

PLATT COLLEGE

LOS ANGELES . ONTARIO

EST. 1985

it's all about your future.



School of
Medical Sciences

School of
Graphic Design

School of
Legal Studies

AUGUST JULY
2011-2012

PROGRAM CATALOG

Alhambra
1000 South Fremont Ave, Suite A9W
Alhambra, CA 91803
Toll Free: (888) 57-PLATT
(888) 577-5288

Ontario
3700 Inland Empire Boulevard
Ontario, CA 91764
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6465 Sycamore Canyon Blvd, Suite 100
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www.PlattCollege.edu

Platt College

CATALOG OF COURSES / August 2011–July 2012

Alhambra Campus

1000 South Fremont Ave, Suite A9W
Alhambra, CA 91803
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Ontario Campus

3700 Inland Empire Boulevard
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Riverside Campus

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www.plattcollege.edu

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

Bureau for Private Postsecondary Education

P.O. Box 980818
West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov
Phone: 888.370.7589 or 916.431.6959, Fax: 916.263.1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by contacting the Bureau or by completing a complaint form, which can be obtained on the bureau's Internet Web site (listed above).

I. Overview

Introduction

Platt College traces its origin to the state of Missouri and to the original school's founding in Saint Joseph in 1879. Today, Platt College has three Southern California campuses located in Los Angeles, Ontario, and Riverside. The Los Angeles and Ontario campuses were originally branches of Platt College, San Diego. The Los Angeles campus achieved main campus standing in 1989. The Ontario campus opened in 1997 as a branch location of the Los Angeles campus. The Riverside campus opened in 2011 as a branch location of the Los Angeles campus.

Philosophy

Achieving excellence one student at a time.

Platt College is dedicated to the principle that education is the foundation for personal and professional growth and that students should have the opportunity to develop to their full potential.

Mission

Platt College provides a balanced program of instruction necessary to acquire the specialized knowledge and skills needed for success. The dynamic requirements of employers, as well as the individual needs of the student body, mandate that the College upgrade and enhance each area of study on a continuing basis.

II. Admissions Procedures and Requirements

All applicants for admission to Platt College are required to visit the campus for a personal interview with the Admissions Department, complete an application form, and tour the facility to view the classrooms, equipment, and samples of student work.

All applicants must provide proof of either a high school diploma or GED. Platt will use all reasonably available resources to ensure the validity of all forms of proof of graduation from accredited institutions.

Applicants are required to take a standardized entrance examination that measures language and numerical skills, and achieve a passing score on the examination.

NOTE: Passing scores vary by program. Certain programs may also have additional program-specific admissions requirements. Applicants may obtain specific requirements for each program from the Admissions Department.

Platt College prohibits discrimination (including harassment) against any individual on the basis of race/color, national origin/ancestry, sex (including gender identity), religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, or pregnancy.

The Platt College's policy for students with disabilities is based on the provisions of Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title III of the Americans with Disabilities Act of 1990 (ADA). Section 504 states that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives federal financial assistance. Section 504 defines a "qualified individual with a disability" as an individual with a disability who meets the academic and technical standards requisite for admission or participation in the recipient's program or activity. Under Section 504, Platt College is required to provide reasonable and appropriate academic adjustments, auxiliary aids and services to qualified students with disabilities that are necessary to avoid discrimination on the basis of disability. Similar to Section 504, the ADA also prohibits discrimination on the basis of disability. Under the ADA, Platt College is required to provide auxiliary aids and services, and reasonable modifications to its policies, practices, and procedures that are necessary to avoid discrimination on the basis of disability.

As required by federal law, Platt College will provide academic adjustments, auxiliary aids and services (collectively, “academic accommodations”) to ensure that it does not discriminate on the basis of disability. Academic accommodations are determined based on the student’s disability and individual needs. Academic accommodations may include modifications to academic requirements that are necessary to ensure that students with disabilities are provided an equal educational opportunity. In providing academic accommodations, Platt College is not required to lower academic standards or modify academic requirements that can be demonstrated as being essential to the instruction being pursued by the student or to any directly related licensing requirement. In addition, Platt College is not required to provide academic accommodations that would fundamentally alter the nature of a service, program, or activity, or that would result in undue financial or administrative burdens taking into account Platt College’s resources as a whole.

Platt College will not ask applicants or current students if they have a disability. The disclosure of a disability is voluntary on the part of the student. If a student with a disability wishes to receive academic accommodations, it is the student’s responsibility to inform Platt College of the disability and to follow the procedures outlined herein to request the academic accommodations.

In addition, Section 504 and the ADA prohibit harassment based on disability that creates a hostile environment by interfering with or denying an individual’s ability to participate in or benefit from a program, service, or activity. Platt College will promptly investigate any allegations of a hostile environment based on disability, take prompt and effective action to end the harassment and prevent it from recurring, and where appropriate, remedy the effects on the individual who was harassed. Individuals may file a complaint of disability harassment by contacting Feedback@PlattCollege.edu.

International Students

Platt College encourages international applicants. Platt College is able to accept students with I-20 status or other applicable education visas. Platt College provides additional visa maintenance services as needed to ensure students are able to complete their studies as applicable by law. As these requirements frequently change, please contact the Campus President for more detailed and current information.

Our fast-paced learning environment and professional approach to education is uniquely suited to the goals of our international students. International applicants are encouraged to contact the school and request an application. However, English as a Second Language (ESL) courses are not offered at Platt College. All instruction occurs in English.

Language proficiency information to be included: (1) the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted.

Accreditation and Approvals

Platt College is accredited by the Accrediting Commission of Career Schools and Colleges. Platt College Los Angeles and its branch campuses in Ontario, CA, and Riverside, CA, are co-educational proprietary institutions owned and operated by Platt College Los Angeles, LLC, a Delaware limited liability company.

Platt College’s approval to operate as a private postsecondary College in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Platt College is approved until August of 2014 in Alhambra, August 2012 for the Ontario campus, and August 2014 for the Riverside campus. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818, P: 888.370.7589.

All information in this college catalog is current, correct, and certified by the Officers of Platt College Los Angeles, LLC.

Platt Colleges Los Angeles LLC
1000 South Fremont Avenue
Building A9 West
Alhambra, California 91803

Officers:
Akeem Ayeni, CEO
Abraham Wu, COO

III. Financial Aid Information

Platt College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Financial Aid

Eligible applicants may benefit from the following federally sponsored programs, which provide grants, loans, and federal work-study to cover portions of tuition and fees:

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Subsidized and Unsubsidized Stafford Student Loans
- PLUS (parent) Loans
- and Consolidation Loans.

These Federal awards are subject to all Title IV regulations and restrictions, and complete disclosures and information are available in the Platt College Student and Consumer Handbook.

Please Note: Federal annual award amounts are subject to change from year to year, and are dependent on prior education, specific student family situations, and student enrollment status. Full information is available from your Financial Aid advisor.

Platt College can also provide private education loans through various third-party lenders. Applicants may be required to complete a credit application to determine approval status.

Platt College also administers Veterans Administration Educational Assistance, selected state grants, and some private scholarships. Please schedule a visit with a Financial Aid Advisor who can review your personal information and provide details on what sources of funding are currently available.

Students receiving Veterans Administration benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

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 if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

College Refund Policy

Student's Right to Cancel

1. A student has the right to cancel his or her agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh (7th) day (business days) after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program's current payment period through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: ALHAMBRA CAMPUS: 1000 South Fremont Ave, Suite A9W Alhambra, CA 91803; ONTARIO CAMPUS: Platt College, 3700 Inland Empire Boulevard Ontario, CA 91764. RIVERSIDE CAMPUS: Platt College 6465 Sycamore Canyon Boulevard, Suite 100 Riverside, CA 92507. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. 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.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program's current payment period through the last day of

attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way), within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 8 consecutive scheduled class days.
- The student has failed to return on the specified day appointed on the approval for a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount credited to the student's account equals the daily charge for the program payment period (total institutional charge, minus non-refundable fees, divided by the number of days in the program payment period), multiplied by the number of days scheduled but not attended, prior to withdrawal. For the purpose of determining when the refund must be paid for withdrawals due to absence for 8 consecutive scheduled class days, the student shall be deemed to have withdrawn on the business day following the eighth consecutive day.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Date of Determination That the Student Withdrew

For the purpose of determining the date the student withdrew and the amount owed for educational services rendered and equipment received, the student shall be determined to have withdrawn from the program on the date when any of the following occurs:

- a. The student notifies the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw;
- b. The school terminates the student's enrollment;
- c. The Student fails to attend class for eight consecutive scheduled class days. In this case, the date of determination will be the business day following the eighth scheduled class day after the last date of recorded attendance;
- d. The student fails to return from an approved leave of absence. In this case the date of determination is the date the student was scheduled to return.

Withdrawal Date for the Return of Title IV Funds

Note that the withdrawal date used to calculate the return of Title IV funds is the student's last day of attendance, not the institution's date of determination that the student withdrew. This means that a student receiving Title IV funds is only eligible to receive funds proportional to the number of calendar days in the payment period up through the last date of attendance, subject to the regulations listed in the Return of Title IV Funds section below.

NOTE: A student who is on approved leave of absence retains in-school status for purposes of Title IV funding. However, the student should be aware that if he or she does not return from an approved leave of absence, that some or all of the grace period of the loan could have been used up, as the Title IV withdrawal date is set retroactively to the last date of attendance.

Return of Title IV & State Grant Funds Policy

Effective 10/7/00, all financial aid (Title IV) recipients who withdraw and have completed 60% or less of the payment period for which they have been charged, are subject to the new federal refund regulations per 34 CFR 667, 682, 685, published November 1, 1999.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days* in the payment period.
**Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more, and approved leave of absences are excluded.*
2. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period, is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
4. The institution will return the lesser of the total unearned aid or the unearned institutional charges for the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
 - a. Unsubsidized Stafford Loan Program;
 - b. Subsidized Stafford Loan Program;
 - c. Stafford PLUS Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- a. Federal Pell Grant Program;
- b. Federal SEOG Program;
- c. State Grants (i.e. Cal Grants and/or other State assistance awarded);
- d. Other Federal assistance awarded under this title for which return of funds is required.

If a student earns more Title IV funds than were disbursed at the time of withdrawal, the student may be eligible to receive additional loan or grant funds. In such a case, Platt College will confirm with the student whether any additional funds owed should be disbursed, or if the student wishes to limit his/her indebtedness and have the funds returned to the Department of Education.

NOTE: After the institution has allocated the unearned aid, any amount received by the student from a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the term of the borrower's promissory note.

In determining the refund policy to apply to any student situation, Platt College uses both the federal return of Title IV policy and state refund policy calculations as they apply to any student who has dropped from the program. The state refund policy is applied to all students that drop from the college. The federal return of Title IV policy is applied to all students who have dropped from the college that receive Title IV funds and who have completed less than 60% of the payment period. In these cases, the larger of the calculations is used to determine the amount of the Title IV funds to be returned.

Remaining Account Balance after Credit Adjustments and Return of Title IV Funds

If the amount the student has paid for his or her program of instruction is more than the amount he or she owes for educational services rendered and equipment received, then a refund will be made within 45 days from the date of determination that the student withdrew. If any portion of the student's charges were paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. The refund will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received. Any remaining balance will be paid to the student. If the amount the student has paid for his or her program of instruction is less than the amount he or she owes for educational services rendered and equipment received, then he or she must make arrangements with Student Accounts to pay the balance due. Unpaid balances will be sent to a collection agency if payment arrangements are not made.

Family Educational Rights and Privacy Act (FERPA)

Under the authority of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), students have the right to inspect and review all of their educational records except for the following: (1) financial records of students' parents, (2) confidential letters of statements placed in the file prior to January 1, 1975, (3) psychiatric or medical records retained by a professional for medical purposes, (4) students records by instructors or administrators maintained and accessible only to instructors and administrators.

In accordance with the Act, eligible students have the right to inspect and review their records within forty-five (45) days after the student submits a written request. Platt College shall not permit disclosure of information, except directory information, from educational records or personally identifiable information, except to individuals, agencies or organizations identified by the Act. A student requesting that directory information not be disclosed must submit written notification to the school. Students may waive all or a portion of the Act by indicating, in writing, that Platt College may communicate with specific persons or may release specific information. If the student wishes to allow this waiver, forms are available through the Registrar or Academic Dean.

Additional disclosures can be found in the Student and Consumer Handbook.

IV. School of Graphic Design

The School of Graphic Design at Platt College offers the following programs:

- **Graphic Design – Diploma**
- **Graphic Design – Associate of Arts**
- **Multimedia – Certificate**
- **Visual Communication – Bachelor of Arts**
 - 3D Animation
 - Web Design
 - Video Production
 - 2-D Print
- **Graphic Design – Diploma**
- **Graphic Design – Associate of Arts**

Graphic design is a form of visual communication using art, words, and technology to convey an idea. Through the use of type, color, symbols, illustrations, and photography, the graphic designer creates images used by advertising agencies, publishing firms, design studios, print companies, newspapers, magazines, corporate art departments, desktop publishing, multimedia presentations, and web pages.

Platt College's curriculum provides a balanced program of instruction necessary to succeed in today's graphic design industry. Each area of study is reviewed on a regular basis to ensure that the College is keeping current with the needs of employers and changing industry trends.

First term students learn practical foundation skills in design, color theory, typography, print production, and basic drawing. Students in intermediate and advanced terms build on their foundation skills and use computer technology to produce design solutions for a wide variety of projects. Throughout the entire program, the graphic designer's role in the business world is emphasized. Planning, scheduling, collaboration, job search skills, and portfolio development help to prepare students for their professional life.

VOCATIONAL OBJECTIVE

Upon successful completion of the program, students will have acquired the technical knowledge and creative skills necessary for an entry-level position, with growth potential, in the field of graphic design.

Industry Occupations Include:

Production artist, graphic designer, illustrator, layout artist, and computer artist. Other related positions deal with photo manipulation, typographical design, presentation graphics, prepress production, and design assistant. Some environments in which graphic designers normally work are: advertising agencies, publishers, corporate in-house art departments, design studios, package design companies, printing companies, newspapers, magazines, and sign companies. Students will also be prepared to pursue freelance work in any of the above areas.

Graphic Design Diploma Program Completion

NOTE: This program is only offered at Platt College's Ontario Campus

Upon successful completion of a program of instruction, the graduate will be awarded a Graphic Design Diploma provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). For the Graphic Design program, a presentation-quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Graphic Design Diploma
900 Hours/63 Quarter Credit Hours
Core Courses

ART111 – Introduction to Design Concepts	7 Quarter Credits
ART112 – Typography	7 Quarter Credits
ART114 – Fundamentals of Drawing	7 Quarter Credits
EM151 – Publishing Design and Layout	7 Quarter Credits
EM152 – Photo Manipulation	7 Quarter Credits
EM153 – Digital Illustration	7 Quarter Credits
EM251 – Introductory Web Design	7 Quarter Credits
EM252 – Advanced Photo Manipulation	7 Quarter Credits
EM253 – Advanced Digital Illustration	7 Quarter Credits

Total **63 Quarter Credits**
Approximately 11 months

Associate of Arts in Graphic Design Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Arts in Graphic Design provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). For the Graphic Design program, a presentation quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

NOTE: All Multimedia courses can be taken as electives for full credit for diploma and degree programs. The prerequisite for entry into the Multimedia Certificate program is an Associate of Arts degree in Graphic Design, or an appropriate amount of industry experience.

Associate of Arts in Graphic Design Degree
1200 Hours/91.5 Quarter Credit Hours
Core Courses

ART111 – Introduction to Design Concepts	7 Quarter Credits
ART112 – Typography	7 Quarter Credits
ART114 – Fundamentals of Drawing	7 Quarter Credits
EM151 – Publishing Design and Layout	7 Quarter Credits
EM152 – Photo Manipulation	7 Quarter Credits
EM153 – Digital Illustration	7 Quarter Credits

EM251 – Introductory Web Design	7 Quarter Credits
EM252 – Advanced Photo Manipulation	7 Quarter Credits
EM253 – Advanced Digital Illustration	7 Quarter Credits
EM255 – Figure Drawing	3.5 Quarter Credits
Total	66.5 Quarter Credits

General Education Courses

ENG101 – English	5 Quarter Credits
SPC101 – Speech	5 Quarter Credits
PSY101 – Psychology	5 Quarter Credits
MTH101 – College Math	5 Quarter Credits
HUM101 – Art History	5 Quarter Credits
Total	25 Quarter Credits

Approximately 15 months

• Multimedia Certificate

NOTE: This program is only offered at Platt College's Ontario Campus

Multimedia is a unique combination of creativity and technology. In Multimedia, students learn the integration of multiple types of media: text, illustrations, photos, sound, voice, motion graphics, music, and video. The curriculum covers software fundamentals, terminology, key concepts, authoring, video production, web page design and creation, and 3D modeling. These skills can lead to an entry-level position in a web design or multimedia studio as well as enhance abilities and job knowledge in a traditional commercial graphic environment. The comprehensive and broad-based Multimedia Program addresses the industry's growing need for people trained in a variety of multimedia disciplines.

VOCATIONAL OBJECTIVE

Upon successful completion of this program, students will have acquired the software fundamentals, terminology and key concepts of multimedia video production, internet/web page design, 3D modeling and animation graphics. These skills can lead to an entry-level position in print or digital graphic arts as well as enhance abilities and job knowledge in a traditional commercial graphics environment.

Industry Occupations Include:

Multimedia artist, web page designer and developer, video designer, motion graphics, and animator. Some areas in which multimedia skills are used are: Web site design, CD-ROM development for entertainment and education, interactive point-of-purchase displays, animation, and video game development.

Multimedia Certificate Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded a Multimedia Certificate provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). For the Multimedia program, a presentation-quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

NOTE: All Multimedia courses can be taken as electives for full credit for diploma and degree programs. The prerequisite for entry into the Multimedia Certificate program is an Associate of Arts degree in Graphic Design, or an appropriate amount of industry experience.

