators, xanthines, and mucus-controlling medications. Upon completion, students will be able to discuss the indications, contraindications, effects, and common usage of frequently prescribed cardiopulmonary medications.

RES 119 2 Credits Cardiopulmonary Pharmacology II

This is part two of two courses focusing on the general principles of pharmacology with an emphasis on drugs affecting the cardiopulmonary system. Topics include surfactant agents, corticosteroids, pediatric drugs, skeletal muscle relaxants, diuretics, and cardiovascular medications. Upon completion, students will be able to discuss the indications, contraindications, effects, and common usage of frequently prescribed cardiopulmonary medications. (Prerequisite: RES 118 or with the consent of the Dean.)

RES 125 3 Credits Medical Gas Therapy/Humidity and Aerosol Therapy

The therapeutic application and monitoring of oxygen and specialized gas mixtures. Introduction to hyperbaric medical procedures.

RES 128 3 Credits Arterial Blood Gases/Advanced Cardiopulmonary Physiology

This course focuses on the theory, application, and interpretation of blood gas analysis and associated clinical cardiopulmonary physiology determinations.

RES 129 2 Credits Medical Gases/Aerosol and Humidity Therapy - Clinical Practicum

This clinical practicum focuses on gas pressure and flow regulation, oxygen analysis, oxygen therapy, oxygen tents, oxygen hoods, aerosol generators and aerosol medication delivery. (Prerequisites: RES 121 and RES 122 or with consent of the Dean.)

RES 137 2 Credits Cardiopulmonary Pathophysiology I

This is part one of two courses focusing on the etiology and the pathophysiology of pulmonary-related disorders. Topics include the signs and symptoms of each disease process as well as assessment and treatment strategies. Upon completion, students will be able to discuss the necessary elements required for formulating and modifying appropriate treatment plans. (Prerequisite: BIO 155 or with the consent of the Dean.)

RES 138 2 Credits Cardiopulmonary Pathophysiology II

This is part two of two courses focusing on the etiology and the pathophysiology of cardiovascular-related disorders, as well as advanced management of pulmonary-related disorders. Topics include the signs and symptoms of each disease process, as well as assessment and treatment strategies. Upon completion, students will be able to discuss the necessary elements required for formulating and modifying appropriate treatment plans. (Prerequisite: RES 137 or with the consent of the Dean.)

RES 145 3 Credits Pulmonary Function Testing and Cardiopulmonary Diagnostics

Theory, application, and current American Thoracic Society standards for spirometry, diffusion studies, and other advanced diagnostic studies.

RES 196 11 Credits Clinical Experience I

Documented hands-on patient-care experience with the advanced skills required of a respiratory therapist in a variety of settings. Includes documentation of appropriate physician interaction. Successful completion requires submission of all assigned laboratory and clinical competency documentation sheets.

RES 205 3 Credits Lung Hyperinflation Therapy/ Bronchial Hygiene Therapy

This course focuses on the theory and application of lung hyperinflation along with non-invasive ventilation techniques.

RES 216 4 Credits Mechanical Ventilation I

This course focuses on the theory of invasive and non-invasive mechanical ventilation devices.

RES 236 4 Credits Mechanical Ventilation II

This course focuses on the application and monitoring of invasive and non-invasive mechanical ventilation devices.

RES 246 2 Credits Pulmonary Rehabilitation

Overview of cardiopulmonary rehabilitation programs. Application of respiratory therapy modalities in alternate care settings.

RES 256 4 Credits Neonatal and Pediatric Care

This course focuses on the theory and application of the care of pediatric and perinatal patients.

RES 276 3 Credits Advanced Cardiac Life Support/ Multi-skilled RT

Theory and application of advanced resuscitation modalities and special procedures. Review of theory and case scenarios in cardiopulmonary patient care.

RES 292 16.5 Credits Clinical Experience II

Documented hands-on patient-care experience with the advanced skills required of a respiratory therapist in a variety of settings. Includes documentation of appropriate physician interaction. Successful completion requires submission of all assigned laboratory and clinical competency documentation sheets.

RES 298 2 Credits Case Studies and Board Review

This course focuses on respiratory therapist methods of information gathering and decision making when caring for patients. Topics include patient evaluation, pulmonary diagnostic testing, airway care, mechanical ventilation, emergency care, medical gas therapy, and pathophysiology. Upon completion, students will be able to demonstrate competency by passing the National Board of Respiratory Care TMC Self-assessment Exam.

RES 300 4 Credits Advanced Clinical Practice

This course deals with the applications of advanced clinical practice and the issues and challenges facing future practitioners. It includes cardiopulmonary diagnostics, principles of disease management, patient education, evidence-based respiratory care, and research. (Prerequisite: RES 196, 291, or 292 or with the consent of the Dean.)
RES 330  4 Credits
Applied Clinical Education

This course deals with the applications of adult education in the clinical setting. It includes clinical program design, strategies of clinical teaching, clinical evaluation, inter-rater reliability, student advisement, and clinical teaching practicum. (Prerequisite: RES 196, 291, or 292 or with the consent of the Dean.)

RES 350  4 Credits
Specialty Clinical Practice I

This course provides the student the option to explore the different specialties in respiratory care, including neonatal pediatric specialty (NPS), certified asthma educator (AE-C), and COPD educator. (Prerequisite: RES 196, 291, or 292 or with the consent of the Dean.)

RES 352  4 Credits
Specialty Clinical Practice II

This course provides the student the option to explore the different specialties in respiratory care, including pulmonary function technology (PFT), adult care specialty (ACCS), and sleep disorders specialty (SDS). (Prerequisite: RES 196, 291, or 292 or with the consent of the Dean.)

RES 498  4 Credits
Respiratory Care Capstone

This course gives the student the opportunity to demonstrate mastery of the theory and practice of respiratory therapy by applying the knowledge and skills learned in respiratory therapy coursework. The capstone experience enables a student to select a project of interest to them in the field of respiratory therapy. The capstone course requires a project report (10 pages, minimum) that illustrates the cumulative integrated knowledge gained from classroom and project experiences. (Prerequisites: Completion of all technical courses or with the consent of the Dean.)

Sociology

SOC 240  4 Credits
World Cultures

This course is designed to provide students with a background on cultural intelligence and its relevancy in the workplace. Students will explore the various cultures they belong to and how these impact their perceptions. Students will also learn how self-efficacy and the concept of self influence cultural intelligence. Student emphasis will focus on improving cultural intelligence skills to positively impact their personal and professional lives.

SOC 400  4 Credits
Sociology of Aging

This course contains an interdisciplinary approach that provides the concepts, information, and examples students need to achieve a basic understanding of aging as a social process. This course addresses a broad range of societal issues and covers concepts associated with an aging population. It examines the concept of aging on both an individual and societal level. Major topics include: the history of aging in America; physical aging; psychological aspects of aging; personal adaptation to aging; death and dying; community social services; how aging affects personal needs and resources; and government responses to the needs of aging.

Statistics

STA 322  4 Credits
Statistics

This course focuses on the practical skills needed in statistics analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT 220 or with the consent of the Dean.)
Equipment –
Undergraduate Programs

The following is a list of equipment typically found at each campus. The amount and type of equipment varies based on the size of the campus and the programs offered.

