Prestige Career College

Excellence for Education

SCHOOL CATALOG 2023

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Website: www.prestigecareercollege.com

Branch campuses: 3130 Inland Empire Blvd. Ste. A, Ontario CA 91764
16525 Sherman Way Unit C-7 Van Nuys, CA 91406

Date published: July 3, 2023

This catalog is effective from July 3, 2023- Dec 31, 2023

Notice to Prospective Degree Program Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Classes are held at the following locations:

Main Campus: 6606 Pacific Blvd. Suite 204, Huntington Park, CA 90255

Branch Campus: 3130 Inland Empire Blvd. Ste. A, Ontario, CA 91764

Branch Campus: 16525 Sherman Way Unit C-7 Van Nuys, CA 91406

MISSION STATEMENT

To provide quality alternative training for students to acquire technical skills and career preparedness for employment and personal success.

INSTITUTIONAL OBJECTIVES

Prestige Career College is committed to:

1. Provide training and curricula that enable students to acquire skills and knowledge to expand gainful employment opportunities.
2. Employ instructional staff who are qualified professionals to teach in their respective field.

3. Promote a productive relationship with employers, affiliates of the college, other educational institutions and professional associations to stay on the forefront of best industry practices.
4. Conduct regular evaluation of training programs to ensure they meet and/or exceed standards set by licensing agencies, the labor markets and advancing technology.
5. Provide a healthy environment for students and employees to foster common respect and professional growth.

INSTITUTIONAL CORE VALUES

Our work culture at Prestige Career College is driven by our values:

- *RESPECT*

We honor and value each individual as we embrace diversity and inclusiveness.

- *INTEGRITY.*

We work in accordance with the highest academic and professional standards.

- *POSITIVITY*

We bring energy and enthusiasm into all work interaction.

- *PASSION*

We enjoy working together as we educate our clients.

- *ACCOUNTABILITY*

We deliver quality training and take responsibility to ensure success in our endeavors.

- *SERVICE TO OTHERS*

We volunteer to help others achieve their professional growth and personal success.

OWNERSHIP

Prestige Career College is a dba of California Heritage Education(CHE), a California Corporation. The members of the Board of Directors for CHE Corporation are Ali Bayrami and Ricardo Prieto.

HISTORY

California Heritage Education Corporation (CHE) was founded in 2018. Prestige Career College started to offer training programs in 2019 as an educational institution with an exempt status from the Bureau for Private Postsecondary Education (BPPE) and approvals from the California Department of Public Health (CDPH) for its Nurse Assistant and Home Health Aide programs. In 2021, two branch locations were created. On April 7, 2022, PCC obtained its full approval from the BPPE as a postsecondary institution offering certificate and diploma programs. Subsequently, it obtained approval as a degree-granting institution with a provisional status on July 3, 2023.

CATALOG DISCLOSURES

PCC is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is in compliance with state standards as set forth in the CEC and 5, CCR. The address of the Bureau of Private Postsecondary Education is: 1747 North Market, Suite 225, Sacramento, CA. 95834 Telephone: ((888)370-7589. www.bppe.ca.gov

Proof of institutional eligibility and licenses may be reviewed in the office of the Campus President during normal business hours.

Prestige Career College is in good standing and does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition for bankruptcy within the preceding 5 years.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA. 95834. www.bppe.ca.gov Toll Free Number 888-370-7589 – Fax: (916) 263-1897

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.

SCHOOL FACILITIES AND EQUIPMENT

The main campus located 6606 Pacific Blvd Suite 204 Huntington Park, CA 90255 has facilities that include well ventilated and adequately-sized classrooms, computer laboratory/resource centers, skills lab, student lounge and administrative offices with numerous parking space. The facility accommodates about 100 students per shift of instruction and it is in compliance with all federal, state and local agencies. The skills laboratories have the significant equipment, supplies and materials for use in each program.

Branch campuses are located at 3130 Inland Empire Blvd. Ste. A, Ontario CA 91764 and 16525 Sherman Way Unit C-7 Van Nuys, CA 91406.

OFFICE HOURS

PCC Office hours are from 8:00 am to 5:00 pm. Instruction hours on campus are from 8:00 am to 5:00 pm (Monday to Friday).

ACADEMIC CALENDAR

HOLIDAYS

New Year's Day
Martin Luther King Jr Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day (& day after)
Christmas Day
Winter Break: Dec 24- Jan 1

This catalog is effective from June 1, 2023-December 31,2023

PROGRAMS

	Program Title	**Methodology**	**Clock Hours**
1	Nurse Assistant	Direct & Hybrid	160
2	Computer Hardware and Software Technician	Online *	160
3	Cyber Security Specialist	Online *	460
4	Central Service Technician	Hybrid	960
5	Diagnostic Medical Sonography	Hybrid	2180
6	Echocardiography Technician	Hybrid	2180
7	Fiberoptic and Audio Visual Technician	Hybrid	320
8	Fiberoptic and Telecommunications Specialist	Hybrid *	900
9	Medical Assistant	Hybrid	900
10	Systems Administrator (Diploma)	Online *	960
11	Systems Administrator – AA (Provisional)	Online *	1200
12	RN to BSN (BSN Completion)(Provisional)	Hybrid *	1032

Programs may not be offered at the branch campuses. Please call the Admissions Office.

ACADEMIC PROGRAMS

COURSE TITLE: MEDICAL ASSISTANT

900 clock hours SOC: 31-9092.00

COURSE DESCRIPTION

This Medical Assistant Diploma Program is 900 clock hours training consisting of classroom theory, skills laboratory, and 200 hours of clinical externships in an approved medical facility. Classroom theory is taught in both synchronous and asynchronous learning while skills are taught via direct learning at the skills laboratory on-campus. The Medical Assistant program is designed to teach all aspects of supporting a medical office both front (Administrative) and back (Clinical). Students learn patient care and clinical procedures, medical terminologies, patient assessment, examination, diagnosis and treatment, clinical assisting, and routine laboratory procedures, front office procedures, effective communication, patient scheduling and office management, coding, billing, records and basic computer skills. Students may be eligible to sit for certification testing.

COURSE OBJECTIVES

After successfully completing this course the student will be able to perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Perform administrative procedures.
3. Perform Medical Coding and Billing.
4. Perform medical insurance verification.
5. Perform clinical duties such as applying principles of aseptic techniques and infection control, taking vitals and patient histories, collecting and processing specimens, preparing patient and assisting with procedures and exams, administering medications, and blood collection.
6. Perform EKG.
7. Apply HIPAA rules in regard to privacy and patient information.
8. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
9. Manage the clinical facility, equipment and inventory.
10. Demonstrate professional conduct in regards to ethical behavior within the scope of practice of a medical assistant.
11. Demonstrate proficiency in basic computer.
12. Demonstrate knowledge of computer software as it applies to electronic health records.

COURSE OUTLINE

Course Code	Course Title	Total Clock Hours
CMA101	MEDICAL LAWS, ETHICS AND INTRODUCTION TOMEDICAL ASSISTING	18

MA 105	MEDICAL TERMINOLOGY	20
MA 106	ANATOMY AND PHYSIOLOGY WITH PATHOPHYSIOLOGY	40
CMA102	PHARMACOLOGY AND ADMINISTERING MEDICATION	18
MA 109	PSYCHOLOGY AND EFFECTIVE COMMUNICATION	16
MA 107	GENERAL PATIENT CARE	40
MA 108	ADMINISTRATIVE MEDICAL ASSISTING PROCEDURES	60
CMA 103	CLINICAL ASSISTING 1	54
EKG 100	EKG	60
CMA 104	CLINICAL ASSISTING 11	54
MA 110	MICROBIOLOGY AND INFECTION CONTROL	20
CMA 105	CLINICAL ASSISTING III	80
MC 101	MEDICAL CODING	80
MC 104	HEALTH INFORMATION TECHNOLOGY/EMR/HER	40
MB 110	MEDICAL BILLING	80
MBC 100	CAREER DEVELOPMENT	20
MA 111	CLINICAL EXTERNSHIP	200

Description of Course Titles:

CMA101 MEDICAL LAWS, ETHICS AND INTRODUCTION TO MEDICAL ASSISTING

This module serves as an introduction to field of medical assisting and its scope of practice. Students will learn the ethical and legal issues involved in patient care and patient procedures. Topics include Legal Considerations, HIPAA, Fraud and Abuse, Medical Malpractice, Clinical History Taking and Documentation.

MA 105 MEDICAL TERMINOLOGY

This module teaches the students how to spell, define, and pronounce medical terms as well as understanding the concepts of root words, prefixes, and suffixes. Students will also study the common medical terms of major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

MA 106 ANATOMY AND PHYSIOLOGY WITH PATHOPHYSIOLOGY

This module teaches the human body structures and organ systems, anatomical structures, locations, and positions, structure and function of these major body systems, including organs and their locations, interactions between organ systems, homeostasis, pathophysiology and disease processes, signs, symptoms, and etiology of common diseases, conditions, injuries and the diagnostic measures and treatment modalities.

CMA102 PHARMACOLOGY AND ADMINISTERING MEDICATION

This module teaches the proper classification, actions, and names of medications and the regulations in controlling them. Abuse of medications, drug metabolism and the factors that could influence their effects, as well as drug administration and dosage calculations, drug classifications, PDRs, prescription, recording, storing, drug therapy are also addressed.

Students are expected to know how to administer medications and injections.

MA 109 PSYCHOLOGY AND EFFECTIVE COMMUNICATION

This module teaches the student understanding of the human mind and those that affect human behavior in order to know how to handle all sorts of situations particularly in dealing with patients and be aware of one's individuality and background when dealing with their emotional and behavioral responses in the medical setting. In addition, the course provides the student the techniques for effective communication.

MA 107 GENERAL PATIENT CARE

The module provides the students the skills for patient preparation for examination and help them feel at ease while in the doctor's office. Students are taught how to ensure patient safety, complete clinical intake process, respond to emergency situations, and patient instruction to specific procedures.

MA 108 ADMINISTRATIVE MEDICAL ASSISTING PROCEDURES

The module provides the administrative training to assist the physician with the care and treatment of patients at the front office. These administrative skills include patient reception, registration and scheduling appointments, word processing, patient charts, insurance verification, coding, ordering and maintaining supplies and equipment, and maintaining patient medical records and EHR. Topics also include financial matters such as billing and collection.

CMA 103 CLINICAL ASSISTING 1

The module teaches how to prepare the exam room and assist in patient preparation and positioning as well as to protect the

patient's privacy. Students learn how to take and read vital signs, pulse rates, temperature (oral, axillaries and tympanic), and respiratory rate and measuring height and weight, Students will learn how to take and evaluate blood pressure, perform EKG, assisting the physician for physical exam including Ophthalmology and Otolaryngology, Emergency procedures and Patient Assessment/ Care.

EKG 100 EKG

This module provides overview of the normal electrical conduction as well as common variations as evidenced by changes in the waveform on the cardiac monitoring device. The course will also focus on the student's ability to perform cardiac monitoring via lead monitoring devices.

MA 110 MICROBIOLOGY AND INFECTION CONTROL

This module is the study of cells, organisms, microorganisms, infectious agents, viruses, bacteria, fungi and protozoa. Students also learn infection control and chain of infection, asepsis and sepsis.

CMA 104 CLINICAL ASSISTING 11

Students will perform procedures for collecting sample specimens for the routine exams, and to assist in the procedures for special analysis. Students will learn the proper and correct procedures for collecting venous and capillary blood samples. They will learn how to perform breast exam, prepare the instruments in minor surgery including assisting the physician as they gain understanding of pre and post-op procedures for minor surgeries.

CMA105
CLINICAL ASSISTING III

The program is designed to teach the students blood specimen collection, medical terminology, patient care and equipment and supplies used in blood collection. Students will learn the proper and correct procedures for collecting venous and capillary blood samples. The program consists of both didactic and practical.

MC 101 MEDICAL CODING

This module prepares students with the basic principles of ICD10-CM coding and illustrates the application of coding principles with examples and exercises based on actual case documents. Students will assign diagnosis codes using the ICD10-CM coding system as applied to different diseases of the human body systems.

