

PCI COLLEGE



EDUCATION - LIFELONG OPPORTUNITIES

Catalog

January 2021 – December 2021

17215 Studebaker Road, Suite 310

Cerritos, CA 90703

Phone: (562) 916-5055

Website: www.pci-ed.com

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This catalog is valid from January 1, 2020 to December 31, 2020

PCI COLLEGE HISTORY

PCI College is a private institution founded in 1996 and approved to operate by the Bureau for Private Postsecondary Education, approved to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009. PCI College is also nationally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), an accrediting agency recognized by the United States Department of Education. PCI College is a technical and vocational academic institution committed to providing quality career programs that integrate curricula with professional development in order to empower students to achieve their professional goals. PCI College believes that education should enrich and motivate the student's personal growth, ethics, and dignity for lifelong success.

The PCI College Main Campus is located in Cerritos, CA with a Satellite Campus that first opened its doors in Gardena, CA in 2006. Our well-designed courses reflect the most current technology in today's computerized and allied health industries. Originally, PCI had offered training in the computer field as the years passed, a variety of allied health programs have been developed are currently offered based on local employer needs. PCI College was accredited by ACCSC in November 2000.

PCI COLLEGE MISSION STATEMENT

The mission of PCI College is to provide quality education and training programs for a diverse population seeking personal and professional development. PCI College develops programs that are in high demand thereby meeting a variety of intellectual and challenging career paths. The administration, staff, and faculty work together to ensure that students are imbued with skills to be leaders in the local community.

PCI COLLEGE OBJECTIVE

The objective of PCI College is institutional stability to serve as the foundation for a positive learning environment through the provision of quality education. The training outcomes identified for each program will prepare students for employment by development of skills necessary for participation in occupations of high demand. PCI College will prepare students who meet or exceed industry standards in each occupation while instilling students with life-long learning goals. The program curriculum is reviewed, not less than, annually to ensure the most current and valuable skills for the workplace are contained therein, incorporating the principle of continuous improvement through organizational processes that apply an institutional development plan.

PCI COLLEGE PHILOSOPHY

PCI College asserts that each diligent graduate from any of the programs offered attains a high level of professionalism and leadership. The curriculum has been designed to easily and continually adjust to changes in demand in the job market. This allows students to receive the most up-to-date technical training in a classroom and laboratory environment that incorporates hands-on methods to provide the very finest practical as well as theoretical training.

PCI College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) California Education Code §94909(a)(12)

Required Statements

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 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by FAX (916) 263-1897. California Education Code §94909(a)(3)(A)

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. California Education Code §94909(a)(3)(B)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov. California Education Code §94909(a)(3)(C)

PCI College updates this catalog, at a minimum, annually. Prospective students receive a catalog prior to enrollment. The general public can request a catalog by visiting and requesting one in person.

Visa Services

No visa services are provided for students from other countries and the school will not vouch for student status

PROGRAMS OFFERED

Cerritos Main Campus

Program	D.O.T	Clock Hrs	Credit Hrs
Computer Networking	030.162-010	600	35.0 (Qtr. Cr)
Medical Assisting	079.367-010	905	45.0 (Qtr. Cr)
Dental Assistant	079.361-018	860	42.0 (Qtr. Cr)
Medical Billing and Coding	079.362-014	720	36.0 (Qtr. Cr)
Diagnostic Medical Sonographer	030.082-010	1805	93.0 (Qtr. Cr)
Diagnostic Medical Sonography, AAS	030.082-010	1965	70.5 (Sem. Cr)
Sonography, BAS Paralegal Studies, AAS	119.267.026	1160	120.5 (Sem. Cr) 76 (Sem. Cr)

Gardena Satellite Campus

Program	D.O.T	Clock Hrs	Credit Hrs
Bookkeeping Assistant	109.087.010	240	14.0 (Qtr. Cr)

Location of Class Sessions

Class sessions are held at the Main Campus 17215 Studebaker Road, #310 Cerritos, CA 90703 or at the Satellite Campus 1225 W. 190th St. Suite 300 Gardena, CA 90248 depending on program.

Website Address

www.pci-ed.com

Language of Instruction

All instruction is conducted in English only.

ADMINISTRATION, STAFF & FACULTY

To fulfill its mission, PCI College employees' staff and faculty members who emphasize dedication, responsibility and leadership in order to assist students achieve their lifelong and career goals. Students are encouraged to contact the administrators for any questions or concerns. A list of the College's staff and faculty is provided below.

Administration

Ray Khan – CFO

Cerritos Staff

Ms. Alice Gutierrez – *Financial Aid Officer*

Ms. Evelia Moncado – *Admissions*

Representative Ms. Azucena Contreras –

Administrativ Assistant Mr. Patricia Segura –

Placement Coordinator

Faculty

Ms. Vikki Eikom Bachelor of Science in Computer Information System- 7 Years of Teaching Experience

Mr. Gabriel Ruiz, 5 Years of Teaching Experience

Brizis Zapata – 10 Years of Teaching Experience

Ariana Fox- 3 Years of Dental Assisting experience

Dr. Amgad Sam MD, RDMS, RVT - 8 years of Teaching Experience

Dr. Emad Ghaly MD - 20 Years of Teaching Experience

Instructional Staff

The instructional staff at PCI is certified in the areas in which they teach as well as hold certifications to teach in Vocational Colleges in the State of California. In addition to professional certifications, all instructors at PCI are required to have a minimum of three years of professional experience in the technical trade they instruct.

Institutional Eligibility

The following documentations are kept in the administrative offices and are accessible to all students:

- 1) BPPE
- 2) ACCSC
- 3) Department of Education

College Locations and Facilities

The PCI College Main Campus is located on the third and second floors of the Avanti Business Building at 17215 Studebaker Road, Cerritos, CA 90703. The Main Campus occupies more than

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five thousand square feet of classroom, library, laboratory, and office space. The Main Campus

oversees all affairs regarding the Satellite Campus including maintenance of ultimate responsibility for ensuring compliance with accrediting standards.

A Satellite Campus, located at 1225 W. 190th Street, Suite 300, Gardena, CA 90248 contains classroom and library space. The Satellite Campus is an extension of the Main Campus. Satellite students receive all education and student services available.

At both locations, programs are taught in classrooms, laboratories, and computer rooms. In maintaining educational standards, the equipment used affords students the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job.

A student library is available at both locations. Students are encouraged to use the libraries when they are not scheduled to attend class, lab or lecture. The library has a variety of books, journals, and online materials that can be used for reference and may be checked out by students and faculty or accessed online through available computer terminals.

Should you have any further questions, please contact Mr. Ray Khan, Director, for further information and direction.

Equipment

At PCI the equipment accessible to students is up to date with today's technology in both the computer and medical fields. Students are given the opportunity to become acquainted with the equipment and materials that they will be using on the job.

The following equipment is being used for "Medical Assistant, DMS and Dental Assistant" programs. (MA: Eye Wash, EKG machine, wall mounted blood pressure kit, Weigh Scale, Microscope and Centrifuge. DMS: Ultrasound Systems. DA: Dental Chair and X-ray unit, Autoclave and Compressor.)

Policy of Non-Discrimination

General Statement

Sexual discrimination has been held to constitute forms of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972.

A. Sexual Discrimination

Generally, sexual discrimination (harassment) may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Sexual discrimination can take many forms, but most sexual discrimination falls into three categories: verbal, visual, and physical. Sex-based harassment also includes unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes and not necessarily involving conduct of a sexual nature. Some examples of behavior that may constitute sexual discrimination are:

- Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances.
- Promising a work-related benefit or a grade in return for sexual favors.
- Suggestive or inappropriate communications, e-mail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments.
- Sexual innuendoes, comments, and remarks about a person's clothing, body or activities.
- Suggestive or insulting sounds.
- Whistling in a suggestive manner.
- Conduct that is physically threatening, harmful or humiliating
- Humor and jokes about sex that denigrate men or women.
- Sexual propositions, invitations, or pressure for sexual activity.
- Use in the classroom of sexual jokes, stories, remarks or images in no way germane to the subject matter of the class.
- Implied or overt sexual threats.
- Suggestive or obscene gestures.

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- Patting, pinching, and other inappropriate touching.

- Unnecessary touching or brushing against the body.
- Attempted or actual kissing or fondling.
- Coerced sexual intercourse.
- Sexual assault.

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual discrimination. College policies may delineate additional examples.

Not every act that might be offensive to an individual or a group will be considered discrimination or harassment. Whether the alleged conduct constitutes sexual discrimination or harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurs. Discrimination does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Please note that sexual assaults may be criminal acts and as such, investigation and processing by the criminal justice system, local police, and crisis intervention centers may supersede or occur in addition to the process developed under this policy.

Consensual Relationships

Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority constitutes a conflict of interest. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity. The faculty member must take steps to remove the conflict by assigning a different individual to supervise the student; resigning from the student's academic committees; or by terminating the relationship at least while the student is in his/her class. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority. The supervisor must take action to resolve the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate.

The Legal Definition of Sexual Harassment

Sexual harassment is a form of gender discrimination and violates both Title VII of the 1964 Civil Rights Act as well as State discrimination laws. The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces the federal law.

The EEOC's guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

submission to such conduct is made an implicit or explicit condition of employment; submission to or rejection of such conduct affects employment opportunities; or the conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

B. Racial Discrimination

Generally, racial discrimination is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Discrimination on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent bigots from expressing their opinions in a way which abuses or offends their peers.

All students are subject to this guideline. Any student found to have violated this guideline by engaging in behavior constituting discrimination will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

All employees, under the direction of the Title IX Compliance Officer, are responsible for taking reasonable and necessary action to prevent and discourage discrimination and are required to promptly report conduct that could be in violation of Platt College's institutional policies and guidelines. Such reporting should occur when information concerning a complaint is received formally or informally.

C. Hostile Environment

Discrimination based on sex, pregnancy, gender identity, gender expression, or sexual orientation that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

A Hostile Environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and campus visitors). Mere offensiveness is not enough to create a Hostile Environment. Although repeated incidents increase the likelihood that harassment has created a Hostile Environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a Hostile Environment, consideration will be made not only as to whether the conduct was unwelcomed to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive.

Also, the following factors will be considered:

1. the degree to which the conduct affected one or more individuals' education and/or employment;
2. the nature, scope, frequency, duration, and location of incident or incidents;

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3. the identity, number, and relationships of persons involved;

4. the nature of higher education.

D. Filing Complaints

1. Any applicant for employment or current employee who believes he or she has been subjected to harassment at Platt College or who believes that he/she has observed harassment taking place shall present the complaint to the Title IX Coordinator responsible for compliance with Title VII of the Civil Rights Act of 1964, Title VI, or Title IX of the Education Amendments of 1972. The Title IX Coordinator will notify the Vice President of Academic Affairs.
2. Complaints must be filed within 180 days of the date of the alleged discrimination. Complaints brought after that time period will not be pursued absent extraordinary circumstances.
3. Every attempt will be made to get the Complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. A Sexual and/or Racial Harassment Complaint Form must be completed, signed, and submitted to the Title IX Coordinator in order to officially file a complaint. The complaint shall be signed by the Complainant. However, when the Complainant refuses to provide or sign a written complaint, the matter will still be investigated, and appropriate action taken. Complaints made anonymously or by a third party must also be investigated to the extent possible.
4. If the complaint does not rise to the level of harassment, the Title IX Coordinator (who will conduct the investigation) may determine to dismiss the complaint without further investigation. The Complainant should be informed of other available processes such as the informal complaint or grievance process.

C. Investigation

1. If the allegation of harassment is against the Title IX Coordinator, the Vice President of Academic Affairs will notify the President and he/she will assign a college investigator to avoid a conflict of interest.
2. When the Respondent is a student, the Title IX Coordinator will investigate the complaint in compliance with the procedures outlined in this guideline. If a finding of violation is made, any resulting disciplinary action will be undertaken in compliance with the College's student disciplinary procedures. All documentation referring to that student shall be subject to the provisions and protections of the Family Educational Records and Privacy Act (FERPA). To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties. However, the Complainant, Respondent, and all individuals interviewed shall be informed that the institution has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed. However, information about the complaint should be shared only with those who have a need to know about it. The Complainant and Respondent shall also be informed that a request to inspect documents made pursuant to the Public Records Act may result in certain documents being released.

3. A Complainant may be informed that if s/he wants to speak privately and in confidence about harassment, s/he may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality. Additionally, the Complainant may be given assurances that measures will be taken against the Respondent should there be retaliation against him or her. Retaliation is prohibited and should be reported to the Vice President of Academic Affairs immediately.

4. If either the Complainant or the Respondent is a student, the Title IX Coordinator should communicate the prohibition against disclosure of personally identifiable information with regard to the student, based on FERPA.

PCI College

*Sexual
and/or
Racial
Harassment
Complaint
Form*

If you believe that you have unlawfully harassed, please fill out this form and return it to the Title IX Coordinator. If more space is necessary, please continue your comments on the back of this form.

Today's Date: _____ Date of Occurrence of Alleged Violation: _____

Complainant Name: _____

Address: _____

Email address: _____

Phone: _____

Name(s) of person(s) accused of wrongdoing: _____

Alleged Discrimination / Harassment Factors:

___ Race ___ Color ___ Religion ___ Gender

___ National Origin ___ Age ___ Veteran Status
Disability

___ Sexual ___ Retaliation ___ Creed
Orientation/Gender Identity

___ Disability ___ Marital or Veteran Status (or any other legally
protected classification)

1. Describe all actions of person(s) named above. Be as detailed as possible; include the date, time and place of each event(s) or conduct involved. Attach additional pages.
2. Why do you believe this action was taken against you?
3. What effect has this had on you?

Class Hours

Morning: 8:00AM to 1:00PM Monday through Thursday
Evening: 6:00PM to 11:00PM Monday through Thursday

***Weekend classes are held on an as-needed basis.**

Instructor Assistance

Instructors are available during instruction periods and during their assigned office hours. Administrative and organizational staff is available during institutional operating hours. All are educated or experienced in the course offerings and in general instructional and learning processes so as to be able to provide tutoring, learning assistance, and academic advisement. Staff is trained to provide academic advisement for the purposes of program success and occupational career progress. Instructors are expected to devote sufficient time to instructional and learning preparation activities. Students are encouraged to request assistance they feel necessary to facilitate the program success and occupational development.

Course Clock Hours

For completion of coursework students are awarded credit units. Credit units are awarded on the following basis:

- PCI courses measure academic progression in quarter units of credit. One-quarter unit of credit is equivalent to 10 clock hours of classroom instruction, 20 hours of laboratory, or 30 clock hours of externship/internship.
- A clock hour is one class period of approximately 60 minutes in length. 50 minutes of lecture, demonstration, faculty-supervised laboratory, or similar learning activity takes place, and 10 minutes are given for a break.