**Basic Clinical Equipment Inventory**
- Oxygen bottles
- Centrifuge with tubes
- Incubator
- Refrigerator
- IV stands with sample IV bag and tubing
- Suture removal instruments
- Probes
- Curretts
- Exam tables
- Pulmonary testing equipment
- Heart chart
- Vascular system chart
- Digestive system chart
- Male reproductive system chart
- Autonomic nervous system chart
- Female reproductive system chart
- Respiration system chart
- Muscular system chart
- AMBU bags (various sizes)
- Hand held suction with catheters
- Triangular bandages
- Blue pads
- 70% rubbing alcohol-dispensers
- Infant tape measure
- Metal vaginal speculum
- Biohazard waste cans
- Snellen eye chart
- Ishihara’s color chart
- Electric powered hospital bed
- Wheel chair
- Shower/camode chair
- Manual hospital bed
- Donated recliner
- Skeleton
- EKG machines
- Wall BP cuffs
- Med cabinets
- Portable shampoo tray
- Portable air tank
- Scale
- Auto clave
- Small fridge
- Automated hemoglobin A1C machine
- Automated coaguchek
- OSHA regulations hand-out
- CLIA regulations hand-out
- QA documentation form
- Hazardous materials classification labels
- MSDS sample data sheets
- CDC reportable disease forms
- Prepared slides of various bacteria
- Disposable gowns
- Glass slides
- Gram stain reagents
- Inoculating loops
- Media samplers
- Staining rack
- Antimicrobial susceptibility test discs
- 24-hour culture on agar
- Bacitracin disk
- Susceptibility testing disks
- Lab and requisition form
- Normal saline solution
- Specimen transport packaging
- Prepared slides of various normal and abnormal urine components.
- Sedi-stain

**Patient Exam Equipment Inventory**
- Metal vaginal speculum
- Tuning fork
- Reflex hammer
- Patient gowns
- Anal speculum
**Mannequins Equipment Inventory**
- Adult CPR mannequin
- Infant CPR mannequin
- OB mannequin
- Catheterization and enema mannequin
- Latex vein simular
- Latex arm (for injection and phlebotomy with simulated blood)
- Plastic anatomical skeletons

**Emergency, First Aid, Vital Signs Equipment Inventory**
- Stiff neck collars
- Epi-pen (discharged)
- Blackboards
- Splinting kits
- Mast pants
- Defibrillator (fully functional with trainer.)
- KED (kendrick extrication device)
- Hare traction splint
- 3 Sizes blood pressure cuffs (aneroid)
- Stethoscopes
- Double stethoscopes

**Phlebotomy and Blood Work Equipment Inventory**
- Glucometer
- Microspin centrifuge
- Butterfly winged infusion sets
- Hematocrit tubes
- Sealing clay
- Hemocue
- Microcuvettes
- Plastic HCT tubes
- Vacutainer 21 G needle
- Cholestoral testing equipment
- Capillary lancets with microlet lacing device
- Sharps containers
- Test strips
- Vacutainer multisample adapter
- Phlebotomy chairs
- Side tables

**Respiratory Therapy Equipment Inventory**
- Adult and infant ventilators
- Positive pressure breathing therapy equipment
- Oxygen delivery device
- Pulmonary function testing equipment
- Patient simulators
- Miscellaneous oxygen and aerosol delivery devices
- Miscellaneous supplies (inhalers, nebulizer, etc.)

**IT Equipment Inventory**
- Phones
- HP laptops
- Desktops
- Color inkjet printer
- 44” plot printer
- Monochrome printers
- Color laser printers
- Copy machines
- 32” TV
- 42” TV
- Switches
- Projectors
- DVD/VCR
- Interactive whiteboard module
- Scanner
- ID card printer
- Cash register
- Servers
- Uninterruptible power supplies
- Routers
- Intercom system
- 19” server cabinet
- 19” two-post rack for switches, routers, and patch panels
- Dell415r file servers
- Cisco 2901 ISR routers
- Cisco 24-port 100mb managed switches with power and Ethernet capabilities
- Cisco 10-port gigabit managed switches with power and Ethernet capabilities
- Multi-port patch panels
- Cisco Aeronet wireless access point
• Windows server 2008 R2
• Exchange server 2008
• CentOS6.x
• Software access for lab Sim and DreamSpark

Computer Repair and Maintenance Inventory
• Anti-static workbenches and seating
• Assortment of computers and laptops used for disassembly and repair practice
• A wide assortment of computer main boards, sound cards, video cards, network cards, keyboards, mice and other parts used to build and repair computers.

Equipment for Student Use – California College San Diego

Equipment and training aids that are available to students include, but are not limited to, the following:

• An extensive collection of print and electronic resources
• Current industry periodicals
• Professional software for training
• Medical lab including: exam tables; skeleton; CPR “Annie”; centrifuge; microscopes; phlebotomy kits; EKG machine; and miscellaneous medical supplies (syringes, splints, bandages, etc.)
• Respiratory therapy lab including: adult and infant ventilators; positive pressure breathing therapy equipment; oxygen delivery devices; pulmonary function testing equipment; patient simulators; miscellaneous oxygen and aerosol delivery devices; miscellaneous supplies (inhalers, nebulizer, etc.)
• Computer lab for individual and group work
• Computers; software; printers; and Internet access
• X-ray unit; X-ray table; Chest bucky; light box; densitometer; sensitometer; lead apron, blockers and shields; processor; lead film box; and phantoms (humerus, ulna, radius; femur; and pelvis)

Upon enrollment, all new students receive a laptop to use when class starts and may keep it when they graduate at no additional charge.
For safety reasons, unattended children are not allowed on campus. No children, whether attended or unattended, are allowed in classrooms or labs during sessions.

California College San Diego, does not accept leaves of absence.

Student Online Attendance Requirements and Procedures:

1. Students must log on, participate and complete the assignment in each course enrolled the first week of the module in order to avoid termination from the course(s) or program due to lack of attendance.

2. It is required that students log in and participate each week.* Attendance for online classes is defined as logging in plus participating in class while online. Students are required to participate in discussions each week of the module by posting a response to the questions posted by instructors. Students should refer to the course Syllabus for specific discussion posting requirements. It is suggested that students check the threaded discussions on a daily basis to continue dialogue by responding to those who have posted previous postings.

3. Students who are unable to meet the attendance requirements must communicate immediately via email with the instructor. Instructors may make provisions to accommodate students based on the circumstances (valid documentation is required.)

4. Students who do not post any attendance for 14 consecutive days will be dropped from school. If a learner has technical problems, he or she must communicate this problem immediately to his or her instructor and campus Dean to avoid being terminated from the course.

5. Online instructors may bring student attendance issues to the campus Dean for assistance in making contact with the student.

Attendance

Students should be present and on time for all classes.

While circumstances beyond the control of the student may make it impossible for him or her to attend a class, excessive absenteeism will result in administrative action as outlined below.

Should a student not attend any classes during the first week of their first module, the Institution will take administrative action, which may include termination from the course or program. Students who are absent during the first week of any subsequent module must communicate with their instructor and discuss any issues they may have that will impede his/her success.