MC102 MEDICAL CODING 2

This module prepares students with the basic training and practice in the application of procedural codes used by several health care providers using Current Procedural Terminology (CPT-4) and the Healthcare Procedural Coding System (HCPCS II) manuals. Students will be introduced to diagnostic-based prospective groupers, to ICD-10-CM/PCS, and other coding systems such as DSM-IV. Students will assign codes on more complex procedures on case studies.

MC 104 HEALTH INFORMATION TECHNOLOGY

This module prepares students electronic medical records/electric health records and legal considerations in healthcare. Students will be provided an overview of Medisoft.

MB110 MEDICAL BILLING

This module teaches the students an overview of the medical billing profession including certification. Students will have a comprehensive study of the health care insurance systems and managed care, billing exercises using medical billing software, in-patient and facility services billing and reimbursement methodologies.

MBC 100 CAREER PREPAREDNESS

This class will teach the students routine office procedures in a medical clinic or healthcare or billing facility. Students will prepare resume, cover letter and social media profiles and interviewing techniques, professionalism, and effective communication.

MA 111 CLINICAL EXTERNSHIP

After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting, within the ethical and legal framework of the profession of medical assistants.

COURSE TITLE: CENTRAL SERVICE TECHNICIAN

960 clock hours SOC: 31-9093.00

COURSE DESCRIPTION

The Central Service Technician Diploma Program is 960 clock hours training consisting of classroom theory, skills laboratory and 400 hours of clinical externships in an approved facility. Classroom theory is taught in both synchronous and asynchronous learning. After successfully completing the program, the graduate will be eligible to take the CRCST certification exam through the International Association of Healthcare Central Service Material Management (IAHCSMM).

This Sterilization program is designed to teach students the skills for cleaning, packaging, sterilizing, disinfecting, and decontaminating instruments used by medical personnel and ensure that they are sterile, clean and ready. The program provides the students a comprehensive background of patient care services including familiarity with every instrument or tool used, store, pass out and keep records related to sterilization monitors, orders and inventory.

COURSE OBJECTIVES

After successfully completing this course the student will be able to perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
3. Decontaminate, process, assemble, store and distribute medical devices and supplies.
4. Examine and clean tools and surgical equipment before sterilization.
5. Sterilize equipment and ensure there are adequate surgical supplies.
6. Put cleaned instruments in sterilizers like autoclaves.
7. Maintain records related to sterilization monitors, orders, charges to patients, and inventory.
8. Report any possible equipment defects or problems to health care staff.
9. Ensure sterile supplies have not expired.
10. Keep a sterile environment.
11. Demonstrate ethical and professional behavior congruent with standards of practice.

COURSE OUTLINE

Course Code	Course Title	Total Clock Hours
CST 100	INTRODUCTION TO CENTRAL SERVICE, STANDARDS AND MEDICAL ETHICS	50
CST 110	MEDICAL TERMINOLOGY, ANATOMY AND PHYSIOLOGY	50

CST 111	MICROBIOLOGY AND INFECTION CONTROL	50
CST 112	DECONTAMINATION AND DISINFECTION	120
CST 113	INSTRUMENTATION	50
CST 114	STERILIZATION	120
CST 115	RISK MANAGEMENT AND QUALITY ASSURANCE	50
CST 116	RECRODS MAINTENANCE	50
CST 117	CUSTOMER RELATIONS	20
CST 120	EXTERNSHIP	400

Description of Course Titles:

CST 100 Introduction to Central Service, Standards and Medical Ethics

This course provides student orientation to the field of sterilization, scope of practice in the field of sterilization processes. It also serves as an introduction to the legal considerations in healthcare and a foundation of laws to be used as guide for individual's behavior in the medical field including prevention of medical malpractice litigations by understanding the legal concepts of standard of care, criminal and civil acts, negligence, contracts and ethical concepts and how to safely perform procedures and interact with patients in the clinical setting.

CST 110 Medical Terminology, Anatomy and Physiology

This course provides the student basic understanding of medical terms including building blocks, prefixes, suffixes, root words, spelling, definitions, pronunciations particularly those used in the field of sonography. The student studies the structure and function of the human body system, specialties related to each system, pathogenesis, diagnostic and treatment procedures and infection control.

CST 111 Microbiology and Infection Control

This course serves as an introduction to Microbiology, principles and the impact on humans. It covers the study of microorganisms, their structure, physiology, biochemical aspects, infectious diseases and practical application. Students also study chain of infection, infection control, precautions, Covid-19 and PPEs, aseptic techniques, routine and emergency care Students will receive CPR Certification, Infection Control and First Aid.

CST 112 Instrumentation

This course provides students the list of different equipment and materials including all surgical instruments that are used in sterilization process. Topics include the use, repairs and maintenance of the different instruments.

CST 113 Decontamination, Disinfection and Sterilization

This course provides the students a general overview of the various decontamination methods and properties of common chemical disinfectants, risk and mitigation controls for waste disposal, autoclave safety, methods of validating waste treatments and decontamination procedures.

CST 114 Risk Management and Quality Assurance

This course teaches Material Safety Data Sheets (MSDS), work simplification, special handling and six sigma concepts in quality assurance. Topics also include total quality management, safety and risk management, inventory management, information technology, and storage.

CST 115 Records Maintenance

This course teaches records creation and monitoring, ordering and allocating of medical supplies and instruments, keeping records related to sterilization, reporting possible equipment defects or problems to appropriate medical office staff.

Students will be able to take physical inventory of equipment and supplies, completes requisition slops, equipment log and stock order requests. Topics include Protected Health Information. Students will have an overview of computer applications and data entry,

CST 116 Customer Relations

This course teaches the need for CST to use effective communications and human relations skills in the performance of their work. Topics include causes of communication breakdown in the workplace, basic strategies for effective communication, positive customer relationships with clients, vendors, setting priorities and team work.

CST 120 CLINICAL EXTERNSHIP

After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the

knowledge and skills acquired in the classroom in a facility setting within the ethical and legal framework of the profession of sterilizing processes.

COURSE TITLE: DIAGNOSTIC MEDICAL SONOGRAPHY

2180 clock hours SOC: 29-2032.00

COURSE DESCRIPTION

This Diagnostic Medical Sonography is 2180 clock hours training consisting of sonography seven (7) core courses and two (2) specialty courses with 960 hours of clinical externships in an approved medical facility. The program is hybrid where classroom theory hours are taught in both synchronous and asynchronous learning and skills are taught by direct instruction onsite.

This diploma program, is designed to train students in the field of sonography in producing two-dimensional ultrasonic recordings of internal organs using ultrasound equipment for use by physicians in diagnosing diseases and malfunctions of organs.

COURSE OBJECTIVES

After successfully completing this course, the student will be ableto perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Apply HIPAA rules in regard to privacy and patient information.
3. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
4. Manage the clinical facility, equipment and inventory.
5. Competently perform as an entry level sonographer in the learning domains for sonography and abdominal, OB-Gyne vascular sonography.
6. Demonstrate skills in patient care and patient services.
7. Clean and maintain imaging equipment to ensure they are working properly.
8. Take ultrasounds images.
9. Take notes, observe and record sonographic findings in patient records.
10. Demonstrate professional conduct regarding ethical behavior within the scope of practice of a sonographer.

COURSE OUTLINE

Course Code	Course Title	Total Clock Hours
DMS 101	Introduction to Sonography with Basic Math	80
DSM 102	Medical Terminology, Anatomy and	160

	Physiology	
DMS 103	Medical Ethics and Patient Care	80
DMS 104	Ultrasound Physics and Instrumentation	160
DMS 105	Abdomen and Small Parts	240
DMS 106	OB & Gynecology Ultrasound	240
DMS 107	Vascular Ultrasound	240
DMS 109	Career Development	20
DMS 110	Clinical Externship	960

Description of Course Titles:

DMS 101 Introduction to Sonography and Basic Math

This course provides student orientation to the sonography program and serves as an introduction to the profession of diagnostic medical sonography and the role of a sonographer in the current health care delivery system with emphasis on basic ultrasound practices and procedures. This course also prepares the student for a transition into practice-covering expectations in various clinical settings, continuing education, sonography specialties, and career options. Review of Basic Mathematics is studied towards the end of the course.

DMS 102 Medical Terminology, Anatomy and Physiology

This course provides the student basic understanding of medical terms including building blocks, prefixes, suffixes, root words, spelling, definitions, pronunciations particularly those used in the field of sonography. The student studies the structure and function of the human body system, specialties related to each system, pathogenesis, diagnostic and treatment procedures and infection control.

DMS 103 Medical Ethics and Patient Care

This course provides the student an introduction to the legal considerations in healthcare and a foundation of laws to be used as guide for individual’s behavior in the medical field including prevention of medical malpractice litigations by understanding the legal concepts of standard of care, criminal and civil acts, negligence, contracts and ethical concepts and how to safely perform procedures and interact with patients in the clinical setting. Student will be provided the basic concepts and theories of patient to make sound clinical judgements for physical, legal and ethical needs of the patient including effective communication, aseptic techniques, routine and emergency care and infection control. Students will receive CPR Certification, Infection Control and First Aid.

DMS 104 Ultrasound Physics and Instrumentation

This course introduces the student the physics of ultrasound and imaging tools used in the field. Discussions include ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection and scatter, artifacts and bioeffects. Student will explore the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre and post processing, temporal and spatial resolution. This course includes an overview of the hemodynamic of blood flow and its interaction with the ultrasound beam, Doppler physics, color Doppler, power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies.

DMS105 Abdomen and Small Parts

This course presents the gross anatomy, sectional anatomy, physiology, pathology and pathophysiology and sonographic appearances of normal and abnormal structures of the liver, Gallbladder and Biliary tree, Pancreas, and Urinary Tract with Urinary Bladder. This course also includes cross-sectional ultrasound imaging instruction with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the spleen, gastrointestinal tract, prostate, scrotum, abdominal aorta, retroperitoneum, thyroid, and the female breast. Scanning lab training continues with instruction on the various components and operation of an ultrasound machine and protocols of the abdomen and related systems.

Pre-requisites: DMS100, DMS 102, DMS 103, DMS104

DMS106 Obstetrics and Gynecology

This course presents the gross anatomy, sectional anatomy, physiology, pathology, pathophysiology and sonographic appearances of normal and abnormal structures of the female reproductive system including the first trimester of the intrauterine fetal development and diseases of the female pelvis. Scanning lab continues on the transabdominal scanning of the female pelvis and pregnant uterus, ectopic pregnancy, fetal development and growth, fetal measurements and normal and abnormal fetal anatomy.

Pre-requisites: DMS100, DMS 102, DMS 103, DMS104

DMS107 Vascular Sonography

This course explores the anatomical comparisons between the wall architectures of veins and arteries, their pathophysiology as well as the vascular sonographer’s role. Venous and abdominal vasculature blood flow hemodynamics is also covered to included discussions on hydrostatic pressure, venous return, trans mural pressure, visceral vascular, and exercise/pre and postprandial induced pressure-resistive changes on the venous and visceral vascular systems. This course will provide continued exposure to the vascular sonographic techniques in the clinical setting including observation, pre- and post- procedural activities, and supervised performance of basic vascular sonographic examination.

DMS110 CLINICAL EXTERNSHIP

After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of sonographer.

COURSE TITLE: ECHOCARDIOGRAPHY TECHNICIAN

2180 clock hours SOC: 29-2031.00

COURSE DESCRIPTION

This Echocardiography Technician Program is 2180 clock hours training consisting of seven (7) core courses, one

(1) specialty course with 960 hours of clinical externships in an approved medical facility. The program is hybrid where classroom theory hours are taught in both synchronous and asynchronous learning while clinical skills are taught by direct instruction onsite.

This training which is also known as cardiac sonography is designed to teach students understand the in-depth nature of the heart, focusing on using ultrasound technology to take pictures of the heart muscles and related blood vessels creating two- dimensional ultrasonic records using imaging tools.