Class Locations

Courses are taught at the following addresses:

Main Campus: 17215 Studebaker Rd. Suite 310 Cerritos, CA 90703

Satellite Campus: 1225 W. 190th St. Suite 300 Gardena, CA 90248

Language Proficiency

If English is not the student's primary language, then explain that the program of instruction they have selected is conducted in English only and that all materials are in English. Explain to the student that they will have to take a test to determine if they have sufficient English speaking, reading, and writing skills to succeed in their chosen field of study.

Students applying from outside the United States, Canada, United Kingdom, Australia, New Zealand, or other English speaking countries, or students who do not speak English as their primary language must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) for international students whose native language is not English, and who studied in a language, other than English at the high school level. **Students must have a minimum total score of 500 paper-based, 173 computer-based and 61 internet-based.** Testing must be completed prior to signing the ENROLLMENT AGREEMENT. You will be notified of your test results by the testing agency. You must provide a copy of the results of the

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test.

A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. (California Education Code §94902).

(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language. (California Education Code §94906)

ADMISSION INFORMATION

Online Education Program Applicants (Applies Only to General Education Courses for Diagnostic Medical Sonography A.A.S.)

Only general education courses are offered in the online environment. Students seeking admission to the Diagnostic Medical Sonography A.A.S. Program must complete a Readiness Assessment prior to enrollment to assess the skills, competencies, and access to technology necessary to succeed in an online learning environment for the general education courses. Additionally, students must complete an Orientation to online learning prior to participation in the program. Students must also meet the admissions requirements as designated in the Admissions Policy.

Diagnostic Medical Sonography Bachelor of Applied Science (B.A.S.) Degree Completion Program Applicants

Students seeking admission to the Diagnostic Medical Sonography B.A.S. Completion Program must have completed the Diagnostic Medical Sonography Associate of Applied Sciences (A.A.S.) Degree Program or its equivalent. Students must also meet the admissions requirements as designated in the Admissions Policy.

Admissions Policy

All applicants for admission to PCI College are required to visit the campus for a personal interview with Admissions, complete an application form, and tour the facility to view the classrooms, equipment, and samples of student work. The following steps determine if the applicant is reasonably capable of successfully completing and benefitting from the training offered.

1. All programs offered by PCI College are taught in English only. If an applicant studied in a language other than English at the secondary school level or whose native language is not English must take the Test of English as a Foreign Language (TOEFL) examination to determine if the student's language skills are proficient for completing their education at PCI College. Applicants who graduated from a regionally accredited United States high school or school district do not need to take the TOEFL. For certificate and associate programs, examinees need a passing score in one of the following three areas: **minimum score of 500 paper-based, 173 computer-based, or 61 internet-based.**
2. The applicant must complete an application form with their contact information, educational background, employment history, and occupational interest. Once the application is completed, the Admissions Representative will conduct an interview.
3. An applicant must supply a high school diploma or the recognized equivalent of a high school diploma (or is at least 18 years of age and meets ATB requirements below). One of the following items must be provided:

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✓ the applicant must be a graduate of a regionally accredited high school or school district

and must supply either a copy of the diploma or an unopened transcript certified by the high school/school district;

- ✓ the applicant must provide the original Certificate of Proficiency based on completion of a High School Proficiency Examination with requisite scores;
- ✓ the applicant must provide the original General Education Development (G.E.D.) Certificate.

An applicant who attended a non-English speaking secondary school education must provide transcripts from the school(s) attended. The transcripts must reflect courses taken and grades earned and must be translated into English. The translation must be certified by a qualified translation service (neither the student nor PCI College is qualified to perform this service). Also, an independent certified academic evaluator is needed to determine academic readiness and equivalency based on evaluation of foreign transcripts. Both the certified translation and original transcript must be provided.

Only students who are at least 18 years of age without an equivalent to a high school education may still be admitted under the institution's ability-to-benefit (ATB) procedures by passing a USDE approved test administered by an independent proctor. In this case, the **Wonderlic Basic Skills Test** (USDE approved) will be arranged for the applicant to take on an appointed date. An independent proctor will administer the test. Enrollment can continue once passing results are received. **A minimum Verbal Score of 200 and a minimum Math Score of 210 are required.** Students may qualify for Title IV student aid under an ability-to-benefit (ATB) alternative only if the student was enrolled in a Title IV eligible program prior to July 1, 2012.

Completion of this step ensures that the applicant has a sufficient education for the programs offered by PCI College.

4. The applicant will take the Qualifying Entrance Examination. After the test is graded, the Admissions Representative will discuss the results with applicant. A score of 18 or higher is required. This step further determines the ability of the applicant to succeed.

5. The applicant will be taken on a tour of the school by the Admissions Representative. The tour includes an explanation of what goes on in each classroom and lab as well as a review of the course equipment and materials. The applicant will be encouraged to talk with students and instructors about the school and its programs.

6. The applicant is given a copy of the SCHOOL CATALOG. The Admissions Representative will go through the CATALOG with the applicant. The applicant will have ample opportunity to review the CATALOG prior to enrolling in any of the programs.

7. The applicant will receive a copy of the SCHOOL PERFORMANCE FACT SHEET for the program that she seeks enrollment. The Admissions Representative will review the FACT SHEET with the applicant in detail. The FACT SHEET contains how many students enrolled

by program, completion and graduation rates, job placement rate, and wage/salary information for the associated job field.

8. The applicant will be informed that academic units/credit earned at PCI College will most likely not be transferrable to another institution.

9. The Admissions Representative, if necessary, will discuss with the applicant the requirements that must be met to complete the externship/clinical/preceptorship. Further the Representative will disclose the number of requests for externship/clinical/preceptorship received by the institution during the immediately preceding calendar year, and the number of actual placements during that year. Finally, the applicant will be notified of what will be expected of them.

10. The Admissions Representative will explain to the applicant the physical requirements of the occupation and program of instruction.

11. Some programs at PCI College may require the applicant to have some or all of the following documentation of Hepatitis B, MMR and DT vaccination, Tuberculosis (TB) and Rubella/Rubeola screening, Varicella (Titer/vaccination), documentation of a complete physical examination with the last twelve (12) months and documentation of a negative TB test, or if a previous positive TB test was obtained, record of a negative chest x-ray. An applicant is required to provide the requisite documentation prior to starting the chosen program of enrollment.

12. Some programs at PCI College may require the applicant to have a Drug and Employment Background Check. Evidence of these must be provided prior to enrolling and starting in any program.

13. The Admissions Representative will further explain to the applicant:

- *the cancellation and withdrawal policy,
- *the refund policy,
- *the STRF protection,
- *the attendance policy including tardiness requirements,
- *the grading systems and frequency of grade reports, and
- *the financial arrangements for the student to attend the school including Title IV options.

Acceptance to the College

Once the required admission items mentioned above have been completed along with the executed enrollment agreement, the applicant will be informed of her acceptance or denial by email, mail, and/or telephone.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at PCI College is at the complete discretion of an

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institution to which you may seek to transfer. Acceptance of the credits or degree, diploma, or

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

Transfer of Credit Policy

- A. PCI College reserves the right to determine if a transcript is official, and which courses may be accepted for transfer credits. It is the official policy of the Office of Admissions and Records to transfer accepted credit into the student's file and retain the original document. These documents cannot be returned to the applicant or forwarded to another institution or agency.

- B. Evaluation Process: Education Director, upon official transcript will determine if any transferable course(s) have essentially the same content and credit/hours as courses offered by this institution. For this determination, the Education Department may request the course description/outline and any other document establishing equivalency of the transferable course(s). All the transferable course(s) will be documented on the transfer credit form and must be approved by the admission committee. Upon approval of the admission committee acceptable credit will transfer into the student file and official transcript.
 1. Transfer credit will be awarded for coursework or relevant training experiences documented by official transcript that indicates the units or hours of training in each subject.
 2. Transferred credits cannot exceed 50% of the required credits.
 3. Credits earned in an Accredited and State Approved Institutions are directly transferable.
 4. Transferable courses must have essentially the same content as PCI College courses for which transfer credit is being applied. The Admission Committee will determine transferability of credits.
 5. A grade of "C" (2.0) or above is required for transfer.
 6. Transfer credit is granted only when the total hours for any given course have been documented.
 7. Course work taken at another institution after admission to PCI College is not transferable unless approved in advance in writing by the Dean / Academic Director.
 8. It is an Official Policy of the Office of Admissions and Records to transfer accepted credit into the student's file, student's official transcript and retain the original document.
 9. PCI College has not entered into an articulation or transfer agreement with any other college or university.

Experiential Learning

PCI College does not offer credit for experiential learning.

Information & Services for Students

Career Services

Upon enrollment, students are informed of Job Placement Assistance offered to them upon successful completion of all graduation requirements. Graduates are assisted with the necessary skills to obtain and secure employment. (Assistance includes, but is not limited to, resume writing, interviewing skills, and job leads. Also, students may be scheduled for extern to hire positions based on their program.) Graduates often prefer to find employment on their own and the school supports them in their efforts. Graduates should be aware that job leads may not specifically be within their own cities and should be flexible with location, distance, job offers and starting wages. Students are responsible for informing the school with employment information. If a student fails to report to a job interview arranged by the Job placement Coordinator, the service may no longer be available to the graduate.

Graduates must understand that many factors determine job placement and starting wages. The college does not and will not guarantee a student that they will be placed with a specific company, in a specific time frame or that they will be earning the desired salary upon graduation. Current job market conditions and other factors may influence job placement and wages. However, job placement assistance is a continuous service offered to all graduates in good standing with the college.

Conduct & Appearance

At PCI College students are encouraged to conduct themselves in a professional manner at all time with both their colleagues, with administration and the faculty. Students must keep in mind at all times that they are preparing themselves for a profession not just a career. Professionalism is crucial to securing a job and this is why we encourage all to conduct themselves in a professional manner. Students enrolled at PCI College will see an emphasis on attendance, honesty and positive attitude.

Students are also encouraged to keep their appearance “professional”. In other words dress for success not to impress. Depending on your program or choice of career, you will be expected to be in scrubs and clean shoes. Personal hygiene and grooming is also an important factor in securing a job.

Drug & Alcohol Policy

PCI College supports the Drug free Schools and community Act of 1989 (Public Law 101-226) and the Drug free Workplace Act of 1989 (Public Law 101-690).

Personal Property

PCI will assume no responsibility for any loss or damage to any students personal property or vehicle. PCI College takes every effort to assure that there are no missing personal items, but it is

the student's responsibility to see that there are no valuable personal items left about for someone to take. PCI College cannot be responsible for any lost or stolen student property.

Family Education Rights and Privacy Act (FERPA)

Educational records of students at PCI College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the California Student Records Act. These laws prohibit the release of student records or any other information about a student to a third party without the written consent of that student. Such authorization will be made in writing prior to any records or information being released. All inquiries for student records must be made in writing and addressed to the Director of PCI College. Records are kept in a fire resistant lockable filing cabinet. Transcripts are kept for on electronic media indefinitely and other records are kept for 5 years.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day PCI College ("School" or "Institution") receives a request for access. A student should submit to the Director a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If PCI College decides not to amend the record as requested, PCI will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before PCI College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

PCI College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by PCI College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or

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a student serving on an official committee, such as a disciplinary or grievance committee.

A school official also may include a volunteer or contractor outside of PCI College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PCI College

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

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within PCI College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine

the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

PCI College Waivers: Cancellation/Postponement

PCI College reserves the right to cancel or postpone any class or course prior to the start of class because of insufficient enrollment, unavailability of a qualified instructor or for any other circumstances beyond the control of PCI College. The school will not be held responsible for any expenses or any other difficulty to the student because of postponement or cancellation. Should a postponement occur, a new class would , a new class would be rescheduled within ninety (90) days. Should a cancellation occur, student would be refunded any collected fund within thirty (30) days.

CANCELLATION AND WITHDRAWAL

Student's Right to Cancel

- A. A student has the right to cancel his or her Enrollment Agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session, or the seventh (7th) day after enrollment, whichever is later. After the end of the cancellation period, a student also has the right to stop school at any time. You have the right to receive a pro rata refund if you have completed 60 percent or less of the period of attendance in the current payment term in your program through the last day of attendance.
- B. Cancellation may occur when the student provides a Written Notice of Cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. The Written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- C. 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.
- D. An applicant requesting cancellation after signing an Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but not to exceed \$150.

Each student will be given two cancellation forms at the first class attended by the student.

Student Drop Policy

Students may be dropped by the School from a program for any of the following: unsatisfactory academic performance (below a "C") after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school's ENROLLMENT AGREEMENT. Students may be readmitted to their program of study only upon approval of the Director.

Fees

PCI College reserves the right to change any and all fees at any time. Should a fee change occur, the new course fees would be posted thirty (30) days prior to going into effect. Fee change will not apply to students who have started their program.

Records

All student files, including educational and financial records, are securely maintained and protected against unauthorized access or fire. Active files will be located in the student Registrar office, while all others will be located in storage. The registrar will be responsible for the supervision of all student records other than financial. PCI College will maintain computerized

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records as well as hard copies for each student for an indefinite period as prescribed by law. 5
*CCR §71810(b)(1) through (15)*Refer to 5 CCR §71770(c)(1) through (3), (6), (7)(a)-(e)*

NOTICE OF CANCELLATION

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment (enrollment date is that date that you signed the enrollment agreement), whichever is later.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment immediately once you sign a cancellation notice. If you do not return the equipment, the school may keep an amount out of what you paid that equals the cost of the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to

_____ at _____

(Name of institution)

(Address of institution)

NOT LATER THAN _____

I cancel the contract for the school.

(Date)

(Student's signature)

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.

If you have any complaints, questions, or problems which you cannot work out with the school write or call:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798

Telephone: (916) 431- 6959

Institutional Refund Policy

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of \$100 **is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

§94909(a)(8)(B)

Determination of withdrawal from school

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

Return of Title IV

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date. The order of payment of refunds is:

- 1 Unsubsidized Loans from FFELP or Direct Loan,
- 2 Subsidized Loans from FFELP or Direct Loan,
- 3 Perkins Loans,
- 4 PLUS (Graduate Students) FFELP or Direct Loan,
- 5 PLUS (Parent) FFELP or Direct Loan,
- 6 Pell Grant,
- 7 Academic Competitiveness Grant (ACG),
- 8 National SMART Grant,
- 9 Federal SEOG,
10. Other. This order would apply in accordance to the aid programs available at the institution.

Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or

2. Provide for completion of the course at schools in the neighborhood.

Note: Academic transcripts will not be released until tuition charges are paid in full.

Placement: This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

ANY DISPUTE ARISING FROM ENROLLMENT AT **PCI COLLEGE**, NO MATTER HOW PLEADED OR STYLED, SHALL BE RESOLVED BY BINDING ARBITRATION UNDER THE FEDERAL ARBITRATION ACT CONDUCTED BY THE AMERICAN ARBITRATION ASSOCIATION (“AAA”), AT **CERRITOS, CA.** UNDER ITS COMMERCIAL RULES. THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY THEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR THEREUNDER.

Repayment Responsibilities

Understanding the repayment process for your federal student loans can go a long way toward building a solid financial foundation.

Remember, federal student loans are real loans, just like car loans or mortgages. You must repay a student loan even if your financial circumstances become difficult. Your student loans cannot be canceled because you did not get the education or job you expected, or because you did not complete your education (unless you could not complete your education because your school closed).

You have a choice of several repayment plans that are designed to meet your needs. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose.

NEVER ignore delinquency or default notices from your loan servicer. If you do not make your monthly loan payments, you will become *delinquent* on your student loan and risk going into default. Contact your servicer immediately if you are having trouble making payments or will not be able to pay on time. Learn about federal student loan default. Find out what may happen if you default, what steps you can take to keep your loan from going into default, and what your options are for getting out of default.

If you have a dispute about your loan, you may be able to resolve it by simply contacting your loan servicer and discussing the issue. If you need additional help, find out what you can do to be better prepared before you seek help to resolve a dispute.

Estimate Amount of Financial Aid Award for One Year

Pell \$5,775.00

Sub Loan

\$3,500.00 Unsub Loan

\$6,000.00

Example Refund to Student

Reference: Tuition refund for (enter students name).

Total Tuition Charged
 Registration Subtracted
 Balance Tuition Charged
 Total number of program hrs
 Hourly program charge
 Total number of hours attended
 Book charge
 Amount Paid by student
 Amount of refund

Refund Table

Course	Tuition Refund				
	10%	25%	50%	60%	75%
Bookkeeping Assistant	412. .5	1031. 25	2062. 50	2475. 00	3093. 75
Computer Networking (Microsoft)	707.5 0	1768. 75	3537. 50	4245. 00	5306. 25
Diagnostic Medical Sonographer	3417.5 0	8543.7 5	17,087.5 0	20,505.0 0	25,631. 25
Medical Billing and Coding	854.5 0	2136. 25	4272. 50	5127. 00	6408. 75
Medical Assisting	1164.5 0	2911.2 5	5822.5 0	6987.0 0	8733. 75
Dental Assistant	1,142.0 0	2855.0 0	5822.0 0	6987.0 0	8733. 75
Diagnostic Medical Sonography, AAS	3,691.0 0	9,227.5 0	18,455.0 0	22,146.0 0	27,682. 50
Diagnostic Medical Sonography, BAS	2,369.5 0	5,923.7 5	11,847.5 0	14,217.0 0	17,771. 25
Paralegal Studies, AAS	2,239.5 0	5,598.7 5	11,197.5 0	13,437.0 0	16,796. 25

Student Loan Disclosure

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If a student obtains a loan, 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 money not paid from federal financial aids funds.

STUDENT SERVICES

Library

The PCI College Learning Resource Center (Library) offers a comprehensive collection of resources made available to students in various publication formats to support all offered academic programs. Students have 24 hours access to the online resources at the Learning and Information Resources Network, www.lirn.net.

Also, PCI College has centralized its physical library holdings. The centralized library is located in Room 325. Currently available resources have been supplemented with additional materials, both online and physical, acquired to ensure the Library holdings meet the learning and teaching needs of the school. Additional room space has been acquired to provide room for library furniture, including bookcases, two desks with computers, and table with chairs for on-site studying. Those students who wish to checkout a book can do so with the receptionist in the PCI Administrative Office. Library hours are as follows:

Monday through Thursday	8:00am to 6:30pm
Friday	8:00am to 2:00pm

The library hours are listed in the school catalog and announced by the instructor as part of orientation at the beginning of each instructional program period. In addition, each currently enrolled student will be given a copy of the memo announcing the hours of accessibility of the Library. Library hours are posted on the library door.

Cerritos College Library

Cerritos College, a community college, is located at 11110 Alondra Blvd. Norwalk, CA 90650. It is less than 1 mile from PCI College. Any student can apply for a card but students in the Degree programs will be encouraged to get a library card from the Cerritos College Library.

A non-Cerritos College student is one who resides in their District, serving the cities of Norwalk, Cerritos, Downey, Bellflower, Artesia, Lakewood, La Mirada or Hawaiian Gardens and is 18 years of age or older. A \$10.00 per year fee will be charged for the issuance of library cards to non-students. To obtain non-student borrowing privileges, you must show a valid driver's license or a California ID and a current bill or financial statement that has been mailed to your residence within the last two months. For all non-student transactions, a valid driver's license or a California ID is required and must be shown at the time of check out or renewal of library materials.

For students that reside outside the Cerritos College district, PCI College requires the student to obtain a library card at the nearest community college or university. This allows the student access to librarian services for class assignments and projects if needed.

Librarian Services

Students that require librarian services and have a valid library card can use the assistance of the professional librarians on staff at the Cerritos College Library or their community college library where they reside.

Tutoring

PCI offers tutorial assistance to students from 10am to 6pm Monday through Thursday. This tutoring generally falls into three categories:

- a) Students who need assistance to maintain satisfactory academic progress.
 - b) Students who need assistance with a particular element in the training program.
 - c) Students who desire to obtain training, which exceeds the training curriculum in order to prepare for some higher-level goal.
- Do not bring food or drinks to the tutoring area..
 - Students are responsible for their work and adhering to the Academic Integrity. For this reason, tutoring excludes answer checking, proofreading, and editing services for all assignments. Tutors are also prohibited to type in or write over student responses.
 - One 25-minute session can be scheduled per day, per subject, for one assignment, up to a week in advance.
 - There is a limit of 3 sessions per week. A new session can be scheduled after the current session has been met. Cancellations and absences count as sessions.
 - Students who are 10 minutes or more late for a session may have their session cancelled.
 - Students must bring a hardcopy of their work, the professor's instructions, and relevant materials to sessions.
 - Seeing a tutor is not a substitute for missed lectures or incomplete readings of course materials.
 - Tutors may not be able to provide assistance for students who are unprepared, have not addressed what was discussed in previous sessions or want help with exam/test

Students requiring tutoring assistance should contact the administrative office to arrange for the needed service.

Student Academic Advisement

PCI College does not provide individual counseling. PCI does provide academic advisement. In those cases where students may require services not provided by PCI, the student will be referred to local services in their area.

Academic advising is a relationship with mutual responsibilities between an advisor and student advisee, for timely consultation, sharing of accurate and complete information, careful listening, critical evaluation and respectful interchange. Academic advising can be facilitated by a professional staff person or a faculty member.

Anyone seeking academic advisement should contact an instructor or come to the administrative office and talk to a staff member.

Housing

PCI College does not have dormitories at any campus and does not offer housing arrangement services for its students. PCI College does not have information concerning housing located reasonably near the institutions facilities. PCI College does not have any responsibility to assist a student in finding housing. PCI College does not have students from out of the state or geographical area served by PCI College. Students must arrange for their own housing and may request specific information for housing during the personal interview at the campus. Living accommodations are available within a convenient distance of the school, and, according to rentals.com, rental properties start at approximately: Cerritos, CA -- \$900.00 per month.

Transportation

PCI College assists students with transportation issues by giving them directions on how to find bus schedules on-line. Regular bus and Metro line services offering multiple connections are available near both PCI campuses. Information is available at the Administrative Office.

Job Placement Services

PCI College does not guarantee employment or starting wage level upon graduation, nor can it guarantee salary level.

The institution espouses the concept that job placement assistance is not an activity, which is separate from daily instructional activities. Therefore, job placement concepts are integrated in to the training that includes those skills required to obtain and retain training related employment. The institution maintains and updates on a regular basis a list of current prospective employers who are routinely contacted. In addition, school staff works weekly on the placement function, including establishment of professional contacts, participation in employment and training organizations and their activities, classified advertising, and student related job placement activities.

Placement assistance is provided and maintained for all graduates. No guarantee of placement can be made. The services provided include the following:

- 1) Interview skills
- 2) Help with resume, cover letter, and application preparation
- 3) Direct employer referrals
- 4) Job market and employment trend information
- 5) Specialized job-seeking skills training

The scope of the PCI Placement Department is to provide an important contribution to the professional community by placing our most highly trained Graduates throughout varied areas of the prestigious Computing Industry. All PCI graduates are entitled to continuous placement services. Ultimately it is the student's responsibility to seek, register and work closely with the PCI placement facility for the sole purpose of pursuing employment. While all attempts will be made to secure graduate employment, no guarantee can be made or implied.

On the first day of class the placement representative provides an orientation to job placement. A brief description of the list of services provided by the Placement Department will be announced, they are to include: 1) Placement Registration, 2) Resume assessment and Preparation, 3) Career Development, 4) Mock Interviews and Successful Interviewing Strategies, 5) Placement Workshops, and 6) Post Graduation Placement Activity.

Students fill out a **REQUEST FOR CARRER SERVICES** form at the mid-point of their program of study. The form is returned to the Placement Department. The student will be contacted for an interview with the placement department personnel to start the process.

Coping Skills

Coping skills include the following: life, career development, budget, and personal financial planning skills. For assistance for any of these items, contact the Administrative Office.

Students experiencing personal problems that require professional counseling will be referred to the appropriate agencies. The agency of choice is the Los Angeles County Department of Mental Health Community Family Guidance Center for life and coping skills. The location of the Cerritos branch is 10929 South St. Ste. 214-B Cerritos, CA 90703

For budget, personal financial planning assistance, contact Administrative Office for information that may be helpful.

Child Care

Children are not permitted to attend any class with their parents, nor are they allowed on school premises while a parent is attending class. For information regarding day care services available to students at a reasonable cost, students may contact the Administrative Office. Many area day care centers understand the need for quality care at a reasonable cost while pursuing educational goals and the PCI College maintains a list of those centers.

ACADEMIC POLICIES

Satisfactory Academic Progress

PCI College expects all of its regular students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution under the guidelines of the United States Department of Education. Failing to meet SAP requirements may be cause for a verbal/written reprimand, probation, or dismissal from PCI College.

1. Qualitative - Maintain a cumulative **Grade Point Average (GPA)** of “C” (2.0) or better at the end of each evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands-on practical exams. Student academic progress will be measured by the following items: a. written examinations, b. laboratory examinations/projects, c. classroom tasks, d. other graded assignments, e. instructor determination, and f. classroom/laboratory participation.
2. Quantitative - Maintain a cumulative average attendance level 80% of the scheduled hours at the end of each evaluation period.
3. Maximum time frame - Complete the program within a maximum time frame of one and one-half (1 ½) times the length of the program as stated in the enrollment agreement. For example, if the student has contracted to complete the program within 44 weeks (including grace time for absences), he or she must complete within 150% or 66 weeks.
4. Meeting SAP requirements - Students must meet both of the minimum requirements for attendance **and** GPA from academic grades at any evaluation point to be considered making satisfactory progress until the next evaluation period.

Grades

All grades are based on the result of assignments and examinations as illustrated in the Satisfactory Academic Progress above. Final grades are at the end of each class or module and are recorded in the student files.

Grade	Score	Interpretation	Grade Point
A	90 - 100	Excellent	4.0
B	80 - 89	Good	3.0
C	70 - 79	Average	2.0
D	60 - 69	Below Average	1.0
F	0 - 59	Failing	0.0

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INC	0	Incomplete	0.0
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W	0	Withdrawal	0.0
CR		Credit by Examination	0.0

Course Incompletes

A course incomplete is defined as a student's progress being below the required "C" or 2.0 level or assignments not completed. Removing a course incomplete from a student's record is left to the discretion of the instructor or school director. For a student to remove an incomplete from their record, the student must make arrangements with the instructor to repeat an examination or training module. At successful completion of the module or examination, the incomplete will be replaced with the grade earned. A final grade will be recorded at the time the work is completed or when the time limit for the work has expired. A work extension can only be authorized by the Program Director.

Test & Course Repetitions

If a student has received a grade lower than a "C" on a test required for graduation or has a Progress Report that indicates a grade lower than that required for graduation, there is one (1) retake of that examination allowed. Any cases requiring a student to repeat a course or module or a time extension beyond the normal time allowed must have written authorization from the Program Director. In either event, the student receives the higher grade earned. The PCI policy is that the repetition of any class will have no effect on the student's grade. This is equally true for withdrawals, incompletes, leaves of absence, or a student's drop of the course. The California Education Code requires that classes be taken in the sequence required by the institution. PCI classes, with the exception of the first class in the series, require each previous class as a prerequisite for the subsequent class.

Make-up Work

The student is responsible to initiate the procedure to make-up any and all classroom/lab assignments missed for whatever reason. Students must make arrangements with their classroom or lab instructor to make up any and all assignments missed. Assignments missed due to instructor or school responsibility are the only exception to this rule.

Satisfactory Progress Report

Student academic progress is evaluated approximately monthly at the end of each module. Satisfactory Progress reports are issued upon request and only when the minimum work completed is determined to be satisfactory. The following are the requirements for receiving a satisfactory Progress Report:

1. Grade Point Average 2.0 or Higher
2. Consistent Professional Dress
3. Attendance of no less than 80%, including being Tardy
4. Professional Behavior/Ethics
5. Motivation

The minimum requirement for each of these categories must be met for a student to receive a

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satisfactory Progress Report.

Academic Probation

A student will face a 30-day Academic Probation from the following:

1. Attendance below 80%
2. A cumulative GPA below 2.0
3. Three consecutive unexcused absences
4. Failure to comply with school/program policies.

Removal of Academic Probation

A student will have the Academic Probation removed for the following:

1. Attendance for a thirty (30) day period meeting the required 80% attendance
2. Maintaining a 2.0 GPA for a thirty (30) day period
3. Showing overall academic or behavioral improvement which the instructor and the Program Director determine

Evaluation Periods

Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period of the course. A payment period is at least half of the academic year in instructional weeks or clock hours, semester credits, trimester credits or quarter credits. Both, instructional weeks must have elapsed and credit/clock hours must have been completed in order for the payment period to be considered completed.

On a credit hour program, the number of semester/trimester credits is 24 credit hours, in a quarter system it will be 36 quarter credit hours and in both cases the number of instructional weeks would be not less than 30 weeks.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a **financial aid warning SAP status**. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an **ineligible status for financial aid funds**. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process. A term program will conduct SAP evaluations at the end date of each completed term.