Students who are absent more than three days in any module will meet with their instructor to discuss any academic or outside issues causing the absences.

Students who are absent more than 50% of any module will be sent a warning from the Dean that they are in jeopardy of failing the course.

If a student does not post any attendance for 14 consecutive days, he/she will be dropped from school.

Faculty may outline any requirements regarding attendance and tardiness in their course syllabi.
if the student is concurrently enrolled online and on-ground.

Class Size

Class size will vary. The maximum scheduled for laboratory classes is 25, and the maximum scheduled for lecture classes is 60 students. The maximum scheduled for online classes is 45 students.

Class Schedule

Classes are offered in a classroom format and certain courses are available by hybrid and by online instruction.

Course delivery methods:

1. Face-to-Face: Each course meets face to face at a specific time and location.

2. Asynchronous Distance: Internet-based courses that are not time or location specific. A student interacts with the coursework, prepared by an instructor, using the Internet and our Learning Management System.

3. Synchronous Distance: Internet courses that are time but not location specific (i.e., classes are scheduled for a specific time but can be accessed via the Internet). Students interact in real-time with classmates and the instructor using the Internet and a software product called Zoom. Zoom allows the students to ask questions either verbally or through text and get responses immediately.

4. Hybrid: a hybrid course involves elements of both face-to-face and online (distance) delivery methods.

Scheduling

Courses are scheduled so that students should be able to complete all program requirements on time unless the student fails courses, fails to achieve core requirements, or withdraws and re-enters. Students with transfer credits may experience disruptions in their schedule. If any of these circumstances occur, the institution will make every effort to schedule the student with a full schedule each module; however, courses will not be scheduled simply to facilitate the student who has interrupted his or her schedule. Students are urged to do everything possible not to interrupt their schedule.

Day Program: Classes are regularly scheduled Monday through Thursday. The day class schedule is from 8:30 a.m. to 2:30 p.m., with appropriate scheduled breaks. Hours may vary by campus. Please check with your campus for scheduled hours. The period(s) students are expected to attend class meetings can vary from module to module depending upon the number of courses into which an individual student is scheduled and the delivery method used for that course.

Evening Program: Classes are regularly scheduled Monday through Thursday. The evening class schedule varies by program and is typically divided into two sessions. Some courses may be scheduled two-days 6:00 p.m. to 8:30 p.m. and some may be scheduled from 6:00 p.m. to 10:00 p.m., with scheduled breaks. Please check with your campus for scheduled hours. The period(s) students are expected to attend class meetings can vary from module to module depending upon the number of courses for which an individual student is scheduled and the delivery method used for that course.

Clinical: The times and locations of clinical rotations are variable and depend upon hospital demands. In their clinical rotations, students will spend 36 hours per week at a clinical setting (hours and schedules vary by site, but students should plan on working the day shift), and four hours per week of case study review at the campus. Due to the dynamic and limited nature of the clinical environment, students do not necessarily receive their choice of clinical sites. Students, at their own expense, may have to travel to participate in clinical rotations.

Externship Requirements

Externships must be attended during normal office hours only, and students are responsible for transportation to the externship site. Students are not paid any salary or stipend during an externship. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus to provide general experience in a field of training but not specific experience within a field. Students may not expect to receive an externship in any specialization within a given field.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the Institution’s control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the Institution, the state accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.
If you have prior misdemeanor or felony convictions, you may be subject to denial of externships, employment opportunities, and/or professional licensure. You are advised that, in order to comply with clinical or employment requirements, you may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.

**Course Load:** Students will routinely be scheduled in courses totaling at least 18 quarter credits every sixteen weeks (except Nurse Education courses). However, course loads may vary from module to module depending upon the student’s program, academic performance, and other variables.

**Make-Up Work**

Students who have been absent are expected to make up all missed work prior to returning to classes and to proceed with the new course material in the original sequence. Courses are normally delivered by the traditional lecture/lab instructor-led method. In special circumstances, these same courses may be delivered in an alternative style.

**Transfer of Credit for Undergraduate Programs**

**Credit Transfer from Another College**

Credits from other institutions which are accredited by an agency recognized by the U.S. Department of Education may transfer when the course submitted for consideration is of comparable scope and content to the campus’s own courses. International credits will be reviewed on an individual basis. Transfer of credit is at the judgment and discretion of the Dean and/or the Campus Director. The institution does not currently have any formal articulation agreements to accept credit from other schools. The maximum transfer credits allowable from other institutions are:

**To associate’s degree programs:** No more than 75% of the credits may be transferred. A grade of C is required for Respiratory Therapy credits. Credits in core courses may not be more than 15 years old and credits in core technology courses may not be more than 8 years old. General education courses have no time limit. Credits within the time limits may still be rejected based on educational relevancy.

**To a bachelor’s degree program:** No more than 75% of the credits may be transferred. Transferred credits must be C- or better (B for nursing and C for Respiratory Therapy). Credits in core courses may not be more than 15 years old and credits in core technology courses may not be more than 8 years old. General education courses have no time limit. Credits within the time limits may still be rejected based on educational relevancy.

**Transfer Credit Process**

The applicant must supply a college transcript for transfer of credit to occur. For courses that do not match the institution's current courses, a catalog or course syllabus must be provided.

**Course Numbering**

Generally, 100- and 200-level courses are for associate’s-level work, 300- and 400-level courses are for bachelor’s-level work. In transferring in credits, no 100- and 200-level courses may be used to satisfy our 300- and 400- or 500- and 600-level courses. However, 300- and 400- or 500- and 600-level courses for another accredited institution may be used to satisfy 100- and 200-level courses at our institution if the course descriptions are similar.

**Course Credits**

A sufficient number of credits earned from the transferring institution must equal the credits we grant for a course. Example: a sociology course transferred to us must be 4 quarter credits or 3 semester credits to satisfy our sociology course requirements. (Semester credits x 1.5 = quarter credits).

**Continuing Education Units/Seminars**

Credits for Continuing Education Units (CEUs) or seminars may not be transferred to satisfy courses at our colleges. A student who has continuing education units and/or seminars in courses scheduled in the student’s program, may challenge the course by passing the examination with a score of 90% or greater. If the student passes the examination, the student will receive a grade of PE on his or her transcript.

**CLEP, DANTES, AP, and Certification Credit**

The college may award credit to students who score at or above established levels on College-Level Examination Program (CLEP), Defense Activities for Non-traditional Education Support (DANTES) examinations, Advanced Placement (AP), and college recognized certifications (i.e., Cisco, Microsoft, A+, etc.). Some core courses may not be transferable (i.e., medical clinical core courses). Information regarding specific CLEP, DANTES, and AP equivalents/scores may be obtained from the Dean or Campus Director. Tuition is adjusted accordingly.

**Pass by Exam**

Students may challenge out of a course by taking a competency examination. To successfully earn credits the student must score 90% or better on the challenge exam. The challenge exam must be completed and scored before or during the first day of the module in which the course is scheduled. Courses passed by challenge exam will be awarded a “PE” (Pass by Exam) grade, will not count as attempted credits and are not
eligible for VA benefits or federal financial aid. There will be no charge to the student for courses passed by examination.