Multimedia Certificate

600 Hours/42 Quarter Credit Hours

Prerequisite: An Associate of Arts degree in Graphic Design or satisfactory completion of courses ART111 through EM253 or an appropriate amount of industry experience.

Core Courses

MM301 – Storyboarding	3.5 Quarter Credits
MM302 – Digital Video/Motion Graphics	3.5 Quarter Credits
MM303 – Introduction to Website Development	7 Quarter Credits
MM304 – Flash Animation	7 Quarter Credits
MM305 – 3D Modeling and Animation	7 Quarter Credits
MM306 – Figure Drawing 2	3.5 Quarter Credits
MM307 – Anatomy & Sculpture	3.5 Quarter Credits
MM350 – Portfolio Preparation 1	7 Quarter Credits
Total	42 Quarter Credits
Approximately 7 months	

• Bachelor of Arts in Visual Communication:

- 3D Animation Specialization
- Web Design Specialization
- 2D Print Specialization
- Video Specialization

The Bachelor of Arts in Visual Communication (BAVC) develops professionals who take concepts and then create visual imagery by employing type, illustration, sound, music, photography, and animation. The visual communicator impacts virtually every aspect of modern life whether by products purchased, entertainment individuals enjoy, or the ways in which people communicate. Graduates of the Bachelor of Arts in Visual Communication degree program will produce a professional portfolio that will make them candidates for entry-level employment in the myriad of industries related to visual communication.

The BAVC program includes coursework in architectural 3D, video production, 3D character development, 3D texturing and lighting, advanced 3D animation, advanced drawing, advanced motion graphics, video compositing, motion capture, web design, and dynamic web design.

The program concludes with interactive courses in portfolio preparation designed to better prepare graduates to conduct effective interviews, self-marketing, as well as produce a highly professional and competitive portfolio.

VOCATIONAL OBJECTIVE

Upon completion of requirements for this degree, students will have expanded knowledge of multimedia and animation technologies, as well as an understanding of how to apply aesthetic concepts and design techniques in the creation of interactive media and advanced 3D modeling, animation, and web-based projects. This knowledge will enhance students' creativity and expertise, enabling them to produce exciting digital content for an interactive portfolio which will demonstrate their artistic and technical design skills to potential employers.

Industry Occupations Include:

The Visual Communication 3D Animation specialization prepares graduates for entry-level employment in occupations such as: multimedia graphic designer, web site graphics developer, 3D animator, 3D modeler, 3D lighting specialist, 3D texture artist, and special effects arts. These graduates can compete for entry-level positions in multimedia and 3D animation production companies.

The Visual Communication Web Design specialization prepares graduates for entry-level employment in occupations such as: Web graphic designer, Web technician, Web interface designer, Web 2D/3D artist, and Web programmer. Using the skills and expertise acquired during their education, graduates of Platt College's Interactive/Web Specialization program are prepared to meet the challenges of the dynamic and continually growing field of Web Communication.

The Visual Communication 2D Print specialization prepares graduates for entry-level employment in occupations such as: graphic designer, Web 2D artist, and illustrator. These positions might typically work on designing branding campaigns, creating marketing collateral and packaging, and other areas of marketing and advertising design.

The Visual Communication Video Production specialization prepares graduates for entry-level employment in occupations such as: video preproduction, production, and post production artist. Companies that employ such positions my include

those that produce professional broadcast-quality products for television, technical oriented education and training, web site development, entertainment CD-ROMs and DVDs, as well as commercial post-production video facilities, visual effects houses, and film production companies.

Bachelor of Arts in Visual Communication: 3D Animation Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts in Visual Communication degree provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). For the Visual Communication 3D Animation Specialization program, a presentation-quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Bachelor of Arts in Visual Communication Degree 3D Animation Specialization 2500 Hours/189 Quarter Credit Hours

Core Courses

ART111 – Introduction to Design Concepts	7 Quarter Credits
ART112 – Typography	7 Quarter Credits
ART114 – Fundamentals of Drawing	7 Quarter Credits
EM151 – Publishing Design and Layout	7 Quarter Credits
EM152 – Photo Manipulation	7 Quarter Credits
EM153 – Digital Illustration	7 Quarter Credits
EM251 – Introductory Web Design	7 Quarter Credits
EM252 – Advanced Photo Manipulation	7 Quarter Credits
EM253 – Advanced Digital Illustration	7 Quarter Credits
EM 255 – Figure Drawing	3.5 Quarter Credits
MM301 – Storyboarding	3.5 Quarter Credits
MM350 – Portfolio Preparation 1	7 Quarter Credits
MM302 – Digital Video/Motion Graphics	3.5 Quarter Credits
MM303 – Introduction to Website Development	7 Quarter Credits
MM304 – Flash Animation	7 Quarter Credits
MM305 – 3D Modeling & Animation	7 Quarter Credits
MM306 – Figure Drawing 2	3.5 Quarter Credits
MM307 – Anatomy & Sculpting	3.5 Quarter Credits
VCA 301 – Physics of Animation	3.5 Quarter Credits
VCA303 – Inorganic Modeling	3.5 Quarter Credits
VCA351 – Organic Modeling	3.5 Quarter Credits
VCA352 – Character Kinematics	3.5 Quarter Credits
VCA353 – Game Animation	3.5 Quarter Credits
VCA354 – Effects Animation	3.5 Quarter Credits
VCA405 – Character Animation and Vocalization	3.5 Quarter Credits
VCA406 – Motion Capture	3.5 Quarter Credits
VCA451 – Advanced Animation Productions	3.5 Quarter Credits
VCA452 – Demo Reel Production	4 Quarter Credits
Total	144 Quarter Credits

General Education Courses

ENG101 – English	5 Quarter Credits
SPC101 – Speech	5 Quarter Credits
PSY101 – Psychology	5 Quarter Credits
MTH101 – College Math	5 Quarter Credits
HUM101 – Art History	5 Quarter Credits
MTH301 – College Math Principles	5 Quarter Credits
SOC302 – Ethics	5 Quarter Credits
ENG303 – English Composition	5 Quarter Credits
POL305 – American Government	5 Quarter Credits
Total	45 Quarter Credits
Approximately 31 months	

Bachelor of Arts in Visual Communication: Web Design Specialization Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts in Visual Communication degree provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). For Web Specialization program, a presentation-quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee. In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

Bachelor of Arts in Visual Communication Degree Web Design Specialization 2500 Hours/189 Quarter Credit Hours

Core Courses

ART111 – Introduction to Design Concepts	7 Quarter Credits
ART112 – Typography	7 Quarter Credits
ART114 – Fundamentals of Drawing	7 Quarter Credits
EM151 – Publishing Design and Layout	7 Quarter Credits
EM152 – Photo Manipulation	7 Quarter Credits
EM153 – Digital Illustration	7 Quarter Credits
EM251 – Introductory Web Design	7 Quarter Credits
EM252 – Advanced Photo Manipulation	7 Quarter Credits
EM253 – Advanced Digital Illustration	7 Quarter Credits
EM 255 – Figure Drawing	3.5 Quarter Credits
MM301 – Storyboarding	3.5 Quarter Credits
MM350 – Portfolio Preparation 1	7 Quarter Credits
MM302 – Digital Video/Motion Graphics	3.5 Quarter Credits
MM303 – Introduction to Website Development	7 Quarter Credits
MM304 – Flash Animation	7 Quarter Credits
MM305 – 3D Modeling & Animation	7 Quarter Credits
MM306 – Figure Drawing 2	3.5 Quarter Credits
MM307 – Anatomy & Sculpting	3.5 Quarter Credits
VCW 302 – Markup Languages	3.5 Quarter Credits
VCW 303 – Website Design	3.5 Quarter Credits
VCW352 – Introduction to Server side Languages	3.5 Quarter Credits
VCW353 – Management Systems Fundamentals	3.5 Quarter Credits
VCW405 – Advanced Server Side Languages	3.5 Quarter Credits
VCW406 – Advanced Management Systems	3.5 Quarter Credits
VCW407 – E-Commerce	3.5 Quarter Credits
VCW451 – Advanced Website Design & Development	4 Quarter Credits
VCW452 – Web Design Capstone Project	7 Quarter Credits
Total	144 Quarter Credits

General Education Courses

ENG101 – English	5 Quarter Credits
HUM101 – Art History	5 Quarter Credits
SPC101 – Speech	5 Quarter Credits
PSY101 – Psychology	5 Quarter Credits
MTH101 – College Math	5 Quarter Credits
MTH301 – College Math Principles	5 Quarter Credits
SOC301 – Ethics	5 Quarter Credits
ENG303 – English Composition	5 Quarter Credits
POL305 – American Government	5 Quarter Credits
Total	45 Quarter Credits

Approximately 31 months

Bachelor of Arts in Visual Communication: 2D Print Specialization Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts in Visual Communication degree provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). For the Visual Communication 2D Print Specialization program, a presentation-quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Bachelor of Arts in Visual Communication Degree 2D Print Specialization 2500 Hours/189 Quarter Credit Hours

Core Courses

ART111 – Introduction to Design Concepts	7 Quarter Credits
ART112 – Typography	7 Quarter Credits
ART114 – Fundamentals of Drawing	7 Quarter Credits
EM151 – Publishing Design and Layout	7 Quarter Credits
EM152 – Photo Manipulation	7 Quarter Credits
EM153 – Digital Illustration	7 Quarter Credits
EM251 – Introductory Web Design	7 Quarter Credits
EM252 – Advanced Photo Manipulation	7 Quarter Credits
EM253 – Advanced Digital Illustration	7 Quarter Credits
EM 255 – Figure Drawing	3.5 Quarter Credits
MM301 – Storyboarding	3.5 Quarter Credits
MM350 – Portfolio Preparation 1	7 Quarter Credits
MM302 – Digital Video/Motion Graphics	3.5 Quarter Credits
MM303 – Introduction to Website Development	7 Quarter Credits
MM304 – Flash Animation	7 Quarter Credits
MM305 – 3D Modeling & Animation	7 Quarter Credits
MM306 – Figure Drawing 2	3.5 Quarter Credits
MM307 – Anatomy & Sculpture	3.5 Quarter Credits
VCG 302 – History of Graphic Design and Advertising	3.5 Quarter Credits
VCG303 – Commercial Illustration & Life Drawing	3.5 Quarter Credits
VCG304 – Advanced Typography & Font Creation	3.5 Quarter Credits
VCG305 – Branding, Logos & Packaging	3.5 Quarter Credits
VCG351 – Marketing Dynamics and Strategies	3.5 Quarter Credits
VCG352 – Prepress and Business Ethics	3.5 Quarter Credits
VCG353 – Art Direction & Team Projects	3.5 Quarter Credits
VCG354 – Photography & Videography	3.5 Quarter Credits
VCG405 – Advanced Project	4 Quarter Credits
VCG406 – 2D Print Portfolio Development	3.5 Quarter Credits
Total	144 Quarter Credits

General Education Courses

ENG101 – English	5 Quarter Credits
HUM101 – Art History	5 Quarter Credits
SPC101 – Speech	5 Quarter Credits
PSY101 – Psychology	5 Quarter Credits
MTH101 – College Math	5 Quarter Credits
MTH301 – College Math Principles	5 Quarter Credits
SOC301 – Ethics	5 Quarter Credits
ENG303 – English Composition	5 Quarter Credits
POL305 – American Government	5 Quarter Credits

Total **45 Quarter Credits**
Approximately 31 months

Bachelor of Arts in Visual Communication: Video Specialization Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts in Visual Communication degree provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). For the Visual Communication Video Specialization program, a presentation-quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee. In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Bachelor of Arts in Visual Communication Degree Video Specialization 2500 Hours/189 Quarter Credit Hours

Core Courses

ART111 – Introduction to Design Concepts	7 Quarter Credits
ART112 – Typography	7 Quarter Credits
ART114 – Fundamentals of Drawing	7 Quarter Credits
EM151 – Publishing Design and Layout	7 Quarter Credits
EM152 – Photo Manipulation	7 Quarter Credits
EM153 – Digital Illustration	7 Quarter Credits
EM251 – Introductory Web Design	7 Quarter Credits
EM252 – Advanced Photo Manipulation	7 Quarter Credits
EM253 – Advanced Digital Illustration	7 Quarter Credits
EM 255 – Figure Drawing	3.5 Quarter Credits
MM301 – Storyboarding	3.5 Quarter Credits
MM350 – Portfolio Preparation 1	7 Quarter Credits
MM302 – Digital Video/Motion Graphics	3.5 Quarter Credits
MM303 – Introduction to Website Development	7 Quarter Credits
MM304 – Flash Animation	7 Quarter Credits
MM305 – 3D Modeling & Animation	7 Quarter Credits
MM306 – Figure Drawing 2	3.5 Quarter Credits
MM307 – Anatomy & Sculpting	3.5 Quarter Credits
VCV 302 – Scriptwriting and Story Development	3.5 Quarter Credits
VCV303 – Directing Personnel & Script Breakdown	3.5 Quarter Credits
VCV304 – Digital Cinematography	3.5 Quarter Credits
VCV305 – Video Editing Techniques	3.5 Quarter Credits
VCV390 – Lighting & Audio Digital Video Production	3.5 Quarter Credits
VCV401 – Independent Video Production I – Preproduction	4 Quarter Credits
VCV402 – Independent Video Production I – Production	7 Quarter Credits
VCV403– Independent Video Production I – Postproduction	7 Quarter Credits
Total	144 Quarter Credits

General Education Courses

ENG101 – English	5 Quarter Credits
HUM101 – Art History	5 Quarter Credits
SPC101 – Speech	5 Quarter Credits
PSY101 – Psychology	5 Quarter Credits
MTH101 – College Math	5 Quarter Credits
MTH301 – College Math Principles	5 Quarter Credits
SOC301 – Ethics	5 Quarter Credits
ENG303 – English Composition	5 Quarter Credits
POL305 – American Government	5 Quarter Credits
Total	45 Quarter Credits

Approximately 31 months

V. School of Legal Studies

The School of Legal Studies at Platt College offers the following programs:

- Paralegal Studies – Associate of Arts
- Paralegal Studies – Bachelor of Arts
- Criminal Justice – Associate of Arts
- Criminal Justice – Bachelor of Arts

- Associate of Arts in Paralegal Studies
- Bachelor of Arts in Paralegal Studies

Paralegals—also called legal assistants—continue to assume a growing range of tasks in the nation's legal offices and perform many of the same tasks as lawyers. Paralegals may not provide legal services directly to the public, except as permitted by law.

In addition to this preparatory work, paralegals also perform a number of other vital functions such as drafting contracts, mortgages, separation agreements, and trust instruments under the direction of an attorney. They also may assist in preparing tax returns and planning estates. Some paralegals coordinate the activities of other law office employees and maintain financial office records. Various additional tasks may differ, depending on the employer.

Paralegals are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices. In these organizations, they may work in all areas of the law, including litigation, personal injury, corporate law, criminal law, intellectual property, labor law, bankruptcy, immigration, family law, and real estate.

Platt College has developed a comprehensive curriculum in the Paralegal Studies program that includes lower division courses in: Criminal Law, Research and Writing, Civil Litigation, Contracts, Family Law, Torts, Legal Writing, Legal Terminology, Paralegal Ethics, and Computerized Office Environment. Upper division coursework includes: Wills, Trusts, and Estate Planning, Criminal Law II / Advanced Trial Procedures, Civil Litigation II, Family Law II, Research and Writing II, Labor Law / Workers' Compensation, Intellectual Property. Students are introduced to various legal-related computer programs and online research tools during their courses.

Platt College provides each student with a valuable education and highly marketable skills. Technological advances, such as form preparation software, online legal research programs, and the internet, will create even more roles for paralegals in assisting attorneys in the future.

VOCATIONAL OBJECTIVE

Paralegals may not provide legal services directly to the public, except as permitted by law.

The Paralegal Studies program is designed to prepare graduates for entry-level positions as Paralegal Assistants. 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.

Employment opportunities include, but are not limited to, the following: Law firms, corporate legal departments, and various government offices. In these organizations, they may work in all areas of the law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law, and real estate.

The Bachelor of Arts in Paralegal Studies program is designed to prepare graduates for entry-level positions as Paralegal Assistants. Upon completion of the program the Bachelor graduates will have acquired expanded technical knowledge and work skills necessary to work with various sizes of law firms, multi-service paralegal agencies, government agencies, and, specifically, within the state and federal courts.