Appeal Procedures

The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the program director. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The program director shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consist of three (3) current staff members and two (2) current students as needed, and will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under ineligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the program of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

Reinstatement

A student that remains enrolled and is determined as making satisfactory progress at the end of a subsequent payment period under ineligible status would be reinstated as eligible for Federal funds only for that payment period and for the subsequent payment period.

Re-entering

Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

Class Size

To provide the highest possible level of education, PCI College will maintain class's range from 13 to maximum of 24. We have found, through our collective educational experience, that it is highly conducive in achieving the most positive educational outcomes to maintain classes of fewer than 22 students.

Attendance & Tardy Policy

Students are required to attend all classes as scheduled. A minimum of 80% is required for completion. If a student misses three (3) consecutive days, unexcused, the student will be advised. If there is no improvement, then the Program Director may suspend or dismiss the

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student. Re-admittance will occur only when the conditions causing the reprimand or suspension

have been resolved. A student that comes to class more than five minutes late is considered tardy. Four (4) times coming late to class is equal to one (1) absence. §94909(a)(8)(D)

Leave of Absence Policy

Students must follow PCI College policy in requesting a Leave of absence. Occasionally, students may experience extended personal, medical, or other problems, which make it difficult to attend classes. The school may allow a student under such circumstances to take a Leave of Absence (LOA) from the program.

Requests for LOA must be submitted in advance in writing, including the reason for the student's request and include the student's signature. A LOA can only be granted if there is reasonable expectation that the student will return from the LOA.

Students must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so PCI College may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. PCI College will document the reason for its decision and collect the request from the student later.

The written request must include the starting and ending date of leave of absence. Leaves of Absence may be granted for up to 180 days. Under no circumstances can the school grant more than a single (1) LOA within each 12-month period of enrollment. Students will not be assessed additional tuition charges while on an approved leave of absence. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time. Students returning from an authorized LOA will retain all credit hours and work projects completed and will resume classes where they left off before their Leave to the academic and attendance progress status they held. Students who fail to return from a LOA by their expected return date, will be dismissed. The date of withdrawal for students who fail to return from a LOA will be the last class day of attendance. As of the same date of the dismissal, the loan repayment process will be initiated. Leave of Absence extends contract period and maximum time frame by the same number of days taken in LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Approval of the student's request for a LOA is in accordance with PCI College policy.

English as a Second Language

PCI College does not offer English as a second language classes. Administration can refer students to centers that offer ESL.

GED Classes

PCI College does not offer General Education Development certificate classes. The absence of these skills may provide barriers to successful participation in learning activities. In these cases students are referred to community resources based on their needs. Administration encourages all students to attain their GED prior to completing their program. PCI College will refer any student to local adult schools for GED Classes:

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1) Cerritos Community College 1110 E. Alondra Blvd., Norwalk

- 2) ABC Unified School District. 16700 S. Norwalk Blvd. Norwalk
- 3) The ABC Unified School District has two Adult Schools where basic skills training is provided.
- 4) General Courses: Cerritos College (coping skills and general development skills appropriate to individual student needs.
- 5) Individual Needs: City of Norwalk, 12700 S. Norwalk Blvd, Norwalk (Information Board: 562.929,5777).

If you reside outside the service area of these institutions, please contact the school director for academic advisement and referral to resources in you locale. Ray Khan, School Director, is responsible for coordinating student services.. He is also responsible for the supervision and monitoring of attendance records and leaves of absence. As the school's Academic Advisor, the school director is primarily responsible for referral of students to additional community resources for assistance, for supervision and monitoring attendance records and leaves of absence to identify students potentially in need of additional support. As school director, Mr. Khan, is responsible for management of both institutional administration and instruction.

ATB Counseling

Note: PCI College does not currently enroll Ability-to-Benefits students. This policy is in place if PCI College does choose to admit Ability-to-Benefit students at a later time.

Adult Education Counselor for PCI College should provide meaningful, consistent counseling to all Ability-to-Benefit students; Counsel Ability-to-Benefit students on at least a quarterly basis; Audit Ability-to-Benefit student files on a quarterly or on a as needed basis. Accurately document all counseling sessions and place a copy in the appropriate section of the A-T-B student file. Providing counseling to Ability to Benefit students to ensure that the attrition rate no more than 5% higher than the graduation rate of non-ATB population.

The counseling plan is a detailed description of the programs, remediation, and institutional support available for students at the institution, particularly those who have not completed a high school education or its equivalent.

NOTE: The counseling plan is not required if the institution limits enrollment to students with a high school diploma or equivalent. The plan shall include the following:

1. The student's ability to progress in the curriculum
 - How will the determination be made that the student is not progressing in the curriculum?
 - At what intervals will the student's progress be evaluation?
 - Who will make this determination?
 - What will be provided to the student in this area?
 - When will this information be provided to the student?
 - How will this information be provided to the student?
 - Will remediation be available for students who are not adequately progressing the curriculum?
2. The student's financial aid rights and responsibilities

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- What will be provided to the student in this area?

- When will this information be provided to the student?
 - Who will provide this information to the student?
3. Availability of programs to earn a high school equivalency diploma including programs provided at no cost to the student
- What will be provided to the student in this area?
 - When will this information be provided to the student?
 - Who will provide this information to the student?
 - Identify what the student must do in order to pursue a high school equivalency program at no cost.
 - Identify an appropriate contact person or organization for the student.
4. Potential of the training to prepare the student for available employment opportunities within the region
- What will be provided to the student in this area? For example, will there be employment counseling, referrals for interviews, information on interviewing skills and/or resume preparation?
 - When will this information be provided to the student?
 - Who will provide this information to the student?
 - Identify any additional training, licensing examinations, or registration necessary to secure employment in this particular field.
5. Information regarding placing a student on academic probation
- What criteria will be used to place a student on probation?
 - Who will make this determination?
 - When will this information be provided to the student and in what format?
 - Who will provide this information to the student?
 - What does the student need to do to be removed from probation? Submit a copy of student progress forms, if applicable.
6. Assessment of effectiveness of services rendered.
- Student fills out **the** A-T-B ADVISOR EVALUATION FORM each quarter
 - Faculty uses the ADVISEMENT FORM (1 & 2) and ACADEMIC DIFFICULTY ANALYSIS forms to evaluate A-T-B students
 - Quarterly each student is evaluated by the A-T-B Advisor to determine if satisfactory progress is being made.

Complaints

PCI College is committed to student learning. Issues may arise that provide the need for a grievance procedure. The institution is required by CCR 73830 to maintain a formal Complaint Log. In addition, students are able to submit a written complaint directly to the Bureau for Private Postsecondary Education. The Bureau sends including a complaint code number these complaints are logged into a complaint database and written notification, to the institution. For purposes of state monitoring, only formal complaints are in the Complaint Log. However, PCI maintains the policy that all complaints that require intervention by the Director are to be logged.

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This provides the institution and regulatory agencies an overview of a wider range of complaint

issues and illustrates the institutions capacity for complaint resolution without the need for formality. Complaints, at each level in the institution are documented and included in the student file.

The institution has developed and implemented the following Complaint procedure, which includes the Student Complaint Designee, identified in the schools application for approval. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or advisor. The recipient of the complaint is required to transmit the complaint as soon as possible to the student complaint designee or shall attempt to resolve a complaint if it is related to that person's duties. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period of time or before the student files a second complaint, the student complaint designee, in the name of the institution, shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint policy. If a student complains in writing, the student complaint designee, in the name of the institution, must provide the student with a written response, including a summary of the investigation. If the complaint is rejected as a result of the investigation, the student must be informed in writing of that disposition and the reasons for the rejection.

The student's participation in the complaint procedure and the institution's disposition does not limit or waive any of the student's rights or remedies. A student may not orally or in writing waive any of the rights provided in the California Private Postsecondary Education Act of 2009 or those provided in the California Code of Regulations. The institution has identified the person listed below as the Student Complaint Designee to receive and resolve student complaint.

Printed Name/Title:	Amber Khan, CEO
Mailing Address:	17215 Studebaker Rd. Suite 310 Cerritos, CA 90703
School Telephone:	(562) 916-5055

The designee will be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the institution. The designee will have the duty and authority to do all of the following:

- a) Investigate the Complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially is related to the complaint.
- b) Reject the complaint if after investigation it is determined that the complaint is unfounded. In addition, the designee may compromise or resolve the complaint in any reasonable manner, including the payment of a refund.

If the complaint is found to be valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, the designee must notify the Bureau, any applicable accreditation association, and law enforcement authorities of the complaint, investigation, and resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the Evidence Code. if the authorized person does not provide all of the information required by this paragraph

because of a claim of privilege under Section 940 of the Evidence Code, the institution must appoint another person, who may not lawfully claim that privilege, to provide the omitted information. If the complaint is valid the institution is required to do the following:

- a. Determine if any other students may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
- b. Implement reasonable policies or procedures to avoid similar complaints in the future.
- c. Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution of the complaint (see C.C.R. 73740).
- d. Record a summary of the complaint, its disposition, and the reasons for the disposition. A copy of the summary with related document will be placed in the student's file.
- e. An appropriate entry will be made in the Student Complaint Log (C.C.R. 73870).
- f. A person designated with the duty and authority to resolve complaint under this section cannot be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of duties under this section.

If the complaint is rejected, the institution will notify the student in writing. The student may choose to notify the Bureau, any applicable accreditation association, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution at any time during this process.

COMPLAINT FORM

Name of Complainant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

School Name: _____

School Address: _____

School City: _____ State: _____ Zip Code: _____

Telephone Number: _____

INSTRUCTIONS

1. Please attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved.
2. In order for a complaint to be processed and considered by the Commission, you must give written permission for the complaint to be forwarded to the school for a response. If you do grant the Commission permission, please sign your name in the space provided below.

STATEMENT GRANTING PERMISSION TO FORWARD COMPLAINT TO SCHOOL

I certify that the information I have provided is correct to the best of my knowledge and grant permission for the complaint to be forwarded to the school for a response.

Signature: _____ Date: _____

The response and the complaint will be kept on file for future reference.

**SUBMIT TO: Executive Director
 ACCSC
 2101 Wilson Boulevard / Suite 302
 Arlington, Virginia 22201
 www.accsc.org**

**Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798**

Student may submit their complaint directly to either State regulatory agency or to ACCSC or

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both.

Student Complaint/Grievance Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools and
Colleges 2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Ray Khan, School Director.

Term Definitions	
Reprimand	A reprimand is a verbal or written warning implying that any further infractions of school rules or codes will result in
Probation	probation. Probation is a written warning for a specified period of time implying that further violations or infractions will
Suspension	result in a suspension. Suspension is the withdrawal of a student from classes for a specified/predetermined period of time.
Dismissal/Expulsion	Dismissal or expulsion occurs when a student fails to complete the conditions of suspension. The student will be terminated from PCI College and will not be considered for re-admission without a written petition to the school Director. The school's Director decision is binding on both the student and the school.

Academic & Conduct Dismissal

Dismissal is defined as the condition wherein the student is formally expelled from PCI College pertaining to the student's academic performance or any other unacceptable behaviors relating, but not limited to, the Student Conduct Code. The procedure is as follows:

1. PCI College will inform the student of his/her being on Probation for a specified period of time.
2. If, at the end of the probationary period of time, the student has shown no improvement or progress, the school may proceed to expulsion proceedings.
3. At the end of the first or any additional probationary periods of time, a thorough academic and/or behavioral evaluation will take place. If the conclusions from the evaluation determine that substandard academic/behavior performance continues, the student will be dismissed.
4. At the time of dismissal, all financial aid (where applicable) will be discontinued and all lenders will be notified of the student's status.
5. The VA, JTPA, ETP, and/or any other sponsor will be notified and benefits, notably VA benefits, will cease at termination.

Re-entrance after Termination

A student wishing to re-enter after termination must petition the Program Director for re-admittance and must demonstrate that the conditions causing termination have been resolved.

Student Conduct Code

The following behaviors are cause for reprimand, suspension or expulsion:

- Dishonesty, i.e. cheating or giving false information to PCI College.
- Disorderly, lewd, indecent, obscene or offensive conduct or behavior.
- Obstruction or disruption of classroom or any other PCI College activity.
- Theft or damage to property of PCI College, any affiliates, students or personnel.
- Disobedience to direction from PCI College staff.
- Possession or use of flammable materials, firearms, knives or any other items or substances that could be deemed weapons or weapon-like.
- Unauthorized entry or use of PCI College property, facilities or equipment.
- Smoking, eating or drinking in areas where these activities are prohibited.
- Verbal, physical, mental, emotional, sexual or any other type of harassment of staff, students or any other persons on the premises or in attendance at any PCI College activity.
- Unsatisfactory attendance or academic progress.
- Under the influence of or in possession of any non-prescription or non-prescribed drugs or alcohol at PCI College or at any event relating to the institution.

Graduation Requirements

To be eligible for graduation a student must complete all of the required courses with a minimum GPA of 2.0 and a minimum of 80% attendance. (If externship is a requirement for your program, all externship hours and original documentation must be submitted to the office.) In addition, all

financial obligations must be fulfilled prior to graduation. After completing all of the above requirements, the student will be awarded the appropriate diploma.

Program	Final Exam	Externship
Bookkeeping Assistant (Diploma Program)	Yes	No
Computer Networking (Microsoft) (Diploma Program)	Yes	No
Dental Assistant (Diploma Program)	Yes	Yes
Medical Billing and Coding (Diploma Program)	Yes	Yes
Diagnostic Medical Sonographer (Diploma Program)	Yes	Yes
Medical Assisting Program (Diploma Program)	Yes	Yes
Diagnostic Medical Sonography, AAS (Associate of Applied Science – Degree Program)	Yes	Yes
Diagnostic Medical Sonography, BAS (Bachelor of Applied Science – Degree Program)	Yes	No
Paralegal Studies	Yes	No

Transcripts

Transcript requests must be made in person in the office of the campus the student attended. If you have an outstanding financial balance with the institution, official or unofficial transcripts will not be issued. Arrangements to take care of the balance must be made the Financial Aid Officer prior to requesting the transcripts.

DISTANCE EDUCATION

Learning online can be as challenging and rewarding as attending on-campus, but allows the flexibility of determining when learning is convenient. Although time is flexible, attendance and participation is expected and monitored.

The convenience of online courses allows students to work on assignments and participate in class discussions as their schedules permit within certain timeframes. Learning is achieved by both individual inquiry and collaboration. Each course encompasses different graded learning activities.