To help improve outcomes on Therapist Multiple Choice (TMC) and Clinical Simulation Exam (CSE), students are not permitted to challenge out of RES 298 by taking a competency examination except with consent of the Dean.

**Prior Learning Assessment**

A student may be eligible for college credit earned through life experience. These experiences may happen through work, the military, community related activities, free online education such as MOOC, or other independent studies. The following process applies to PLA credit:

1. The student must be in good standing (academic, financial, and conduct) with the college in order for an application to be processed.

2. The student must complete the Prior Learning Assessment Form and a portfolio and submit these to the dean at least thirty (30) days prior to being scheduled for the course.

3. The portfolio must include the following:
   a. Name of course, course description (from catalog), and the course objectives;
   b. Cover letter that summarizes why the student believes he/she has experience demonstrating mastery of the course objectives (usually one page);
   c. A statement or short report (1-3 pages) for each course objective explaining how the student has experience that demonstrates mastery of the course objectives; and
   d. Supporting documents including resume, performance reviews, certifications and awards.

The Prior Learning Assessment Form and portfolio are reviewed by the academic staff to determine whether the submitted materials demonstrate that the student has mastered the learning objectives of the course.

If the portfolio is approved, credit for the course is awarded with a “PE” (Pass) grade. PLA courses do not count as attempted credits.

**Credit Transfer to Other Colleges**

Graduates or students who are considering transferring from the college to other institutions should recognize that programs at the college are specifically tailored to career preparation. Courses that make up such programs are not generally transferable to other colleges, particularly in programs that emphasize general or liberal education. It should also be noted that in any transfer situation, regardless of the colleges involved, the acceptance of credits is at the sole discretion of the accepting college and our Institution makes no representations whatsoever concerning the transferability of any college credits to any other institution. Our Institution’s credits generally are not transferable to other colleges unless a written articulation agreement between our institution and another institution has been negotiated. See the director of admissions or the Campus Director for details of any articulation agreements.

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

**Credit Transfer from Affiliated Colleges**

Graduates or students who are transferring within the affiliated college system will have their credits automatically accepted. Graduates of associate’s degree programs within the affiliated college system may transfer credits to an applicable full bachelor’s degree, not a bachelor’s completion degree.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation. Likewise, a student who transfers from one campus to another with a GPA that warrants honor status will retain that status at his or her new campus.

**Credit Transfer for Veterans, Active-Duty, Reserve/Guard, and Dependents**

The institution maintains a written record of the previous education and training of veterans or eligible persons. No more than 25% of a transfer student’s prior academic work will be accepted towards a degree, with the training period
shortened proportionately. The veteran or eligible person will be notified of prior credit granted.

**Special Conditions for Students Eligible for Military Benefits**

The institution requires, for academic residency, a minimum of 25 percent of the degree requirements for all degrees to be completed in residency at any time for active-duty servicemembers, reservists, and National Guardsmen, and their dependents.

With respect to transfer of credit, the institution recognize and use the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations and/or those transcripted by the community college of the Air Force, when applicable to a servicemember’s program.

**Program Transfers**

Efforts are made to direct students to the program of study best suited to achieving skills and competency; however, at times a student may request a program transfer.

All credits earned in the original program that apply to the new program will be automatically accepted. All grades associated with credits earned in the original program will be calculated towards satisfactory academic progress in the new program.

Students are required to apply in writing to the Dean of Education for a program transfer, and must be approved by a Financial Planning Officer and the Dean of Education. Any exception to this policy is at the discretion of the Dean.

The notation of IP (In Progress, Passing) will be posted for students who have obtained passing grades at the end of the first month of an extended course. An IP grade is a placeholder for partial courses and is not part of the GPA calculation since a grade is not earned until the end of the course.

Satisfactory progress and successful course completion is not affected by the PE grade or the IP grade.

Due to licensure requirements for the respiratory therapy profession, respiratory therapy students must achieve 74% or better in their prerequisite and core RES courses, and a cumulative score of 74% or better for the entirety of the program.

Respiratory therapy students should see the Registrar or the Respiratory Therapy Program Director for complete details.

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### General Grading Guidelines

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Grade Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94–100</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>90–93</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
<td>3.4</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>84–86</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80–83</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
<td>2.4</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>74–76</td>
<td>2.0</td>
<td>Average</td>
</tr>
</tbody>
</table>

Passing grade for prerequisite, clinical, and general education courses for online Associate Degree in Respiratory Therapy students.

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Grade Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-</td>
<td>70–73</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67–69</td>
<td>1.4</td>
<td>Poor</td>
</tr>
<tr>
<td>D</td>
<td>64–66</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>60–63</td>
<td>.7</td>
<td></td>
</tr>
</tbody>
</table>

Passing grade for Associate’s and BS degree programs, other than the Associate Degree in Respiratory Therapy.

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Grade Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>59 or below</td>
<td>0</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>0</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Turns to F within four weeks of end of module if work is not completed for an academic grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Grade Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE</td>
<td>**</td>
<td>Passing by exam</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>**</td>
<td>Attempted, partial completion</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>Passing</td>
<td></td>
</tr>
</tbody>
</table>

Used for on-ground Respiratory Therapy (San Diego campuses).

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Grade Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>*</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>N/A</td>
<td>Transfer of credits from another educational institution</td>
<td></td>
</tr>
</tbody>
</table>
Transfer of credits from an affiliated educational institution

*See Course Withdrawal section.

**PE grades are issued for courses taken by exam. Both PE and IP do not affect the GPA calculation.

**Previous Grading System:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>GPA</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>P*</td>
<td></td>
<td>4.0</td>
<td>Passing</td>
</tr>
</tbody>
</table>

(P* is used for Respiratory Therapy clinical grades.)

WP/WF N/A Withdrawal (Pass/Fail)

NA N/A Not Attempted

NOTE: PE, IP, W, WP, WF, P, and T do not affect the GPA calculation.

**Respiratory Therapy Grading Guideline:**

Students are expected to master all courses in the curriculum. To assure proficiency in the subject matter, it is imperative that each Respiratory Therapy student demonstrate a satisfactory level of performance (≥ 74%) or a minimum of a “C” grade as the final course grade, excluding general education courses. Any grade less than a “C” (or ≥ 73.9%) is considered failing the course. If a student fails a course, he/she will not be allowed to continue on in the program until the class has been successfully passed. Students must maintain a cumulative GPA of 2.5 in order to sit for the exit exam (WRRT SAE) and graduate from the RT program.

The only exception to this policy is any course that is graded on a pass/fail basis.

**Grade Reports**

The students can print a report of their grades electronically through the student portal. For purposes of academic progress and graduation, the cumulative GPA from the student transcript is used.

**Student Records**

All student records are kept for at least five years from the last date of attendance unless they are subject to a U.S. Department of Education program review that is outstanding beyond such five-year period, in which case the records are kept until the completion of the review. To review records, students or alumni should contact the campus registrar.

**Transcript Policy**

Students may receive two official transcripts at no charge. Students may apply for additional transcripts for a $5 charge each.

A student with a hold on their financial account is not eligible to receive either an unofficial or official transcript until the hold is resolved.