COURSE OBJECTIVES

After successfully completing this coursethe student will be ableto perform the following:

1. Demonstrate proficient knowledge of medical terminology including human anatomy and physiology.
2. Apply HIPAA rules in regard to privacy and patient information.
3. Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting.
4. Manage the clinical facility, equipment and inventory.
5. Competently perform as an entry level sonographer in the learning domains for vascular sonography and cardiac sonography.
6. Demonstrate skills in patient care and patient services.
7. Clean and maintain imaging equipment to ensure they are working properly.
8. Take ultrasounds images.
9. Take notes, observe and record sonographic findings in patient records.
10. Demonstrate professional conduct regarding ethical behavior within the scope of practice of a sonographer

COURSE OUTLINE

Course Code	Course Title	Total Clock hours

DMS 101	Introduction to Sonography with Basic Math	80
DSM 102	Medical Terminology, Anatomy and Physiology	160
DMS 103	Medical Ethics and Patient Care	80
DMS 104	Ultrasound Physics and Instrumentation	160
ECG 100	Echocardiography 1	240
ECG 110	Echocardiography 2	240
DMS 107	Vascular Ultrasound	240
DMS 109	Career Development	20
ECG 120	Clinical Externship	960

Description of Course Titles:

DMS 101 Introduction to Sonography and Basic Math

This course provides student orientation to the sonography program and serves as an introduction to the profession of diagnostic medical sonography and the role of a sonographer in the current health care delivery system with emphasis on basic ultrasound practices and procedures. This course also prepares the student for a transition into practice-covering expectations in various clinical settings, continuing education, sonography specialties, and career options. Review of Basic Mathematics is studied towards the end of the course.

DMS 102 Medical Terminology, Anatomy and Physiology

This course provides the student basic understanding of medical terms including building blocks, prefixes, suffixes, root words, spelling, definitions, pronunciations particularly those used in the field of sonography. The student studies the structure and function of the human body system, specialties related to each system, pathogenesis, diagnostic and treatment procedures and infection control.

DMS 103 Medical Ethics and Patient Care

This course provides the student an introduction to the legal considerations in healthcare and a foundation of laws to be used as guide for individual’s behavior in the medical field including prevention of medical malpractice litigations by understanding the legal concepts of standard of care, criminal and civil acts, negligence, contracts and ethical concepts and how to safely perform procedures and interact with patients in the clinical setting. Student will be provided the basic concepts and theories of patient to make sound clinical judgements for physical, legal and ethical needs of the patient including effective communication, aseptic techniques, routine and emergency care and infection control. Students will receive CPR Certification, Infection Control and First Aid.

DMS 104 Ultrasound Physics and Instrumentation

This course introduces the student the physics of ultrasound and imaging tools used in the field. Discussions include ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection and scatter, artifacts and bioeffects. Student will explore the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre and post processing, temporal and spatial resolution. This course includes an overview of the hemodynamic of blood flow and its interaction with the ultrasound beam, Doppler physics, color Doppler, power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies.

ECG100 Echocardiography 1

Course Description: This course covers the principles of echocardiographic Image Acquisition and Doppler Analysis, normal anatomy and flow patterns on transthoracic echocardiography and transesophageal echocardiography. This course provides applications of specialized echocardiography including clinical indications and quality assurance. Clinical skills include probe manipulation and doppler principles.

Pre-requisites: DMS100, DMS, 101, DMS 102, DMS 103, DMS 104

ECG 110 Echocardiography 2

This course covers coronary diseases, cardiomyopathies, pericardial diseases, valvular diseases, congenital heart defects, cardiac masses and tumors. Most cardiac diseases will be discussed including causes, signs, symptoms and sonography findings. Clinical skills include velocity

measurements, calculations, doppler principles and probing. Pre-requisites: DMS115

DMS107 Vascular Sonography

Course Description: This course explores the anatomical comparisons between the wall architectures of veins and arteries, their pathophysiology as well as the vascular sonographer’s role. Venous and abdominal vasculature blood flow hemodynamics is also covered to included discussions on hydrostatic pressure, venous return, trans mural pressure, visceral vascular, and exercise/pre and postprandial induced pressure-resistive changes on the venous and visceral vascular systems. This course will provide continued exposure to the vascular sonographic techniques in the clinical setting including observation, pre- and post-procedural activities, and supervised performance of basic vascular sonographic examination.

ECG 120 CLINICAL EXTERNSHIP

After completion of classroom lecture and lab hours in the program, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of sonographer.

COURSE TITLE: NURSE ASSISTANT (Direct and Hybrid)

160 clock hours Direct/Hybrid (SOC 31-2011)

COURSE DESCRIPTION

The Nurse Assistant program is designed to teach students the competencies that will enable them to perform basic nursing skills and provide quality care for acute hospitals and long term care facilities. Training includes taking of vital signs, range of motion, patient care skills and procedures, CPR, First Aid, communication, safety promotion and professionalism to work effectively. The program has classroom and clinical components and prepares the students to take the State of California Nurse Assistant Certification.

COURSE OBJECTIVES

After successfully completing this course the student will be able to:

1. Demonstrate behaviors consistent with professional work ethics, legal responsibilities and scope of practice according to the California Department of Public Health for Nurse Assistants (Title 22).
2. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
3. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
4. Demonstrate competence and proficiency in communication and interpersonal relationships, safety and infection control, patient care skills, personal care procedures, vital signs, nutritional requirements and techniques, body mechanics, exercise and activity, emergency procedures, care to clients with special needs, end of life, rehabilitation and abuse prevention.
5. Adhere to the policies and procedures of clinical sites.
6. Demonstrate compliance with standards of practice for nursing assistant.
7. Demonstrate competence with all skills required for certification as a Certified Nurse Assistant.

COURSE OUTLINE

Course Code	Title	Clock hours
Module I	Introduction	2
Module II	Patients' Rights	4
Module III	Interpersonal Skills	2
Module IV	Prevention and management of catastrophe and Unusual Occurrences	2
Module V	Body Mechanics	6
Module VI	Medical and Surgical Asepsis; Infection Control	10
Module VII	Weights and Measures	2
Module VIII	Patient Care Skills	54
Module IX	Patient Care Procedures	27
Module X	Vital Signs	9

Module XI	Nutrition	8
Module XII	Emergency Procedures	3
Module XIII	Long –Term Care Patient	9
Module XIV	Rehabilitative Nursing	6
Module XV	Observation and Charting	8
Module XVI	Death and Dying	2
Module XVII	Abuse	6

LICENSING REQUIREMENTS: Must pass live scan, complete all required hours, submit application to California Department of Public Health, Pass Certification Test.

Description of Course Titles

Module 1 Introduction to Nurse Assistant: This module is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Module 2 Patient/Resident Rights: This module is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind patient/resident rights is that each patient/resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Module 3 Communication/Interpersonal Skills: This module is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact with patients/residents, patient's/residents' families and guests, and other members of the health care team.

Module 4 Prevention and Management of Catastrophe and Unusual Occurrences: This module is to introduce the student to the concepts and procedures related to the patient's/resident's safety including environmental emergency issues The Nurse Assistant 's role in creating a safe environment for the patient/resident is discussed.

Module 5 Body Mechanics: This module provides students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting patients/residents and will implement these principles when providing patient/resident care.

Module 6 Medical and Surgical Asepsis: This module presents information about asepsis and the control of infection. Procedures and precautions to protect patient/patients/residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.

Module 7 Weights and Measures: This module is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Module 8 Patient Care Skills: This module is to teach the students skills needed to support and/or assist the patient/resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when patients/residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the patient/resident.

Module 9 Patient Care Procedures: This module provides learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the patient/resident in meeting physical care needs that cannot be performed independently.

Module 10 Vital Signs: This module prepares students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Module 11 Nutrition: This module is to examine the body’s need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a patient/resident to meet nutrition and hydration needs.

Module 12 Emergency Procedures: This module introduces the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Module 13 Long Term Care Patient/Resident: This module is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Module 14 Rehabilitative Nursing: This module introduces the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the patient/resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Module 15 Observation and Charting: This module is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Module 16 Death and Dying: This module is to introduce to the Nurse Assistant the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the patient/resident during this period to understand coping mechanisms and provide support to the patient/resident and family members.

Module 17 Patient/Resident Abuse: This module is to introduce the Nurse Assistant to patient/resident abuse. The module will focus on the nurse assistant role in preventing, recognizing, and reporting instances of patient/resident abuse.

COURSE TITLE: COMPUTER HARDWARE AND SOFTWARE TECHNICIAN

160 clock hours SOC CODE 15.1121

COURSE DESCRIPTION

This course is designed to prepare the student to install, manage, repair, secure, and troubleshoot PC hardware and Windows, Linux, and Mac operating systems. This A+ training is considered foundational-level CompTIA training, which means it was designed for people with no experience at all. This Core 220-1001 course is valuable for new or aspiring IT professionals, looking to validate foundational skills, and even non-technical professionals.

COURSE OBJECTIVES

After successfully completing this course, the student will be able to:

1. Discuss computer hardware components and their locations.
2. Demonstrate skills in identifying hardware assembly requirements for computers.
3. Demonstrate skills in the configuration of various types of motherboards.
4. Make sound, professional decisions when building, upgrading or repairing a computer accordingly to specified requirements.
5. Demonstrate skills in the architecture of various types of Processors and Memory chips
6. Make sound, professional decisions when upgrading or replacing these components.
7. Install, configure and maintain/troubleshoot any devices that can be used on and with computers, including Hard Disk Drives and I/O devices.
8. Apply employability skills.
9. Demonstrate professionalism and effective communication.
10. Write resume and participate in workshop for interview skills and job preparation.

COURSE OUTLINE

Course Code	Course Title	Clock Hours
IT-A1	COMPUTING OVERVIEW	20
IT-A2	SYSTEM COMPONENTS	20
IT-A3	PERIPHERAL DEVICES	20
IT-A4	NETWORKING	20
IT-A5	MOBILE DEVICES	20
IT-A6	SYSTEM IMPLEMENTATION AND MANAGEMENT	20
IT-A7	SECURITY	30
CP100	CAREER PREPAREDNESS	10

Description of Course Titles:

IT-A1 COMPUTING OVERVIEW

This module serves as an introduction to the course. Topics include Lab Interface, Connect Internal Components, setting up a computer commands, and Installing a UPS.

IT-A2 SYSTEM COMPONENTS

This module teaches about installing a power supply and motherboard , troubleshooting a system, power select and installing and troubleshoot processor.

IT-A3 PERIPHERAL DEVICES

This module deals with KVM Switch , selection and configuration of dual monitors, devices, storage and performing disk maintenance.

IT-A4 NETWORKING

This module teaches the selection and Installing of a Network Adapter, Configure TCP/IP Settings and Cable Internet Connection and DSL Internet Connection including Wireless Networking and Printing

IT-A5 MOBILE DEVICES

This module deals teaches the power Options, managing Mobile Devices and configuring iPad Access Control and Authentication

IT-A6 SYSTEM IMPLEMENTATION ANDMANAGEMENT

This module teaches the student how to Install a Workstation Manage Files and Folders and Create User Accounts

IT-A7 SECURITY

This module teaches the Remote Wipe Require a Screen Saver Password, configuring BIOS/UEFI Security, Windows Defender, File Encryption, Windows Firewall and VPN Connection

CP100 CAREER PREPAREDNESS

This module teaches the student resume writing, interview techniques and other life skills.

COURSE TITLE: CYBER SECURITY SPECIALIST

460 clock hours SOC 15-1143.00

COURSE DESCRIPTION

The Cyber Security Specialist program is a 460- clock hour program consisting of online theory/online classroom learning. The student will learn computer terminologies, that go hand-in-hand with the Computer Hardware and Software Technician course as well as terminology that pairs with the Network Security Technician, Cyber Security Technician and the Ethical Hacker. The Network Security Specialist certification program helps our graduates begin or advance their careers by showing employers and clients that they have the skills to successfully implement manage and troubleshoot network and security issues.

COURSE OBJECTIVES

After successfully completing this course, the student will be able to:

1. Demonstrate proficient knowledge of computer terminology including networking, cyber security and ethical hacking.
2. Demonstrate proficient knowledge of computer hardware and software as it applies to the industry.
3. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
4. Design, implement and evaluate a computing-based solution to meet a given set of computing
5. requirements in the context of the program's discipline.
6. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
7. Function effectively as a member or leader of a team engaged in activities appropriate to the program's
8. discipline.
9. Apply security principles and practices to maintain operations in the presence of risks and threats.
10. Demonstrate professional conduct in regard to ethical behavior within the scope of cyber security specialist.
11. Communicate effectively in a variety of professional contexts.
12. Demonstrate professionalism in the world of computers and cybersecurity.
13. Write resume and participate in workshop for interviewing skills and job readiness.