Students enrolled in online classes are expected to be capable of using a computer to complete some or all of their coursework. Students must have access to a reliable computer and high-speed Internet connection sufficient to complete their coursework. Students are also welcome to utilize computer labs and/or the Learning Resource Center (LRC) to complete coursework. Online courses utilize the Moodle Cloud Learning Management System (LMS), a secure, web-based platform that employs multimedia technologies and is accessible 24 hours a day via Internet access. Prior to enrollment, prospective students will be required to complete an online readiness assessment to successfully complete their education in an online environment.

To participate in online courses using the Moodle Cloud Learning Management System (LMS), students should refer to the following requirements to be sure they are using appropriate computer systems. Students also must have an Internet provider with reliable service.

Computer Requirements for Moodle Courses

Students must have basic computer skills and have access to the following computer hardware and software to successfully complete the Moodle Courses:

PCs:

- Access to high-speed network connection (not dial-up, i.e., cable, dsl, etc.)
- Processor: Pentium IV 3.0 Ghz / equivalent or better processor (dual core processor recommended)
- Operating System: Windows XP Service Pack 3, Windows Vista Service Pack 2, Windows 7 with all current updates installed (updates available at <http://update.microsoft.com>)
- Memory: 2+ Gigabytes RAM Memory
- Hard drive: 120 Gigabyte
- Sound card and speakers
- Monitor with 1024 x 728 pixel resolution or better
- Software – install latest versions unless otherwise specified:
 - Internet Browser: Chrome / Firefox / Internet Explorer 8 or greater (Firefox is the preferred browser to use Moodle)
 - Internet explorer: <http://www.microsoft.com/ie>
 - Firefox: <http://www.firefox.com>
 - Chrome: <https://www.google.com/chrome/>

Current anti-virus software
Microsoft Word 2003 or newer (or Word-format compatible word processor)
Java/JRE: <http://java.sun.com/javase/downloads/index.jsp>
Adobe Flash Player: <http://get.adobe.com/flashplayer/>
Adobe Reader: <http://get.adobe.com/reader>
QuickTime: <http://www.apple.com/quicktime/download/>

Opera, AOL, Prodigy, CompuServe, and other ISP-provided browsers are not supported.

Macs:

- Access to high-speed network connection (not dial-up, i.e., cable, dsl, etc.)
- Processor: PowerPC G4 or Intel
- Operating System: OS X 10.4.9
- Memory: 2+ Gigabytes RAM Memory
- Hard drive: 120 Gigabyte • Sound card and speakers
- Monitor with 1024 x 728 pixel resolution or better
- Software – install latest versions unless otherwise specified:
 - Internet Browser: Chrome / Firefox / Internet Explorer 8 or greater (Firefox is the preferred browser to use Moodle)
 - Internet explorer: <http://www.microsoft.com/ie>
 - Firefox: <http://www.firefox.com>
 - Chrome: <https://www.google.com/chrome/>
 - Microsoft Word or Word-format compatible word processor
 - Java/JRE: <http://developer.apple.com/java/download/>
 - Adobe Flash Player: <http://get.adobe.com/flashplayer/>
 - Adobe Reader: <http://get.adobe.com/reader>
 - QuickTime: <http://www.apple.com/quicktime/download/>

Opera, AOL, Prodigy, CompuServe, and other ISP-provided browsers are not supported.

Software

- Pop-up blocking software may need to be disabled to properly access Moodle Cloud
- Although not required to use Moodle, Word Processing Software will be needed to view some course documents. Microsoft Office is preferred. LibreOffice is acceptable. LibreOffice is free software available at <http://www.libreoffice.org>. Other software that is also free and acceptable is Google Docs which is available through the iTunes Apps and Android Play Store. Using other word processing software besides Microsoft Office may require you to save files in Rich Text Format (RTF) or Text Format (txt) so your instructor can access them.

Online Education Program Applicants (Applies Only to General Education Courses for Diagnostic Medical Sonography A.A.S.)

Only general education courses are offered in the online environment. Students seeking admission to the Diagnostic Medical Sonography A.A.S. Program must complete a Readiness Assessment prior to enrollment to assess the skills, competencies, and access to technology

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necessary to succeed in an online learning environment for the general education courses.

Additionally, students must complete an Orientation to online learning prior to participation in the program. Students must also meet the admissions requirements as designated in the Admissions Policy.

Attendance Requirements

Online education affords students great flexibility in managing their time. However, academic success requires that students engage in learning activities regularly and participate in meaningful interactions with faculty and fellow students. Specific daily attendance is not required for online courses, as it would be on a campus. Students are required, however, to log into their class regularly and submit assignments in a timely manner, or they may risk being withdrawn for lack of attendance.

For each course, initial attendance is recorded when a student logs into his or her class and completes a learning activity. Students who only view the syllabus but make no other substantive participation for the rest of the course are not considered enrolled. Attendance in subsequent weeks is recorded by a student completing a learning activity through the online platform. The act of logging in each week does not constitute attendance; the student must participate by either engaging in the discussion board or submitting a graded assignment to be considered present for that week.

Once a student has logged into his or her class and completed a learning activity or assignment, he or she is considered officially enrolled in the course and expected to complete the entire course. Failure to post attendance for two consecutive weeks (by not participating or submitting an online assignment/quiz/exam) may subject the student to immediate withdrawal.

Coursework is assigned weekly. Students are expected to complete assignments according to the course outline. (Refer to the “Make-Up Work” policy for submitting missed coursework.) Students must show attendance within the first three days of the course, or they are subject to withdrawal from the course.

Student Authentication and Privacy Information Policy

PCI College’s Learning Management System (LMS) is Moodle Cloud. Moodle Cloud is used with all distance education courses. Every student registered in a distance education course at PCI receives a username and password for Moodle Cloud. The password must be changed at the initial login. This login and password assigned to students allows them access to their course content in Moodle Cloud LMS.

In accordance with the Family Educational Rights and Privacy Act (FERPA), PCI College protects the privacy of students enrolled in distance education courses by ensuring the privacy and integrity of the communications and records used within the Moodle Cloud LMS course. Personal information is specific to the user. No personal identifiable information is visibly displayed within a distance education course unless the student voluntarily provides the information through a discussion forum or other means of interaction within a course. Students are required to use only course or college email for communication. Any other personal identifiable information residing within a course is restricted to LMS administrators and is not shared with any source outside of PCI College.

Proctored Examinations may be required for a distance education course. If required, a qualified proctor, which must be approved by the instructor, must verify the identity of the student taking the exam.

There are no additional fees associated with the authentication of student identification.

Faculty members are encouraged to explore new technologies that may enhance delivery and security of distance education instruction as they become available. PCI College will explore and employ new technologies for authentication and student privacy in distance education courses as options become available and practical.

Distance Education Student Code of Conduct

- A student's password will allow access only to his/her own account.
- Students should not give out their passwords or allow any other person, including family members, to access their account for any reason.
- It is a violation of the student code of conduct policy for any student to log in to a course as another student.
- It is also a violation of the policy for a student to permit another person to log in to a course using the password belonging to the student registered for the course or interact in the course in any way.
- It is a violation of the student code of conduct policy for any student to plagiarize another person's work and to incorporate that work unacknowledged in one's own work offered for credit.

Learning Activities

Online students use the Moodle Cloud System (LMS) to view video content, receive and submit project work and assignments, take assessments, quizzes and tests, communicate with instructors and classmates, and review course progress and grades. In keeping with the modality of online learning much of the content will be delivered with digital content. Successful online learning requires the student to be an active participant in all learning activities. Learning activities will vary by course but may include:

- discussion thread posts
- exams, quizzes and assessments
- articles, textbook chapters, and other information provided by hyperlinks
- interactive assignments
- other graded assignments

All learning activities associated with a course will be clearly outlined on the syllabus page within each Moodle Cloud course. Attendance is recorded when the student submits and participates in any learning activity. Students must contribute weekly to the discussion forums.

Faculty/Student Interaction & Academic Advising

Faculty/student interaction is critical for student success in an online environment. Online

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methods of interaction include online lectures, email, document sharing, and threaded

discussions. Faculty members review and respond to student requests within a 48-hour time period.

Online students who take their General Education courses online receive the same benefits as ground students in regard to faculty interaction. However, student advising during midterms and finals will be the responsibility of faculty and administration.

Student Services

Students enrolled in online courses will be given student support services as outlined for all students under the Student Services Policy.

PCI College is committed to the academic and personal support of all students. The Administrative Office can provide online students with resources for finding public transportation, coping skills, child care services, library, tutoring, academic advising, and job placement skills. Interested students should visit the Administrative Office to learn of any resource the College has available.

Online students will also have student support access through the Director. The Director will provide support to students who may be high-risk, typically via telephone or email, and may also assist students by involving other campus associates.

Please refer to the Student Services Policy for further information.

Learning Resources

Students enrolled in online courses will be given access to all learning resources available to ground students as outlined in the Library and Cerritos College Library Policies.

The PCI College Learning Resource Center offers a comprehensive collection of resources made available to students in various publication formats to support all offered academic programs. Students have 24 hours access to the online resources at the Learning and Information Resources Network, www.lirn.net.

PCI College has centralized its physical library holdings. Currently available resources are continually supplemented with additional materials, both online and physical, acquired to ensure the Library holdings meet the learning and teaching needs of the school. Additionally, PCI students may also apply for a library card to use the nearby Cerritos College Library at 11110 Alondra Blvd., Norwalk, CA 90650.

Please refer to the Library and Cerritos College Library Policies for further information.

Learning Outcomes

Learning outcomes for online coursework are the same as onsite coursework. Please refer to Academic Policies and Programs of Instruction for further information.

Graduation Requirements

Students taking online courses must meet the graduation requirements for their chosen program of study. Please refer to Academic Policies and Programs of Instruction for further information.

PROGRAMS OF INSTRUCTION

PROGRAM	D.O.T.CODE	CLOCK HOURS	CREDIT HOURS
Computer Networking (Microsoft)	030.162-010	600	35.0 (Quarter)
Dental Assistant	079.361-018	860	42.0 (Quarter)
Diagnostic Medical Sonographer	030.082-010	1805	93.0 (Quarter)
Bookkeeping Assistant	213.362-010	240	14.0 (Quarter)
Medical Billing and Coding	109.087-010	720	36.0 (Quarter)
Medical Assisting	079.367-010	905	45.0 (Quarter)
Diagnostic Medical Sonography, AAS	030.082-010	1965	70.5 (Sem. Cr)
Diagnostic Medical Sonography, BAS	030.082-010		120.5 (Sem. Cr) 76
Paralegal Studies, AAS	119.267.026	1160	(Sem. Cr)

Students will receive the associated credential at the satisfactory completion of these programs.

Course Descriptions

Bookkeeping Assistant 12

Curriculum Objective: PCI College Bookkeeping Assistant program is designed to train students in learning Quick Book and basic accounting principle. This course provide a comprehensive knowledge of Quick Book software and provide them necessary skills in preparing them to work as bookkeeper and in accounting related jobs.

Course Number	Course Title	Lab Hours	Lecture Hours	Total Hours	Credit Hours
BA 100	Internet Skills	15	15	30	1.5
BA 200	QuickBooks	100	100	200	12
CD 101	Career Development	5	5	10	0.5
	Totals	120	120	240	14.0

- BA 100 **Internet Skills**
This course will introduce students to the electronic messaging software as well as give them vast exposure to the Internet.
- BA 200 **QuickBooks**
This course will introduce students to creating a new company, maintaining customers, vendors, employees, & tracking inventory. Students will maintain the chart of accounts and generate reports to know where the business stands.
- CD 101 **Career Development**
The purpose of this course is to give the students techniques that will assist them in acquiring career level employment. The techniques taught are: interviewing skills, how to conduct a successful job search, discovering the hidden job market, preparing effective resumes and cover letters as well as hands-on preparation through mock interviews.

Career Development

The purpose of this course is to give the students techniques that will assist them in acquiring career level employment. The techniques taught are: interviewing skills, how to conduct a successful job search, discovering the hidden job market, preparing effective resumes and cover letters as well as hands-on preparation through mock interviews.

Computer Networking (Microsoft) 30 Weeks

Curriculum Objective: This program prepares students from very basic to advance computer concepts. This includes preparations for multiple certifications of Microsoft, Cisco, and CompTIA. Students will gain information to obtain job opportunities to work as entry level Jr. Network Administrator, Tech Support and PC Specialist. Students will begin with the Computer Technician training enabling them to build PC systems, upgrade, and troubleshoot them. Students will then study the Microsoft area of Networking Technology consisting of the Server and Client as well as the various areas necessary for certification as a Microsoft Certified Solutions Associate.

Course Number	Course Title	Lab Hours	Lecture Hours	Total Hours	Credit Hours
CST 101	Introduction to Computer Hardware	30	30	60	3
CST 102	Installing and configuring Operating systems	30	50	80	4.5
CN 201	Configuring Advanced Windows Server 2012	30	30	60	4.5
CN 202	Installing and Configuring Windows Server 2012	30	30	60	4.5
CN 203	Administering Windows Server 2012	20	40	60	6
CN 204	Architecting Microsoft Cloud Solutions	20	40	60	4.5
CN 205	Introduction to Linux	20	20	40	2.5
CN 206	Internetworking Cisco Networking Devices I	30	30	60	3
CN 207	Internetworking Cisco Networking Devices II	30	30	60	3
CN 208	Securing the Network	30	30	60	4.5
	Totals	270	330	600	40

- CST 101 Introduction to Computer Hardware**
This is an entry level course for all students enrolled in CST/CN program. Students will learn from basic to advance computer care and operation, terminologies, components, and the basics of the operating systems. Students will receive extensive training in all aspects of PC hardware.
- CST 102 Installing and configuring Operating systems**
This course is designed to give the student the necessary hands-on training in installation, and configuration of Windows operating systems. Backing up of PCs, and troubleshooting the entire system. Students will learn to build systems and to add and install hardware components such as hard drives, CD ROMs, modems, sound cards, and other hardware components.
- CN 201 Installing and Configuring Windows Server 2012**
This course is part one of a series of three courses that teach the skills and knowledge necessary to implement Windows Server 2012 infrastructure in an existing enterprise environment. This course gives students ability to implement and configure Windows Server 2012 services, such as Active Directory and the networking services. This course will provide students with knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment.
- CN 202 Administering Windows Server 2012**
This course is part two of a series of three courses. This second course provides skills and knowledge necessary to administer a Windows Server 2012 infrastructure in an enterprise environment. This course will provide candidates with the ability to administer the tasks required to maintain a Windows Server 2012 infrastructure, such as user and group management, network access, and data security.
- CN 203 Configuring Advanced Windows Server 2012**
This course is the third of a series of three courses that provides the skills and knowledge necessary to administer a Windows Server 2012 infrastructure in an enterprise environment. Course will train students with the ability to perform the advanced configuring tasks required to deploy, manage, and maintain a Windows Server 2012 infrastructure, such as fault tolerance, certificate services, and identity federation.
- CN 204 Architecting Microsoft Cloud Solutions**
Candidates to learn the appropriate cloud native, cloud migration, and hybrid cloud solutions to meet the required functional, operational, and deployment requirements through the solution lifecycle. They will gain knowledge of features and capabilities of Azure services to be able to identify tradeoffs and make decisions for designing public and hybrid cloud solutions.
- CN 205 Introduction to Linux**

This course provides the student with an overview of the UNIX operating system and practice using UNIX commands. Course introduces the UNIX command-line interface (CLI), system navigation, directory, and file structure. Students will learn how to manage the directory and manipulate files through UNIX commands.