Associate of Arts in Paralegal Studies Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Arts in Paralegal Studies degree provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Associate of Arts in Paralegal Studies Degree 1150 Hours/105 Quarter Credit Hours

Core Courses

PL116 – Torts	10 Quarter Credits
PL135 – Introduction to Law	4 Quarter Credits
PL145 – Computerized Law Office Procedure	8 Quarter Credits
PL155 – Legal Writing	4 Quarter Credits
PL165 – Criminal Law I	10 Quarter Credits
PL175 – Bankruptcy	4.5 Quarter Credits
PL185 – Real Property	4.5 Quarter Credits
PL206 – Research and Writing I	7 Quarter Credits
PL226 – Civil Litigation I	10 Quarter Credits
PL 256 – Family Law I	9 Quarter Credits
PL265 – Contracts	9 Quarter Credits

Total

80 Quarter Credits

General Education Courses

ENG101 – English	5 Quarter Credits
SPC101 – Speech	5 Quarter Credits
PSY101 – Psychology	5 Quarter Credits
MTH101 – College Math	5 Quarter Credits
HUM101 – Art History	5 Quarter Credits

Total

25 Quarter Credits

Approximately 15 months

Bachelor of Arts in Paralegal Studies Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts in Paralegal Studies degree provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Bachelor of Arts in Paralegal Studies Degree 2350 Hours/ 217 Quarter Credit Hours

Core Courses

PL116 – Torts	10 Quarter Credits
PL135 – Introduction to Law	4 Quarter Credits
PL145 – Computerized Law Office Procedures	8 Quarter Credits
PL155 – Legal Writing	4 Quarter Credits
PL165 – Criminal Law I	10 Quarter Credits
PL175 – Bankruptcy	4.5 Quarter Credits
PL185 – Real Property	4.5 Quarter Credits
PL206 – Research and Writing I	7 Quarter Credits
PL226 – Civil Litigation I	10 Quarter Credits
PL 256 – Family Law I	9 Quarter Credits
PL265 – Contracts	9 Quarter Credits
PL305 – Wills, Trusts and Estate Planning	9 Quarter Credits
PL330 – Constitutional Law	10 Quarter Credits
PL335 – Criminal Law II/Advanced Trial Procedures	9 Quarter Credits
PL345 – Civil Litigation II	9 Quarter Credits
PL350 – Laws of Evidence	10 Quarter Credits
PL355 – Family Law II	9 Quarter Credits
PL360 – Immigration	9 Quarter Credits
PL405 – Research and Writing II	8 Quarter Credits

PL415 – Labor Law/Workers' Compensation
 PL425 – Intellectual Property

9 Quarter Credits
 10 Quarter Credits

Total

172 Quarter Credits

General Education Courses

ENG101 – English
 SPC101 – Speech
 PSY101 – Psychology
 MTH101 – College Math
 HUM101 – Art History
 MTH301 – College Math Principles
 SOC302 – Ethics
 ENG303 – Advanced Composition
 POL305 – American Government

5 Quarter Credits
 5 Quarter Credits
 5 Quarter Credits
 5 Quarter Credits
 5 Quarter Credits
 5 Quarter Credits
 5 Quarter Credits
 5 Quarter Credits

Total

45 Quarter Credits

Approximately 31 months

- **Associate of Arts in Criminal Justice**
- **Bachelor of Arts in Criminal Justice**

Security is a high priority in the United States, and the need for qualified professionals in this area is greater than ever. The Bureau of Labor Statistics projects that growth in the fields of corrections, private investigation, probation, and homeland security will increase in the coming years. The challenges presented to homeland security have increased the complexity of these tasks, making the need for highly-trained and prepared applicants even more important.

Platt College has developed a comprehensive curriculum in the Criminal Justice program that includes Introduction to Law & Ethics, Corrections, Private Security, Criminal Law, Criminology, Criminal Investigations/Report Writing, Psychology of Criminal Behavior, Juvenile Justice, Contemporary Issues in Criminal Justice/Terrorism, and Forensics. Students are introduced to many tasks commonly used by Criminal Justice professionals, using visual, auditory, and tactile/kinesthetic approaches.

VOCATIONAL OBJECTIVE

Platt College provides each student with valuable education and highly marketable skills. The Criminal Justice program will provide students with a broad understanding of the criminal justice system, and prepare them for entry-level positions in private security, investigations, corrections, probation, and other related fields.

Associate of Arts in Criminal Justice Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Arts degree in Criminal Justice, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

Associate of Arts in Criminal Justice Degree

1150 Hours/103 Quarter Credit Hours

Core Courses

CJ135 – Introduction to Law
 CJ140 – Introduction to Report Writing
 CJ145 – Corrections
 CJ155 – Private Security
 CJ165 – Criminal Law
 CJ175 – Criminology
 CJ185 – Criminal Investigations/Report Writing
 CJ215 – Juvenile Justice
 CJ226 – Contemporary Issues in Criminal Justice/Terrorism
 CJ245 – Forensics

4 Quarter Credits
 4 Quarter Credits
 8 Quarter Credits
 8 Quarter Credits
 10 Quarter Credits
 10 Quarter Credits
 8 Quarter Credits
 10 Quarter Credits
 8 Quarter Credits
 8 Quarter Credits

Total

78 Quarter Credits

General Education Courses

ENG101 – English	5 Quarter Credits
SPC101 – Speech	5 Quarter Credits
PSY101 – Psychology	5 Quarter Credits
MTH101 – College Math	5 Quarter Credits
HUM101 – Art History	5 Quarter Credits
Total	25 Quarter Credits
Approximately 15 months	

Bachelor of Arts in Criminal Justice Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded an Bachelor of Arts degree in Criminal Justice, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

Bachelor of Arts in Criminal Justice Degree**2350 Hours/214 Quarter Credit Hours****Core Courses**

CJ135 – Introduction to Law	4 Quarter Credits
CJ140 – Introduction to Report Writing	4 Quarter Credits
CJ145 – Corrections	8 Quarter Credits
CJ155 – Private Security	8 Quarter Credits
CJ165 – Criminal Law	10 Quarter Credits
CJ175 – Criminology	10 Quarter Credits
CJ185 – Criminal Investigations/Report Writing	8 Quarter Credits
CJ215 – Juvenile Justice	10 Quarter Credits
CJ226 – Contemporary Issues in Criminal Justice/Terrorism	8 Quarter Credits
CJ245 – Forensics	8 Quarter Credits
CJ305 – Criminal Behavior	9 Quarter Credits
CJ310 – Corrections II	8 Quarter Credits
CJ330 – Constitutional Law	10 Quarter Credits
CJ335 – Criminal Law II/Advanced Trial Procedures	10 Quarter Credits
CJ355 – Laws of Evidence	10 Quarter Credits
CJ360 – Immigration	10 Quarter Credits
CJ370 – Issues in Public and Private Security	4 Quarter Credits
CJ375 – Management in Security Industry	9 Quarter Credits
CJ380 – Modern Policing	9 Quarter Credits
CJ385 – Police Administration and Management	4 Quarter Credits
CJ390 – Narcotics	4 Quarter Credits
CJ395 – Contemporary Issues in Law Enforcement	4 Quarter Credits
Total	169 Quarter Credits

General Education Course

ENG101 – English	5 Quarter Credits
SPC101 – Speech	5 Quarter Credits
PSY101 – Psychology	5 Quarter Credits
MTH101 – College Math	5 Quarter Credits
HUM101 – Art History	5 Quarter Credits
MTH301 – College Math Principles	5 Quarter Credits
SOC302 – Ethics	5 Quarter Credits
ENG303 – Advanced Composition	5 Quarter Credits
POL305 – American Government	5 Quarter Credits
Total	45 Quarter Credits
Approximately 31 months	

VI. School of Medical Sciences

The School of Medical Sciences at Platt College offers the following programs:

- **Health Care Management – Bachelor of Arts (for applicants with an Associate’s Degree or above)**
- **Advanced Respiratory Therapy – Associate of Science**
- **Respiratory Therapy – Bachelor of Science (for applicants with an Associate’s Degree in Respiratory Therapy or related field)**
- **Diagnostic Medical Sonography – Associate of Science**
- **Diagnostic Medical Sonography – Bachelor of Science**
- **Medical Assisting – Associate of Science**
- **Medical Administrative Specialist – Associate of Science**
- **Veterinary Technology – Associate of Science**

• Bachelor of Arts in Health Care Management

The Platt College School of Medical Sciences Bachelor’s program in Health Care Management helps students gain the skills they need to pursue leadership positions in the health care field.

The program is designed to broaden the management skill set of individuals who have previously completed their Associate’s Degree. Our curriculum helps students:

- Improve their analytical, problem-solving, and critical thinking skills
- Develop a solid foundation in healthcare business fundamentals
- Gain familiarity with the theory and application of current management techniques
- Develop a better understanding of individual and group dynamics in an organizational setting

VOCATIONAL OBJECTIVE

The Health Care Management program is designed to broaden the leadership skills of individuals who have previously completed their Associate’s Degree.

For students coming from a health care background, the program builds on clinical and administrative skills learned in health-care Associate’s programs.

For students coming from outside the health care field, the program provides an introduction to a dynamic industry and a chance to build connections with fellow students in the local health care community.

Bachelor of Arts in Health Care Management Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded a Bachelor of Arts degree in Health Care Management, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 ©. In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

Bachelor of Arts Degree Completion Program – Health Care Management

1,200 Hours/100 Quarter Credit Hours

General Education Courses

SOC321 – Organizational Sociology	5 Quarter Credits
ENG303 – Advanced Composition	5 Quarter Credits
SOC302 – Ethics	5 Quarter Credits
HIS323 – History of Business Innovation	5 Quarter Credits

Business Foundation Courses

MGT300 – Communication for the Healthcare Professional	4 Quarter Credits
MGT310 – Introduction to Management in Healthcare Organizations	4 Quarter Credits
MGT315 – Ethics for the Healthcare Professional	4 Quarter Credits
MGT325 – Marketing for the Healthcare Professional	4 Quarter Credits
HCM345 – Economics in Healthcare Organizations	4 Quarter Credits
MIS300 – Information Technology for the Healthcare Professional	4 Quarter Credits

The U.S. Healthcare System

BLM301 – Introduction to US HealthCare	4 Quarter Credits
BLM302 – Current Issues, Trends, and Innovations in U.S. Healthcare	4 Quarter Credits
BLM303 – Quality Improvement in Healthcare	4 Quarter Credits
BLM304 – Organization and Management of Healthcare Systems	4 Quarter Credits

Leadership and Management Core Courses

BLM400 – Theories, Practices and Ethics of Leadership	4 Quarter Credits
BLM405 – Organizational Dynamics and Change Management	4 Quarter Credits
BLM410 – Leading Diverse Groups and Teams	4 Quarter Credits
BLM420 – Organizational Training and Development	4 Quarter Credits
BLM430 – Operations Management	4 Quarter Credits
BLM440 – Project Management	4 Quarter Credits
BLM450 – Transforming Organizations	4 Quarter Credits
BLM460 – Leading Strategic and Organizational Sustainability	4 Quarter Credits
BLM470 – Research and Evaluation Methods in Leadership	4 Quarter Credits

Capstone Project

BLM490 – Leadership Capstone Seminar	4 Quarter Credits
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Total**100 Quarter Credits****Approximately 15 months****• Associate of Science in Advanced Respiratory Therapy**

Respiratory Therapy or Respiratory Care is the treatment, management, control, diagnostic evaluation, and care of patients with deficiencies or abnormalities of the cardiopulmonary system, such as bronchitis, asthma, emphysema, and other forms of obstructive and restrictive diseases. The Respiratory Care Practitioner is a vital part of the medical team. They are among the first persons called to give treatment and care in emergency situations. Practicing under the direction of a physician, respiratory therapists assume primary responsibility for all respiratory therapeutic and diagnostic procedures. They evaluate and treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs are diseased. In clinical practice, many of their daily duties include:

Assessing lung and breathing disorders and recommending treatment methods; interviewing patients and doing chest physical exams; obtaining sputum specimens for analysis; drawing and analyzing arterial blood specimens; performing pulmonary function tests; care hospitals in areas such as: intensive care units, emergency rooms, newborn and pediatric units, and operating rooms. Nursing care facilities, doctor's offices, pulmonary rehabilitation facilities, home health care services, smoking cessation programs, asthma education programs, sales, and air transport are some of the areas of employment available to our graduates.

NOTE: All Respiratory Care practitioners in the state of CA must be licensed by the CA Board of Respiratory Care prior to employment. The following requirements for licensure are excerpted from the Respiratory Care Board of California's website and is current as of the January 2010. Additional information may be found providing complex therapy requiring considerable independent judgment such as managing ventilators and artificial airway devices; giving emergency care to patients who are victims of a heart attack, stroke, drowning, or shock; and educating patients and families about lung disease.

Respiratory Therapists are experts in aiding the breathing process through the use of oxygen and medical gases, humidifiers, aerosols, ventilators/life support systems, chest physiotherapy, cardiopulmonary resuscitation, and artificial airways. They maintain, assemble, sterilize, and test all medical and auxiliary equipment in these functions. Respiratory Care Practitioners work with patients in the hospital surgical and medical wards, emergency rooms, outpatient department, intensive care units, neonatal nursery; in skilled nursing facilities; and in home care.

Admissions Alert: In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- CPAT minimum passing score of 160 or above
- A passing score of an Allied Health standardized exam (HESI) minimum average score of 70
- In-person interview with the Program Director
- Submit a personal statement
- Submit transcripts and GPA from previous educational experiences
- Pass a criminal background check
- Meet minimum physical requirements

VOCATIONAL OBJECTIVE

Upon successful completion of the program, graduates will be able to sit for the entry level (CRT) NBRC exam and the advanced level (RRT) exams. Upon successful completion of the CRT, NBRC entry level exam, graduates may be employed as Respiratory Care Practitioners in acute care hospitals in areas such as: intensive care units, emergency rooms, newborn & pediatric units, and operating rooms. Nursing care facilities, doctor's offices, pulmonary rehabilitation facilities, home health care services, smoking cessation programs, asthma education programs, sales, and air transport are some of the areas of employment available to our graduates.

NOTE: All Respiratory Care practitioners in the state of CA must be licensed by the CA Board of Respiratory Care prior to employment. The following requirements for licensure are excerpted from the Respiratory Care Board of California's website and is current as of the January 2011. Additional information may be found at the Board's website at: <http://www.rcb.ca.gov/>

APPLICATION FOR LICENSURE OVERVIEW AND CHECKLIST

1. Complete the Application for Licensure form.
2. Complete the "Statement of Understanding" form.
3. If you ever held or now hold a driver's license in California, complete the "Request for your own Driver License/Identification Card." It is recommended that you personally visit a DMV office, rather than mail the form, to receive the proper "H-6" DMV History Report. If you are not specific in requesting the "H-6" report, DMV will issue you a report that is not accepted by the Board. The fee for this report is approximately \$5. (If you have held a license in other state(s) you will also need to obtain your entire driving history directly from each state's Department of Motor Vehicles – up to 10 years)
4. Complete the "Background Statement" form if you answered Yes to any question numbered 18–27 on the "Application for Licensure" form. You must also attach required documentation as directed.
5. Approximately 2 weeks before you send your application to the Board, visit a participating law enforcement agency and request the fingerprint "Live Scan" service. The cost will vary, but is generally \$51. Applicants outside of California may submit two fingerprint cards with a fee of \$56 to the Board. Submit the second copy of the Live Scan form with your application.
6. Obtain a 2 x 2 passport photo (photo must be taken within 60 days prior to filing your application). Adhere the photo to the front of the Application for Licensure form as indicated. Group or cropped photographs will not be accepted. Approximate cost: \$10.
7. Submit your complete application to the Board either once you have met the education requirements or up to 90 days prior to meeting the education requirements (completion of an approved respiratory care program AND the awarding of a minimum of an Associate Degree). New graduates are encouraged to submit their applications as soon as possible (but not earlier than the 90-day time period) to allow ample time to process the application. Your complete application includes:
 - Application for Licensure form
 - Statement of Understanding form
 - H-6 DMV History Report (and all other driving history reports from other states, if applicable)
 - Second copy of Live Scan form (if applicable)
 - Background Statement form and all required documentation (if applicable)
 - Check or money order (for the appropriate fee as indicated on the Application for Licensure form).
8. After you have met the education requirements, request your college or university to send "official transcripts" directly to the Board. Be sure the transcript(s) reflect(s) the awarding

- of a minimum of an Associate Degree and completion of your respiratory care program. Approximate cost: free or up to \$15.
9. If you have already taken and passed the CRT or RRT exam or hold a registration, certificate or license in any state for any health care profession, contact the issuing agency and request a "Verification" of licensure or credentialing be sent directly to the Board. Cost for credential verification: \$5 with active membership and \$20 if membership is non-active; Cost for verification of licensure: varies greatly from state to state.
 10. If you need to take the exam, follow the instructions on the enclosed "Exam Scheduling Information" form. Once you meet the education requirements, you will need to schedule your examination.
 11. Work permits allow an applicant to work under the direct supervision of a licensed respiratory care practitioner. "Under direct supervision" means assigned to a licensed respiratory care practitioner who is on duty and immediately available in the assigned patient care area. Any person working with a work permit shall identify him/herself as a "Respiratory Care Practitioner Applicant." A Work Permit will be issued for a period of 90 days, generally within 10 days from the time the Board receives: a complete application (as provided in number 7), the required fingerprint clearance(s) or if criminal, disciplinary or substance abuse exists, the Board's Enforcement Unit must determine that a work permit may be issued, verification of graduation or certification of upcoming graduation by program director which is completed on the front page of the Application for Licensure form, and verification of your credential if you have already taken and passed the CRT or RRT examination. If at the time the Board receives the above documentation and the application is complete for licensure, rather than issue a work permit, the Board will process your application for licensure (see number 13). Work permits are issued for a 90-day period to allow you sufficient time to take your examination and request your official transcript(s) be sent to the Board. Work permits will not be extended except in extremely rare situations.
 12. All applicants must successfully complete a Board-approved Law and Professional Ethics Course prior to licensure. The Board has approved two law and professional ethics courses, developed independently by the California Society for Respiratory Care (CSRC) and the American Association for Respiratory Care (AARC), which are available via the Internet (the CSRC also provides "live" sessions on designated dates). Each of the approved courses are unique, though they both are 3-hours in length and consist of the following subject areas:
 - Obligations of licensed respiratory care practitioners to patients under their care;
 - Responsibilities of respiratory care practitioners to report illegal activities occurring in the workplace, and
 - Acts that jeopardize licensure and licensure status.
 - Only ONE law and professional ethics course is required to be completed prior to licensure (either the CSRC's or AARC's course). Before deciding which course to take, you are encouraged to visit each providers' website to review additional information pertaining to the administration of each course. You can then select the course provider that best meets your individual needs. Prior to licensure, you must provide the Board with a copy of a Certificate of Completion, from either the AARC or CSRC, verifying successful completion of the mandatory course. Links to both courses are available via the Board's website at www.rcb.ca.gov or you may contact each provider as follows:

AARC CSRC
(972) 243-2272 (888) 730-2772
www.aarc.org www.csrc.org
 13. Once the Board receives all required documentation for licensure, including passing exam scores and certification that you have completed the required ethics course, you will be sent a letter notifying you of your eligibility for licensure, and will be requested to submit the appropriate initial licensing fee. Initial licenses are issued for a period of 6-17 months depending upon the issuing month of the license and the applicant's birth month. The fee is prorated at \$8 per month and can range from \$48 to \$136. Upon receipt of your fee, you should receive a license number in less than 2 weeks.
 14. After your initial license period, the license must be renewed every two years to remain current. To continue to hold an Active license you must also complete 15 hours of continuing education within the two-year period prior to renewal. Your continuing education hours will be prorated the first time you renew your license. If you allow your license to expire, you will have 3 years from the expiration date to renew the license or the license becomes cancelled and cannot be renewed or reinstated.