Grades of transferred courses from other institutions are recorded as a “T” grade and do not contribute to quality points in calculating the student’s cumulative GPA at our colleges.

**Family Educational Rights and Privacy Act of 1974**

In compliance with the Family Educational Rights and Privacy Act, which became law on November 19, 1974, the College hereby notifies all students of their rights in connection with educational records maintained by the College. All students are entitled to review their educational records maintained by the institution by making a request to the Campus Director. Within forty-five (45) days after the request is made, the educational records of the student will be made available to the student. If the student believes that information in the educational records is inaccurate or misleading or violates the privacy or other rights of the student, the student may request that the institution amend the records. If the institution refuses to amend the educational records of the student, the institution will inform the student of the right to a hearing to seek the correction of information in the educational records. At the hearing, the student will be afforded an opportunity to present evidence that is relevant to the issues, and the student may be assisted or represented by an individual of his or her choice at his or her own expense, including an attorney.

The decision of the institution shall be based solely upon the evidence presented at the hearing. If, as a result of the hearing, the student believes that the information is not accurate, is misleading, or otherwise is in violation of the privacy or other rights of the student, the student has the right to place in the educational records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the institution.

The institution maintains student records on the campus premises for a period of not less than five years. The institution maintains student transcripts in perpetuity.

A student has the right to consent to disclosures of personally identifiable information contained in the student’s education
records, except to the extent that FERPA authorizes disclosure without consent.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920


**Satisfactory Academic Progress for Programs**

**Standards of Satisfactory Academic Progress**

All students, including VA students, must progress satisfactorily toward meeting graduation requirements. Academic progress is measured in two ways: (a) grade point average, and (b) course completion. The academic progress of each student will be reviewed at the end of every term. A student is considered to be making academic progress if his or her grade point average is above the minimum requirement and the student has successfully completed at least 67% of the credits attempted, otherwise known as the completion rate standard. The evaluation points, grade point average standard, and the completion rate standard are provided in the table listed.

<table>
<thead>
<tr>
<th>Required Evaluation Point</th>
<th>Minimum CGPA with 67% of Credits Attempted/Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Bachelor's Degree Program)</td>
<td></td>
</tr>
<tr>
<td>First term</td>
<td>1.0</td>
</tr>
<tr>
<td>Second term</td>
<td>1.5</td>
</tr>
<tr>
<td>Third term</td>
<td>1.8</td>
</tr>
<tr>
<td>Fourth term</td>
<td>2.0</td>
</tr>
<tr>
<td>End of each term until 150%</td>
<td>2.0</td>
</tr>
<tr>
<td>(Associate of Applied Science and Occupational Associate's Degree Program, except for Associate's Degree in Respiratory Therapy)</td>
<td></td>
</tr>
<tr>
<td>First term</td>
<td>1.0</td>
</tr>
<tr>
<td>Second term</td>
<td>1.5</td>
</tr>
<tr>
<td>Third term</td>
<td>2.0</td>
</tr>
<tr>
<td>Graduation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

150% of the program 2.0

(Associate's Degree in Respiratory Therapy)

| First term | 2.0 |
| Second term| 2.5 |
| Third term | 2.5 |
| Graduation | 2.5 |

**Maximum Time Frame**

Students must complete their program within one and one half times the credit hours required to complete the program. Students must complete 67% of their credits attempted in each evaluation period in order to meet satisfactory academic progress standards. The student must complete the program within the maximum time frame in order to graduate.

For example, if a program requires 90 credit hours to graduate, the student can take up to 135 credits in order to complete the program. Taking extra credits occurs primarily when a student has to repeat a course. Students who reach their maximum time frame and have not graduated must be dismissed from the institution.

**Calculation of SAP**

Satisfactory progress and successful course, completion is not affected by “passed by examination” (PE).

Incomplete grades are counted as credits attempted and affect the maximum time frame but do not affect the grade point average. When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an “F”.

Pass/fail courses, credit/no-credit courses, and courses assigned a grade of IP are counted as credits attempted and affect the maximum time frame but are not considered in the grade point average calculation. Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

A withdrawal grade (W) is counted as credit attempted, but not completed, and will adversely affect a student’s satisfactory academic progress. A grade of W does not affect the student’s cumulative GPA (CGPA).

In the case of a program transfer, all credits earned in the original program that apply to the new program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits earned in the original program that apply to the new program will be calculated
toward satisfactory academic progress in the new program as credit completed and also contribute to quality points in calculating the student’s cumulative GPA.

In the case of a previously earned credential, all credits earned in the program that apply to the current program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits awarded in the earned credential that apply to the current program will be calculated toward satisfactory academic progress in the current program as credit completed and also contribute to quality points in calculating the student's cumulative GPA.

Grades of accepted transferred courses from other institutions, including those from previous credentials, are recorded as a “T” grade and count as credit completed, but do not contribute to quality points in calculating the student’s cumulative GPA.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfer with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation.

Course Repetitions

Programs are not designed to facilitate course repetitions due to the short, fast-paced, and intense nature of the coursework. If a student fails a course or earns a non-passing grade (see General Grading Guidelines), that course could be repeated, provided it is offered again within the maximum time frame. The Dean or Program Director must approve all course repetitions. Each attempt is recorded on the student transcript but only the highest grade is reflected in the cumulative GPA. Each attempt at the course would be counted as a “course attempted” in the calculations for successful course completion and maximum time frame. Repeating a course in a program will result in the assessment of tuition charges at the current credit hour rate. A course may be taken a maximum of three times. If a student fails a course or earns a non-passing grade three times, he or she will be dismissed from the school.

Satisfactory Progress Verification

When financial aid electronic disbursement rosters are received, the financial aid officer at Central Financial Aid (CFA) quickly checks that the student is eligible for the disbursement. If the student does not have the required time and credits, it is so documented on the student’s academic record.

The Director of Financial Aid at CFA is fully responsible and accountable for verifying and documenting that the student is entitled to the funds by checking the required time and credits correlating to satisfactory progress.

Financial Aid Warning

To ensure a student’s success in a program, the grade point average and completion rate are reviewed by the Dean at the end of each evaluation point. If a student is in danger of falling below the required standards of academic progress, the student is advised. If a student fails to achieve the required GPA and/or fails to complete 67% of the credits attempted in an evaluation period, the student will be placed on Financial Aid Warning Status for the next evaluation period. A student on Financial Aid Warning Status will have until the next evaluation point to meet the minimum standards of academic progress. Students on Financial Aid Warning Status remain eligible for financial aid funding.

Dismissal

Student termination may result from unsatisfactory academic progress, unsatisfactory course completion, failure to achieve the appropriate proficiency level within the prescribed timeframe, use of controlled substances on campus, carrying of weapons on campus, conduct detrimental to the institution, failure to comply with financial aid regulations, or non-observance of other student regulations. A student who is dismissed may appeal to the Campus Director of the College, who will make the final determination.

Students may be terminated from the institution, without a right to appeal, after 14 consecutive days of non-attendance. However, the student will be allowed to petition for readmission.