COURSE OUTLINE

Course Code	Course Title/Description	Clock Hours

NST101	Network Security Technician	150
CST101	Cyber Security Technician	150
EH101	Ethical Hacker	150
CP100	Career Preparedness	10

Description of Course Titles:

NST101- (150) Network Security Technician

This course covers the configuration, management, and basic security of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud and virtualization technologies.

This course helps prepare the learner to sit for CompTIA Network+ Certification, an industry certification used in the field of networking.

CST101 (150) Cyber Security Technician

This course is designed to help the student understand the information security landscape and will prepare them to become a security professional. Gone are the simple days of protecting a system from the random individual hacker. Instead, computer professionals are now combating a very organized, advanced, and powerful force that comes in many different forms, from script kiddies to nation states, organized crime to hacktivists, and everything in between This course is designed to help prepare the learner for the world of cybersecurity. Students will learn the different types of malware and how to defend against them.

CH101 (150) Ethical Hacker

This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be led into scanning and attacking their own networks. No real network is harmed.

This course is designed to help you gain real-world skills by learning how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation.

CP100 (10) Career Preparedness

This module teaches the student resume writing, interview techniques and other life skills.

COURSE TITLE: FIBER OPTIC AND AUDIO-VISUAL TECHNICIAN

320 clock hours SOC 49-9052.00

COURSE DESCRIPTION

The Fiber Optic and Audio Visual Technician is 320 clock hours training in hybrid format where classroom theory hours are taught in both synchronous and asynchronous learning and skills are taught by direct instruction onsite.

This program is designed to teach students understand the ever-increasing market for fiber communications, fiber transmission and the components involved providing topics of all areas of fiber infrastructures and fiber optics for telecommunications. It includes topics on how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics and fiber optics capabilities, and cost of installation. Students will also learn the fundamentals of system design, which covers system parameters ranging from system configuration to reading blueprints.

COURSE OBJECTIVES

After successfully completing this course, the student will be able to:

1. Demonstrate understanding of terminologies used in fiber optics.
2. Inspect and troubleshoot existing fiber optics systems for problems that could interrupt service.
3. Install new fiber backbone systems and wiring.
4. Test existing fiber optic systems and repair those that don't meet industry standards.
5. Measure the strength of Internet speeds or cable connections to determine a system's performance.
6. Splice fiber strands as needed and troubleshoot problem areas.
7. Analyze and describe the science and technology for basic audio, visual, and audiovisual systems integration.
8. Set up and test an audio, video, and audiovisual network.
9. Operate and maintain audio and video equipment in recording sets and other venues.
10. Perform using diverse equipment for recording as well as with projectors, sound systems, video screens, and lighting.
11. Store and transport AV and lighting equipment safely.
12. Operate software to control AV technologies, prepare teleprompters with scripts; monitor live feeds to ensure transmission quality.
13. Demonstrate effective communication, professional behavior and proper customer service.

COURSE OUTLINE

Course Code	Course Title	Total Clock Hours
FTA 100	BASICS OF FIBER OPTICS	20
FTA 110	NETWORKS	20
FTA 111	CABLES, CONNECTORS AND SPLICES	40
FTA 112	DESIGN AND INSTALLATION	60
AVT 100	AUDIO VISUAL ESSENTIALS	60
AVT 110	HOME THEATER BASICS	60
AVT 111	VOICE, VIDEO AND NETWORK CABLING	60

Description of Course Titles:

FTA 100 Basics of Fiber Optics

This course teaches the fundamentals of fiber optics and how they are used in communications and transmit signals including splicing and terminating fiber optic cables, the advantages of fiber optics, standards that cover fiber optics. Students will be familiarized with the application, history and safety aspects.

FTA 110 Networks

This course teaches the function of network, transmission types, topologies, components and the fiber network.

FTA 111 Cables, Connectors and Splices

This course teaches the types of fiber optic cables, premises cables, optical fiber construction, choice of cables, fiber optic connectors, splices, tools, fiber joints, attenuation, connectors, splices, cable plant and their applications. Students learn the different types, how and where they are installed.

FTA 112 Design and Installation

This course teaches installation limits, cable placement, planning, management issues, safety issues, principles of installation, cable end preparation, adhesives, cleave and crimp installation including testing and troubleshooting.

AVT 100 Audio Visual Essentials

This course serves as an introduction to audio-visual technology covering topics on safety, and personal equipment, tools and materials, customer service, and professional communication.

AVT 110 Home Theater Basics

This course teaches the fundaments of home theater, surround sound, picture, sound sources, amplifiers and power, home theater cabling, LCD installation, projector installation, installing other A/V Systems and enhancing HDTV.

AVT 111 Voice, Video and Network Cabling

This course teaches design services as well as installation and support of structured cabling systems for voice, data, video, music, intercom, and paging systems.

COURSE TITLE: FIBER OPTIC AND TELECOMMUNICATIONS SPECIALIST

900 clock hours SOC: 49-9052.00

COURSE DESCRIPTION

The Fiber Optic and Telecommunications Specialist program is designed to teach students understand the ever- increasing market for fiber communications, fiber transmission and the components involved as well as provide topics of all areas of fiber infrastructures and fiber optics for telecommunications.

This training is 900 clock hours hybrid format where classroom theory hours are taught in both synchronous and asynchronous learning and skills are taught by direct instruction onsite.

COURSE OBJECTIVES

After successfully completing this course, the student will be able to:

1. Inspect, test and repair cable and satellite television signals and associated equipment at subscriber's premises.
2. Install cable modems and software to enable Internet access at subscriber's premises.
3. Maintain and repair main aerial and underground coaxial and fiber optic cable television transmission lines, trunking and related distribution and interconnecting systems including power supplies and amplifiers.
4. Inspect, monitor, test and adjust cable transmission and distribution systems.
5. Repair or replace faulty cables, power supplies, amplifiers and other associated transmission and distribution equipment.
6. Climb and work aloft on poles, ladders or other support structures.
7. Inspect and troubleshoot existing fiber optics systems.
8. Install new fiber backbone systems and wiring.
9. Analyze and describe the science and technology for basic audio, visual, and audiovisual systems integration.
10. Set up and test an audio, video, and audiovisual network.
11. Operate and maintain audio and video equipment in recording sets and other venues.
12. Operate software to control AV technologies, prepare teleprompters with scripts; monitor live feeds to ensure transmission quality.
13. Demonstrate effective communication, professional behavior and proper customer service.

COURSE OUTLINE

Course Code	Course Title	Total Clock Hours
FTS 100	CABLE TELEVISION TECHNOLOGY	180

FTS 110	BROADBAND CATV NETWORKS	180
FTS 120	CATV AND SATELLITE INSTALLATION AND TROUBLESHOOTING	180
FTS 130	FIBER OPTICS TECHNOLOGY	180
FTS 140	AUDIO VISUAL TECHNOLOGY	160
COM 110	CUSTOMER SERVICE RELATIONS	20

Description of Course Titles:

FTS 100
Cable Television Technology

This course teaches the fundamentals of CATV focusing on primary areas: cable and wire, design of the cables physically and electrically and how to splice them; print reading, construction drawings and system maps/circuit diagrams, installation of stations, equipment requirements and how to use the equipment.

FTS 110
Broadband CATV Networks

This course is an introduction of the function of network, transmission types, topologies, components. Topics include external drop wiring, grounding, accessories, external and internal home wiring, tools, equipment, converter and modem installation.

FTS 120
CATV and Satellite Installation and Troubleshooting

This course teaches the different aspects of satellite theory, how to install and troubleshoot CATV and satellites focusing on finding and repairing trouble in materials and equipment, processing requirements, signal level meters and signal testing. Students will be able to perform general service procedures.

FTA 130
Fiber Optics Technology

This course teaches fundamentals of fiber optic cable and the installation to a home. It also discusses the different architectures as well as the testing and troubleshooting of each platform. Topics include the architectures, cable connectors, tools and safety, optical transmission and attenuation, testing and troubleshooting.

Audio Visual Technology FTS 140

This course provides an overview of audio and visual equipment and how they are integrated into systems software. Students will learn how to construct and install audio and visual systems in different scenarios. Also included are topics on lighting, projectors, speakers and displays.

COM 110
Customer Service Relations

This course teaches the students how to provide professional customer service experience to customers from the pre- call to the completion of tasks. It includes establishing a good customer relationship and how to handle difficult customers.

COURSE TITLE: SYSTEMS ADMINISTRATOR (Diploma)

960 clock hours SOC 15-1242.00

COURSE DESCRIPTION

The Systems Administrator program is designed to teach students how to install and configure software and hardware, set up accounts and workstations, as well as manage network servers and technology tools.

This Diploma program is 960 clock hours training where classroom theory hours are taught in both synchronous and asynchronous learning; while the computer laboratory skills are taught by direct instruction onsite. Students learn hardware assemblies and operating systems installation, back-up methodologies, registries and system files and security, hardware, planning, installation, resource management, command control, domains, file and sharing, system visualization, planning and records management.

COURSE OBJECTIVES

Upon completing the course students will be able tounderstand the following:

1. Apply the principles and practice of system administration.
2. Perform the installation of Windows and configure the server environment.
3. Perform planning, installing and troubleshooting a Local Area Network, connecting it to a Wide Area Network.
4. Perform user accounts management and implement security groups.
5. Configure management of data storage.
6. Perform configuration, management, and troubleshooting of folders, files and printing resources.
7. Maintain a collection of devices using remote management tools in both centralized locations and across de- centralized organizations.
8. Produce written documentation of system problems, solutions, processes, and procedures.
9. Create programs and demonstrate facility in programs and tools that automate system administration tasks.
10. Perform network services installation and management.
11. Produce written documentation of system problems, solutions, processes, and procedures.
12. Create programs and demonstrate facility in programs and tools that automate system administration tasks.
13. Demonstrate effective communication, professional behavior and proper customer service.

COURSE OUTLINE

Course Code	Course Title	Total Clock Hours
PCS130	Principles of Network Fundamentals	80
PCS140	Principles of Cyber Security	80
PCS150	Fundamentals of Linux/Unix	80
PCS155	Server Linux System Administration	80
PCS170	System Virtualization with Oracle and VMware	80
PCS175	Microsoft Azure Fundamentals	80
PCS220	Amazon Web Services	80
PCS225	Google Cloud Administration	80
PCS230	Structured Query Language Fundamentals	80
PCS235	Microsoft PowerShell	80
PCS200	Python Scripting	80
DB100	Big Data Analytics	80

Description of Course Titles:

PCS130 Principles of Network Fundamentals

The course focuses on the technological and operational aspects of information warfare including cyber attack and cyber defense. Includes instruction in computer and network security cryptography computer forensics systems security engineering software applications threat and vulnerability assessment wireless networks and satellite communications tactical and strategic planning legal and ethical issues and cyber warfare systems development and acquisition

PCS 140 Principles of Cyber Security

This course introduces the concepts and understanding of the field of computer security and how it relates to other areas of information technology. Topics include security threats, hardening systems, securing networks, cryptography and organizational security policies.

PCS 150 Fundamentals of Linux/Unix

The course covers such topics as the Linux/UNIX file system, commands, utilities, text editing, shell programming and text processing utilities. Students learn command line syntax and features of the popular Linux/UNIX shells, including filename generation, redirection, pipes and quoting mechanisms.

PCS 155 Server Linux System Administration

The course covers how to administer, configure and upgrade Linux Server systems running one of the three major Linux distribution families: Red Hat, SUSE, Debian/Ubuntu, how to master the tools and concepts you'll need to efficiently build and manage an enterprise Linux infrastructure

PCS 170 System Virtualization with Oracle and VMware

This course introduces students to datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration

PCS 175 Microsoft Azure Fundamentals

This course is designed for learners who are just beginning to work with Azure. This audience wants to learn about our offerings and get hands-on experience with the product. This course primarily uses the Azure portal and command line interface to create resources and does not require scripting skills. Students in this course will gain confidence to take other role-based courses and certifications, such as Azure Administrator. This course combines lecture, demonstrations, and hands-on labs.