CN 206

ICND I

Course gives students knowledge and skills related to network fundamentals, LAN switching technologies, routing technologies, infrastructure services, and infrastructure maintenance.

CN 207

ICND II

Course gives students knowledge and skills related to LAN switching technologies, IPv4 and IPv6 routing technologies, WAN technologies, infrastructure services, and infrastructure maintenance.

CN 208

Securing the Network

Students will learn basic to advance concepts of network security, how to test networks and systems for vulnerabilities, prepare for and defend against network attacks.

CD101

Career Development

The purpose of this course is to teach the student skills to enable them to acquire a position leading to a substantial career. Students will learn: Interviewing Skills, Conducting the Successful Job Search, Discovering the Hidden Job Market, Preparing Resumes and Cover Letters as well as mock interviews.

Dental Assistant 35 Weeks

Curriculum Objective: The objective of this program is to prepare students with the skills and hands on training to enable them to qualify entry-level positions as Dental Assistant. The instruction provides students with skills for dental radiology, laboratory procedures, and entry-level skills for assisting in patient examinations and chair-side dental assisting. Entry Level Skills

Course Number	Course Title	Lab Hours	Lecture Hours	Externship	Total Hours	Credit Hours
DA 100	Dental Sciences	40	40		80	4.5
DA 200	Dental Radiology	50	50		100	6.0
DA 300	Clinical Dentistry	40	40		80	4.5
DA 400	Dental Laboratory processes	40	40		80	4.5
DA 500	Dental Prevention	40	40		80	4.5
DA 600	Dental Care	40	40		80	4.5
DA 700	Dental Administrative Management	30	30		60	3.5
DA 800	Externship I	0	0	100	100	3.3
	Externship II	0	0	100	100	3.3
	Externship III	0	0	100	100	3.4
	Career Development	0	0	0	0	0
	Totals	280	280	300	860	42

DA 100 **Dental Sciences**
This course is an introduction to microbiology, oral pathology, therapeutics, and Vital Signs. In addition, oral procedures relating to the management of medical and dental emergencies is reviewed.

DA 200 **Dental Radiology**
This course includes fundamentals of radiation physics, generation and control of the radiation beam, radiation hygiene, and film and cone placement in paralleling and bisecting techniques. Also covered are film selection, processing, and mounting procedures. Supervised practice is provided for students to expose, process, mount, and evaluate oral radiographs.

DA 300 **Clinical Dentistry**
This course includes the fundamental functioning of dental office, instrument handling and different clinical procedures which include Bonding system to bases, caries management to esthetic restorations.

DA 400 **Dental Laboratory Processes**
This course covers the lab work about dental cements, impression materials and laboratory procedures. The student will learn about Prosthodontics and Dental Implants.

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DA 500

Dental Prevention

This course introduces methods of preventing dental disease. Topics include oral physiotherapy, dental prophylaxis, fluoride, sealants, and nutrition. Supervised sessions

in plaque control, food diary evaluation, and preventive lesson plans, permit students the opportunity to practice learned topics.

DA 600

Dental Care

Methods, techniques, and armamentarium of chair side dental assisting in general dentistry as well as specialty procedures in endodontic, oral and maxillofacial surgery, oral pathology, orthodontics, pediatric dentistry, periodontics, and prosthodontics are covered. Supervised practice is provided to enable students to demonstrate chair side dental assisting in each specialty.

DA 700

Dental Administrative Management

This course familiarizes the student with procedures commonly implemented in the dental office. Topics include telephone, patient and appointment management, filing and recall systems, financial policies, collections, banking, third-party payment, inventory control, payroll, human relations, interviewing, business office equipment, dental software, and bookkeeping.

DA 800

Externship

Dental Clinic sites provide the student with a supervised clinical environment where chair side, laboratory, and office procedure skills are applied.

CD 101

Career Development (Prerequisite: None)

The purpose of this course is to teach the student skills to enable them to acquire a position leading to a substantial career. Students will learn: interviewing Skills, Conducting the Successful Job Search, Discovering the hidden Job Market, Preparing Resumes and Cover Letters as well as mock.

Medical Billing and Coding 30 Weeks

Curriculum Objective: The objective of this curriculum is to prepare students with the knowledge, competencies, and technical skills for entry-level positions as a Medical Biller/Coder. The students gain knowledge of insurance reimbursement, submission of medical claims, medical coding and necessary office management skills. They get in-depth training on Medi-Cal, Medi-Care, Personal injury and processing Worker's Compensation claims. Entry Level Skills

Course Number	Course Title	Lab Hours	Lecture Hours	Externship	Total Hours	Credit Hours
MB 100	Medical Terminology	50	50		100	6.0
MB 200	Diagnostic Procedural Coding	60	60		120	7.0
MB 300	Electronic Health Record	50	50		100	6.0
MB 400	Health Insurance Claim Forms/Billing	40	40		80	4.5
MB 500	Private Insurance/Managed Care Systems	40	40		80	4.5
MB 600	Externship I	0	0	120	120	4.0
	Externship II			120	120	4.0
CD 101	Career Development	0	0		0	0
	Totals	240	240	240	720	36.0

MB 100 Medical Terminology
This course is designed to provide the student with basic fundamental knowledge of human anatomy and medical terminology including, body organization, cell-tissue-membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, and related pathology.

MB 200 Diagnostic Procedural Coding
Understanding and applying diagnostic coding (IDC-9-CM), current procedural terminology (CPT), and Reimbursement procedures are taught to the students. All aspects of HIPAA (Healthcare Insurance Portability and Accountability Act of 1996) are taught.

MB 300 Electronic Health Record
The students are trained in basic fundamentals of computerized accounting system for medical providers. This includes instruction in patient registration, appointment

scheduling, posting charges and payments, printing health insurance claim forms, patient statements and accounts receivable reports.

MB 400

Health Insurance Claim Forms/Billing

All phases of claims follow-up and the appeals process for insurance companies are taught in this module. A review of basic limitations on collection procedures for patient accounts and insurance carriers is provided.

MB 500 Private Insurance/Managed Care Systems

The students are provided with clear understanding of managed care, how it works, and the pros and cons for a medical provider.

CD 101 Career Development

The purpose of this course is to teach the student skills to enable them to acquire a position leading to a substantial career. Students will learn: Interviewing Skills, Conducting the Successful Job Search, Discovering the Hidden Job Market, Preparing Resumes and Cover Letters as well as mock interviews.

Externship

The students are required to work in a clinic or a hospital as an intern for a one-month period, performing various duties that they have learned during their program. This is designed to give the students on-the-job experience while still in school. The progress of the students is managed on a weekly basis and any issues that come up during the Externship are dealt with before the student is awarded his/her diploma.

**Diagnostic Medical
Sonographer 90
Weeks**

Curriculum Objective: The diagnostic medical sonographer provides patient services using medical ultrasound (high – frequency sound waves that produce images of internal structures). Working under the supervision of a physician responsible for the use and interpretation of ultrasound procedures, the sonographer helps gather sonographic data to diagnose a variety of conditions and diseases, as well as monitor fetal development. The program will prepare students in obstetric and gynecologic sonography (the female reproductive system), abdominal sonography (the liver, kidneys, gallbladder, spleen, and pancreas), and vascular technology. The program is designed to provide students the skill and knowledge to obtain entry level job as Medical Sonographer in a Hospital or clinical environment. Although no State requires licensure in diagnostic medical sonography, organizations such as the American Registry of Diagnostic Medical Sonographers (ARDMS) certify the competency of sonographers through registration. Entry Level Skills

Course Number	Course Title	Lecture Hours	Lab Hours	Externship	Total Hours	Credit Hours
DMS 100	Anatomy & Physiology/Medical Terminology	100	100	0	200	13.5
DMS 200	Abdominal Sonography	120	120	0	240	14.0
DMS 300	Sonographic Physics and Instrumentation	80	80	0	160	9.0
DMS 400	Obstetrical and Gynecologic Sonography	110	110	0	220	12.5
DMS 500	Vascular Technology	110	110	0	220	12.5
DMS 600	Echocardiogram	80	80	0	160	9.0
DMS 700	Externship	0	0	600	600	22.0
CD 101	Career Development	5			5	0.5
	Totals	605	600	600	1805	93

DMS 100 Anatomy & Physiology/Medical Terminology
This course is designed to provide the student with basic fundamental knowledge of human anatomy and medical terminology including, body organization, cell-tissue-membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, and related pathology.

DMS 200 Abdominal Sonography

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This course is designed to provide students with the basic knowledge of the regional anatomy and terminology as it relates to the abdominal area. Upon completion of the course, the student will obtain entry-level skills necessary to perform an abdominal ultrasound examination, recognize abdominal organs, normal anatomy as well as some pathological conditions.

- DMS 300 Sonographic Physics and Instrumentation**
Upon completion of the course, the student will have a basic understanding of the nature and physics of ultrasound, interaction with human tissues, image formation and display, knobology, Doppler, color flow, m-mode, 2D scanning, instrumentation and safety.
- DMS 400 Obstetrical and Gynecologic Sonography**
This course is designed to provide the basic knowledge and skills to perform first, second and third trimester studies, recognize normal vs. abnormal conditions, maternal complications, fetal assessment. Special gynecological procedures are also intended to prepare students as vascular technologists.
- DMS 500 Vascular Technology**
This course is designed to provide students with an introduction to vascular sonography, vascular anatomy and hemodynamics. The course is not intended to prepare students as vascular technologists.
- DMS 600 Echocardiogram**
This course is designed to provide students with knowledge about Heart anatomy, congenital malformations, heart masses, heart attack, coronary artery diseases, how to perform complete Echo scan which include 2D measurements, M-mode, Doppler, Color Doppler, TDI(Tissue Doppler imaging). Students will learn how to access heart wall motions, systolic and Diastolic function of the heart, Also students will learn how to perform EKG/ECG and how to read strip charts.
- DMS 700 Externship**
The students are required to work in a medical facility as an intern for a three-week period, performing various duties that they have learned during their Ultrasound and Vascular Technician program. This is designed to give the students on-the-job experience. The progress of the students is managed on a weekly basis and any issues that come up during the Externship are dealt with before the student is awarded his/her diploma in Diagnostic Medical Sonographer.
- CD 101 Career Development**
The purpose of this course is to teach the student skills to enable them to acquire position leading to a substantial career. Students will learn: Interviewing Skills, Conducting the Successful Job Search, Discovering the Hidden Job Market, Preparing Resumes and Cover Letters as well as mock interviews.

**AAS Diagnostic Medical
Sonography 20
Months**

Course Descriptions

Curriculum Objective: The diagnostic medical sonographer provides patient services using medical ultrasound (high – frequency sound waves that produce images of internal structures). Working under the supervision of a physician responsible for the use and interpretation of ultrasound procedures, the sonographer helps gather sonographic data to diagnose a variety of conditions and diseases, as well as monitor fetal development. The program will prepare students in obstetric and gynecologic sonography (the female reproductive system), abdominal sonography (the liver, kidneys, gallbladder, spleen, and pancreas), and vascular technology. The program is designed to provide students the skill and knowledge to obtain entry level job as Medical Sonographer in a Hospital or clinical environment. Although no State requires licensure in diagnostic medical sonography, organizations such as the American Registry of Diagnostic Medical Sonographers (ARDMS) certify the competency of sonographers through registration. Entry Level Skills

Course Number	Course Title	Lecture Hours	Lab Hours	Externship	Total Hours	Outside Work	Credit Hours
DMS 100	Human Anatomy & Physiology	90	90	0	180	15	7.0
DMS 150	Vascular Technology I	55	55	0	110	20	4.5
DMS 155	Vascular Technology II	55	55	0	110	17	4.5
DMS 175	Abdominal Sonography I	60	60	0	120	30	5.0
DMS 180	Abdominal Sonography II	60	60	0	120	15	5.0
DMS 200	Sonography Physics and Instrumentation	80	80	0	160	24	7.0
DMS 225	Echocardiogram	80	80	0	160	0	6.50
DMS 250	Obstetrical and Gynecology Sonography I	50	50	0	100	30	4.0
DMS 255	Obstetrical and Gynecology Sonography II	50	50	0	100	5	4.0
EXT 100	Clinical Rotation Externship	0	0	600	600	00	13.0
	Technical Totals	580	580	600	1760	173	60.5
COM 101	Communications	40	0	0	40	80	2.0
PSY 101	Psychology	55	0	0	55	110	2.5

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MAT 101	College Algebra	60	0	0	60	120	3.0
ENG 101	College English	50	0	0	50	100	2.5
	General Education Totals	205	0	0	205	410	10
	Totals	785	580	600	196	583	70.5
					5		

- DMS 100 Anatomy & Physiology**
This course is designed to provide the student with basic fundamental knowledge of human anatomy and medical terminology including, body organization, cell-tissue- membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, and related pathology.
- DMS 150 Vascular Technology I**
This course is designed to provide students with an introduction to vascular sonography, vascular anatomy and hemodynamics. The course is not intended to prepare students as vascular technologists.
- DMS 155 Vascular Technology II**
This course is designed to provide students with an introduction to vascular sonography, vascular anatomy and hemodynamics. The course is not intended to prepare students as vascular technologists.
- DMS 175 Abdominal Sonography I**
This course is designed to provide students with the basic knowledge of the regional anatomy and terminology as it relates to the abdominal area. Upon completion of the course, the student will obtain entry-level skills necessary to perform an abdominal ultrasound examination, recognize abdominal organs, normal anatomy as well as some pathological conditions.
- DMS 180 Abdominal Sonography II**
This course is designed to provide students with the basic knowledge of the regional anatomy and terminology as it relates to the abdominal area. Upon completion of the course, the student will obtain entry-level skills necessary to perform an abdominal ultrasound examination, recognize abdominal organs, normal anatomy as well as some pathological conditions.
- DMS 200 Sonographic Physics and Instrumentation**
Upon completion of the course, the student will have a basic understanding of the nature and physics of ultrasound, interaction with human tissues, image formation and display, knobology, Doppler, color flow, m-mode, 2D scanning, instrumentation and safety.
- DMS 225 Echocardiogram**
This course is designed to provide students with knowledge about Heart anatomy, congenital malformations, heart masses, heart attack, coronary artery diseases, how to perform complete Echo scan which include 2D measurements, M-mode, Doppler, Color Doppler, TDI(Tissue Doppler imaging). Students will learn how to access heart wall motions, systolic and Diastolic function of the heart, Also students will learn how to perform EKG/ECG and how to read strip charts.
- DMS 250 Obstetrical and Gynecologic Sonography I**
This course is designed to provide the basic knowledge and skills to perform first,

second and third trimester studies, recognize normal vs. abnormal conditions, maternal

complications, fetal assessment. Special gynecological procedures are also intended to prepare students as vascular technologists.