Dismissal for Unsatisfactory Academic Progress

If a student on Financial Aid Warning Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student immediately becomes ineligible for federal financial aid and is dismissed (immediate dismissal is suspended if the student files an appeal). A student who fails to meet SAP standards at the end of their FAWS period may file an appeal (see next section) with the Appeals Panel. The Appeals Panel will determine if the student is eligible for continued enrollment and access to federal financial aid. If a student’s appeal is denied, the student is dismissed.

Appeal

A student dismissed for failing to meet the minimum standards of academic progress has the right to appeal the
dismissal. The appeal must be done in writing and submitted in the form of a letter to the Dean. The letter must include the following:

1. Explain the reasons why the student was unable to meet the minimum standards of academic progress including any mitigating circumstances;

2. Provide documentation in support of any mitigating circumstances;

3. Describe what has changed that will allow the student to be able to meet the minimum standards of academic progress; and

4. Detail what the student will do moving forward to ensure that he or she will be successful in his or her program of study and will be able to achieve the requirements for graduation.

The appeal will be reviewed by a institution Appeals Panel. The student may be requested to meet with the Panel to discuss the appeal and provide additional information. Once the appeal letter and documentation are reviewed, the student will be notified if his or her appeal has been granted or denied.

If the appeal is granted, the student may be reinstated to his or her program of study. The student is placed on academic probation for one evaluation period, and during that time, access to financial aid is reestablished. If the appeal is denied, the student will not be allowed to reenter institution nor will the student be allowed to transfer to an affiliated institution within the system.

Financial Aid Probation

When a student is placed on Financial Aid Probation Status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain satisfactory academic progress. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions, extra course assignments, repeating a course for which the student received a failing grade, repeating a course from which the student withdrew;

2. Sign the academic plan (a copy of the plan will be kept in the student's file); and

3. Meet weekly with the Associate Dean to review how well the student is advancing on the academic plan, and how well he or she is progressing in meeting the minimum standards of academic progress.

If a student on Financial Aid Probation Status does not achieve the minimum standards of academic progress at the end of the evaluation period established in the written academic plan, the student is dismissed from the institution and cannot appeal the dismissal. Access to financial aid is suspended. Additionally, if the student at any point in the evaluation period does not perform as required based on the academic plan, the student may be dismissed from the institution sooner than the end of the evaluation period.

Campuses are required to promptly notify the Veterans Administration when a student receiving VA benefits is placed on academic probation.

Mitigating Circumstances

Mitigating circumstances are those conditions which the student has little control over, and most often have an adverse effect on academic progress. Mitigating circumstances must be documented and are limited to the list below:

1. Death of an immediate family member;

2. Illness of an immediate family member where the student is the primary caretaker or is the primary source of financial support;

3. Student illness requiring hospitalization;

4. Abusive relationship;

5. Prolonged divorce proceeding;

6. Previously undocumented disability;

7. Work-related transfer during the evaluation period;

8. Change in work schedule during the evaluation period;

9. Unexpected loss of employment;

10. Natural disaster;

11. Financial hardship such as foreclosure or eviction; and

12. Loss of transportation where there is no alternative transportation.

Cancellation and Withdrawal

Cancelling Enrollment Prior to Starting Class

If you are not accepted into the College, your enrollment agreement will be cancelled, and the College will refund all money paid within 30 days. You may cancel the enrollment agreement within three (3) business days (except if you have started classes) and receive a full refund of all money paid within 30 days. If you have not visited the institution prior to enrollment, you may withdraw without penalty within three business days following a tour of the college facilities.
and inspection of equipment where your education services will be provided. You will also receive a full refund within 30 days if your educational services are discontinued by the College (except in cases where the College ceases operation) or if your starting date is postponed by more than 90 days.

Postponement of Starting Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a) Whether the postponement is for the convenience of the school or the student; and,

b) The deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of the prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

Cancellation After Classes Have Started

You may cancel enrollment for any reason up until midnight of the first day of classes in the first academic year, or seven days after enrollment, whichever is the longer, and the institution will refund any monies paid, minus an administrative fee of $150.00 and any charges for books and equipment not returned and uniforms issued. Thereafter, you may terminate your enrollment by giving written notice to the institution. Such notice is effective when the institution receives the notice. The written notice of cancellation need not take any particular form.

False Start Period

The first three weeks of attendance is considered an evaluation period that allows both the college and the student to determine if the educational program is a good fit. At the end of the three-week period, if either the college or the student determines that the student may not have the commitment, readiness, desire, or ability to succeed in the program, the student's enrollment will be cancelled, all charges will be removed from the student's ledger, and any payments received will be refunded.

Course Withdrawal

A student who withdraws from a course receives a grade of W. A student may officially withdraw by the first Friday at the end of the first week of the module.

All courses with a final grade of W are considered attempted credits and will be charged tuition accordingly. PELL and SEOG can be awarded for courses given a grade of W.

Since a grade of W is counted as credit hours attempted but not completed, it will adversely affect a student’s Satisfactory Academic Progress (See Standards of Satisfactory Progress). A grade of W does not affect the student’s cumulative GPA (CGPA).

A grade of W may only be issued in the following circumstances:

- A student has attended at least one day of the class during the first week of the module and then formally withdraws with the Registrar before the end of the first week of the module.

- A student has attended beyond the first week of the module, is in good standing (good attendance and passing grades), and is forced to withdraw due to extenuating circumstances which are limited to verified medical problems (either with the student or his or her immediate family), military obligations, jury duty, or death in the family that causes extended hardship. If a student attends beyond the first week of the module and then withdraws for reasons other than those listed above, a grade of F will be issued. An F grade academically lowers the student's grade point average and adversely affects the student’s academic progress.

Program Withdrawal

Students who find it necessary to withdraw from a program should have an interview with one of the following: Dean, Registrar, or Associate Dean of their program. The student is also required to have an exit interview with a representative of the Financial Aid Office. If a student provides notice of withdrawal in writing, the date on which the notice is mailed with appropriate postage is the date of withdrawal.

Readmission

Readmission to the institution following dismissal or withdrawal will be at the sole discretion of the institution. Students whose enrollment has been terminated may appeal the termination to the Campus Director or the Dean in writing for reinstatement. The written request should contain a summary of why the student feels he or she should be readmitted. All students seeking re-entry must participate in a readmission interview with an Admissions Consultant,
and complete the Re-entry Applicant Questionnaire. The Campus Director or Dean shall review all requests on a case-by-case basis. Mitigating circumstances will be taken into consideration. However, the institution reserves the right to refuse to readmit any student who does not meet the institution’s academic or behavioral standards.

Re-establishing Eligibility for Federal Funds

If a student is allowed to return to the institution after being dismissed for unsatisfactory progress, he or she may reenter and must meet the above requirements before receiving Title IV aid. The student must make financial arrangements with the institution to pay for courses while reestablishing eligibility for federal funds. Once the student has met the requirements listed in the Financial Aid Probation subsection above, Title IV aid will be reinstated. If the student does not meet the satisfactory progress requirements during the probationary period of one academic year, he or she will be dismissed from the institution. The student may appeal the decision for dismissal in writing for mitigating circumstances. However, if a student cannot finish the program within the maximum time frame of 150%, then he or she will not be allowed to re-enter.