PCS 220 Amazon Web Services

In this course students develop a fundamental understanding of the AWS Cloud, independent of any specific technical role. The student will learn about AWS Cloud concepts, core AWS services, security, architecture, pricing, and support to build your AWS Cloud knowledge. This course will also help you prepare for the AWS Certified Cloud Practitioner exam.

PCS 225 Google Cloud Administration

In this course, you will get an overview of the GCP services available in various categories, such as compute, storage, and networking, and you will also see hands-on examples showing you how to create virtual machines and web apps using the Google Cloud Console and gcloud command-line interface.

PCS 230 Structured Query Language Fundamentals

This course provides a comprehensive introduction to the language of relational databases: Structured Query Language (SQL). Topics covered include: Entity-Relationship modeling, the Relational Model, the SQL language: data retrieval statements, data manipulation and data definition statements.

PCS 235 Microsoft PowerShell

In this Microsoft PowerShell Training course, the students will learn how to use Windows PowerShell to administer and automate Windows server administration. You will also learn how to:

- Build commands to perform specific tasks
- Automate repetitive tasks using script
- Generate reports

- Manage Microsoft 365 services with PowerShell

PCS 200 Python Scripting

In this course the student will learn Includes procedural and data abstractions, program design, debugging, testing, and documentation. Covers data types, control structures, functions, parameter passing, library functions, arrays, inheritance and object oriented design. Laboratory exercises in Python.

DB100 Big Data Analytics

This course is to familiarize the students with most important information technologies used in manipulating, storing, and analyzing big data. We will examine the basic tools for statistical analysis, R and Python, and several machine learning algorithms.

DEGREE PROGRAMS

COURSE TITLE: RN TO BSN (BSN COMPLETION PROGRAM)(Provisional)

1032 clock hours SOC 29-1141.00

COURSE DESCRIPTION

The RN to BSN is a Bachelor of Science (BSN) completion program consisting of 1032 clock hours training that can be completed in twelve (12) months. The program is designed to prepare Registered Nurses with Associate Degree in Nursing, to use critical thinking, communication and decision making skills with their current nursing skills in providing quality patient care in various care delivery set-up as supervisors, educators, leaders and managers. Upon completion of the program, the student is awarded the Bachelor of Science in Nursing degree. Students with ADN will be credited a minimum of 60 credit units and must complete the 60 credit units offered at the PCC in order to be eligible for graduation with a bachelor's degree.

COURSE OBJECTIVES

After successfully completing this course, the student will be able to:

1. Demonstrate effective communication with patients, family, and other members of the healthcare team.
2. Utilize critical thinking in the practice of professional nursing.
3. Utilize patient care technology in planning, implementing and evaluating interventions to achieve optimal health outcomes for patients of all ages.
4. Demonstrate understanding of healthcare policies, financial and regulatory, that impact the role of the nurse and the healthcare system.
5. Demonstrate leadership and management role in health promotion, wellness and disease prevention across diverse population.
6. Demonstrate ethical principles of professional nursing practice.
7. Demonstrate knowledge and understanding of nursing research theories, research methods and types, and their relationship to clinical evidenced-based practices.
8. Perform competently and safely in diverse settings, utilizing caring, critical thinking and therapeutic nursing interventions with individuals, families and communities.
9. Utilize the knowledge, skills and technologies to practice independently and collaboratively with all health professionals as an advanced beginner professional nurse.
10. Apply research findings and nursing theory in decision making.
11. 11. Apply and integrate new and related knowledge and skills learned from the clinical experience for the care of variety of patients across the life span.

12. COURSE OUTLINE

Course Code	Course Title	Total Clock Hours
PCC 1	Introduction to Online Learning	60
COM101	Technical Writing	60

NU310	Leadership in Nursing Care	60
NU320	Medical Ethics in Nursing	60
NU330	Critical Thinking Concepts	60
NU340	Public Health Nursing	156
NU400	Pathophysiology	90
NU410	Nursing Assessment	90
NU415	Health and Wellness Promotion	156
NU420	Evidence-based Practice Research	90
NU430	Healthcare Policy	60
NU440	Capstone	90

Description of Course Titles:

PCC1 INTRODUCTION TO ONLINE LEARNING

This course examines the online learning environment for adult learners and provides students introduction to learning theories and the challenges of learning via online in order to assist them have a successful training. The course employs course development techniques and technologies supporting learner progression through course activities and assessments. Students are also expected to understand the process of creating the elements of their online courses given the opportunity to work on the course shells and other key elements of their online learning including producing blog entries and other available social media formats.

COM 101 TECHNICAL WRITING

This course examines the online learning environment for adult learners and provides students introduction to learning theories and the challenges of learning via online in order to assist them have a successful training. The course employs course development techniques and technologies supporting learner progression through course activities and assessments. Students are also expected to understand the process of creating the elements of their online courses given the opportunity to work on the course shells and other key elements of their online learning including producing blog entries and other available social media formats.

NU310 LEADERSHIP IN NURSING CARE

This course introduces technical writing as it prepares nurses to design effective technical documents for both written and digital media, with particular emphasis upon technical memos, problem-solving and decision-making reports, and organizational, product-support, and technical-information webs. The course intends to improve student information literacy and academic writing competencies to communicate new research and evidence. It includes review of writing skills such as grammar, mechanics, paragraphs, sentence structures, synthesizing information, APA formats and citations. It also includes exposure to other learning technologies for a blended learning environments. The course ensures that students develop effective writing and technology skills for the workplace expected of a student with a bachelor’s degree.

NU320 MEDICAL ETHICS IN NURSING

This course covers the ethical and legal considerations in making decisions while in clinical practice. The course focuses on the role of nurses as members and managers of the nursing profession and understanding of the ethical and legal implications of health care and analyze the unique legal aspects encountered in the provision of health services. Topics include the concepts of access, affordability, health care interventions and human rights are interfaced with legal and ethical issues challenging the provision of health care services while examining the overlapping domains of ethics and medical law along through case studies and discussion of ethical and legal considerations that nurses will be able to make decisions.

NU330 CRITICAL THINKING CONCEPTS

This course provides the students skills in facing the legal, educational and professional challenges of the nursing

profession in different specialties. It is designed to build nurses' critical thinking characteristics, such as creativity, patience and confidence as they seek out learning experiences and experiential knowledge to build their intellectual skills s as well as their interpersonal skills and competencies. Focus is given to developing caring attitudes of nursing students while applying critical thinking strategies specific to problem solving related to human response patterns and mode of thinking to improve quality of nurse's thinking by imposing intellectual standards.

NU340 PUBLIC HEALTH NURSING

This course provides the theoretical framework of public health principles and the impact of socio-political status and other factors as they relate to the health of the population. The concepts of community health nursing with emphasis on epidemiological concepts about nursing with individuals, families, groups and communities. Issues that apply to community health nursing are examined. The course includes a practice experience of which are geared toward addressing a public health issue in the community

NU400 PATHOPHYSIOLOGY

This course explores the development of knowledge of the complex pathophysiological, including genetic, bases of selected common health conditions of an acute and chronic nature as presented in primary care by patients across the lifespan. It includes comprehensive knowledge of symptomatology that may be manifested and the current pharmacological interventions as applied to these health conditions, including evaluation of potential and expected clinical outcomes, and symptom management, and remission.

NU410 NURSING ASSESSMENT

This course teaches the nursing professionals the concepts, principles knowledge and skills to prepare a complete health assessment for patients in any age group. In depth study of interviewing, history taking and physical assessment and effective communication with patient and other healthcare professionals involve in patient care such as in preparing nursing care plans. This course prepares students to synthesize comprehensive health assessment through reading and processing a range of media covering topics including the lifespan, special groups, and body systems.

Activities progress through assessments of various systems to a full assessment of an individual.

NU415 HEALTH AND WELLNESS PROMOTION

This course emphasizes the concepts of health, health promotion and diseases prevention and other factors that impact a healthy society, including vulnerable populations across the lifespan, and how these factors contribute to optimal health or premature illness. This course includes the concepts of chronic care, risk reduction, vaccinations, health promotion, and patient teaching while exploring professional nursing interventions and standards to promote the health of individuals, families, and groups in a variety of settings. The course includes a practice experience of which are geared toward addressing a health issue in the community.

NU420 EVIDENCE-BASED NURSING RESEARCH

This course is designed to assist the nurses acquire the knowledge needed to engage in an evidence-based practice (EBP) that includes knowledge about research methods and how to incorporate research evidence into practice.

Lessons are designed to develop quantitative nursing research proposal and to critically evaluate research evidence with an overall goal to improve quality of care in clinical practice. In addition, the course incorporates topics on the emergence of health informatics, data standards and design, basic research methodologies and statistical concepts applied within the framework of evidence-based professional practice.

NU430 HEALTHCARE POLICY AND DELIVERY

This course focuses on global, national, and state health policies that impact the research, design, financing, regulation, and delivery of health care at population and local levels for the professional nurse. Development of skills in identifying, proposing, advocating, including collaboration with multiple, relevant stakeholders, for key legislative initiatives impacting the development of health policy and health outcomes is emphasized. The course is designed to present students with opportunities to acquire knowledge about health policy and the relationship between policy and health- related outcomes.

NU440 CAPSTONE

This course is the last of the core courses in the program. Student will be able to demonstrate the impact of their skills competencies and the knowledge learned in the program.

COURSE TITLE: SYSTEMS ADMINISTRATOR (ASSOCIATE OF ARTS)(Provisional)

1200 clock hours SOC: 15-1242.00

COURSE DESCRIPTION

The Systems Administrator program is an Associate of Arts degree designed to teach students about hardware assembly, operating systems installation, user management, back-up methodologies, registries and system files and security, hardware, planning, installation, resource management, command control, domains, file and sharing, system visualization, planning and records management. Students are provided with general education courses.

The AS Systems Administrator is 1200 clock hours training in hybrid format. Classroom theory hours are taught in both synchronous and asynchronous learning . Students completing the course will be awarded an Associate degree.

COURSE OBJECTIVES

After successfully completing this course, the student will be able to:

1. Apply the principles and practice of system administration.
2. Perform the installation of Windows and configure the server environment.
3. Perform planning, installing and troubleshooting a Local Area Network, connecting it to a Wide Area Network.
4. Perform user accounts management and implement security groups.
5. Configure management of data storage.
6. Perform configuration, management, and troubleshooting of folders, files and printing resources.
7. Maintain a collection of devices using remote management tools in both centralized locations and across de- centralized organizations.
8. Produce written documentation of system problems, solutions, processes, and procedures.
9. Create programs and demonstrate facility in programs and tools that automate system administration tasks.
10. Perform network services installation and management.
11. Produce written documentation of system problems, solutions, processes, and procedures.
12. Create programs and demonstrate facility in programs and tools that automate system administration tasks.
13. Demonstrate proficiency in IT language.
14. Demonstrate effective communication, professional behavior and proper customer service.

COURSE OUTLINE

Course Code	Course Title	Total Clock Hours
PCS100	System Administration Technical Foundations	75
PCS120	Principles of Computer Hardware & Operating Systems	75
PCS130	Principles of Network Fundamentals	75
PCS140	Principles of Cyber Security	75
PCS150	Fundamentals of Linux/Unix	75
PCS155	Server Linux System Administration	75
PCS175	Microsoft Azure Fundamentals	75
PCS220	Amazon Web Services	75
PCS230	Structured Query Language Fundamentals	75
PCS235	Microsoft PowerShell	75
PCS200	Python Scripting	75
PCS200	Principle of Kali Linux	75
COM101	Technical Writing	60
COM102	IT English Composition	60
MAT101	Mathematics for Information Technology	60
LMT101	Mentoring and Leadership in the technology workplace	60
CPU1101	Basic Word Processing and Spreadsheets	60

Description of Course Titles:

PC100 System Administration Technical Foundations

This course provides students with the fundamental technologies needed to administer a computer operating system. Students will learn how to manage domain resources including users, workstations, servers and shared folders using Active Directory, role management, Server Manager and RSAT. Students will learn how to secure these domain resources using Group Policy, NTFS and file share permissions. Students will also learn how to use the Domain Naming System (DNS), an integral part of Windows domain environments.