DMS 255 Obstetrical and Gynecologic Sonography II

This course is designed to provide the basic knowledge and skills to perform first, second and third trimester studies, recognize normal vs. abnormal conditions, maternal complications, fetal assessment. Special gynecological procedures are also intended to prepare students as vascular technologists.

EXT 100 Clinical Rotation Externship

During this course the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the Externship setting and departmental organization. Under direct supervision by a supervising sonographer the student will begin to acquire the hands-on skills necessary for the sonographer in a Externship site. This is accomplished through observation and participation in clinical cases studies of patients undergoing ultrasound examinations. The student will perfect their skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations or cardiac exams.

General Education Course Descriptions

COM 101 Communications

This course describes communication types, the communication between two people. Students will first build a foundation for study by looking at the principal tools and skills of interpersonal communication. The second half of the course focuses on the core of communication levels, namely, self and others. Students will explore more complex communication such as intimacy, communication climates, and conflict.

PSY 101 Psychology

This is an introductory survey course about the theories and concepts within the field of psychology. Topics covered will include: research methods, biological foundations, health psychology, human development, learning and memory, sensation and perception, motivation and emotion, language and thinking, intelligence, consciousness, personality, psychological disorders, and social psychology.

MAT 101 College Algebra

This course explores the representation of functions and relations as graphs, formulas, and tables. The types of functions studied will include linear, quadratic, polynomial, rational, exponential, and logarithmic. These functions will be used in solving a variety of equations, systems of equations and application problems. Other topics include: the algebra of real and complex numbers, inequalities, and an introduction to conic sections.

ENG 101 College English

This course is an introduction to college level composition. This course covers methods of development, effective research and touches on specialized writing such as literary analysis and essay development. Students will also learn to use

appropriate

verbiage and word placement as well as other do's and don'ts of effective and quality writing.

CD 101 Career Development

The purpose of this course is to teach the student skills to enable them to acquire position leading to a substantial career. Students will learn: Interviewing Skills, Conducting the Successful Job Search, Discovering the Hidden Job Market, Preparing Resumes and Cover Letters as well as mock interviews.

The credential will be awarded upon completion of the proposed associate degree program.

The Associate in Applied Science (AAS) degree is awarded for completion of a comprehensive program of study in professional technical education designed to prepare graduates for technician level employment.

The degree awarded to the student is the Associate in Applied Science (AAS) in Diagnostic Medical Sonography.

Diagnostic Medical Sonography, BAS

Course Descriptions **35 Months**

Curriculum Objective: The diagnostic medical sonographer provides patient services using medical ultrasound (high – frequency sound waves that produce images of internal structures). Working under the supervision of a physician responsible for the use and interpretation of ultrasound procedures, the sonographer helps gather sonographic data to diagnose a variety of conditions and diseases, as well as monitor fetal development. The program will prepare students in obstetric and gynecologic sonography (the female reproductive system), abdominal sonography (the liver, kidneys, gallbladder, spleen, and pancreas), and vascular technology. The program is designed to provide students the skill and knowledge to obtain entry level job as Medical Sonographer in a Hospital or clinical environment. Although no State requires licensure in diagnostic medical sonography, organizations such as the American Registry of Diagnostic Medical Sonographers (ARDMS) certify the competency of sonographers through registration.

Course Number	Course Title	Lecture Hours	Lab Hour	Total Hours	Outside Work	Credit Hours
HS 301	Patient Care	50	00	50	100	3.0
HS 302	Pathophysiology	75	00	75	150	5.0
HS 303	Healthcare System: Law and Ethics	60	00	60	120	4.0
HS 304	Safety in Healthcare	60	00	60	120	4.0
HS 305	Management Principles for Imaging	60	00	60	120	4.0
HS 306	Marketing and Healthcare	60	00	60	120	4.0
HS 307	Case Studies in Healthcare	70	00	70	140	4.5
DMS 301	Advanced Sonography	70	00	70	140	4.5
ENG 301	College English II	60	00	60	120	4.0
SOC 301	Sociology	70	00	70	140	4.5
PHY 301	Physics	70	00	70	140	4.5
HIS 301	History of Health Sciences	60	00	60	120	4.0
	Totals	765	00	765	583	50.0

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Course Number	Course Title	Lecture Hours	Lab Hours	Externship	Total Hours	Outside Work	Credit Hours
DMS 100	Human Anatomy & Physiology I	60	30	0	90	15	3.5
DMS 125	Human Anatomy & Physiology II	65	30	0	85	12	3.5
DMS 150	Vascular Technology I	55	55	0	110	20	4.5
DMS 155	Vascular Technology II	55	55	0	110	17	4.5
DMS 175	Abdominal Sonography I	60	60	0	120	30	5.0
DMS 180	Abdominal Sonography II	60	60	0	120	15	5.0
DMS 200	Sonography Physics and Instrumentation	80	80	0	160	24	7.0
DMS 225	Echocardiogram	80	80	0	160	0	6.50
DMS 250	Obstetrical and Gynecology Sonography I	50	50	0	100	30	4.0
DMS 255	Obstetrical and Gynecology Sonography II	50	50	0	100	5	4.0
EXT 100	Clinical Rotation Externship	0	0	600	600	00	13.0
COM 101	Communications	40	0	0	40	80	2.0
PSY 101	Psychology	55	0	0	55	110	2.5
MAT 101	College Algebra	60	0	0	60	120	3.0
ENG 101	College English	50	0	0	50	100	2.5
	General Education Totals	205	0	0	205	410	10
	Totals	815	550	600	1965	583	70.5
	Grand Totals	1580	1315	600	3545	1166	120.5

Course Descriptions Diagnostic Medical Sonography-BAS

HS 301

Patient Care

Students focus on learning how to create environments of care in their workplace. This course provides scenarios that give the students an understanding of health care ethics, factors of how patients respond to change including chronic or terminal illness, and issues pertaining to sexuality and confidentiality. Student are introduced to multicultural perspectives and practice the recognition of patient attitudes, beliefs and values while understanding family needs, roles and responsibilities. The basic principles of psychology along with developmental stages of the life cycle, cultural, hereditary and environmental influences on behavior are covered in this module. Students will also discuss and define professionalism, ethics, scope of practice and legal implications of working in the healthcare field.

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HS 302

Pathophysiology

This course explores the principles of human physiology and pathologic processes that alter the human body's lines of defense and resistance to disease. The course will provide the student with understanding of structural adaptations and functional responses of cells, tissues, organs, and systems. The student will develop the ability to relate clinical manifestations of pathophysiologic changes as they apply to the imaging professional.

HS 303

Healthcare System: Law and Ethics

This course is an introduction to the laws and ethics of providing health care services. The course is intended to familiarize the student with state and federal health regulations.

Because ethics and laws are both dynamic, emphasis is placed on discussing some of the dramatic changes in health care delivery, such as managed care, patient self-determination, medical record keeping, and various laws that impact health care employment.

HS 304 Safety in Healthcare

The goal of this course is to introduce the fundamentals of patient safety, evaluation of quality and quality measures and principals of quality improvement to students working in any aspect of health care or in health services research. The course will be divided into these three overlapping topic areas and will consist of lectures, group activities and project work. We will survey important topic areas in patient safety. We will explore the components of quality measures and their construction and evaluation in the current healthcare milieu. Students will review and create quality measures within their chosen field and develop a quality improvement project to improve a process or outcome.

HS 305 Management Principles for Imaging Professionals

This course explores the multiple dimensions of the role of the imaging professional in the healthcare arena. Emphasis is placed on the management responsibilities needed to foster and promote quality outcomes. Topics will focus on aspects of the following: patient engagement and communication, recruitment and retention, emotional intelligence, creating effective committees and teams, and coaching and mentoring skills.

HS 306 Marketing and Healthcare

This course is a study of the nature and function of marketing within the healthcare setting. Topics include strategic planning, competitive analysis, conservative behavior, marketing communication, and public relations.

HS 307 Case Studies in Healthcare

This course explores the dynamics of the healthcare marketplace including changing demographics, increasing demands of the aging population, healthcare workforce, and new medical technology and research. Emphasis will be placed on health behaviors including smoking, poor dietary habits, lack of exercise, alcohol abuse, and workplace violence.

DMS 401 Advanced Sonography

This course examines advanced sonographic specialties that include fetal echocardiography, pediatric echocardiography, breast ultrasound, neurosonography, or other approved evolving sonographic specialty areas. The student will learn to identify normal anatomy, describe standard protocol, and demonstrate knowledge of disease and pathology associated with each specialty area.

CD 101 Career Development

The purpose of this course is to teach the student skills to enable them to acquire position leading to a substantial career. Students will learn: Interviewing Skills, Conducting the Successful Job Search, Discovering the Hidden Job Market, Preparing Resumes and Cover Letters as well as mock interviews.

Course Descriptions General
Education ENG 301 College English
II

Students will strengthen their own writing skills by developing a clear understanding of the writing process. Students will also learn how to become reliable critics and editors of their own work.

SOC 301 Sociology

This course involves the study of contemporary sociological theories of organizational dynamics and behavior. It also serves as an analysis of the social structural and interactional dynamics of organizational settings, and includes supervised individual or group projects and reports.

PHY 301 Physics

The course contains a comprehensive study of measurement, density, and introduction to Newton's laws of motion, gravity, conversations of energy, work, power, and momentum. The course additionally includes topics in heat and temperature, electricity, sound, and light. All topics studied include an emphasis on problem solving, dimensional analysis, and the application of mathematics in each topic area.

HIS 301 History of Health Sciences

This course presents a general survey from 1800 to the present, with the primary focus on Europe and the US. Topics include: the rise of scientific medicine; the significance of germ theory; the development of medical therapeutics and technologies; the growth of health care institutions; the evolution and specialization of the medical profession.

The credential will be awarded upon completion of the degree program:

The Bachelor's in Applied Science (BAS) degree is awarded for completion of a comprehensive program of study in professional technical education designed to prepare graduates for technician level employment.

The degree awarded to the student is a Diagnostic Medical Sonography Bachelor of Applied Science Degree (B.A.S.).

**Medical Assisting
Program 36**

Weeks

Curriculum Objective: This program is designed to prepare students for positions as a Medical Assistant or Medical Biller in both clinical and administrative capacity. The course focuses on Providing knowledge and understanding of basic human anatomy and common pathology, medical insurance, coding and billing procedures. Entry Level Skills

Course Number	Course Title	Lecture Hours	Lab Hours	Externship	Total Hours	Credit Hours
MA 100	Front Office Procedures	60	60	0	120	7.0
MA 200	Basic Life Support	40	40	0	80	4.5
MA 300	Medical Terminology	60	60	0	120	7.0
MA 400	Lab Procedures	50	50	0	100	6.0
MA 500	Exam Procedures	50	50	0	100	6.0
MA 600	Minor Surgical Procedures	40	40	0	80	4.5
MA 700	Externship I	0	0	100	100	3.3
	Externship II	0	0	100	100	3.3
	Externship III	0	0	100	100	3.4
CD 101	Career Development	5	0	0	5	0
	Totals	305	300	300	905	45

MA 100 Front Office Procedures
This title will not replace any of the students learning materials or projects. This is an introduction course for all students entering into computers training. Student will learn the basics of computer operations. The student will receive extensive training in all aspects of window operations. Providing students with all of the necessary skills to achieve a high level of expertise in selected office applications. Through classroom, practice and training, students will attain all of the key skills required in the business world. By taking typing lessons, schedule appointments, compose business letters, filing, obtaining medical triage and build a resume with employment skills.

MA 200 Basic Life Support
This will not replace any of students learning materials or projects. This course will cover the respiratory system, digestive system, urinary system and the nervous system. Student will learn how to perform cardiopulmonary resuscitation for adult, child, and infant. This

course will also cover first aide for minor injuries.

MA 300

Anatomy & Physiology/Medical Terminology

This course is designed to provide the student with basic fundamental knowledge of human anatomy and medical terminology including, body organization, cell-tissue-membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, and related pathology.

MA 400 Lab Procedures

This will not replace any of the students learning material or projects. This class will cover the Latin basis of medical terms and the understanding of the entire medical terminology systems. The knowledge of the Greek and Latin elements will enable the students to understand and interpret abundance of medical terms. The student will learn elements, root elements, suffixes, etc. Various body systems and their functions will be covered in this and the following class. Additional topics are covered: Skeletal System, Muscular System, Circulatory System and Immune System. And students will cover how to follow the OSHA guidelines and learn about infection control, EKG and injections including capillary punctures and Venipuncture during lab procedures.

MA 500 Exam Procedures

This title will not replace any of the students learning materials or projects. This course is designed to give the students an in-depth study of the current issues in the field of medical assisting and what the students can expect from this career. The students will learn the history and current issues in the allied health care role of the medical assistant and learn more on law and ethics for the medical assistant. Additional topics are covered: The Senses, Integumentary System, Endocrine System and Reproductive System. And student will learn how to perform visual acuity test and along with the Ishihara method exam. Other exams that students perform are glucose screening, hematocrit screening and hcg test.

MA 600 Minor Surgical Procedures

This course will not replace any learning material or projects. This course is designed to provide the student with basic fundamental knowledge of human anatomy and medical terminology including body organization, cell-tissue-membranes. The students will have the learning ability to assist in minor surgical procedures, sterilize instruments, know how to put sterile gloves, and remove sutures.

CD 101 Career Development

The purpose of this course is to enable them to acquire position leading to a substantial career. Students will learn interviewing Skills, Conducting the Successful Job Search, Discovering the Hidden Job Market, Preparing Resumes and Cover Letters as well as mock interviews.