Associate of Science in Advanced Respiratory Therapy Program Completion

Upon successful completion of the program of instruction, the graduate will be awarded an Associate of Science in Respiratory Therapy, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Associate of Science in Advanced Respiratory Therapy Degree 1,780 Hours/133.5 Quarter Credit Hours

Core Courses

APH101 – Anatomy & Physiology	6 Quarter Credits
BIO101 – Microbiology I	3 Quarter credits
BIO102 – Microbiology II	3 Quarter credits
CHM102 – Chemistry	6 Quarter Credits
RT205a – Introduction to Respiratory Therapy I	9.5 Quarter Credits
RT205b – Introduction to Respiratory Therapy II	11 Quarter Credits
RT210a – Respiratory Clinical Care I	10 Quarter Credits
RT210b – Respiratory Clinical Care II	5.5 Quarter Credits
RT215a – Intensive Respiratory Care I	11 Quarter Credits
RT215b – Intensive Respiratory Care II	5.5 Quarter Credits
RT220a – Newborn Respiratory Care I	11 Quarter Credits
RT220b – Newborn Respiratory Care II	5.5 Quarter Credits
RT225a – Pulmonary Rehabilitation and Preventative Care I	11 Quarter Credits
RT225b – Pulmonary Rehabilitation and Preventative Care II	5.5 Quarter Credits
Total	103.5 Quarter Credits

General Education Courses

MTH102 – College Algebra and Geometry	6 Quarter Credits
PHS101 – Physics	6 Quarter Credits
PSY102 – Principles of Psychology	6 Quarter Credits
SPC102 – Speech I	3 Quarter Credits
SPC103 – Speech II	3 Quarter Credits
ENG102 – English Composition	6 Quarter Credits
Total	30 Quarter Credits

Approximately 18 months

• Bachelor of Science in Respiratory Therapy

Respiratory Therapy or Respiratory Care is the treatment, management, control, diagnostic evaluation, and care of patients with deficiencies or abnormalities of the cardiopulmonary system, such as bronchitis, asthma, emphysema, and other forms of obstructive and restrictive diseases. The Respiratory Care Practitioner is a vital part of the medical team. They are among the first persons called to give treatment and care in emergency situations. Practicing under the direction of a physician, respiratory therapists assume primary responsibility for all respiratory therapeutic and diagnostic procedures. They evaluate and treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs are diseased. In clinical practice, many of their daily duties include: Assessing lung and breathing disorders and recommending treatment methods; interviewing patients and doing chest physical exams; obtaining sputum specimens for analysis; drawing and analyzing arterial blood specimens; performing pulmonary function tests; providing complex therapy requiring considerable independent judgment such as managing ventilators and artificial airway devices; giving emergency care to patients who are victims of a heart attack, stroke, drowning, or shock; and educating patients and families about lung disease.

Respiratory Therapists are experts in aiding the breathing process through the use of oxygen and medical gases, humidifiers, aerosols, ventilators/life support systems, chest physiotherapy, cardiopulmonary resuscitation, and artificial airways. They maintain, assemble, sterilize, and test all medical and auxiliary equipment in these functions. Respiratory Care Practitioners work with patients in the hospital surgical and medical wards, emergency rooms, outpatient department, intensive care units, neonatal nursery, skilled nursing facilities and in home care.

Admissions Alert: In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- Having passed the (CRT) NBRC exam and the advanced level (RRT) exams, required to work as a Respiratory Therapist
- In-person interview with the Program Director

- Submit a personal statement (essay question)
- Submit transcripts and GPA from previous educational experiences

VOCATIONAL OBJECTIVE

Upon successful completion of the program, graduates will be able to sit for the entry level (CRT) NBRC exam and the advanced level (RRT) exams. Upon successful completion of the CRT, NBRC entry level exam, graduates may be employed as Respiratory Care Practitioners in acute care hospitals in areas such as: intensive care units, emergency rooms, newborn & pediatric units, and operating rooms. Nursing care facilities, doctor's offices, pulmonary rehabilitation facilities, home health care services, smoking cessation programs, asthma education programs, sales, and air transport are some of the areas of employment available to our graduates.

The Respiratory Therapy Bachelor's degree completion program is designed to prepare the practicing Respiratory Therapist (who has already completed an Associate degree) for advancement into a supervisory or management position in the health-care field.

Respiratory Therapy Bachelor of Science Program Completion

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Science degree in Respiratory Therapy, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Bachelor of Science in Respiratory Therapy Degree 1,210 Hours/93 Quarter Credit Hours

General Education Courses

STA301 – Statistics	5 Quarter Credits
SOC321 – Organizational Sociology	5 Quarter Credits
ENG305 – Advanced Composition	6 Quarter Credits
SOC302 – Ethics	5 Quarter Credits
Total	21 Quarter Credits

Core Respiratory Therapy Courses

RT310 – Adv. Topics in Respiratory Therapy Critical Care I	8 Quarter Credits
RT311 – Adv. Topics in Respiratory Therapy Critical Care II	8 Quarter Credits
RT312 – Adv. Topics in Respiratory Therapy Critical Care III	8 Quarter Credits
RT313 – Adv. Topics in Respiratory Therapy Critical Care IV	8 Quarter Credits

The U.S. Healthcare System

BLM301 – Introduction to the U.S. Healthcare System	4 Quarter Credits
BLM302 – Current Issues, Trends, and Innovations in U.S. Healthcare	4 Quarter Credits
BLM303 – Quality Improvement in Healthcare	4 Quarter Credits
BLM304 – Organization and Management of Healthcare Systems	4 Quarter Credits

Management Courses

MGT310 – Management in Health Care Organizations	4 Quarter Credits
MGT320 – Human Resources for the Healthcare Professional	4 Quarter Credits
HCM345 – Economics in Healthcare Organizations	4 Quarter Credits
RT350 – Specialty Topics in Respiratory Therapy Management	4 Quarter Credits
RT420 – Respiratory Therapy Capstone	8 Quarter Credits

Total **72 Quarter Credits**

TOTAL PROGRAM 93 Quarter Credits
Approximately 15 months

• **Associate of Science in Diagnostic Medical Sonography (Ultrasound)**

Diagnostic Medical Sonography is the process of using high frequency sound to create images of specific areas of the body. The scope of practice includes those procedures, acts, and processes permitted by law, for which the individual has received education and clinical experience, has demonstrated competency, and has completed the appropriate credentialing. A properly trained Diagnostic Medical Sonographer must have knowledge of anatomy, patient care, and pathology, as well as the skills to manipulate a variety of sophisticated instruments.

Admissions Alert: In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- CPAT minimum passing score of 160 or above
- A passing score of an Allied Health standardized exam (HESI) minimum average score of 70
- In-person interview with the Program Director
- Submit a personal statement
- Submit transcripts and GPA from previous educational experiences
- Pass a criminal background check
- Meet minimum physical requirements

VOCATIONAL OBJECTIVES

The Diagnostic Medical Sonography program is designed to prepare students for entry-level employment as Diagnostic Medical Sonographers in a clinical setting. The program includes both didactic and clinical components. Coursework includes use of Sonography relevant to gynecology, obstetrics, abdominal subjects, superficial structures, and vascular applications. Clinical experience is completed when students extern in an affiliated medical center, physician’s office, or medical clinic, under direct supervision. During the externship component, students will be evaluated on critical thinking in a clinical setting, effective communication, problem solving skills, and other clinical tasks.

Associate of Science in Diagnostic Medical Sonography Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Science degree in Diagnostic Medical Sonography, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

**Associate of Science in Diagnostic Medical Sonography Degree
 2,415 Hours/150.5 Quarter Credit Hours**

Core Courses

APH101 – Anatomy & Physiology	6 Quarter Credits
DMS101 – Introduction to Sonography 1	3.5 Quarter Credits
DMS102 – Introduction to Sonography 2	3.5 Quarter Credits
DMS103 – Introduction to Sonography 3	3.5 Quarter Credits
DMS104 – Introduction to Sonography 4	3.5 Quarter Credits
DMS105 – Introduction to Sonography 5	3.5 Quarter Credits
DMS106 – Introduction to Sonography 6	3.5 Quarter Credits
DMS107 – Introduction to Sonography 7	3.5 Quarter Credits
DMS111 – Ultrasound Physics 1	3 Quarter Credits
DMS112 – Ultrasound Physics 2	3 Quarter Credits
DMS113 – Ultrasound Physics 3	3 Quarter Credits
DMS 114 –Ultrasound Physics Review and Exam Preparation	3 Quarter Credits
DMS121 – Patient Care	3 Quarter Credits
DMS122 – Medical Terminology 1	3 Quarter Credits
DMS123 – Medical Terminology 2	3 Quarter Credits
DMS211 – Abdomen and Superficial Structures 1	3 Quarter Credits

DMS212 – Abdomen and Superficial Structures 2	3 Quarter Credits
DMS213 – Abdomen and Superficial Structures 3	3 Quarter Credits
DMS221 – Obstetrics & Gynecology Sonography 1	3 Quarter Credits
DMS222 – Obstetrics & Gynecology Sonography 2	3 Quarter Credits
DMS223 – Obstetrics & Gynecology Sonography 3	3 Quarter Credits
DMS231 – Introduction to Vascular Sonography 1	3 Quarter Credits
DMS232 – Introduction to Vascular Sonography 2	3 Quarter Credits
DMS255 – Pre-Clinical Seminar	3 Quarter Credits
DMSX271 – Clinical Practicum 1	5 Quarter Credits
DMSX272 – Clinical Practicum 2	5 Quarter Credits
DMSX273 – Clinical Practicum 3	5 Quarter Credits
DMSX274 – Clinical Practicum 4	5 Quarter Credits
DMSX275 – Clinical Practicum 5	5 Quarter Credits
DMSX276 – Clinical Practicum 6	5 Quarter Credits
DMS261 – Clinical Seminar 1	3 Quarter Credits
DMS262 – Clinical Seminar 2	3 Quarter Credits
DMS263 – Clinical Seminar 3	3 Quarter Credits
DMS264 – Exam Preparation Seminar	6 Quarter Credits
DMS281 – Lab Exit Competency	3 Quarter Credits
Total	126.5 Quarter Credits

General Education Courses

MTH102 – College Algebra and Geometry	6 Quarter Credits
PHS101 – Physics	6 Quarter Credits
ENG102 – English Composition	6 Quarter Credits
SPC102 – Speech I	3 Quarter Credits
SPC103 – Speech II	3 Quarter Credits
Total	24 Quarter Credits

Approximately 20 months

• Bachelor of Science in Diagnostic Medical Sonography

Diagnostic Medical Sonography is the process of using high frequency sound to create images of specific areas of the body. The scope of practice includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, has demonstrated competency, and has completed the appropriate credentialing. A properly trained Diagnostic Medical Sonographer must have knowledge of anatomy, patient care, and pathology, as well as the skills to manipulate a variety of sophisticated instruments.

VOCATIONAL OBJECTIVE

The Diagnostic Medical Sonography program is designed to prepare students for entry-level employment as Diagnostic Medical Sonographers in a clinical setting. The program includes both didactic and clinical components. Coursework includes use of Sonography relevant to gynecology, obstetrics, abdominal subjects, superficial structures and vascular applications. Clinical experience is completed when students extern in an affiliated medical center, physicians’ office, or medical clinic, under direct supervision. During the externship component students will be evaluated on critical thinking in a clinical setting, effective communication, problem solving skills, and other clinical tasks.

The broader didactic Bachelors curriculum offers students a choice of two specializations: Health Care Management or Vascular Sonography.

The Health Care Management specialization introduces students to the management of organizations in the healthcare setting, and is designed to help students:

- Gain familiarity with the U.S. healthcare system
- Improve communication, analytical, problem-solving, and critical thinking skills
- Develop a solid foundation in business fundamentals

The Vascular Sonography specialization provides students with additional didactic education and clinical experience in the specialized field of vascular sonography. Graduating students will be prepared to sit for the Vascular portion of the ARDMS certification examination.

Upon successful completion of the program, graduates will be prepared to sit for the SPI and Abdomen/ObGyn portion of the American Registry of Diagnostic Medical Sonographers (ARDMS) certification examination for Diagnostic Medical Sonographers.

NOTE: At the time of this writing, ARDMS certification is voluntary and not required for employment in the state of California as a Diagnostic Medical Sonographer. Testing eligibility is at the sole discretion of ARDMS. Applicants are strongly encouraged to check with ARDMS (www.ardms.org) for the latest requirements.

Diagnostic Medical Sonography Bachelor of Science Program Completion – Health Care Management Specialization

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Science degree in Diagnostic Medical Sonography, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Bachelor of Science in Diagnostic Medical Sonography Degree – Health Care Management Specialization 3,120 Hours/214.5 Quarter Credit Hours

General Education Courses

MTH102 – College Algebra and Geometry	6 Quarter Credits
PHS101 – Physics	6 Quarter Credits
ENG102 – English Composition	6 Quarter Credits
SPC102 – Speech I	3 Quarter Credits
SPC103 – Speech II	3 Quarter Credits
SOC321 – Organizational Sociology	5 Quarter Credits
ENG305 – English Composition II	6 Quarter Credits
SOC302 – Ethics	5 Quarter Credits
HIS323 – History of Business Innovation	5 Quarter Credits
Total	45Quarter Credits

Core Sonography Courses

APH101 – Anatomy & Physiology	6 Quarter Credits
DMS101 – Introduction to Sonography 1	3.5 Quarter Credits
DMS102 – Introduction to Sonography 2	3.5 Quarter Credits
DMS103 – Introduction to Sonography 3	3.5 Quarter Credits
DMS104 – Introduction to Sonography 4	3.5 Quarter Credits
DMS105 – Introduction to Sonography 5	3.5 Quarter Credits
DMS106 – Introduction to Sonography 6	3.5 Quarter Credits
DMS107 – Introduction to Sonography 7	3.5 Quarter Credits
DMS111 – Ultrasound Physics 1	3 Quarter Credits
DMS112 – Ultrasound Physics 2	3 Quarter Credits
DMS113 – Ultrasound Physics 3	3 Quarter Credits
DMS121 – Patient Care	3 Quarter Credits
DMS122 – Medical Terminology 1	3 Quarter Credits
DMS123 – Medical Terminology 2	3 Quarter Credits
DMS211 – Abdomen and Superficial Structures 1	3 Quarter Credits
DMS212 – Abdomen and Superficial Structures 2	3 Quarter Credits
DMS213 – Abdomen and Superficial Structures 3	3 Quarter Credits
DMS221 – Obstetrics & Gynecology Sonography 1	3 Quarter Credits
DMS222 – Obstetrics & Gynecology Sonography 2	3 Quarter Credits
DMS223 – Obstetrics & Gynecology Sonography 3	3 Quarter Credits
DMS231 – Introduction to Vascular Sonography 1	3 Quarter Credits
DMS232 – Introduction to Vascular Sonography 2	3 Quarter Credits
DMS240 – Ultrasound Physics Exam Preparation	4 Quarter Credits
DMS255 – Pre-Clinical Seminar	3 Quarter Credits

DMSX271 – Clinical Practicum 1	5 Quarter Credits
DMSX272 – Clinical Practicum 2	5 Quarter Credits
DMSX273 – Clinical Practicum 3	5 Quarter Credits
DMSX274 – Clinical Practicum 4	5 Quarter Credits
DMSX275 – Clinical Practicum 5	5 Quarter Credits
DMSX276 – Clinical Practicum 6	5 Quarter Credits
DMS261 – Clinical Seminar 1	3 Quarter Credits
DMS262 – Clinical Seminar 2	3 Quarter Credits
DMS263 – Clinical Seminar 3	3 Quarter Credits
DMS264 – Exam Preparation Seminar	6 Quarter Credits
DMS281 – Lab Exit Competency	3 Quarter Credits
Total	127.5 Quarter Credits

HEALTH CARE MANAGEMENT (HCM) SPECIALIZATION Advanced Sonography

DMS301 – Specialty Topics in Sonography	1 5 Quarter Credits
DMS302 – Specialty Topics in Sonography	2 5 Quarter Credits

The U.S. Healthcare System

BLM301 – Introduction to the U.S. Healthcare System	4 Quarter Credits
BLM302 – Current Issues, Trends, and Innovations in U.S. Healthcare	4 Quarter Credits
BLM303 – Quality Improvement in Healthcare	4 Quarter Credits
BLM304 – Organization and Management of Healthcare Systems	4 Quarter Credits

Business Foundation Courses

MGT300 – Communication for the Healthcare Professional	4 Quarter Credits
MGT310 – Introduction to Management in Healthcare Organizations	4 Quarter Credits
HCM345 – Economics in Healthcare Organizations	4 Quarter Credits
MIS300 – Information Technology for the Healthcare Professional	4 Quarter Credits
Total	42 Quarter Credits

Approximately 31 months

Diagnostic Medical Sonography Bachelor of Science Program Completion – Vascular Specialization

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Science degree in Diagnostic Medical Sonography, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Bachelor of Science in Diagnostic Medical Sonography Degree – Vascular Specialization