Student Conduct

Students at the institution are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses:

1. Interruption or any manner of interference with the normal operation of the college;
2. Destruction, damage, or misuse of college equipment, facilities, or property;
3. Illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in college-related activities;
4. Illegal possession, use, or furnishing of drugs while on campus or while involved in college-related activities;
5. Physical or verbal abuse of another person in the college community;
6. Theft of another’s property occurring on college premises;
7. Participation in hazing;
8. Academic cheating or plagiarism;
9. Commission of other offenses (including use of inappropriate Internet material) that in the opinion of administration may be contrary to the best interest of the college community.

Sanctions that may be imposed are:
1. Warning
2. Suspension
3. Expulsion

When appropriate, the institution will issue warnings prior to dismissing a student for poor conduct. The institution, however, may dismiss a student without warning if the offense is serious. The Campus Director makes the decision as to the seriousness of any offense. Additionally, termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges. In accordance with state law, California College San Diego observes a no-smoking policy in the school buildings.

**Academic Dishonesty**

**Cheating** is defined as the giving or receiving of aid, whether written, oral or otherwise, in order for a student to receive undeserved credit on class work, homework, tests or any other assignment that is his or her own responsibility.

**Plagiarism** violates the central core of the college’s educational philosophy. It involves stealing another person’s work and claiming it as your own. It occurs whenever one directly copies another person’s intellectual effort and integrates it into his/her class work without giving proper credit to the author.

**Paraphrasing** is defined as “a restatement of a text or passage giving the meaning in another form.” (Webster’s New Universal Unabridged Dictionary, 1996). When one paraphrases but intentionally omits authorship of the work, this too is a violation of academic honesty.

As a student, you have an individual responsibility to understand what cheating, plagiarism, and improper paraphrasing are. You must also be aware that the consequences for doing any of these activities are severe. Whenever you have doubt about what constitutes cheating, plagiarism, or paraphrasing, contact your instructor. With the advent of the Internet, the potential for cheating by simply cutting and pasting information into your paper is tempting. Be aware that these dishonest activities will not be tolerated and instructors have access to increasingly sophisticated search engines to “test” the validity of your work. Plagiarism, in particular, is easily traced. Don’t do it.

Consequences: Upon finding that a student has violated the policies on Academic Honesty, the consequences will be:

1. For the first offense, the student will receive a failing grade. The student will be required to repeat the entire course if completion of the course is needed to graduate.
2. Upon a second offense, the student will immediately and permanently be expelled.

**Dress Code**

Students are required to dress modestly and in appropriate professional dress according to each program. Consult orientation materials for specifics on each program’s dress code. Failure to comply with the program dress code could result in suspension of employment assistance privileges.

**Graduation Requirements and Awards for Programs**

To be eligible for graduation, students must meet the following requirements:

1. Pass with a D- grade or higher all core and non-core courses (except for core Respiratory Therapy courses, and prerequisite, core, and general education courses for the online Associate Degree in Respiratory Therapy).
2. Attain a 2.0 cumulative grade point average (2.5 for Respiratory Therapy students).
3. Pass the number of credit hours required for the program within the maximum time frame.
4. Satisfy all financial obligations.
5. Complete the National Board of Respiratory Care’s Comprehensive/Secure Written Registry Self-Assessment Exam (Respiratory Therapy students only).

**Degrees/Diplomas Granted**

Upon fulfillment of the graduation requirements, the student will be issued the appropriate degree or diploma, indicating satisfactory completion and passing of all program requirements. The institution offers programs leading to a diploma, an Associate of Occupational Studies degree, an Associate of Applied Science degree, an Associate of Science
degree, and a Bachelor of Science degree. Students should check with the campus of choice to see what degrees are available.

**Graduation Honors**

A student may graduate with honors as follows:

- **Summa Cum Laude** for graduating with a 3.91 cumulative GPA.

- **Magna Cum Laude** for graduating with a cumulative GPA between 3.76 and 3.90

- **Cum Laude** for graduating with a cumulative GPA between 3.50 and 3.75.
opportunities, and provide assistance with the skills needed to complete a successful career search. Planning a career is a long-term process, and students are encouraged to understand and use the services available to them throughout their education. The College does not guarantee employment but can provide networking techniques, contacts, potential interviews, and guidance during the job seeking process. The Career Services department does not offer a resume-writing service, but rather provides models from which a student can write his or her own resume. The Career Services staff provides guidance and assistance to students and graduates in their career pursuits by providing feedback for a strong and effective resume and engaging in sound networking practices.

Graduates experiencing difficulty in securing employment have the opportunity to audit one or more courses at the College, at no charge, to update professional skills, employment techniques, and social interaction.

A graduate requesting career services after a significant period of time away from the College should be current in vocational skills and conceptual understanding aligned with the program in which he or she graduated and therefore may elect to audit one or more courses at the College at no charge.

The College reserves the right to deny career services to any past or present students. Such denial can be based upon student conduct that may be significantly detrimental to the integrity of the College, such as failing to pass a drug test, being fired from previous employment for illegal or immoral acts, committing acts against company policy, or being subject to a felony investigation or conviction. Students with a felony conviction may find it more difficult to secure satisfactory employment. Even some misdemeanors prevent employment depending upon the field being pursued.

Library

The Learning Resource Center is available for student use each day during college
hours. Videos, books, periodicals, reserved readings, and Internet services are available. A trained librarian or library assistant is available during library hours to assist each student.

Campus Security

The college strives to provide a safe environment for our students’ learning experience. Our facilities are located in business settings, and trespassing laws are enforced on our premises. If a crime is committed on our premises, college personnel are available to assist students.

Pursuant to the requirements of the U.S. Department of Education, colleges publish all known occurrences of crimes committed on campus. These statistics are available in the Financial Aid Office and are also part of the orientation materials. In the event of a crime, an incident report must be completed, and a police report may be filed. Any and all occurrences of crime committed on the campus should be reported immediately to the administration of the college. In the event a sexual assault should occur on campus, the victim and any witnesses present are to report the crime to campus officials immediately. In order that the crime can be fully investigated, the police will be contacted.

The college provides timely written information on personal safety and anti-crime measures as they become available. An annual report is available for all students and personnel of the college.

Sexual Harassment

Sexual harassment is an offense. Sexual harassment is defined as any unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. If a student or employee has been the victim of any sexual offense, including sexual harassment, on campus or during a college-related activity, the offense must be reported at once to the Campus Director or administrator in charge. An investigation will be conducted.

Copyrighted Materials Policy and Sanctions

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing and the unauthorized use of the college’s information and its technology systems, may subject a student to civil and criminal liabilities and penalties of federal copyright laws.

Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the school’s information-technology system, may face termination from the institution. In addition, the student may face criminal penalties as summarized below. This list is not all-inclusive, and the student needs to be aware of the severe sanctions imposed on violators of these policies.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to a copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, at its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

Student Complaint/Grievance Procedure

Student Complaint Hotline

A student who has questions or concerns that have not been fully addressed by the campus staff can contact the Student Hotline at 877-402-0954; or via email to: wehearyou@cc-sd.edu or via regular mail to Student Hotline, 4021 South 700 East, Suite 400, Salt Lake City, UT 84107.