PCS120 Principles of Computer Hardware & Operating

This course prepares individuals to pass the CompTIA A+ certification which is the IT industry's most popular and recognized entry-level certification. This certification covers topics such as building, fixing and troubleshooting computers and simple networking concepts. This course will prepare students for the A+ exam. We use a large variety of labs and lectures to ensure students are ready for the exam

PCS130 Principles of Network Fundamentals

The Network Security program focuses on the technological and operational aspects of information warfare including cyber attack and cyber defense. Includes instruction in computer and network security cryptography computer forensics systems security engineering software applications threat and vulnerability assessment wireless networks and satellite communications tactical and strategic planning legal and ethical issues and cyber warfare systems development and acquisition

PCS 140 Principles of Cyber Security

This course introduces the concepts and understanding of the field of computer security and how it relates to other areas of information technology. Topics include security threats, hardening systems, securing networks, cryptography and organizational security policies.

PCS 150 Fundamentals of Linux/Unix

The course covers such topics as the Linux/UNIX file system, commands, utilities, text editing, shell programming and text processing utilities. Students learn command line syntax and features of the popular Linux/UNIX shells, including filename generation, redirection, pipes and quoting mechanisms.

PCS 170 System Virtualization with Oracle and VMware

This course introduces students to datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration

PCS 175 Microsoft Azure Fundamentals

This course is designed for learners who are just beginning to work with Azure. This audience wants to learn about our offerings and get hands-on experience with the product. This course primarily uses the Azure portal and command line interface to create resources and does not require scripting skills. Students in this course will gain confidence to take other role-based courses and certifications, such as Azure Administrator. This course combines lecture, demonstrations, and hands-on labs

PCS 220 Amazon Web Services

In this course students develop a fundamental understanding of the AWS Cloud, independent of any specific technical role. The student will learn about AWS Cloud concepts, core AWS \ services, security, architecture, pricing, and support to build your AWS Cloud knowledge. This course will also help you prepare for the AWS Certified Cloud Practitioner exam.

PCS 230 Structured Query Language Fundamentals

This course provides a comprehensive introduction to the language of relational databases: Structured Query Language (SQL). Topics covered include: Entity-Relationship modeling, the Relational Model, the SQL language: data retrieval statements, data manipulation and data definition statements.

PCS 235 Microsoft PowerShell

In this Microsoft PowerShell Training course, the students will learn how to use Windows PowerShell to administer and automate Windows server administration. You will also learn how to:

- Build commands to perform specific tasks
- Automate repetitive tasks using script
- Generate reports
- Manage Microsoft 365 services with PowerShell

PCS 200 Python Scripting

In this course the student will learn Includes procedural and data abstractions, program design, debugging, testing, and documentation. Covers data types, control structures, functions, parameter passing, library functions, arrays, inheritance and object oriented design. Laboratory exercises in Python.

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PCS 200 Principle of Kali Linux

This course starts with the introduction, followed by the required software installations. You will learn about network and web scanning, deep scanning, deep scanning phases, hacking systems, different attacks and malwares. Students will also learn about Hijacking, Hacking Servers, Hacking Websites and SQL Injection.

COM 101 Technical Writing

Technical Writing prepares students to design effective technical documents for both written and digital media, with particular emphasis upon technical memos, problem-solving and decision making reports, and organizational, product- support, and technical-information webs.

COM 102 IT English Composition

This course introduces students to the English language structures and grammar, reading, listening, speaking, and writing. These important language areas are covered through standard introductory IT topics such as computer architecture, operating systems, applications programs, networks, the Internet, the future of Information Technology

MAT 101	Mathematics for Information Technology

This course provides students with an introduction to a number of areas of discrete mathematics. Areas of application include: computer logic, analysis of algorithms, telecommunications, gambling and public key cryptography. In addition it introduces a number of fundamental concepts which are useful in Statistics, Computer Science and further studies in Mathematics.

LMT 101	Mentoring and Leadership in the technology workplace

The course objective is to provide the student with an overview of mentoring and leadership skills by discussing relationships, communication, goals and growth as they relate to Information Technology.

CPU1101	Basic Word Processing and Spreadsheets

The purpose of this course is to teach students to identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents.

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ADMISSIONS INFORMATION

GENERAL ADMISSION REQUIREMENTS

The school will accept applicants for admission once the applicants complete the entire admissions process as listed below on or before the first day of class for all programs.

1. Complete an Enrollment Questionnaire and participate in a personal interview with an admissions representative. Parents, spouses, and other family members are encouraged to attend as well to have the opportunity to tour the school facility and discuss concerns regarding program and career objectives.

2. Applicants must be at least 18 years old and submit a government issued identification card or driver’s license and social security card. Applicants that are under 18 years of age must have a High School Diploma or its equivalent and must be accompany by their parent(s) or legal guardian(s) in order to complete the Admissions process.

3. Applicant must provide a copy of his/her U.S. high school diploma, GED, State Proficiency Test or its equivalent. Applicants with high school documentation from a country other than the United States must have the documentation translated and certified to be at least the equivalent of a U.S. high school diploma.

Applicants for degree programs must pass the Scholastic Level Test (SLE) with the score of 21.

For RN to BSN Completion Program: Applicants must provide copy of their Associate Degree in Nursing Diploma and Transcript of Records. Students can transfer a minimum of 60 credits equivalent to their ADN. All foreign academic transcripts must be evaluated by an accredited transcript agency.

1. Complete an Enrollment Agreement.

CREDIT EVALUATION POLICY - ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE

Students who have previously attended another school or college (within the past 1 year), may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment, and they pass the institutions examination and skill testing for those subjects (if required). Appropriate credit will only be given once it has been determined that all the aforementioned have been completed by the prospective student. This institution will inquire about each veteran or eligible person’s previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

All students being admitted to Prestige Career College shall possess a high school diploma, GED certificate or its equivalent. Students who do not possess either a high school diploma, GED certificate or its equivalent or show any proof of completing secondary education must pass the college’ entrance assessment.

SPECIAL ACCOMMODATIONS

Handicapped prospective students are bound by the same procedures as any other student due to the type of instruction to be imparted and the demands exerted in practical training and industry's production levels. Students withspecial needs should makearrangements tomeet with the designated school official and/or student services to inspect facilities and review requirements.

The institution does not admit non-immigrant foreign students and does not provide visa services.

ORIENTATION

Prior to the beginning of classes, all applicants will be notified of the date of orientation to be held before class instruction commences. Orientation is a presentation of school policies, rules and regulations, attendance and satisfactory progress requirements, student services available, and an introduction to the life-skills program. Orientation may be conducted on-campus or virtual.

TEACHER / STUDENT RATIO

The teacher to student ratio for all programs is 30 students per instructor for lecture and 15 for lab.

ENGLISH AS A SECOND LANGUAGE

PCC does not provide instruction in English as a Second Language to students. All Instruction at PCC is provided in English.

LANGUAGE PROFICIENCY

To demonstrate language proficiency, students applying for:

a. certificate and diploma programs must have High School diploma, GED or higher

b. degree programs must have High School diploma, GED or higher and pass the Scholastic Level Exam (SLE) with a score of 21.

NON-DISCRIMINATION CLAUSE

The School Non-Discrimination Policy is in accordance with federal and state rules and regulations as to non-discrimination. No applicant or employee shall be denied admission nor denied any of the privileges and rights due to race, religion, national origin, sex, or physical disabilities.

The School complies with the Title XI of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993.

ACADEMIC POLICIES

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory academic progress (SAP) standards apply to PCC students. The student must complete required clock hours within 150% of the regular time frame, and pass or achieve a minimum cumulative GPA of 70% (C) or (2.0) for instruction completed and attended eighty percent (80%) of the total program length including the demonstration of skills competencies required in the program. Students are evaluated on written examinations, skills competencies, assignments, class participation, and attendance.

PCC uses the following grading system to evaluate academic performance of the students:

Percentage	Letter Grade	Point Average	Description
100-90	A	4.0	Outstanding
89-80	B	3.0	Good
79-70	C	2.0	Average
69-60	D	1.0	Below passing
Under 60	F	0.0	Failure
	I	0.0	Incomplete
	W	0.0	Withdrawal

GRADUATION REQUIREMENTS

[20]To graduate from a program, the student must have completed all clock hours for the program, and passed or achieved a 70% CGPA and 80% of school attendance.

Non-degree programs: Students who successfully complete their programs will receive either a Diploma or Certificate of Completion.

Degree programs: Students who successfully complete their programs will receive their degrees.
Certification: Students in the CNA & HHA program will be eligible to test for certification. Students are scheduled by the Program Director.

ATTENDANCE POLICY

School expects students to demonstrate the same work habits that are required in the workplace. Students are expected

to arrive on time and should not be absent for any session of instruction. Maintaining excellent classroom attendance enables students to develop new skills that are required by employers. In order to meet attendance requirements and graduate from their training, students must complete a minimum of 80% of the total scheduled hours for the program. If the student expects to be absent or late, he or she must notify the college by calling the instructor in advance or the registrar. Attendance is tracked in every class period by the instructor and is recorded on the Student's Attendance Card which is kept in the class attendance binder. The instructor submits the class attendance binder to the Registrar's Office

for entry of attendance into students' electronic records. A student who fails to attend fourteen (14) consecutive calendar days will be terminated from the program. This policy is applicable for online classes.

Tardiness: The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. Excessive tardiness may result in disciplinary actions to include, but not limited to, probation, suspension or dismissal.

Leaving Early: The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A student leaving early from class will be documented on the daily roster as leaving early. Excessive early departures from class may result in disciplinary actions to include, but not limited to, probation, suspension or dismissal.

Probation, Suspension and Dismissal

A student who does not meet academic or attendance or conduct requirements may face probation, suspension or dismissal. If a student does not maintain satisfactory academic progress, the student will be placed on probation with provisions until the next evaluation point. If there is no improvement and a student does not meet the provisions of the probation, then the student will face termination from the program. A student that does not maintain satisfactory attendance during a course will be placed on probation for a period of thirty (30) days during which time the student must maintain satisfactory attendance. Students who violate school policies on student conduct may face suspension and may not be allowed in the school premises, and advised when to return to the campus. Students cannot appeal suspension and probation. Students who face dismissal may seek an appeal with the School Director for continuance of enrollment or permit the student to continue with or without additional probationary requirements.

Externship

Students enrolled in courses with externship must complete the established hours of externship to successfully complete the program. The school's Attendance Policy applies to students in externship.

MAKE-UP WORK FOR ABSENCE/TARDY HOURS

Students are expected to make up all work necessary to meet the program objectives of their programs. Make up for classroom objectives will be in accordance with the Course Instructor.

Arrangements to take any tests or work missed because of an absence/tardy must be made immediately upon return to class. Make-up work or lessons should be completed within the week following the missed lesson.

Other than testing, the instructor may assign additional outside work to be completed as make-up for each tardiness or absence such as submission of term/research paper on assigned topics, reading assignments of several missed chapters and create an outline, other essays; all related to the course/subject matters missed. Missed clinical skills work will be made-up only by extra laboratory hours. Practical skills and computer work will be made-up by additional projects as instructed.

Students taking up the make-up test or projects cannot obtain more than 90% of the passing grade of that particular test/project/work. Arrangements to take any tests missed because of an absence must be made within the week following the missed lesson or immediately upon return to class.

Students who do not meet with the instructor upon returning to school to make arrangements for the make-up will get a grade of zero (0) and will not be scheduled to any make-up work.

Hours of make-up cannot be accepted as hours of class attendance. Make-up hours will be achieved by attendance to a class outside of the student's current class schedule. Students taking up make-up hours cannot be more than 50% of the length of the course.

ONLINE LEARNING: PCC offers the Hybrid and the Online (synchronous and asynchronous) learning. Hybrid utilizes Zoom meetings to deliver lectures and facilitate student engagement. While on Zoom, instructor and students utilize the Canvas as a learning tool where course content and other instructional materials can be found. The skills component for the Hybrid are done in the school's skills laboratory

All online programs have both asynchronous and synchronous learning except Everyday ESL which is 100% synchronous. For the synchronous part, the instructor teaches via Zoom meeting where lectures are delivered and utilizes the Canvas for course content and class discussion.