3,560 Hours/214.5 Quarter Credit Hours

General Education Courses

MTH102 – College Algebra and Geometry	6 Quarter Credits
PHS101 – Physics	6 Quarter Credits
ENG102 – English Composition	6 Quarter Credits
SPC102 – Speech I	3 Quarter Credits
SPC103 – Speech II	3 Quarter Credits
SOC321 – Organizational Sociology	5 Quarter Credits
ENG305 – English Composition 2	6 Quarter Credits
SOC302 – Ethics	5 Quarter Credits
HIS323 – History of Business Innovation	5 Quarter Credits
Total	45 Quarter Credits

Core Sonography Courses

APH101 – Anatomy & Physiology	6 Quarter Credits
DMS101 – Introduction to Sonography 1	3.5 Quarter Credits
DMS102 – Introduction to Sonography 2	3.5 Quarter Credits
DMS103 – Introduction to Sonography 3	3.5 Quarter Credits
DMS104 – Introduction to Sonography 4	3.5 Quarter Credits
DMS105 – Introduction to Sonography 5	3.5 Quarter Credits
DMS106 – Introduction to Sonography 6	3.5 Quarter Credits
DMS107 – Introduction to Sonography 7	3.5 Quarter Credits
DMS111 – Ultrasound Physics 1	3 Quarter Credits
DMS112 – Ultrasound Physics 2	3 Quarter Credits
DMS113 – Ultrasound Physics 3	3 Quarter Credits
DMS121 – Patient Care	3 Quarter Credits
DMS122 – Medical Terminology 1	3 Quarter Credits
DMS123 – Medical Terminology 2	3 Quarter Credits
DMS211 – Abdomen and Superficial Structures 1	3 Quarter Credits
DMS212 – Abdomen and Superficial Structures 2	3 Quarter Credits
DMS213 – Abdomen and Superficial Structures 3	3 Quarter Credits
DMS221 – Obstetrics & Gynecology Sonography 1	3 Quarter Credits
DMS222 – Obstetrics & Gynecology Sonography 2	3 Quarter Credits
DMS223 – Obstetrics & Gynecology Sonography 3	3 Quarter Credits
DMS231 – Introduction to Vascular Sonography 1	3 Quarter Credits
DMS232 – Introduction to Vascular Sonography 2	3 Quarter Credits
DMS240 – Ultrasound Physics Review and Exam Preparation	4 Quarter Credits
DMS255 – Pre-Clinical Seminar	3 Quarter Credits
DMSX271 – Clinical Practicum 1	5 Quarter Credits
DMSX272 – Clinical Practicum 2	5 Quarter Credits
DMSX273 – Clinical Practicum 3	5 Quarter Credits
DMSX274 – Clinical Practicum 4	5 Quarter Credits
DMSX275 – Clinical Practicum 5	5 Quarter Credits
DMSX276 – Clinical Practicum 6	5 Quarter Credits
DMS261 – Clinical Seminar 1	3 Quarter Credits
DMS262 – Clinical Seminar 2	3 Quarter Credits
DMS263 – Clinical Seminar 3	3 Quarter Credits
DMS264 – Exam Preparation Seminar 4	6 Quarter Credits
DMS281 – Lab Exit Competency	3 Quarter Credits

Total 127.5 Quarter Credits

Vascular Specialization – Advanced Sonography

DMS301 – Specialty Topics in Sonography 1	5 Quarter Credits
DMS302 – Specialty Topics in Sonography 2	5 Quarter Credits
DMS310 – Advanced Vascular Sonography 1	2.5 Quarter Credits
DMS311 – Advanced Vascular Sonography 2	2.5 Quarter Credits
DMS312 – Advanced Vascular Sonography 3	2 Quarter Credits
DMS320 – Vascular Exam Preparation Seminar	2.5 Quarter Credits
DMSX301 – Advanced Clinical Practicum 1	5 Quarter Credits
DMSX302 – Advanced Clinical Practicum 2	5 Quarter Credits
DMSX303 – Advanced Clinical Practicum 3	5 Quarter Credits
DMSX304 – Advanced Clinical Practicum 4	5 Quarter Credits
DMSX305 – Advanced Clinical Practicum 5	2.5 Quarter Credits

Total

42 Quarter Credits

Approximately 35 months

• Associate of Science in Medical Assisting

Medical Assistants are multi-talented Health Care industry professionals. These individuals possess a broad scope of knowledge and skills that makes them ideal professionals for any clinical care setting. Medical Assistants are skilled in performing routine clinical and administrative procedures for physician's offices, outpatient clinics and other health care facilities. Some of these clinical skills include venipuncture, injections, physical therapy, and electrocardiography. Medical administrative duties include billing, coding, scheduling and transcription.

VOCATIONAL OBJECTIVE

The intent of the Associate of Science in Medical Assisting program is to provide an enriched learning opportunity that will prepare the student for entry-level employment in the health care industry. Students in the Associate of Science in Medical Assisting program will graduate with a professional knowledge, skills, and practical experience in Medical Assisting acquired during their studies at Platt College. Employment opportunities open to the graduates of the Associate of Science in Medical Assisting program include: Medical Assistant, Medical Administrative Assistant, Podiatric Medical Assistant, and Ophthalmic Medical Assistant. Industries that will be interested in these graduates include, but are not limited to, ambulatory settings such as medical offices, clinics and hospitals, nursing homes, medical supply companies, home health agencies, insurance companies, pharmaceutical companies.

Associate of Science in Medical Assisting Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Science in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Associate of Science in Medical Assisting Degree 1260 Hours/95 Quarter Credit Hours

Core Courses

IAHC101 – Introduction to Allied Health Careers	4 Quarter Credits
MA102 – Patient Care and Ethics	4 Quarter Credits
MA103 – First Aid and Emergency Care /CPR	4 Quarter Credits
MA104 – Cardiovascular Anatomy, Electrocardiography & Cardiopulmonary	4 Quarter Credits
MA105 – Introduction to Microbiology, Surgical Asepsis & Medical Asepsis	4 Quarter Credits
MA106 – Clinical Pharmacology	4 Quarter Credits
MA151 – Nutrition, Immune and Digestive Systems	4 Quarter Credits
MA153 – Excretory and Reproductive Systems	4 Quarter Credits
MA155 – Musculoskeletal System and Physical Therapy	4 Quarter Credits
MA156 – Advanced Medical Terminology	4 Quarter Credits
MA201 – Laboratory Procedures	7 Quarter Credits
MA202 – Medical Billing and Coding	7 Quarter Credits
MA203 – Patient Examinations, Vital Signs and Sensory Systems	7 Quarter Credits
MA250 – Certification Preparation Seminar	4 Quarter Credits
MX251 – Externship	5 Quarter Credits
Total	70 Quarter Credits

General Education Courses

ENG101 – English	5 Quarter Credits
SPC101 – Speech	5 Quarter Credits
PSY101 – Psychology	5 Quarter Credits
MTH101 – College Math	5 Quarter Credits
HUM101 – Art History	5 Quarter Credits
Total	25 Quarter Credits

Approximately 15 months

• Associate of Science in Medical Administrative Specialist

Medical Administrative Specialists perform a variety of tasks necessary to running a smooth, effective medical office. These individuals focus on many administrative procedures of medical offices, outpatient clinics, hospitals, and other health care facilities. Some of these skills include billing, coding, scheduling, transcription, office finance, human resources and computer skills. Medical Administrative Specialist students will learn the skills that may lead to becoming an office manager in a clinical setting.

VOCATIONAL OBJECTIVE

The intent of the Associate of Science Medical Administrative Specialist program is to provide an enriched learning opportunity that will prepare the student for entry-level employment in the health care industry. Students in the Associate of Science; Medical Administrative Specialist program will graduate with a professional knowledge, skills, and practical experience in the health services field acquired during their studies at Platt College. Employment opportunities open to the graduates of the Associate of Science Medical Administrative Specialist program include: Medical Administrative Assistant, Podiatric Medical Administrative Assistant, and Ophthalmic Medical Administrative Assistant. Industries that will be interested in these graduates include, but are not limited to, ambulatory settings such as medical offices, clinics, nursing homes, medical supply companies, home health agencies, insurance companies, pharmaceutical companies.

Associate of Science in Medical Administrative Specialist Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Science in Medical Administrative Specialist, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Associate of Science in Medical Administrative Specialist Degree 1210 Hours/90 Quarter Credit Hours

Core Courses

IAHC101 – Introduction to Allied Health Careers	4 Quarter Credits
MAS102 – Musculoskeletal, Organ, Endocrine & Reproductive Systems	4 Quarter Credits
MAS104 – Introduction to Medical Transcription	3.5 Quarter Credits
MAS105 – Pharmaceutical Terms & Advanced Medical Terminology	3.5 Quarter Credits
MAS106 – Human Resources, Risk Management and Employability	4 Quarter Credits
MAS152 – Medical Office Procedures	4 Quarter Credits
MAS153 – Medical Insurance Billing & Coding I: Managed Care & Private Plans	3.5 Quarter Credits
MAS154 – Medical Insurance Billing & Coding II: State & Government Plans	3.5 Quarter Credits
MAS155 – Medical Computerized Office	3.5 Quarter Credits
MAS156 – Advanced Billing and Coding	3.5 Quarter Credits
MAS157 – Medical Transcription II: Physician's Office	3.5 Quarter Credits
MAS158 – Respiratory & Cardiovascular Anatomy: First Aid and CPR	4 Quarter Credits
MAS159 – Medical Accounting Procedures	3.5 Quarter Credits
MAS160 – Tracing Delinquent Claims and Collections	4 Quarter Credits
MAS161 – Specialty Medical Office Procedures: Dental, Optometric, and DME	4 Quarter Credits
MAS162 – Certification Preparation Seminar	4 Quarter Credits
MSX251 – Externship	5 Quarter Credits

Total 65 Quarter Credits

General Education Courses

ENG101 – English	5 Quarter Credits
SPC101 – Speech	5 Quarter Credits
PSY101 – Psychology	5 Quarter Credits
MTH101 – College Math	5 Quarter Credits
HUM101 – Art History	5 Quarter Credits
Total	25 Quarter Credits
Approximately 15 months	

• Associate of Science Veterinary Technology

Veterinary Technicians assist Veterinarians in providing medical care to animals. The Veterinary Technician is a vital part of the animal-care team, performing critical tasks that assist in diagnosis and treatment. Samples duties include:

- Recording patient histories
- Preparing the patient for examination or surgery
- Providing vaccinations
- Administering medications
- Taking vital signs and blood samples
- Preparing tissue samples
- Expose and develop radiographs and assist with ultrasounds
- Performing laboratory procedures such as urinalysis and blood counts and taking blood samples
- Assisting in surgery
- Providing and assisting with anesthesia
- Providing post-operative care and nursing care to sick and injured animals

Veterinary technologists and technicians assisting small-animal practitioners usually care for small pets, such as cats and dogs, but can perform a variety of duties with mice, rats, sheep, pigs, cattle, monkeys, birds, fish, and frogs.

Besides working in private clinics and animal hospitals, some veterinary technicians work in research facilities under the guidance of veterinarians or physicians. In this role, they may administer medications, prepare samples for laboratory examinations, or record information on an animal's genealogy, diet, weight, medications, food intake, and clinical signs of pain and distress. Some may sterilize laboratory and surgical equipment and provide routine postoperative care.

VOCATIONAL OBJECTIVE

The Veterinary Technology Program at Platt College is designed to prepare graduates for competency as Veterinary Technicians. On completion of the program, graduates will be able to demonstrate comprehension of relevant information and the ability to evaluate and apply this knowledge in their role as Veterinary Technicians. They will be able to demonstrate the technical skills necessary to fulfill the role of a Veterinary Technician and will demonstrate professionalism and personal behavior consistent with medical standards and employer expectations.

Veterinary Technology Associate of Science Program Completion

Upon successful completion of the program of instruction, the graduate will be awarded an Associate of Science in Veterinary Technology provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all documentation prior to being approved for graduation.

Veterinary Technology Associate of Science Degree

1,745 Hours/128.5 Quarter Credit Hours

Core Courses

VT101 – Introduction to Veterinary Technology	4.5 Quarter Credits
VT102 – Veterinary Medical Terminology	2.5 Quarter Credits
VT103 – Veterinary Anatomy & Physiology I	4 Quarter Credits
VT104 – Veterinary Anatomy & Physiology II	4 Quarter Credits
VT105 – Veterinary Medical Calculations	2.5 Quarter Credits
VT106 – Veterinary Pharmacology	5 Quarter Credits
VT110 – Veterinary Clinical Pathology	4 Quarter Credits
VT 111 – Veterinary Parasitology	4 Quarter Credits
VT120 – Veterinary Clinical Techniques I	3.5 Quarter Credits
VT121 – Veterinary Clinical Techniques II	3.5 Quarter Credits
VT122 – Small/Large Animal Nursing I	3.5 Quarter Credits
VT123 – Small/Large Animal Nursing II	3.5 Quarter Credits
VT130 – Veterinary Anesthesia	4 Quarter Credits
VT 131 – Veterinary Surgical Nursing	4 Quarter Credits
VT140 – Overview of Veterinary Hospital Economics	2.5 Quarter Credits
VT141 – Client Communication & Customer Service	4 Quarter Credits
VT142 – Veterinary Office Management	2.5 Quarter Credits
VT150 – Veterinary Diagnostic Imaging	5.5 Quarter Credits
VT160 – Animal Nutrition	4.5 Quarter Credits
VT170 – Exotic Animal Care	2 Quarter Credits
VT 171 – Lab Animal Nursing	2 Quarter Credits
VT200a – Veterinary Clinical Externship I	2.5 Quarter Credits
VT200b – Veterinary Technician Seminar	5 Quarter Credits
VT201 – Veterinary Clinical Externship II	7 Quarter Credits
VT202 – Veterinary Clinical Externship III	7 Quarter Credits
VT203a – Veterinary Clinical Externship IV	2.5 Quarter Credits
VT203b – Veterinary Technician License Preparation	5 Quarter Credits
Total	104.5 Quarter Credits

General Education Courses

BIO103 – General Biology	3 Quarter Credits
BIO104 – General Microbiology	3 Quarter Credits
CHM103 – General Chemistry	3 Quarter Credits
MTH102 – College Algebra and Geometry	6 Quarter Credits
ENG102 – English Composition	6 Quarter Credits
SPC102 – Speech I	3 Quarter Credits

Total 24 Quarter Credits
Approximately 18 months

VII. Academics and Student Services

Graduation Requirements

Upon successful completion of a program of instruction, the graduate will be awarded one of the following documents of completion, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). In addition, all students must meet with Career Services and Financial Aid, and must complete and sign all pre-graduation documentation prior to being approved for graduation.

For Graphic Design, Multimedia, and Visual Communication programs, a professional-quality portfolio must be presented, reviewed, and approved by a committee appointed by the Dean of Academics or designee.

Graphic Design Diploma

900 Hours/63 Quarter Credit Hours (Approximately 11 months)

NOTE: This program is only offered at Platt's Ontario campus

Graphic Design Associate of Arts Degree

1200 Hours/91.5 Quarter Credit Hours (Approximately 15 months)

Multimedia Certificate

600 Hours/42 Quarter Credit Hours (Approximately 7 months)

NOTE: This program is only offered at Platt's Ontario campus

Bachelor of Arts in Visual Communication

—3D Animation Specialization

—Web Specialization

—2D Print Specialization

—Video Specialization

2500 Hours/189 Quarter Credit Hours (Approximately 31 months)

Associate of Arts in Paralegal Studies Degree

1150 Hours/105 Quarter Credit Hours (Approximately 15 months)

Bachelor of Arts in Paralegal Studies

2350 Hours/ 217 Quarter Credit Hours (Approximately 31 months)

Associate of Arts in Criminal Justice Degree

1150 Hours/103 Quarter Credit Hours (Approximately 15 months)

Bachelors of Arts in Criminal Justice Degree

2350 Hours/214 Quarter Credit Hours (Approximately 31 months)

Bachelor of Arts in Health Care Management Degree

1200 Hours/100 Quarter Credit Hours (Approximately 15 months)

Associate of Science in Advanced Respiratory Therapy Degree

1780 Hours/133.5 Quarter Credit Hours (Approximately 18 months)

Bachelor of Science in Respiratory Therapy Degree

1210 Hours/93 Quarter Credits (Approximately 15 months)

Associate of Science in Diagnostic Medical Sonography Degree

2415 Hours/150.5 Quarter Credit Hours (Approximately 20 months)

**Bachelor of Science in Diagnostic Medical Sonography
Health Care Management Specialization**

3120/214.5 Quarter Credits (Approximately 31 months)

**Bachelor of Science in Diagnostic Medical Sonography
Vascular Specialization**

3560/214.5 Quarter Credits (Approximately 35 months)

Associate of Science in Medical Assisting

1260 Hours/95 Quarter Credit Hours (Approximately 15 months)

Associate of Science in Medical Administrative Specialist

1210 Hours/90 Quarter Credit Hours (Approximately 15 months)

Associate of Science in Veterinary Technology

1745 Hours/128.5 Quarter Credit Hours (Approximately 18 months)

General Information

Facilities: In the Los Angeles area, all courses are taught at 1000 South Fremont Ave, Building A9-W and A-10, Alhambra, CA 91803. In Ontario, all courses are taught at 3700 Inland Empire Boulevard, Ontario, CA 91764. In Riverside, all courses are taught at 6465 Sycamore Canyon Boulevard, Riverside, CA 92507.

The Los Angeles Campus occupies 32,000 square feet on three floors in Building A-9 West and Building A-10 at The Alhambra, a beautiful campus-like setting consisting of classic brick buildings built around a central courtyard landscaped with lush gardens and serene fountains. The Ontario Campus occupies 41,000 square feet in a one-story professional business park just north of the Ontario International Airport. The campus partially encircles a beautiful indoor atrium accessible to students, and is convenient to shopping, dining, and public transportation. The Riverside campus occupies 23,000 square feet in a modern two story professional business park. The beautifully constructed, LEED certified building contains a dramatic fountain-centered lobby and glass throughout. Each campus includes classrooms, a library/learning resource center, offices, and other learning resources. The maximum number of students in a classroom, studio, or computer laboratory is 35. School equipment is typical of that used in the industry. Computers, servers, scanners, printers, drafting tables, and other peripheral equipment are in place and available for student use.