Alternative Dispute Resolution

While no one expects disputes and conflicts, sometimes they do occur, and it is in the best interests of the parties to resolve the dispute in the simplest, fastest, and least-expensive manner. The student therefore agrees to follow the three steps below:
Step One: Any and all disputes, conflicts, problems, controversies, or claims of any kind without exception arising from or connected to enrollment and attendance at the College (“dispute”) should first be taken up with the Campus Director. If the dispute is not then resolved, a written statement should be made of each party’s position and submitted to the Corporate Chief Executive Officer for a final decision. The parties may proceed to Step Two if the dispute is not resolved in Step One.

Step Two: The parties agree that any dispute should be resolved through mediation. Any such mediation will be held in the city in which the student resides. The parties agree to attend and make a sincere and good faith effort to resolve the dispute through this mediation.

Step Three: Jury Waiver and Agreement to Binding, Individual Arbitration

Both parties forever waive rights to a trial by jury and elect instead to submit all disputes (claims) to the binding, confidential decision of a single arbitrator. At the student’s election, the arbitration shall be conducted by the Better Business Bureau (“BBB”) or by the American Arbitration Association (“AAA”) under its Supplementary Procedures for Consumer-Related Disputes (“Consumer Rules”). The substantive law in the state in which the college is located shall be applied to the proceeding, except to the extent that federal substantive law would apply to any claim. The arbitration conducted under this agreement shall be governed by the Federal Arbitration Act, 9 U.S.C. § 1, etseq. Any proceeding relating to the interpretation, enforcement, or validity of this agreement, including proceedings relating to any award, shall be decided by the arbitrator and not by the court. Both parties agree that each provision is severable from this arbitration agreement and that all other terms shall remain in force.

Terms of Arbitration

1. Neither party shall file a lawsuit against the other in any court, and parties agree that any suit filed in a court shall be promptly dismissed by the court in favor of arbitration. Both parties agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

2. The costs of the arbitration filing fee, arbitrator’s compensation, and facilities fees that exceed the applicable court-filing fee will be paid equally by the student and the college. The student will not be responsible for arbitration fees if the student proves hardship and, if represented by an attorney, he or she does not advance clients’ litigation costs. In that instance, the arbitration fees will be paid by the college.

3. The student agrees that any dispute or claim he or she may bring shall be brought solely in his or her individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, or consolidated action.

4. Any remedy available from a court under the law shall be available in the arbitration. The arbitrator(s) shall not have the power to commit any error of material fact, in law, or in legal reasoning, and such error shall be corrected on appeal as provided below.

5. To the extent the student has outstanding federal student loan obligations incurred in connection with his or her enrollment at the college, any arbitration award providing monetary damages shall direct that those damages be first paid toward those student loan obligations.

6. Nothing in this agreement prohibits a student from filing a complaint with the state regulatory agency. A student may, but need not, be represented by an attorney at arbitration. Students enrolled at a college in California are strongly encouraged to utilize the grievance procedure set forth in steps one and two prior to initiating arbitration.

7. Except as specifically required by the laws of the state in which this arbitration is executed, the fact of and all aspects of this arbitration and the underlying dispute shall be kept strictly confidential by the parties, their representatives, and the BBB or the AAA.

8. If a student desires to initiate arbitration, he or she shall first contact the Campus Director, who will provide the student with a copy of the BBB Rules or the AAA Consumer Rules. Information about the BBB arbitration process and rules can be obtained at www.bbb.org or 703-276-0100. Information about the AAA arbitration process and the Consumer Rules can be obtained at www.adr.org or 1-800-778-7879. The student shall contact the BBB or the AAA, which will provide the appropriate forms and detailed instructions. The student shall disclose this document to the BBB or the AAA.

9. Notwithstanding that the arbitration will be binding, if the college or the student loses in arbitration, appeal shall be made in California to a court of competent jurisdiction if permitted by applicable law; otherwise,
the appeal shall be made to a three-member arbitration appeal panel. That review shall examine the arbitration award for error as described in item four above. The notice of appeal must be in writing and served on the other party and on the BBB or the AAA within 10 days of the date of the award. The notice of appeal must specify those elements of the arbitration award that are being appealed and must contain a statement of the grounds for the appeal. Both parties shall participate in the selection of the panel. The fees and expenses of the appeal tribunal and the BBB or the AAA shall be paid in full by the appealing party. Once the notice of appeal is timely served, the arbitration award shall no longer be considered final for purposes of seeking judicial enforcement, modification, or annulment under the applicable arbitration statute. Following the appeal process, the decision rendered by the appellate arbitrators may be entered in any court having jurisdiction and, in California in the superior court of the state.

State Specific Information

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95833; www.bppe.ca.gov; phone (916) 431-6959; fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 431-6959 or by completing a complaint form, which can be obtained on the Bureau’s website at www.bppe.ca.gov.

The Bureau for Private Postsecondary Education requires us to notify students of the following: California College San Diego is not pending a 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.
ACCSC Grievance Policy

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student can consider contacting the Accrediting Commission. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint and will be notified of the commission’s final resolution. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; 703-247-4212; www.accsc.org. A copy of the commission’s complaint form is available at the school and can be obtained by contacting the Campus Director.
### Academic Calendar

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<tr>
<td>Mon.</td>
<td>September 2, 2019</td>
<td>Holiday (Labor Day)</td>
</tr>
<tr>
<td>Mon.</td>
<td>September 2, 2019</td>
<td>Module Nine Begins</td>
</tr>
<tr>
<td>Fri.</td>
<td>September 27, 2019</td>
<td>Module Nine Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>September 30, 2019</td>
<td>Module Ten Begins</td>
</tr>
<tr>
<td>Fri.</td>
<td>October 25, 2019</td>
<td>Module Ten Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>October 28, 2019</td>
<td>Module Eleven Begins</td>
</tr>
<tr>
<td>Mon.</td>
<td>November 11, 2019</td>
<td>Holiday (Veteran’s Day)</td>
</tr>
<tr>
<td>Fri.</td>
<td>November 22, 2019</td>
<td>Module Eleven Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>November 25, 2019</td>
<td>Module Twelve Begins</td>
</tr>
<tr>
<td>Thu.</td>
<td>November 28, 2019</td>
<td>Holiday (Thanksgiving)</td>
</tr>
<tr>
<td>Fri.</td>
<td>November 29, 2019</td>
<td>Holiday (Day after Thanksgiving)</td>
</tr>
<tr>
<td>Fri.</td>
<td>December 20, 2019</td>
<td>Module Twelve Ends</td>
</tr>
<tr>
<td>Sat.</td>
<td>December 21, 2019</td>
<td>Winter Break Begins</td>
</tr>
<tr>
<td>Wed.</td>
<td>January 1, 2020</td>
<td>Holiday (New Year’s Day)</td>
</tr>
<tr>
<td>Sun.</td>
<td>January 5, 2020</td>
<td>Winter Break Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>January 6, 2020</td>
<td>Module One Begins</td>
</tr>
</tbody>
</table>

***Calendar is subject to change***

Please note that the module for students taking a course fully online ends on the Saturday following the end date listed in the calendar above.

### Holidays

- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving
- Day after Thanksgiving
- Christmas