The clock hours spent for synchronous and asynchronous learning vary from program to program. For the asynchronous portion, students will have to utilize the Canvas for their learning. During these days, instructors

will be available for consult during the faculty office hours, via email, text, telephone calls or discussion boards when applicable.

LEAVE OF ABSENCE

If a Leave of Absence (LOA) is needed, a student must submit in writing to the Campus President, the basis of the request, the expected return date and include the student's signature and the date of the request. Submission of the request does not automatically reflect the School's approval. Duration of the LOA must not exceed 180 days. Students not returning on the date specified in the LOA will be dropped from the program.

Notice Concerning Transferability of Credits and Credential Earned at our Institution

“The transferability of credits you earn at Prestige Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma or certificate that you earn at this institution are not accepted at the institution to which to 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 Prestige Career College to determine if your credits, diploma or certificate will transfer.”

Re-enrollment and Transferability of Credits Policy

Any student who re-enrolls to the same program after 180 days (based on prior enrollment’s last day of attendance), re-enrolls to a new program, or transfers in *must sign a new enrollment agreement* at current tuition rates. The student re-enrolling will be credited for any tuition, books, and/or supplies previously received by the School. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the new student file.

Re-enrolling students will only be charged for any increases in tuition that may have occurred in the interim. Any increase in the books and/or supplies will be included on the new enrollment agreement. Transfer students must provide a transcript of their studies.

Articulation Agreement

Prestige Career College has not entered into any articulation agreement with any college or university.

ADVANCED PLACEMENT OREXPERIENTIAL LEARNING

Prestige Career College does not award academic credit for advanced placement testing or experiential learning,

POLICY AND PROGRAM CHANGES

The School Catalog is current as of the time of printing. PCC reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. PCC further reserves the right to make changes in equipment and materials and modify curriculum, as it deems necessary.

STUDENT APPEAL PROCESS

Students whose training programs are terminated by the PCC have the right to appeal that decision and to seek re-admission to the same program after a waiting period of 30 days. Students must initiate the process by submitting a written request for re-admittance.

STUDENT FINANCING CURRENT TUITION AND FEES

Program	Total tuition	Tuition 1st period	Tuition 2nd period	Tuition 3rd period	Tuition 4th period	Registration Fee	STRF¹	Books/ Supplies	Licensing/ Life Scan	Total Cost²
						Non-Refundable	Non-Refundable		Certification	
Nurse Assistant	$2,400.00	$2,400.00	0	0	0	$75	$7.50	$654.50	$195	$3,332
Comp Hardware &Software Tech	$2,200.00	$2,200.00	0	0	0	$75	$7.50	$600	$0	$2,882.50
Cyber Security Specialist	$4,800.00	$2,400.00	0	0	0	$75	$12.50	$600	$0	$5,487.50
Central Service Technician	$10,246.00	$3,643.00	$4,553.00	$2,050.00	0	$75	$25.00	$654	$0	$11,000.00
Diagnostic Medical Sonography	$25,358.00	$5,583.00	$5,583.00	$6,281.00	$7,911.00	$75	$62.50	$1,500	$0	$27,000.00
Echocardiography	$25,358.00	$5,583.00	$5,583.00	$6,281.00	$7,911.00	$75	$62.50	$1,500	$0	$27,000.00
Fiber Optic and Audio Visual Tech	$4,290.00	$2,145.00	$2,145.00	0	0	$75	$10.00	$654	$0	$4,975.00
Fiber Optic and Telecommunications	$10,246.00	$3,643.00	$3,463.00	$2,550.00	0	$75	$25.00	$654	$0	$11,000.00
Medical Assistant	$10,246.00	$3,643.00	$3,463.00	$2,550.00	0	$75	$25.00	$654	$0	$11,000.00
Systems Administrator (Diploma)	$10,300.00	$5,150.00	$5,150.00	0	0	$75	$25.00	$600	$0	$11,000.00
RN to BSN Completion (Provisional)	$11,297.50	$2,824.38	$2,824.38	$2,824,38	$2,824,36	$75	$27.50	$600	$0	$12,000.00
Systems Administrator (AA)(Provisional)	$17,282.50	$4,320.63	$4,320.63	$4,320.63	$4320,61.	$75	$42.50	$600	$0	$18,000.00

[1] Student Tuition Recovery Fund (STRF) assessment rate will be $2.50 for every $1,000.

[2] The schedule of total charges listed above reflect a period of attendance and an estimated schedule of total charges for the entire educational program. For programs more than 4 months in duration, payments cannot be more than one term (equivalent to 4 months) of advance payment of tuition at a time.

FINANCIAL AID DISCLOSURE

Prestige Career College is not an accredited institution and does not participate in federal financial aid programs. There are different financing options available to students such as in-house installment payment or third party financing companies. Some of PCC courses are eligible for financial assistance under the Workforce Innovation and Opportunity Act (WIOA).

The degree programs offered by PCC are not accredited by an accrediting agency recognized by the United States Department of Education, the degree programs offered are not eligible to sit for the applicable for licensure exam in California or other states; they are not recognized by some employment positions including but not limited to, positions with the State of California; and the student is not eligible for federal financial aid programs.

Students who have made financial arrangements with the school must pay according to the contract schedules.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

Cancellation

Student's Right To Cancel

1. Students have the right to cancel their program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, they also have the right to stop the school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance.

2. Student Tuition Recovery Fund Fee: This is a Non-Refundable fee of $2.50 for every $1,000 rounded to the nearest $1,000 (included in tuition amount)

3. Cancellation may occur when the student verbally informs or provides a written notice of cancellation to the school's address.

4. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

6. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $75.00, and less any deduction for equipment not returned ingood condition, within 45 daysafter the notice of cancellation is received.

Refund Policy /Withdrawal from the Program

Students may withdraw from Prestige Career College at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days (or hours) in the current payment period in their program through the last day of attendance. The refund will be less a registration fee not to exceed $75.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: 1. The student notifies the school of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. 2. PCC terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school. 3. The student has failed to attend class for 14 consecutive school days without notifying the school of their intent to continue.

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

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

STUDENT TUITION RECOVERY FUND (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program." (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd. Suite 225, Sacramento CA 95834, (916) 5748900 or (888) 370-7589.

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

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

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

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

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

5. The institution has failed to pay or reimburse loan proceeds under a federal student

loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Office of Student Assistance and Relief: “ The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT PRIVACY RIGHTS

The School is bound by the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, Section 438); otherwise known as the Buckley amendment. Said Act prohibits the institution from releasing the school records or any other information about a student to any third party without the written consent of the student, parents of minor students, and guardians of "tax dependent" students, information which is guaranteed as available for inspection and challenge by students, parents of minor students, and guardians of "tax dependent" students. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or 8) government agencyrequirement.

GRIEVANCE PROCEDURE

Prestige Career College is committed to providing students with the learning environment needed to achieve their educational goals.

At times, miscommunications or challenges in understanding school policies may arise among student, faculty or administration. In such cases, specific departments will address specific student needs, and the student will receive a response from a school staff member either in the form of a letter or a phone call or to schedule an appointment to discuss/resolve the issue, whenever possible, within seven (7) work days after receiving the complaint.

In some cases, students may submit their written complaints to the School Director. Students will receive a written response in seven (7) days.

A student or any member of the public may also file a complaint about this institution with the BUREAU FOR PRIVATE POSTSECONDARY EDUCATION by calling (888) 370-7589

or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov

Physical Address:

Bureau for Private Postsecondary Education 1747 North Market Blvd., Suite 225

Sacramento, CA 95834

POLICY ON PERSONAL PROPERTY

All personal property is the sole responsibility of the student. The school assumes no liability for any loss or damage. Clothing and other items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

DRESS CODE POLICY

Proper dress attire and good hygiene are required of all students at all times during their training, both on campus and online, at skills lab facilities and at externship sites. Students enrolled in healthcare programs must be present wearing a clean, neat and fitted uniform and comfortable, skid resistant shoes at all times while attending the program. The School reserves the right to send a student home to change attire if it is unacceptable under the Dress Code policy.

STUDENT CONDUCT

Students are expected to conduct themselves professionally, that is courteous, conscientious, and generally in a businesslike manner, when on campus. Students are advised that conduct that is disruptive in the classroom or on the premises, to other students, classes, and faculty or staff members will not be accepted. Conduct unbecoming includes, but is not limited to the following:

1. Non-conformity with the school’s regulations
2. Plagiarism
3. Unsatisfactory academic progress
4. Cheating
5. Falsifying school records
6. Breach of school records
7. Failure to pay charges when due
8. Lying, stealing, profanity or offensive conduct to others
9. Excessive absences or tardiness
10. Destroying School property
11. Possession, use, gifts or distribution of illegal drugs or alcoholic beverage on school premises
12. Possession of firearms, explosives or other items generally considered weapons or harmful to the health and safety of the public in general
13. Discourteous behavior to instructors, staff or fellow students
14. Solicitations of any nature or type while on school premises, e.g., raffles, sales, products or other extracurricular activities unrelated to specific school activities.
15. Smoking, food or drinks in the classrooms
16. Electronic equipment, such as radios, recorders, headsets, cell phones or other similar devices

The above list is not all-inclusive and is merely a guideline for students. Any conduct or behavior above mentioned may result in the student receiving a probationary period, suspension or termination.

Online Etiquette

1. Be kind and professional
2. Don’t abuse the chat box
3. Run a spelling and grammar check before posting
4. Take some time to read
5. Think before you type

6. Use proper language.
7. Be aware of strong language, all caps, and exclamation points.
8. Recognize and respect diversity. Email your instructor privately for more information.
9. Avoid sarcasm and dark humor.
10. Take your posts seriously.
11. Be respectful. Never say online what you wouldn't say in real life to another person's face.
12. A discussion board is not the venue to complain.
13. Don't post or share (even privately) inappropriate material.

Fraternization Policy Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student's age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College. Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to course work or official College matters; providing or accepting rides; providing or offering housing; selling or buying anything, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. This is not an inclusive or exhaustive list of inappropriate behavior. If a student witnesses or is made aware of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Campus President and/or the Answer Program immediately.

HEALTH/ MEDICAL CARE

Students must take proper care of their health so that they can perform their best in school. Taking proper care includes getting plenty of sleep, sufficient exercise, and nutritional food. Students who become seriously ill or contract a communicable disease are required to notify the School immediately and should stay home and recover. All medical and dental appointments should be made after school hours. The School will not be responsible for rendering medical assistance. Students should see Career Services for referral information to the proper medical facility or services.

RETENTION OF EDUCATION RECORDS

Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies and as referenced herein under Student Privacy Rights. Students have the right to inspect their student files by requesting such inspection from the Administration. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files.

Student records are retained by this institution for a period of not less than five years, as required by law, from the date the student graduates, withdraws or otherwise ceases to be enrolled. Transcripts are maintained permanently and are available for all enrolled and graduated students and are available upon written request.

STUDENT SERVICES

CAREER SERVICES

Career Services will identify, evaluate externship sites that meets all requirements of the training and will make an appointment, and refer students that are in need of completing their externship portion of their program.

PLACEMENT

All students are expected to participate in the placement assistance program, and failure to do so may jeopardize these privileges. The School encourages students to maintain satisfactory attendance, conduct, and academic progress. These traits are favorably viewed by prospective employers. While the School cannot guarantee employment, every attempt is made to assist them in job placement. All graduating students participate in the following job preparation activities: Preparation of resumes and letters of introduction an important step in a well- planned job search. Interviewing techniques: Students practice proper conduct and procedures for interviews.

RESPONSE TIME

Students who are in online and hybrid programs interact with the instructor via Canvas, email or telephone. The school has 24-48 hours response times for student inquiries and advisement. The school has five (5) working days for the mailing of its response/s or evaluation after receipt of students' projects or assignments.

COUNSELING / REFERRAL SERVICES

Student Services provides academic advisement and referral information for various professional services. Students will be referred to counselors or agencies outside SCHOOL. Students are encouraged to contact these agencies.

HOUSING

The institution has no responsibility to find or assist a student in finding housing, does not offer any dormitory facilities nor does it offer any assistance locating off-site housing; however, ample housing options are available near our campuses. Per the California Student Aid Commission statistics for 2019-2020, average housing costs are

$1,145.00 per month.