Student Records: A file (academic and financial) is maintained for each student. Current student files are maintained in fire-proof file cabinets. Platt College maintains all files on-site for a period of at least five years. Student transcripts are maintained permanently. Students should report a change of address or name change to the registrar immediately. It is important that students keep the college informed of any change of address after graduation.

Events: Platt College hosts various events throughout the year for its students. Students have the opportunity to participate in career fairs, symposiums, lecture series, and museum visits. Students receive information from successful business people who address important issues concerning graphic design, multimedia, information technology networking, paralegal and health care careers.

Community Services: Platt College students are committed to helping the community. Many of our programs incorporate community service into the curriculum. Platt College believes that students who participate in community outreach benefit personally from the experience and are more attractive to employers.

Library / Learning Resource Center: The Library / Learning Resource Center is housed on campus and is available during school hours. Library / Learning Resource Center staff is available to assist students. The Library / Learning Resource Center includes reference books, instructional books, industry periodicals, educational CDs, and computers with Internet access.

Scholarship Opportunities: Platt College participates in several scholarship opportunities for academically excellent students. For current scholarship information and applications, contact the financial aid department.

Advice and Guidance: Platt College attempts to develop close communication between the students and Administration. Students should feel free to contact the administrative staff for personal, vocational, and academic guidance. Platt College does not provide any form of psychological counseling, but can confidentially refer students to appropriate agencies and/or providers, upon request.

Housing: Platt College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Alhambra, CA rental properties start at approximately \$625 per month; for Ontario, CA, rental properties start at approximately \$795 per month; for Riverside, CA, rental properties start at approximately \$700 per month.

Termination: Students may be terminated for violation of any provision cited within this catalog or the Student and Consumer Handbook including failure to meet financial obligations to the school, or violations of the student code of conduct and/or Program guidelines. Platt College reserves the right to terminate for other non-discriminatory reasons, such as noncompliance with satisfactory academic progress policies and excessive absences.

Students are responsible for all of the information contained in the college catalog, in the Consumer and Student Handbook, and to Program policies and guidelines as applicable.

Revisions: The College shall have the right, at its discretion, and in the interest of improving training, to make reasonable changes in course content, materials, or schedule. Any such changes shall be without additional charge to students.

Academic Information and Policies

Instructional Schedule: Training is offered Monday through Sunday for morning, afternoon, and evening classes according to the campus location and program.

Definition of a Unit or Credit: Platt College measures student progress in quarter credit hours. The definition of a quarter credit hour is as follows:

- One (1) quarter credit hour equals at least ten (10) class hours of lecture, at least twenty (20) class hours of lab, or at least thirty (30) hours of externship.
- A classroom hour is approximately fifty (50) minutes long.

Articulation: Platt College sometimes maintains articulation agreements with select schools throughout Southern California. The schools with which Platt has current active agreements are listed in the Catalog addendum. Students should be aware, however, that program coursework and graduation requirements will vary considerably between schools. The Academic Dean, or a designee, will provide academic information to other institutions, upon request.

Satisfactory Academic Progress: To maintain satisfactory academic progress toward a degree, diploma, or certificate, a student must maintain a specified grade point average and proceed through the program at a specified minimum pace. For determining satisfactory academic progress (SAP), the programs are divided into ten (10) week terms or evaluation periods. Each term is comprised of two (2) five-week modules.

At the end of each term or evaluation period, the student's cumulative grade point average (CGPA) will be determined. The student must achieve the minimum CGPA during each term or evaluation period. See chart below:

Evaluation Period	CGPA Must Be
1	1.5
2 (and beyond)	2.0

Passing grades may vary by program, however, and students enrolled in the Vet Tech, Diagnostic Medical Sonography, or Respiratory Therapy must consult their program Guidebooks for further information.

If the students' CGPA falls below the levels specified in the chart above, he or she will be placed on Academic Probation for the duration of the term or evaluation period immediately following. Platt College shall notify the student when he or she is placed on Academic Probation and inform the student that he or she would lose eligibility for financial aid or be terminated if he or she is not able to maintain satisfactory academic progress. A student has the right to appeal a SAP decision, but only within 30 days of the final posting of grades during the module which the student failed to meet the specified grade point average.

Additionally, Federal Financial Aid regulations now require that the student also be concurrently placed on Financial Aid Probation. The student may receive any financial aid due during this initial Academic/ Financial Aid Probation period. If the student fails to achieve the required minimum CGPA at the end of this period, he or she may be withdrawn from the program and financial aid may end. See the following hypothetical situations:

Hypothetical Situations Concerning Satisfactory Academic Progress

Hypothetical Situation #1:

Term or Evaluation Period	Student's CGPA at End of Term or Evaluation Period	Result
1.13.2011 to 3.24.2011 (10-week period)	1.3	Student status changed to Academic Probation for duration of next Term or Evaluation Period. May continue to receive Financial Aid for the next Term or Evaluation Period.
3.28.2011 to 6.6.2011 (10-week period)	2.0 (or higher)	Student removed from Academic Probation status at end of Term or Evaluation Period.

Hypothetical Situation #2:

Term or Evaluation Period	Student's CGPA at End of Term or Evaluation Period	Result
1.13.11 to 3.24.11 (10-week period)	1.3	Student status changed to Academic Probation for duration of next Term or Evaluation Period. May continue to receive Financial Aid for the next Term or Evaluation Period.
3.28.11 to 6.6.11 (10-week period)	1.99 (or below)	Student may be withdrawn from the program and Financial Aid may end.

If a student's CGPA falls below 2.0 at any time during their tenure with the College, he or she will be in violation of the Satisfactory Academic Progress standards above and the student will be placed on Academic Probation. In this case, the evaluation process detailed above is repeated.

In cases where a class is repeated, both classes will appear on the student transcript. Only the make-up grade will be calculated in the student's CGPA. Platt College, on a case-by-case basis, reserves the right to accelerate the above policy on Satisfactory Academic Progress to include immediate termination of a student's enrollment if determined to be warranted by the College.

Required Completion Rate: In addition to maintaining the CGPA specified above, students must progress toward completion of the program within a specified timeframe.

A student's completion rate is measured at the end of a term or evaluation period. All credits attempted, including repeated courses, incomplete courses, withdrawn courses, and remedial courses will be counted as credit hours attempted. If the student has not completed two-thirds (2/3) of the cumulative credit hours attempted to date, the student is in violation of SAP and will be placed on Academic Probation. The student may receive any financial aid due during this initial Academic Probation period. If, at the end of the next immediate term or evaluation period, the student has not raised the completion rate to two-thirds (2/3) of the cumulative hours attempted, he or she may be withdrawn from the program and will no longer be eligible to receive financial aid.

It should be noted that students are expected to complete the requirements for their course of study in the scheduled timeframe not to exceed 1.5 times the length of the program. Each individual case will be evaluated should the above standard be unattainable. The Director of Regulatory Affairs reserves the right to make final determinations based on the extenuating circumstances presented.

Students receiving Veterans Administration benefits must complete their program within the originally contracted length of time or number of units. Students receiving Veteran's Benefits who fail to achieve the required CGPA by the end of the probation period will have their Veteran's Benefits interrupted and the DVA will be notified.

Satisfactory Academic Progress Appeal Process: A student may appeal the determination of Satisfactory Academic Progress and the termination of Financial Aid to the Academic Dean based upon extenuating circumstances within 30 days of the event in question.

Re-Entry Policy: Students who have been dismissed for lack of satisfactory academic progress or for violation of the attendance policy may apply to be readmitted to the institution in the same program. The re-entry will be at the discretion of the Academic Dean, upon a showing by the student that circumstances presently exist that are more conducive to the student's academic success. If granted, the re-entry will be for a five-week probationary period, at which time the Academic Dean will make a final decision regarding the readmission.

Attendance Policy: Attendance in all scheduled courses is essential for academic achievement. Perfect attendance – no absences, tardies or early departures – is encouraged as punctuality develops within a student a sense of responsibility that will have a positive impact upon his or her professional career. Attendance is directly linked with the final grade a student receives in a course as defined by that course syllabus. Should absences exceed what is defined as acceptable in any course, the student may receive a failing grade for the course. The student is financially

responsible for repeating a course in which a failing grade was issued. Financial aid may not cover the repeated course. Attendance is taken each day at Platt College. Attendance is tracked by the quarter hour. These increments accumulate over the length of the module and are added together to determine the total number of hours a student is absent. Students are responsible for notifying their instructor, or Registrar, Lead Instructor, or Dean of Academics if they are going to be absent from school. Students are encouraged to make non-school personal appointments at times that will not conflict with their scheduled classes.

Additional, program-specific attendance requirements are listed in each course syllabus, and may also be found in the Veterinary Technology, Diagnostic Medical Sonography, and Respiratory Therapy Student Guidebooks. These guidebooks are available through their respective Program Directors.

Platt College does not have an excused/unexcused absence policy. Students are responsible to attend all scheduled class sessions.

8-Consecutive Days of Absence: Students who are absent from school for eight (8) consecutive days during which classes are scheduled, will be discontinued from their program for non-attendance. Students receiving Veterans Administration benefits who violate any provision of the attendance policy will have their Veteran's Benefits interrupted and the DVA will be notified.

Plagiarism: Plagiarism means using another person's work, writing, words, ideas, research, graphics, programs, music, pictures, data, and/or other creative expression without giving the other person full credit. Students must enclose another person's words in quotation marks, cite the appropriate source(s), and give citations when using the ideas of another person, even if those ideas are paraphrased. Platt College reserves the right to utilize outside anti-plagiarism resources to evaluate the originality of student work. Any student found guilty of plagiarism may be subject to disciplinary actions. Those disciplinary actions may include failing and repeating the course, suspension, and/or termination from the program. If a student has to repeat a course, financial aid may not cover that course.

Using words, ideas, computer code, or any work by someone else without giving proper credit is plagiarism. Any time information from a source is used, it must be cited.

Plagiarism and the Internet: The Internet has become a very popular resource for information for student assignments. The same rules regarding plagiarism that apply to a printed source also apply to resources found on the Internet. When a student refers to work, writing, words, ideas, and the like or quotes from an internet site, he or she must cite that source. Many of the same rules apply when using visual information from an internet site; the source of the visual information or graphic must be cited.

Useful Strategies to Avoid Plagiarizing Another Person's Work: If words, sentences, phrases, and the like are copied from a text, put what is copied in quotation marks. This is especially important when taking notes. When paraphrasing, do not just rearrange or change a few words. A useful technique is:

1. Read the area to be paraphrased carefully;
2. Cover up the text or close the book or computer page so the words cannot be seen;
3. Write out the idea in your own words without referring back to the words
4. Check the attempt at paraphrasing against the original text to be sure the same phrases or words have not been used and that the information is accurate.

At times students accused of plagiarism claim that their plagiarism occurred without their knowledge or intent. Since ignorance of this fundamental rule is not a reasonable defense, it is best to become thoroughly familiar with the various ways in which plagiarism can occur and ways to avoid plagiarizing someone's work. If there are any doubts or questions, take the responsibility to ask the instructor for clarification.

If found guilty of plagiarizing, a student may be subject to disciplinary actions up to and including suspension or termination from the program.

Grading

LETTER GRADES, PERCENTAGES AND GRADE POINT AVERAGES

Students are assigned letter grades (A through F) in their course work for each class attempted. The instructor uses a percentile breakdown and assigns final letter grades (see accompanying chart). Students may complete a class with a D – (.7). However, to graduate, a student must attain a minimum cumulative grade point average of 2.0 (C). **Additional, program-specific grading requirements may also be found in the Diagnostic Medical Sonography and Respiratory Therapy, and Veterinary Technology Student Guidebook. These Guidebooks are available through the respective Program Directors at each Campus Location.**

A Grade Point Average (GPA) is calculated from the letter grade using the following values:

Letter Grade	Percentile Range	Percentile Entered	Grade Point Assigned
A	96-100	100	4.0
A-	90-95	95	3.7
B+	87-89	89	3.3
B	83-86	86	3.0
B-	80-82	82	2.7
C+	77-79	79	2.3
C *	73-76	76	2.0
C-	70-72	72	1.7
D+	67-69	69	1.3
D	63-66	66	1.0
D- **	60-62	62	0.7
F	<59.9	50	0.0
W	N/A	N/A	0
T/C	N/A	N/A	0

* Minimum cumulative grade point average for entire course for a student to qualify for graduation.

** Minimum grade to pass any course (although this may be higher for certain programs, see program specific Guidebooks).

Expanded Grade Symbol Definitions:

A:	(Excellent) Meeting course requirements with a superior level of performance.
B:	(Good) Meeting course requirements with a high level of performance.
C:	(Satisfactory) Meeting course requirements with an acceptable level of performance.
D:	(Unsatisfactory)
F:	(Failing) Repeat course.
W:	Withdrawal
TC:	Transfer Credit

Grade of Incomplete: Platt College does not issue a grade of incomplete on the Student Progress Report or on the Student Transcripts.

Make-up Work: All student work, assignments, quizzes, tests or projects must be completed and submitted on or before the final day of any module. The acceptance of any late or make-up work is at the sole discretion of the Instructor.

Final Grades: A Student Progress Report will be provided to each student within two (2) weeks of the final day of each five (5) week module. A student may request a Student Progress Report at any time by informing the Registrar. The Report will be prepared within one business day of the request. The student can pick up the Student Progress Report from the Registrar or request that it be mailed. Platt College may withhold a student's official transcript if the student is in default on a student tuition contract.

Grade Appeal Policy: Students may appeal a grade received in a class through the following steps: (a) The student must communicate with the faculty member that issued the grade, within 24 hours of receipt of the grade; (b) If the faculty member denies the requested grade change, the student may appeal, in writing, to the Academic Dean (or designee) within 24 hours of the denial by the faculty member; (c) Within 24 hours of the receipt of the written appeal, the Academic Dean (or designee) will meet with the faculty member to discuss the student's appeal, and review the supporting documentation provided by the student; (d) The Academic Dean will then make a final recommendation, which may be confirmed by the faculty member, e) if the Academic Dean does not receive the confirmation of the faculty member, then the final decision will be made by the Director of Regulatory Affairs or their designee.

Class Withdrawals: A withdrawal ("W") is issued to any student who is withdrawn from a class voluntarily or involuntarily. A "W" is calculated for credits attempted, but is not calculated in a student's grade point average (GPA). The Dean of Academics, or designee, must approve all class withdrawals.

Withdrawing from any class after the first 20% of scheduled hours may result in a grade of "F" and an additional charge based upon the current tuition rates for repeating the class. If a student is placed on leave of absence after the first 20% of scheduled hours, that student may also receive a grade of "F" and may also incur the additional charge for repeating the class.

Course Repetition: The Dean of Academics, or designee, will advise students who are failing one or more courses. A course may be repeated when the grade received was a D. A course must be repeated when the grade received was an F or when the student received a W. If a student needs to repeat a course, he or she will be referred to the Dean of Academics, or designee, and to the Financial Aid department to discuss the funding of the repeated course. Students repeating courses will be charged for the specific course or courses. In computing the grade point average, only the most recently earned grade points will be used.

Cumulative Grade Point Average Required for Graduation: Graduation from Platt College requires a minimum cumulative grade point average of 2.0 (C). Complete graduation requirements are described in the Graduation Requirements section of this catalog.

Continuing Education/Avocational Course Offerings: The school offers courses on a continuing education or avocational basis that do not fall within the scope of ACCSC accreditation.

Leave of Absence Policy: Platt College offers accelerated programs of study. As such, Leaves of Absence are discouraged, and are only granted for unique and serious situations. Written requests for Leaves of Absence should be presented to the Academic Dean (or designee), and may be granted for a maximum of 180 days in any 12-month period. The commonly acceptable grounds for a Leave of Absence are: medical emergency (including pregnancy), military service, and course scheduling. In the case of a request for a leave for medical or disability reasons, Platt College will make any reasonable effort to accommodate each student's request. During the leave of absence period, the student is obligated to continue to make their normally scheduled student loan payments. Students failing to return from a Leave of Absence will be dropped from the program.

Transferability of Credits

Transfer Credits: A Transfer Credit (TC) will appear on a student's transcript to indicate those courses for which the student has received college credit from another institution. Transfer Credits may be issued for Experiential Learning.

When reviewing transcripts to identify transferability of credits into Platt College degree programs, the following conditions must be met:

- The courses were completed at an accredited college or university.
- The courses are equivalent in content and number of credit hours to those offered by Platt College.
- The courses considered for transfer are at the appropriate college year.
 - Freshman or sophomore year courses may be considered for waiver of Platt College Associate Degree level courses, only.
 - Junior or senior level courses may be considered for waiver of Platt College Associate Degree or Bachelor Degree level courses.
 - At no time may one transferred course be used to waive more than one Platt College course.
- The student achieved a minimum grade of “C” or 2.0 for the courses considered for transfer.
- To be accepted as waiver of Platt College courses, a student must submit official transcripts for transfer credit consideration.
 - Without receipt of official transcripts, Platt College will not issue Transfer Credit for any of its courses.
- Students wishing to transfer credits into Platt College for any program must deliver an official transcript to the Dean of Academics, or designee, within the first thirty (30) days from the day they start their program.
- Exceptions to any provision within are considered on an individual basis.

Transfer Credits are not calculated into the student’s grade point average.

Experiential Learning: An applicant with the appropriate amount of industry experience may be qualified for waiver of Platt College courses by Experiential Learning. Experiential Learning will be evaluated based on a review of documented work experience and successful completion of relevant standardized tests.

The following criteria must be met for an applicant to qualify for Experience Learning:

- Submit a resume detailing a minimum of two (2) years of industry experience.
- Submit a minimum of two (2) letters of professional reference.
- Depending upon the course the applicant wishes to waive, a professional portfolio must be submitted and reviewed by the Dean of Academics, or designee.
- Complete and pass with a grade of 3.7 or above (A– or above), the final examination for the course the applicant wishes to waive.