MA 700 Externship

The students are required to work in a clinic or a hospital as an intern for a one-month period, performing various duties that they have learned during their program. This is designed to give the students on-the-job experience while still in school. The progress of the students is managed on a weekly basis and any issues that come up during the Externship are dealt with before the student is awarded his/her diploma.

Paralegal Studies
Associate of Applied Science
(AAS)

Curriculum Objective: The Paralegal Studies program is designed to prepare graduates for

15 Months

entry-level positions as Paralegals. Upon completion of the program, students will have acquired the technical knowledge and work skills necessary to serve a variety of employers including city, county, and state governments, law firms, legal clinics, and state and federal courts.

Course Number	Course Title	Didactic Hours	Credit Hours
PS100	Introduction to Paralegal Studies	40	2.5
PS110	Ethics for Paralegals	60	4.0
PS120	Law Office Technology	60	4.0
PS130	Criminal Law	60	4.0
PS140	Contract Law	60	4.0
PS150	Civil Procedure	60	4.0
PS160	Family Law	60	4.0
PS170	Business Organizations	60	4.0
PS180	Tort Law	60	4.0
PS190	Employment Law	60	4.0
PS200	Property Law	60	4.0
PS210	Legal Writing	60	4.0
PS220	Legal Research and Writing	60	4.0
PS230	Immigration Law	60	4.0
PS240	Wills, Trusts, and Estates	60	4.0
PS250	Environmental Law	60	4.0
COM101	Communications	40	2.5
PSY101	Psychology	60	4.0
MAT101	College Algebra	50	3.5
ENG101	College English	50	3.5

PS100

INTRODUCTION TO PARALEGAL STUDIES

This course will introduce students to the paralegal profession and the basic ethical principles which control those working in the law.

Students will become familiar with sources of legal authority, legal analysis and writing as well as the specific functions and duties of the paralegal within the law office.

- PS110 **Ethics for Paralegals**
Ethics and Paralegal Practice immerses the student in the spirit of the integrity and proper conduct demanded of legal professionals. The course encompasses the ethical rules of the ABA, NALA, and other relevant legal associations. Designed in such a way as to face the student with probable situational issues of ethical questions, the course enables the student to discern how to make the required ethical decisions. The content addresses a broad range of ethical issues and provides the most desirable action in each event.
- PS120 **Law Office Technology**
This course presents the fundamental administrative duties of support personnel in a law office including issues involved operating within social, organizational, and technological systems.
- PS130 **Criminal Law**
This course covers the study of the power of arrest, relevant federal and California constitutions, pre-trial procedures, motions, definitions of criminal Law, Crimes and elements, theories of crime and punishment. Students will be introduced to the structures of both federal and state governments including the court systems.
- PS140 **Contract Law**
This course covers the law of contract formation, conditions, breach, third party contracts, damages and relevant forms.
- PS150 **Civil Procedure**
This course covers initiating a lawsuit, jurisdiction and venue, parties, complaints and answers, law and motion, discovery, summary judgment, arbitration, settlement, trial, and post-trial procedure.
- PS160 **Family Law**
This class will cover basic legal theories regarding issues of: marital dissolution; marital property settlement; spousal and child support; and, child custody and visitation as applied under the Family Code, other statutes and various case laws.

- PS170 **Business Organizations**
This course is a survey of business organizations, including sole proprietorships, general partnerships, limited partnerships, limited liability companies, and corporations. The course also will explore federal and state securities regulations, including the areas of registrations and exempt transactions.
- PS180 **Tort Law**
This course will introduce students to the fundamentals of tort law and liability. Students will become familiar with the various types of tort actions encountered in legal practice, as well as set-offs and defenses for same.
- PS190 **EMPLOYMENT LAW**
Students will examine the development of employment law in the United States from the early common law to the existing federal statutory framework. Students will analyze judicial and administrative application and interpretation of existing federal statutes. Additionally, students will explore topics in U.S. employment laws such as family leave, equal pay, wrongful discharge, undocumented workers, workplace privacy, safety, and discrimination, and other current developments.
- PS200 **PROPERTY LAW**
The course will also explore general real estate law with particular emphasis on estates in land, recording statutes, title insurance and landlord-tenant law.
- PS210 **LEGAL WRITING**
This course is designed to instruct students in the understanding and preparation of legal documents related to a law practice. Students will be taken step by step through the methodology of commonly used legal documents. This course will familiarize students with the language and format of legal documents through the use of sample forms and through practical application of classroom discussion to the drafting of documents.
- PS220 **LEGAL RESEARCH AND WRITING**
This course is a practical introductory survey of legal research and writing with progressive emphasis on the use of primary and secondary authority and finding tools, such as annotated codes, digests, case reporters, legal encyclopedias, treatises, and practice books.

- PS230 **Immigration Law**
This course is a study of concepts of immigration law including grounds of exclusion, defense to deportation removal, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.
- PS240 **Wills, Trusts, and Estates**
This course explores the paralegal's role in estate planning. The requirements of creating enforceable wills and trusts will be covered, and study of resulting and constructive trusts will be provided.
- PS250 **Environmental Law**
This course introduces the student to the study of environmental law, with emphasis on the role of the paralegal in this field. It surveys major environmental acts in the United States, such as the Clean Air Act, Clean Water Act, and other legislation. The course also presents an overview of the treatment of issues concerning the environment from a legal perspective.
- COM101 **Communications**
This course is an overview of the diversity of human communication. The course includes the communication process, basic elements of improving interpersonal communication, how to reduce communication apprehension, speech preparation, oral presentations, and leadership and participation in small groups.
- PSY101 **Psychology**
An introduction to psychological science -- the study of behavior and mental processes. This course surveys the major subdisciplines of the field, including such topics as the brain and neuroscience, behavioral genetics, cognitive and social development, perception, learning, memory, decision-making, language, consciousness, emotions, motivation, psychological disorders, social identity, interpersonal interactions and group and cultural processes.
- MAT101 **College Algebra**
Students learn to utilize algebraic and arithmetic skills to solve practical problems. Emphasis is placed on percentages, interest, decimal/fraction conversion, the metric system and basic business financial tools.

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ENG101

College English

This course comprises studies in basic writing skills including grammar, sentence structure, and studies in effective writing, organizational, and outline skills.

SUMMARY OF TUITIONS AND EXPENSE

State Law (California Education Code Section 94899.5)

(a) *Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction.*

(b) *For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.*

(c) *The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.*

(d) *An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.*

(e) *At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional, loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.*

Program Tuition and Costs

Program	Non-Refundable Registration Fee	Books & Supplies	Total Tuition	Uniform	STRF	Total Charges for Period of Attendance	Estimated Schedule of Charges for the Entire Educational Program
Computer Networking (Microsoft) Microsoft	\$100.00	\$1020	\$10,875	\$0.00	\$00	\$11,995.00	\$11,995.00
Bookkeeping Assistant	\$75.00	\$200	\$4,075	\$0.00	\$00	\$4,350.00	\$4,350.00
Diagnostic Medical Sonographer	\$100.00	\$680	\$32,175	\$40.00	\$00	\$32,995.00	\$32,995.00
Medical Billing and Coding	\$100.00	\$665	\$11,230	\$0.00	\$00	\$11,995.00	\$11,995.00
Medical Assisting	\$100.00	\$200	\$13,645	\$50.00	\$00	\$13,995.00	\$13,995.00
Dental Assistant	\$100.00	\$240	\$13,615	\$40.00	\$00	\$13,995.00	\$13,995.00

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Diagnostic Medical Sonography, AAS	\$100.00	\$852.5 0	\$36,95 0	\$92.5 0	\$00	\$37,995.0 0	\$37,995.0 0
Diagnostic Medical Sonography, BAS	\$100.00	\$1,200. 00	\$23,695. 00	\$0.00	\$00	\$24,995.0 0	\$24,995.0 0
Paralegal Studies, AAS	\$100.00	\$2,500. 00	\$22,395. 00	\$0.00	\$00	\$24,995.0 0	\$24,995.0 0

Student Tuition Recovery Fund

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 College, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the College, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

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

To be eligible for STRF, you must be a California resident or 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 College, a location of the College, or an educational program offered by the College 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 a College or a location of the College within the 120-day period before the closure of the College or location of the College or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at a College or a location of the College more than 120 days before the closure of the College or location of the College, in an educational program offered by the College 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 College has been ordered to pay a refund by the Bureau but has failed to do so.
5. The College 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 College 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 a College or representative of a College, but have been unable to collect the award from the school.
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 noncollecting 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.

Financial Assistance §94909(a)(10)

PCI College offers students several options for payment of tuition. The school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account or to the lender if they received a federal loan. The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Finance Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

William D. Ford Federal Direct Loan

This low-interest loan is available to qualified students through the Department of Education. Repayment starts six months after the student drops below half-time status, terminates training or graduates. Current interest rates as of July 2010 is 4.5% for subsidized and 6.8 % for unsubsidized.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending the school.

William D. Ford Federal PLUS (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is currently 7.9%. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by the U.S. Department of Education.

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

Placement Information

ACCSC Annual Report 2020

Name of Class	Number Enrolled	Number Completed	Number Placed	Placement Rate %	Graduation Rate %
Computer Networking (Microsoft)	0	0	0	00%	00%
Dental Assistant	6	5	4	80%	83%
Diagnostic Medical Sonographer	0	0	0	00%	00%
Medical Assisting	2	2	2	100%	100%
Medical Billing and Coding	3	2	2	100%	67%
Bookkeeping Assistant	12	12	11	83%	100%
Diagnostic Medical Sonography, AAS	22	19	12	86%	71%
Diagnostic Medical Sonography-BA S	0	0	0	00%	00%
Paralegal Studies, AAS	0	0	0	00%	00%

The ages of these students' ranges from 18-65 years of age. Some students are taking courses to begin a career and others are taking courses in response to unemployment or to start a new career. The ethnicity of the student body is 70% Hispanic, 10% white, 10% black, and 10% other (e.g, Native American, etc.). This mix reflects the communities that surround the PCI campus. Eighty percent (80%) of the student body is female and twenty percent (20%) is male.

Veterans Education Assistance

PCI is approved for training of veterans and eligible persons under Title 38, U.S. Code. The Veteran's Administration makes an eligibility determination on each application it receives. Applicants can receive detailed information or assistance by contacting the nearest VA regional office service officer, or veterans, organization representative.

Vocational Rehabilitation

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PCI accepts as regular students, those who are being vocationally rehabilitated through private rehabilitation agencies, the State Department of Rehabilitation and the Veteran's Administration, Title 31. Agency approval is required prior to starting class.

Workforce Investment Board (WIA)

PCI College participates with many local WIA/One Stop Centers in the administration of WIA contracts. Each WIA agency maintains its own criteria for awarding aid and operates within budgetary constraints throughout their fiscal year. Documentation of WIA approval is required prior to starting class.

PCI is approved for training of veterans and eligible persons under Title 38, U.S. Code. The Veteran's Administration makes an eligibility determination on each application it receives. Applicants can receive detailed information or assistance by contacting the nearest VA regional office service officer, or veterans, organization representative.

Program Start Dates and End Dates

These dates are tentative and are subject to change.

Medical Assistant		Medical Billing and Coding		Medical Assisting	
Start Date	End Date	Start Date	End Date	Start Date	End Date

Dental Assisting		Diagnostic Medical Sonography		Bookkeeping Assistant	
Start Date	End Date	Start Date	End Date	Start Date	End Date

Computer Networking	
Start Date	End Date

Holiday Calendars

Every academic school year classes are not held in observance of the approved holidays. School is open for normal business hours.

2020 Holiday Calendar	
New Year's Day	1/1/2020
Martin Luther King Jr. Day	1/20/2020
President's Day	2/17/2020
Memorial Day	5/25/2020
Independence Day	7/3/2020
Labor Day	9/7/2020
Thanksgiving Day	11/26/2020 & 11/27/2020
Christmas/New Year's	12/25/2020 & 1/1/2021

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***Christmas Break: December 21, 2020 through January 01, 2021**

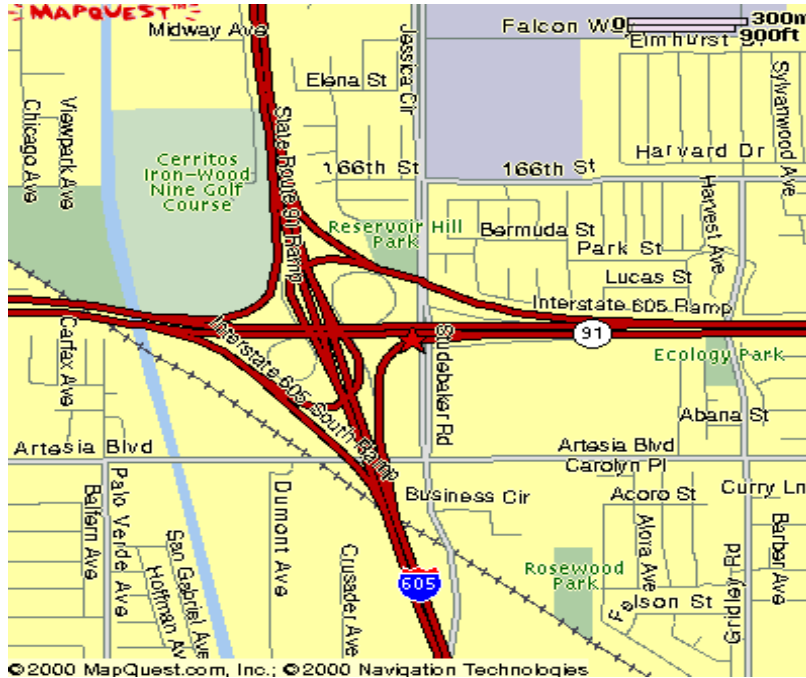
Catalog Update

This catalog is updated annually.

PEI COLLEGE CAMPUS LOCATIONS

Cerritos, CA Campus Location: 17215 Studebaker Rd. Suite 310 Cerritos, CA 90703

**Our major cross streets are Artesia & Studebaker*



Cerritos Office Hours:

Monday through Thursday from 8:00am to 5:30pm. Fridays from 8:00am to 2:00pm

Visits & Tours:

Must be scheduled in advance & are by appointment only. (Monday –Thursday from 9:00am to 5:00pm & Fridays 9:00am to 2:00pm)

Gardena, CA Campus Location: 1225 W. 190th St. Suite 300 Gardena, CA 90248
****Our major cross streets are Normandy & 190th St.***



Gardena Office Hours:

Monday through Thursday from 8:00am to 5:00pm. Fridays from 9:00am to 2:00pm

Visits & Tours:

Must be scheduled in advance & are by appointment only. (Monday –Thursday from 9:00am to 5:00pm & Fridays 9:00am to 2:00pm)

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