STUDENT RESOURCE CENTER / LIBRARY

PCC has on-campus Learning Resources which offers computers, printers, copies of textbooks for all approved programs, reference materials and periodicals for student's use. Learning resources are also electronically provided via Library Information Resources Network (LIRN) with librarians accessible to students. LIRN is a complete library resource with robust subscription from various educational vendors. Students have access to several online resources such as Openlibrary.org, overdrive.com, googlebooks, open textbook library and Pressbooks.directory.

Students are provided access to online resources through login User ID and password given to them during orientation. For the use of on- campus resources such as computers, printers , copies of textbooks and other reference materials, students have to present their student ID badge to the Student Support Services Office who grants access of their use. On campus resource center is available to students from 8:00am to 6:00pm.

COPYRIGHT INFRINGEMENT and NETWORK/COMPUTER USE POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). 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.

CONTROLLED SUBSTANCE, ALCOHOL AND DRUG ABUSE POLICY

All students are informed that the unlawful manufacture, distribution, dispersion, possession or use of

a controlled substance or alcohol within the premises of the School is strictly prohibited. Students violating this rule will be subject to immediate termination.

ADMINISTRATION

- President – Ali Bayrami
- Regional Campus Director – Rick Prieto
- Director of Information and Technology – Pete Limon
- Director of Academic Affairs-– Bessie Paragas- Valmores
- Director of Business Affairs – Ali Bayrami
- Assistant Campus Director -Tanya Tijerina
- Director of Career Services/Admissions – Ingrid Mejia
- Director of Admissions- Andrew Martinez

- Registrar/Student Services – Erika Brizuela
- Admissions Representative- Art Garcia
- Administrative Assistant/Receptionist-Rose Garcia
- Marketing Representative- Patty Anais

FACULTY

- Pete Limon, DCS, MBA, MS Info Sys, MS Software Engr, BA Sports Science

Graduate in Doctor in Computer Science, Masters in Business Administration, MS information Systems, MS Software Engineering, BA Sports Science. 10 years experience in teaching on-ground and online. Certifications in Microsoft, Cisco, CompTIA. 6 years experience operating a shipping and receiving company including special driving and commercial trucks, trailers and tankers, passenger and hazardous materials endorsements.

- Yadira Sandoval, CMA

Graduate in Medical Assistant, 13 years experience as Medical Assistant, 10 years experience as Medical Assistant instructor, Bilingual - English and Spanish

- Meliton Prudencio, BSN

Graduate in Bachelor of Science in Nursing, 30 years experience in Nursing. 7 years experience as Program Director for Nurse Assistant and Home Health Aide Training Programs, 9 years experience as Vocational Nursing Instructor.

- Luis Gudino, AS

Graduate in Associate of Science in Administration of Justice, Proficiency in Computer Science Programming, 4 years teaching experience in computer, Proficiency in Cybersecurity, Phyton, Java Script ,HTML System Networking , E- learning certified, Spanish and English instruction.

- Chris Castillo, LVN, MA

Graduate of Vocational Nursing Program and Medical Assistant Program. 5 years experience as an LVN in outpatient, long term care facilities. 5 years experience as a Medical Assistant. Vent/Trache certified, experience in multiple E HR including LA county power chart, EPIC, Touch Work. Bilingual. Holds a DSD Certificate.

- Xiomara Bautista, LVN

Graduate of Vocational Nursing Program, 19 years as an LVN with 7 years experience in long term care in a supervisory capacity. Proficient in phlebotomy. Several years experience as a finance officer. Bilingual. Holds a DSD Certificate.

- Linda Perry, NP

Graduate of Doctoral Learner, ABD Nursing Education; Masters of Science in Nursing. Experiences include: Family Nurse Practitioner, Psychiatric Nurse Practitioner, Pain Resource Nurse, Case Manager in Residential facilities, Nursing Faculty for Masters Level, Pharmacology Nurse Counselor, Quality Improvement Coordinator, Nurse Counselor. Over 40 years as a licensed nurse, Over 20 years experience as nursing instructor. Holds a DSD Certificate.

- Maria Valenzuela, LVN

Graduate of Vocational Nursing Program, Licensed medical coordinator. Worked in foster care agencies, home health care agencies, acute hospitals and long term care facilities. Over 15 years as a licensed nurse. Holds DSD Certificate.

- Edith Tipan, RDA

Graduate in Associate of Science in Dental Hygiene, Dental Hygiene Certification; 810nm and 940nm Diode Laser (Biolase EZ lase), Registered Dental Assistant Certificate since 2001. Over 10 years experience as a dental hygienist working on all aspects of dental hygiene clinical care and patient management. Over 9 years experience in dental assisting working in general dentistry including oral, periodontal and implant surgery. Supervisory Experience.

- Amal Nagib Tosson, CPC, CBCS

Graduate of Bachelors in Accounting. Certified Professional Coder and member of the American Academy of Professional Coders. Holds a certificate as a Certified Professional Coder, Certified Billing and Coding Specialist, Certified Electronic Medical Record Specialist. Proficient in medical software programs and Microsoft office . Over 10 years experience as a Medical Billing/Coding instructor. Worked as a medical coder, biller and office manager for almost 20 years.

- Bessie Paragas Valmores, BSMT, BS Psych, MAM

20 years experience in technical and career education as School Director/President, Education Director and Compliance Officer; 10 years work experience in healthcare. Instructor in allied health and business programs .Proficient in Online learning. Holds bachelors degrees in Medical Technology and Psychology, and Masters in Management.

- Denise Galvez,LVN

Graduate of Vocational Nursing, More than 25 years experience as a licensed nurse in various clinical settings, such as acute care, sub-acute and long term care facilities. Also worked as a school nurse in a preschool setting. Holds a DSD Certificate.

- Maria Hobbs, LVN

Graduate of Vocational Nursing. More than 20 years experience as a licensed nurse in various clinical setting, such as acute/ sub-acute and long term care facilities. Also worked as a home health nurse in several home health care agencies. More than 20 years of experience as a clinical instructor in post-secondary nursing schools in Los Angeles County. Licensed instructor of CPR from the American Red Cross. Holds a DSD Certificate.

- Priscilla Cano

Graduate in Medical Assisting. Over 12 years experience as a medical assistant. Worked in various medical offices as a front and back office MA. She also had experience as a MA Clinical Instructor at a postsecondary institution located in Los Angeles County. She holds CPR/First Aid/BLS/AED Certification.

- Michael Bertran, MR, ARRT, ARMRIT, Surg Tech

20 years professional experience in healthcare both in the practice of sonography and central service. He served as Program Director, Clinical Lab Coordinator and Faculty for several medical colleges in a span of 8 years. He worked as a ultrasound technologist for 11 years and 6 years as Central Supply Technician.

- Blanca Camillo, BS

Holds a Bachelor’s degree in Computer Science. She is a Microsoft Certified Professional and holds a certificate in Microsoft Office. Worked as Accounting Manager and Director of Computer Programs for almost 15 years in an accredited postsecondary institution. Prior to that, she was a computer teacher for 5 years. She has extensive experience and knowledge in Federal Financial Aid.

- Lilit Mnatsakanian, RDMS

Graduate of Echocardiography, Abdominal Sonography, OB/Gyne. Vascular Sonography. She also completed Medical Assisting program and Computer Technology. She has over 20 years of experience working as an Ultrasound Technician in various capacity. She also has over 20 years experience in teaching in several postsecondary institutions in the Los Angeles County, Prior to her Ultrasound training, she worked as a Medical Assistant. She also served as Education Specialist with the Accrediting Commission of Career Schools and Colleges (ACCSC) in Arlington, VA. She holds an ARDMS (American Registry for Diagnostic Medical Sonographers) certificate.

- Ariel Ferns, MSN

Graduate of Associate of Science in Social and Behavioral Science and Bachelor of Science in Public Administration and Masters of Science in Nursing. Worked in the healthcare field for almost 8 years, 6 years as a Registered Nurse in various clinical settings. Holds NRP Certification, ACLS and Advanced Fetal Monitoring (AWHONN) Certification.

- Pedro Figueroa, MSN-FNP

Graduate of Master of Science in Nursing (MSN) and Family Nursing Practice. Over 18 years professional experience with five years experience as a professional nurse and instructor of psychiatric nursing for BSN program in a higher education institution in Los Angeles County. He currently works as a Nurse Practitioner/Hospitalist in a community hospital. Holds degrees in Bachelors of Science in Biochemistry, Masters in Business Administration and Bachelor of Science in Nursing. He holds NP and DEA licenses.

- Carl Marquez, M.S. Educational Technology, Doctoral Curriculum and Technology (Candidate)

Almost 30 years experience as a professional in the field of technology and healthcare, with 17 years as instructor in secondary and higher education. He possesses various certifications including a California Teacher Credentials in Information Technology. He holds a degree in Kinesiology, Educational Technology, and Engineering Graphics. He is a member of the United States Marine Corps Reserve.

Description of branch locations:

Branch

- 3130 Inland Empire Blvd. Ste. A, Ontario CA 91764 – The campus is located in a business park are with ample parking, handicapped accessible and near public transportation. It has an open lobby, two (2) classrooms, a skills laboratory, reception area and student lounge.

- 16525 Sherman Way Unit C-7 Van Nuys, CA 91406- The campus is located in a business park area with ample parking, handicapped accessible and near public transportation. It has an open lobby, two (2) classrooms, a skills laboratory, computer laboratory, reception area.

CLASS SCHEDULES

LOCATION	**PROGRAM**	**INSTRUCTOR**	**CLASS START**	**TIME**	**DAYS**
Huntington Park	Computer Hardware &Software Technician	Dr. Pete Limon	2/14/23	9:00 am-1:00pm	Monday – Thursday
Huntington Park	Cyber Security Specialist	Dr. Pete Limon	10/31/2022	2:00pm-4:00pm	Monday – Friday
Huntington Park	Nurse Assistant	Denise Galvez	1/17/23 2/20/23 3/27/23 5/1/23 6/5/23 7/10/23 8/14/23 9/18/23 10/23/23 11/27/23	8:00am-4:00pm / 7:00am-3:30pm	Monday – Friday
Ontario	Nurse Assistant	Maria Valenzuela	1/17/23 3/27/23 5/1/23 6/5/23 7/10/23 8/14/23 9/18/23 10/23/23 11/27/23	8:00am-4:00pm / 7:00am-3:30pm	Monday – Friday
Van Nuys	Nurse Assistant	Xiomara Bautista	1/17/23 2/20/23 5/1/23 6/5/23 7/10/23 8/14/23 9/18/23 10/23/23 11/27/23	8:00am-4:00pm / 7:00am-3:30pm	Monday - Friday

LOCATION	PROGRAM	INSTRUCTOR	CLASS START	TIME	DAYS
Huntington Park (A)	Central Service Technician	Michael Bertran	8/7/2023	8:00am-1:00pm	Monday-Friday
Huntington Park Ontario, Van Nuys	Medical Assistant	Christopher Castillo	8/7/2023	9:00am-3:00pm	Monday-Friday
Huntington Park Ontario Van Nuys	Diagnostic Medical Sonography	Lilit Mnatssakanian	2/5/2024	9:00am-3:00pm	Monday-Friday
Huntington Park Ontario Van Nuys	Echocardiography	Bertran, Michael	2/5/2024	9:00am-3:00pm	Monday-Friday
Huntington Park Ontario Van Nuys	Fiberoptic and Audio- Visual Technician	Dr. Pete Limon	11/6/2023	8:00 am-12:00pm	Monday-Friday
Huntington Park Ontario Van Nuys	Fiberoptic and Telecommunications Specialist	Dr. Pete Limon	11/6/2023	1:00pm-5:00pm	Monday-Friday
Huntington Park	Systems Administrator	Carl Marquez Dr. Pete Limon	11/6/2023	9:00am-3:00pm	Monday-Friday
Huntington Park, Ontario Van Nuys	AA Systems Administrator	Carl Marquez Dr. Pete Limon	5/6/2024	9:00am-3:00pm	Monday-Friday
Huntington Park	RN to BSN	Ariel Ferns Pedro Figueroa	5/6/2024	4:00pm-9 :00pm	Wed- Sat