A grade of **TC** will appear on the student’s transcript once the waiver of the course through Experiential Learning is approved.

Application for waiver of Platt College courses through Experiential Learning must be submitted to the Dean of Academics or designee, within the first thirty (30) days of the student’s start date in their chosen program.

Platt College currently does NOT accept credit for challenge examinations and achievement tests.

Maximum Number of Transfer Credits Allowed: The number of Platt College credits waived through the transfer of college course credits from previously attended schools or through Experiential Learning cannot amount to more than fifty-percent (50%) of the student’s program.

Exceptions to any provision above may be considered on an individual basis with the Academic Dean and Campus President.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Platt College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate that you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma or certificate that you earn at this institution is 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 and personal goals. This may include contacting an institution to which you may seek to transfer after attending Platt College to determine if your credits, degree, diploma or certificate will transfer prior to enrolling at Platt College.

Career Services

The ultimate goal of Platt College is to assist all graduates in their job search in the field for which they have been trained. The school maintains an active career education program for qualified graduates. Graduates are given the opportunity to pursue job referrals generated by Career Services. A vast majority of our graduates who seek employment find positions in the field for which they are trained. However, the school cannot guarantee employment.

Career Services strives to see that each graduate understands the job search process. Placement begins on orientation day at which time the importance of the student's attendance and productivity in class is stressed. During the course of training, the Career Services staff meets with each student to become familiar with his or her special skills, background, and goals. Additionally, students participate in the following:

1. Writing résumés and letters of application.
2. Researching and contacting potential employers.
3. Interviewing skills workshops
4. Portfolio preparation.

Students are expected to cooperate with, and stay in contact with the Platt College Career Services department during their Academic Program and immediately following their Program completion.

Student Conduct

Complete student roles and responsibilities are outlined within the Platt College Student and Consumer Handbook.

Conduct Policy: Students are expected to conduct themselves in a manner conducive to learning and also promotes the learning of others. Platt College operates in an office park environment. Under no circumstances will any behavior be tolerated that interferes or disrupts the business activities of the neighboring tenants. The following Code of Conduct is expected to be upheld by all students, and those who violate these provisions are subject to disciplinary measures including suspension and possibly termination from the Program:

- Not to act in such a manner as to bring unfavorable criticism upon the school, staff, or any fellow student.
- Never to enter or attempt to enter or be upon any school property or to engage in any school, function while under the influence of alcohol, drugs or narcotics of any kind.
- To cooperate fully with the school's staff and instructors, so as to successfully conclude the selected program or course within the scheduled training program.
- Not to sell or offer to sell to any student any commodities or services without written permission of the school administration.
- Not to interfere with the learning process of other students, classroom presentation, or individual instruction being conducted in any class or session of the school and to refrain from any form of cheating or unprofessional conduct.
- To comply with the requests of the instructor relating to student conduct and the student dress code as stated in the student and consumer handbook.
- To comply with all safety and health requirements of the school, local, state, and federal laws.
- Not to remove from the school any supplies, textbooks, equipment or property of the school without written permission from one of the school's administrators.
- To refrain from using profane or abusive language while on the school premises or during any school function.
- To refrain from bringing any weapon on school premises. A weapon includes any type of firearm, knife, switchblade, bomb, or incendiary devices.
- To refrain from any disorderly, indecent, or obscene conduct or expression of sexual harassment.
- To refrain from any type of rioting including aiding, abetting, or inciting riot.
- To refrain from physical abuse, verbal threats, bullying, or intimidation directed toward other students, staff, or campus visitors.
- To refrain from obstruction of pedestrian or vehicular traffic on college premises.
- To refrain from any activity involving Platt College campus computing resources which knowingly interferes with someone else's academic freedom or rights to privacy, the institution's goals and policies, local state, or federal laws.
- To refrain from falsification, distortion, or misrepresentation of information before a college official or judiciary body.
- To refrain from misuse of safety equipment, false bomb or fire alarms, or misinforming safety or security personnel.

- Not to furnish false information or academic credentials with the intent to deceive or mislead college officials in making admissions, scholarship, and financial aid determinations on the student's behalf.

Drug Free Schools & Communities Act: Platt College is committed to the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §1145g).

Drug-Free Campus: it is the policy of Platt College to maintain a drug-free living and learning environment and workplace. As a result, the College does not tolerate and strictly prohibits the possession, use, and/or distribution of alcohol, drugs, and/or drug paraphernalia by any member of the Platt College community, including students and guests of its community. Disregard of this policy will subject offenders to disciplinary action up to and including dismissal from the College.

The College's interest in disciplining offenders is not punitive, but rather to establish clear limits of conduct for members of the campus community. Therefore, the College subscribes to a disciplinary process that could subject the violator to disciplinary action including termination from the program.

Honor Code: Each student is honor bound to report to school officials any violation of the Code of Conduct by any person on the campus.

Violation of the Code of Conduct is grounds for dismissal. All reports shall be submitted in writing, signed, and dated by the student. Submission of a false report shall be grounds for dismissal.

Harassment Policy: It is the policy of Platt College to promote an environment conducive to learning and free from harassment of any kind, including sexual harassment. Harassment is considered intolerable behavior and complaints will be investigated and acted upon promptly. Students found to have engaged in harassment may have their enrollment terminated.

Students who have any questions regarding this policy, or who wish to complain of harassment, should contact the Campus Director. Complaints alleging harassment will be treated as confidentially as possible.

Dress Code: Platt College is located in a business park environment; therefore, appropriate attire is necessary. A student's appearance should never disrupt or distract from the classroom objective. Any student not complying with these requirements may be asked to leave class, which may result in an absence for the class session. Continued non-compliance may lead to dismissal.

Students enrolled in Platt College's Allied Health programs are required to wear medical attire as specified during the enrollment process.

Student Complaint and Grievance Procedure

Students seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Academic Dean or the Campus Director. Internal resolution to student concerns is encouraged. Students may also submit complaints to Feedback@PlattCollege.edu

Student Complaint / Grievance Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology 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 complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302, Arlington, VA 22201
Telephone: 703.247.4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Academic Dean or Campus Director of the school.

Platt College Policy for Students with Disabilities

This policy is to ensure that Platt College does not discriminate against any applicant or student based on disability. The purpose of this Policy is to set forth Platt College's policy against discrimination (including harassment) on the basis of disability, to set reasonable standards for documentation of a disability, to outline reasonable procedures for requesting academic accommodations, to provide for an interactive process for determining appropriate academic accommodations, to specify procedures for appealing determinations related to disability services, and to identify the campus Section 504 coordinator with responsibility for campus compliance with Section 504.

Students enrolled in Academic Programs at Platt College should complete the steps listed below well in advance of the anticipated need for services and accommodations to allow for a reasonable period of time in which to evaluate and implement those needs and requests:

1. Students must be admitted to Platt College before requesting accommodations.
2. Students requiring accommodations should first contact the Academic Dean. Documentation of disabilities and needs may be required and subject to verification.
3. Platt College will make a case-by-case determination of the student's need for any requested auxiliary aids, accommodations, or special services determined to be necessary.
4. The Academic Dean will address all accommodations which affect the physical structure, furnishings, or equipment.

Documentation of Disability: Any student with a disability who wishes to receive academic accommodations must provide current verification of the disability in the form of assessments done by a certified and/or licensed professional trained in the related disability. The documentation must generally be within the last three (3) years and it must describe the disability.

Documentation used to assess the need and establish appropriate academic accommodations are outlined on the ADA accommodation application available from the Academic Dean, who can also answer any questions you may have about the criteria .

In some circumstances where the disability is obvious, Platt College may provide academic accommodations while the student is in the process of obtaining and gathering the documentation of a disability.

Reasonable Academic Accommodations: Reasonable academic accommodations are made under the guidance and provisions of Section 503 of the Rehabilitation Act of 1973 and Title I of the ADA. The college is not required to provide accommodations if they will "fundamentally alter" the nature of the academic program being offered.

Procedures for Requesting and Determining Academic Accommodations:

The Campus Academic Dean is the designated Campus Disability Coordinator for compliance with Section 504.

To request academic accommodations, a student with a disability must contact the Campus Disability Coordinator. All requests for academic accommodations must be made to the Campus Disability Coordinator. Making a request and/or disclosing a disability to a faculty or staff member will not be treated as a request for academic accommodations. If a student informs faculty or staff member that he or she has a disability, the faculty or staff member must refer the student to the Campus Disability Coordinator.

The Campus Disability Coordinator and the student will promptly discuss the appropriate documentation needed to establish the student's disability and the need for academic accommodations. The student will also complete and submit a "Disability Accommodations Request Form."

The Campus Disability Coordinator will discuss the Accommodation Request form with the student and ensure all necessary documentation has been provided for the college to make a determination. The Disability Coordinator will notify the student in writing within ten (10) business days with a decision regarding the approved academic accommodations. If the Campus Disability Coordinator has denied any request for academic accommodation, the denial must be in writing and must include a reason for the denial, and must be discussed with the student.

The Campus Disability Coordinator will provide written notice of the approved academic accommodations to faculty members and other individuals with

responsibility for providing the academic accommodations, however this information is to remain confidential and secure.

Students who disagree with the determinations made by the Campus Disability Coordinator with respect to disability-related services may file an appeal using the appeals process outlined below (see “Appeals Procedure”).

Implementation of Approved Academic Accommodations: Absent a significant health or safety concern, instructors are required to provide all approved academic accommodations. If an instructor has questions about the approved academic accommodations, the instructor should immediately contact the Campus Disability Coordinator. Instructors may not unilaterally make a determination as to whether the student has a disability, the extent of the student’s disability, or the appropriateness of an approved academic accommodation.

Appeals Procedure: If a student is dissatisfied with the determination or provision of any disability related services, the student may file an appeal. Dissatisfaction may include, without limitation, a determination that the student is not disabled, a denial of the student’s request for disability related services (such as a request for academic accommodations), delay in the provision of an approved academic accommodation, or the non-provision of an approved academic accommodation by an instructor or staff member.

Appeals should be made in writing and directed to the Campus President at the student’s home campus. The appeal should include a statement of the steps taken to date, the results obtained (if any), and the basis for the student’s dissatisfaction. The Campus President will then attempt to resolve the issue(s). The student will be provided with a written decision regarding the appeal within fifteen (15) business days after the appeal is received by the Campus President.

If a student is dissatisfied with the written decision of the Campus President, the student may file for a second-stage appeal, in writing, to the Director of Regulatory Affairs by contacting 626.300.5444. This written appeal may include a request for a meeting with the Director of Regulatory Affairs, which may take place either in-person or by other means, at the discretion of Platt College. This second-stage appeal must be filed within ten (10) business days of receiving the written decision of the Campus President. Upon receipt, Director of Regulatory Affairs will review the appeal and will issue a written decision to the student and all interested parties within ten (10) business days of the conclusion of the investigation.

Grievance Procedure: Platt College is committed to a policy of nondiscrimination on the basis of race/color, national origin/ancestry, sex (including gender identity), religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, or pregnancy. Any allegations of discrimination will be promptly and fully investigated, and appropriate action will be taken in a timely manner. Any student, employee, or guest of Platt College may file an anonymous complaint at Feedback@PlattCollege.edu

Any student or employee who believes that Platt College has discriminated against him or her may file a grievance using the grievance procedure stated in the Platt College Catalog. This policy may also be found in the Platt College Consumer and Employee Handbook, which can be accessed online at www.plattcollege.edu.

In addition, students may be able to file a complaint with the United States Department of Education, Office for Civil Rights. They can contact the Office for Civil Rights for more information at the following:

United States Department of Education

Office for Civil Rights

50 Beale Street, Suite 7200 • San Francisco, CA 94105

(415) 486-5555 • www.ed.gov/ocr

Students enrolled in campuses outside of California may contact the Office for Civil Rights headquarters office at:

U.S. Department of Education

Office for Civil Rights Customer Service Team

400 Maryland Avenue, SW • Washington, D.C. 20202-1100

(800) 421-3481 • TDD: (877) 521-2172

Email: OCR@ed.gov

Campus Safety

Safety from accidents is the responsibility of everyone. The school strives to offer a safe environment for students, employees, and visitors to the campus and encourages you to comply with all safety standards including:

1. Smoking is restricted to the designated outside areas.
2. Food, drink, and their containers are restricted to designated break areas and are prohibited from all classrooms and labs at all times.
3. Lab equipment may be used only with an instructor's knowledge, permission, and supervision.
4. Parking is limited to designated areas with the expectation that students will demonstrate safe and courteous driving. Failure to comply may lead to termination from school.

If you are injured, are aware of injury to another student or are aware of a safety hazard on campus, please report this information to your instructor, the Academic Dean or the Campus Director immediately.

FULL CAMPUS EMERGENCY PREPAREDNESS INFORMATION, EMERGENCY NOTIFICATION DETAILS, AND CAMPUS SAFETY GUIDELINES ARE AVAILABLE IN THE STUDENT AND CONSUMER HANDBOOK.

Campus Security Cameras: As part of its ongoing effort to maintain a safe learning environment for students, faculty, and staff, Platt College uses security cameras in classrooms and common areas.

Campus Crime Statistics: In compliance with P.L. 102-226, campus crime statistics are maintained for public and student review and distribution at each Platt College campus on or before October 01 of every year, and are available in the Student and Consumer Handbook. The statistics are updated annually and reflect the most recent reporting period from the U.S. Department of Education's OPE Campus Security Statistics website at <http://ope.ed.gov/security>. In addition, the campus crime statistics are available at the Platt College website at www.plattcollege.edu.

School Calendar

School Calendar: Please refer to the Catalog Insert for specific start dates for upcoming modules. Modules are five (5) weeks long and run successively throughout the year.

School Holidays:

New Year's Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

VIII. Course Descriptions

APH101 — Anatomy & Physiology

Comprehensive knowledge of Anatomy and Physiology is a fundamental prerequisite to medical sciences. Upon completion of this subject, the student will have practical knowledge about the structural levels of organization, anatomical components, and physiology. The student will also learn about Medical Terminology and relationships related to various body organs and anatomical directions, planes, and body cavities. The student will have a clear understanding of the anatomy and physiology of a typical cell, tissues, organs, systems of the human body and homeostasis and its importance in the human body.

Prerequisite: None

60 Hours

6 Quarter Credits

ART111 — Introduction to Design Concepts

At the conclusion of this course, students will be able to identify and apply basic design principles and identify and utilize the design processes necessary to successfully solve design problems using metrics provided. Students learn to apply the basic principles of layout, color theory, deductive and strategic thinking. Students will gain experience using markers, colored pencils and graphite as rendering tools in order to create comprehensives beginning with thumbnails. Teamwork, brainstorming, concept development and presentation skills are emphasized.

Prerequisite: None

100 Hours

7 Quarter Credits

ART112 — Typography

This course covers typographic terminology and the application of type as a communication tool. Deductive and strategic thinking processes are taught and applied as tools for problem solving. The history of typography, major type families, the study of basic letter forms and typographic contrast are examined for skill building towards the understanding of type as a visual language.

Prerequisite: None

100 Hours

7 Quarter Credits

ART114 — Fundamentals of Drawing

This course is an introduction to basic drawing and composition. The course will include the study of value, texture, form and perspective. Students will have a working knowledge of terminology, the history of drawing and various drawing techniques.

Prerequisite: None

100 Hours

7 Quarter Credits

BIO101 — Microbiology 1

This course is designed to provide the student with a foundation in basic microbiology with emphasis on infectious diseases. The student will gain a basic understanding of the various characteristics of microorganisms in general and the specific characteristics of pathogenic bacteria, viruses, fungi, and protozoa.

Prerequisite: None

30 Hours

3 Quarter Credits

BIO102 — Microbiology 2

This course continues the journey started with BIO101. The student will gain a deeper understanding of the various characteristics of microorganism in general and the specific characteristics of pathogenic bacteria, viruses, fungi and protozoa.

Prerequisite: None

30 Hours

3 Quarter Credits

BIO103 — General Biology

This course is designed to provide the student with a foundation in basic biology. The student will gain a basic understanding of the foundations of life, classifications of species, and animal cell and tissue function. This course provides the foundation for BIO104.

Prerequisite: None

30 Hours

3 Quarter Credits

BIO104 — General Microbiology

Continuation of BIO103. The student will gain a deeper understanding of the various characteristics of microorganisms in general and the specific characteristics of pathogenic bacteria, viruses, fungi, and protozoa.

Prerequisite: None

30 Hours

3 Quarter Credits

BLM301 — Introduction to U.S. Healthcare System

The Course provides a comprehensive introduction to the US healthcare system. Overviews of existing delivery systems, healthcare delivery concepts, access to care, and other critical issues are presented. The course includes the mission of public health; models of health promotion and disease prevention; and determinants of health and health services utilization. The financing, organization, staffing, delivery, and payment of the U.S. healthcare system is described, Issues of competition, regulation, technology, quality, primary care, long-term care, mental health, and bioethics are introduced and discussed.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM302 — Current Issues, Trends, and Innovations in U.S. Healthcare

Examination of new technologies, health care delivery models, and the phenomenon of sophisticated consumers. Healthcare reimbursement and potential changes in payment structures are explored. Assessment of the impact of science, technology, ethics, and government on the provision of health care.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM303 — Quality Improvement in Healthcare

Assessment of specific interventions and initiatives to improve the quality and cost-efficiency of health care from the perspectives of providers and patients. Analysis of the structures in place to enhance the quality of health care delivery and political and economic influences that affect quality improvement programs in both the public and private sectors.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM304 — Organization and Management of Healthcare Systems

This course explores in further detail the organization of current healthcare delivery systems in the United States, and introduces basic management principles as they apply to the delivery of services provided by health science disciplines. Issues addressed include information systems, leadership, team building, fiscal management, human resource management, quality improvement, and management of conflict and change.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM400 — Theories, Practices, and Ethics of Leadership

This course is designed to provide students with a comprehensive understanding of leadership as phenomenon and its impact on the organizational behavior of individuals. Major theories of leadership will be examined and leadership will be integrated into the various internal and external organizational and situational factors. An emphasis will be placed upon developing a personal, ethical leadership style that is applicable in the daily operations of today's organizations.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM405 — Organizational Dynamics and Change Management

This course is designed to provide students with a working understanding of how to manage the change and improvement process in today's organizations.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM410 — Leading Diverse Groups and Teams

This course will examine the principles of building and sustaining highly effective teams through the application of leadership theory to groups that are diverse in gender, ethnicity, education, and functional expertise. Special emphasis will be placed upon the role of the leader in establishing effective collaboration among the members, comprehensive understanding of the nature of teams, their functioning and impact on individual and group behavior.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM420 — Organizational Training and Development

This course provides essential managerial-level comprehension of training theory and its practical applications in the business and management environment. Students learn how to design instructional training programs beginning with the needs assessment and continuing through the evaluation phase. Special emphasis will be placed on the current trends and issues in training and development to include the rapid changes in technology and job design, along with the increasing importance of learning — and knowledge — based organizations.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM430 — Operations Management

This course provides essential managerial-level comprehension of training theory and its practical applications in the business and management environment. Students learn how to design instructional training programs beginning with the needs assessment and continuing through the evaluation phase. Special emphasis will be placed on the current trends and issues in training and development to include the rapid changes in technology and job design, along with the increasing importance of learning — and knowledge — based organizations.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM440 — Project Management

This course provides an overview of the concepts, procedures and fundamental processes of project management for working professionals. Students are introduced to the principles, tools, and techniques of project management within an integrative framework. The course emphasizes that, for most organizations, projects are the primary means for implementing strategic initiatives. This course uses real-world examples and identifies common mistakes and pitfalls in project management. The nine areas of the Project Management Institute's Project Management Body of Knowledge (PMBOK) are incorporated.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM450 — Transforming Organizations

This course provides an overview of the human and intellectual capital that is critical to success, and the management of these resources in four information-intensive settings; (1) managing innovation, (2) managing collaboration, (3) managing team decision-making, and (4) managing change and adaptation. The course puts a particular emphasis on the important tasks of developing well-aligned, high performance organizations and on the challenges of leading change in organizations.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM460 — Leading Strategic Organizational Sustainability

This course examines how companies develop strategies based on financial, social and environmental criteria. The course looks at how organizations integrate the principles of sustainability into key functional activities, including strategy, marketing, human resources, accounting, and information systems and obtain competitive advantage through sustainability-based approaches. Students learn the importance of a multiple stakeholder perspective of organization management and change based on engagement with employees, consumers, competitors, nongovernmental organizations and public agencies.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM470 — Research and Evaluation Methods in Leadership

This course introduces the concepts, principles, and methods of organizational research. Special emphasis is given to the study of the scientific method of problem solving and the systematic review of leadership research literature. The primary goal of the course is to strengthen student's critical thinking and reasoning skills to become better consumers of educational research. Another goal of the course is to strengthen student's skills as a competent researcher results, and to strengthen their skills at planning organizational research.

Prerequisite: None **50 Hours** **4 Quarter Credits**

BLM490 — Leadership Capstone Seminar

The capstone course is designed to be the culminating work for the Bachelor's degree in Leadership and Management. Under the guidance of the instructor, students will design a project to demonstrate their mastery of leadership theories, application, and frameworks. Students will include scholarly research, attention to ethical awareness, and demonstrate critical analysis in their project.

Prerequisites: All Leadership and Management Core Courses **50 Hours** **4 Quarter Credits**

CHM102 — Chemistry

This course will provide an introduction to the principles of chemistry, including inorganic chemistry, organic chemistry, and biochemistry. Topics covered include atomic structure, bonding and nomenclature, gas laws, solutions, acids and bases, pH and equilibrium, organic and biochemical structure and reactions, and nuclear chemistry.

Prerequisite: None **60 Hours** **6 Quarter Credits**

CHM103 — General Chemistry

This course provides an introduction to the principles of chemistry, including inorganic chemistry, organic chemistry, and biochemistry. Topics covered include atomic structure, bonding and nomenclature, gas laws, solutions, acids and bases, pH and equilibrium, organic and biochemical structure and reactions, and nuclear chemistry.

Prerequisite: None **30 Hours** **3 Quarter Credits**

CJ135 — Introduction to Law

This is an introductory class to state and federal systems with emphasis on California court structure. This will include a survey of legal terminology and the use of fact pattern analysis, case analysis and legal reasoning. This course will also include a detailed discussion of ethical responsibilities.

Prerequisite: None **50 Hours** **4 Quarter Credits**

CJ140 — Introduction to Report Writing

This course examines the role of report writing as it relates to police work. Students will gain an objective look at all aspects of investigations and how they are documented in various report forms. Students will actively participate in discussions and role play situations with the goal of having them investigate a situation and document it on the proper police forms. Interview and interrogation techniques will be explained and students will show their ability to differentiate between these two types of police practices.

Prerequisite: None **50 Hours** **4 Quarter Credits**

CJ145 — Corrections

This course will examine the historical development and present philosophies in the handling of those adjudged to be law violators. Federal, state, and local correctional systems will be studied, including prison/jail architecture and its impact on safety, prison organization and management, correctional officers' daily responsibilities, type and availability of prison vocational programs, and prison rehabilitation and educational resources and their application. In addition, Constitutional cases affecting issues of capital punishment, cruel and unusual punishment, and prisoner rights will be presented.

Prerequisite: CJ135 **100 Hours** **8 Quarter Credits**

CJ155 — Private Security

This course describes the history and development of the Private Security industry within the United States, to include Powers to Arrest and Weapons of Mass Destruction/Terrorism, as well as Public Relations (community and customer), Observation and Documentation, Communication and its significance, Liability/Legal aspects, Officer Safety, Courtroom Demeanor, Preserving the incident Scene, and Introduction to Supervision. These topics coincide with the California mandated security officer training materials and successful completion of this course should result in successful completion of the subject mastery required to sit for the State of California Guard Card test.

Prerequisite: CJ135 **100 Hours** **8 Quarter Credits**

CJ165 — Criminal Law

This course will be an overview of the criminal justice system in America, with emphasis on California criminal statutes, and will cover: a basic study of laws of arrest, relevant Constitutional amendments, pre-trial procedures and motions, the elements of crimes, available defenses, case analysis, and rules and case law impacting search and seizure as well as the Miranda admonition.

Prerequisite: CJ135 **100 Hours** **10 Quarter Credits**

CJ175 — Criminology

This course will define criminology, compare various theories of criminology, consider methods of applying scientific study to criminal activity, and relate criminology theory and practice to careers in law enforcement. Criminology theories are then used to explore crime causation and methodology in: murder, sex crimes, assaults, robbery, burglary, thefts, vandalism, drug offenses, gambling, organized crime activity, juvenile crime, and white collar crime.

Prerequisite: CJ135 **100 Hours** **10 Quarter Credits**

CJ185 — Criminal Investigations/Report Writing

This course will provide an introduction to criminal investigation, including crime scene protection and processing procedures, case preparation, interview/interrogation strategies and tactics, and basic investigative techniques for crimes against persons and crimes against property. Methods for identifying, preserving and collecting evidence will be considered, as well as how to establish elements of the specific crime and then connect suspect(s) to the case. Moreover, the course will teach proper law enforcement report writing and field note taking which leads to successful criminal prosecutions. The preparation of clear, concise, and accurate reports will be stressed, with an emphasis on: elements of composition, syntax, grammar, punctuation, spelling and knowledge of law enforcement abbreviations. Practice in arrest and crime report writing is emphasized and proficiency must be demonstrated.

Prerequisite: CJ135 **100 Hours** **8 Quarter Credits**

CJ215 — Juvenile Justice

This course examines prevalent patterns of juvenile delinquency, relates these patterns to theories of child and adolescent development, and considers various theories regarding the causes of juvenile criminal behavior. In addition, this course surveys the roles of the police, courts, juvenile corrections, and delinquency intervention programs in the administration of juvenile justice. California's balanced and restorative system of juvenile justice will be studied, including: detention, jurisdictional, and fitness hearings; as well as separation of juveniles in contact with the system as 300 WIC dependent children, 601 WIC status offenders, and 602 WIC delinquents. Emphasis will be given to strategies of prevention and early intervention, especially as it relates to juvenile gangs.

Prerequisite: CJ135 **100 Hours** **10 Quarter Credits**

CJ226 — Contemporary Issues in Criminal Justice/Terrorism

This course examines the influence and impact of legal, civic, and political issues on the criminal justice system with a strong emphasis on terrorism, both international and domestic. A comparison of several terrorism definitions will be explored as they relate to: violence as the terrorists' operational mechanism, the desire for publicity, asymmetrical tactics, and ideological/religious/cultural relevance. A worldwide geopolitical study of terrorist groups, their methods, and histories will be examined. An additional examination of counter-terrorism agencies and methods will demonstrate state-of-the-art weaponry and technology, personal protection techniques, and human and signals intelligence operations — thus projecting terrorist threats well into the 21st century.

Prerequisite: CJ135 **100 Hours** **8 Quarter Credits**

CJ245 — Forensics

Forensic science applies scientific methodology to crime scene investigation and crime solving, including an analysis of techniques of crime scene investigation. Preservation of the crime scene will be stressed as it relates to initial responders and crime scene technicians, as well as the correct gathering of physical evidence to maintain lawful chain of evidence. Practice will occur in several forensic techniques including: latent fingerprint investigation and recovery, blood spatter analysis, crime scene photography, diagramming and note taking of the crime scene, plaster casting, bullet trajectory, wound analysis, and explanations of inductive and deductive reasoning. Additionally, topics such as ballistics, DNA investigation and analysis, and explosives and arson investigations will be examined. Proficiency in all the forensic techniques and topics must be demonstrated.

Prerequisites: CJ135 & CJ185 **100 Hours** **8 Quarter Credits**

CJ305 — Criminal Behavior

This course will focus on an overview of criminal behavior. Students will learn what criminal behavior is, why we study it, and how it relates to their careers as criminal justice professionals. Specifically, the course will cover the definition of criminal behavior, the theories of criminal behavior, the types of offenders and how it relates to the various segments of the criminal justice system.

Prerequisites: CJ135 & CJ185 **100 Hours** **9 Quarter Credits**

CJ310 — Corrections II

The course will deal with the various aspects of community based corrections and its effects and consequences on both the incarcerated and the community at large. The course will explore the working conditions of those in the criminal justice system related to community based corrections.

Prerequisites: CJ135 & CJ185 **100 Hours** **8 Quarter Credits**

CJ330 — Constitutional Law

This is an introductory course focused on American constitutional law with an emphasis on US Supreme Court decisions. This course will explain various methodologies of constitutional interpretation and modes of constitutional analysis. Topics covered include the role of the judiciary in reviewing acts of the political branches of government, the separation of powers and relations among the three branches of the federal government, the powers of the national government and federalism based limits on Congress and the states and a general over view of individual constitutional right from a criminal procedure perspective.

Prerequisites: CJ135 & CJ185 **100 Hours** **10 Quarter Credits**

CJ335 — Criminal Law II/ Advanced Trial Procedures

A detailed discussion of criminal procedure and motion practice. This course will analyze the following Constitutional law requirements pertaining to criminal law; fourth amendment, searches and arrests with and without warrants, actions based on reasonable suspicion, interrogations and confessions, identification procedures, pretrial procedures, etc.

Prerequisites: CJ135 & CJ185 **100 Hours** **10 Quarter Credits**

CJ355 — Laws of Evidence

The course is designed as an introductory level evidence course. Topics covered will be all common evidence types and proceedings including hearsay and privilege. Several chapters are devoted to constitutional issues that are essential to the collection of admissible evidence.

Prerequisites: CJ135 & CJ185 **100 Hours** **10 Quarter Credits**

CJ360 — Immigration

This course will explore the legal, historical, and policy perspectives that shape U.S. law governing immigration and citizenship. Topics covered include: the constitutional and international law foundations underlying immigration regulation, the history of immigration law in the U.S., the source and scope of congressional and executive branch power in the realm of immigration, the role of the judiciary in making and interpreting immigration law, and the impact of immigration in other areas, including employment, criminal law, family unification, international human rights law, and discrimination. Citizenship and naturalization, the admission and removal of immigrants and non-immigrants, issues of undocumented immigration and national security are also covered.

Prerequisites: CJ135 & CJ185 **100 Hours** **10 Quarter Credits**

CJ370 — Issues in Public and Private Security

This course overviews the public and private security fields, including: basic security functions in varied communities, laws concerning security; the role of private and public security in protecting vital infrastructure, industry, transportation, corporations, and commercial endeavors. Risk/threat assessment, hard targeting defenses and solutions, biometric technologies, sub rosa investigations, and government security contracting will be examined; as well as contemporary career opportunities in the far-reaching private and public security fields.

Prerequisites: CJ155, CJ185, CJ226 **50 Hours** **4 Quarter Credits**

CJ375 — Management in the Security Industry

This course demonstrates the role security supervision, middle management, and upper management play in the smooth, successful operation of a modern private security force. Basic security management skills will be taught, including: leadership, administration, planning and budgeting, employee recruitment, hiring, retention, and motivation. Methods of training will also be considered; as will security officer performance evaluation, the promotional process, laws affecting human resources administration, conducting personnel investigations, and strategies for enhancing work place productivity.

Prerequisites: CJ155, CJ185, CJ370 **100 Hours** **9 Quarter Credits**

CJ380 — Modern Policing

The course will deal with the advancements in technology and how law enforcement is using them. Students will cover various aspects of law enforcement and learn how to use, interpret and handle the equipment and systems which now make up a large part of the Criminal Justice World. The student will understand what is meant by technology in conjunction with this text book and why technology in law enforcement should be explored.

Prerequisites: CJ135 & CJ185 **100 Hours** **9 Quarter Credits**

CJ385 — Police Administration and Management

This course introduces issues in police administration, including organizational and management theory, awareness of how organizations function within the judicial system, the impact of politics and government on police operations, the importance of competent leadership, motivation of police officers, mitigation of police-related stress, how to conduct personnel investigations, and various law enforcement promotional paths.

Prerequisites: CJ165, CJ185, CJ226 **50 Hours** **4 Quarter Credits**

CJ390 — Narcotics Enforcement

The course will deal with the various aspects of Narcotics Enforcement and drugs in our society. The course will explore the working role that drugs play in our society and the relationship of law enforcement to this complicated problem

Prerequisites: CJ135 & CJ185 **50 Hours** **4 Quarter Credits**

CJ395 — Contemporary Issues in Law

This course will focus on an overview ethical dilemmas which face our criminal justice system. Students will understand what moral moral behavior is and what standards must apply to our criminal justice professionals. The class will study both police and corrections and understand that each profession has its own standards and its own set of moral dilemmas that have to be dealt with.

Prerequisites: CJ135 & CJ185 **50 Hours** **4 Quarter Credits**

DMS101 — Introduction to Sonography

The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, body planes, orientation, patient positions, scanning planes and normal cross-sectional anatomy and physiology of the abdominal aorta and inferior vena cava. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The student will learn how to use and operate the ultrasound machine.

Prerequisite: APH101 **60 Hours** **3.5 Quarter Credits**

DMS102 — Introduction to Sonography 2

The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, orientation, patient positions, scanning planes and basic anatomy of the liver and Gallbladder. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The laboratory component will also focus upon development of skills pertinent to patient-sonographer interaction.

Prerequisites: APH101 & DMS101 **60 Hours** **3.5 Quarter Credits**

DMS103 — Introduction to Sonography 3

The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, orientation, patient positions, scanning planes and basic anatomy of the Pancreas, Spleen and Renal. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The student will learn to apply sonographic terminologies.

Prerequisites: APH101 & DMS101 — 102

60 Hours

3.5 Quarter Credits

DMS104 — Introduction to Sonography 4

The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, body planes, orientation, patient positions, scanning planes and basic anatomy of the organs of the thyroid, breast, male pelvic, neurosonography and GI. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The laboratory component will also focus upon development of skills pertinent to patient-sonographer interaction.

Prerequisites: APH101 & DMS101 — 103

60 Hours

3.5 Quarter Credits

DMS105 — Introduction to Sonography 5

The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, orientation, patient positions, scanning planes and basic anatomy of the female pelvic. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The laboratory component will also focus upon development of skills pertinent to patient-sonographer interaction.

Prerequisites: APH101 & DMS101 — 104

60 Hours

3.5 Quarter Credits

DMS106 — Introduction to Sonography 6

The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, orientation, patient positions, scanning planes and basic anatomy of the first and second trimester obstetrics scanning. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The laboratory component will also focus upon development of skills pertinent to patient-sonographer interaction.

Prerequisites: APH101 & DMS101 — 105

60 Hours

3.5 Quarter Credits

DMS107 — Introduction to Sonography 7

The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. This course will provide the DMS student with the anatomical, orientation, patient positions, scanning planes and basic anatomy related to vascular examinations. The student will learn and practice proper ultrasound scanning techniques for imaging, identifying normal sonographic protocols and preparation of the necessary information for an initial written or oral presentation to the radiologist. The student will learn to apply sonographic terminologies. The laboratory component will also focus upon development of skills pertinent to patient-sonographer interaction.

Prerequisites: APH101 & DMS101 — 106

60 Hours

3.5 Quarter Credits

DMS111 — Ultrasound Physics 1

Introduction to basic acoustic physical principles and the manner in which ultrasound waves react in human tissue. Emphasis on sound acoustic variable and interference, describe and understand the features of a sound wave and the relationship of the parameters in the interaction of the sound source and medium. Differentiate and relate the parameters of continuous sound and pulse sound. Understand the relation between the distance to a reflector (range) and the time it take for the sound to return to it point of origin.

Prerequisite: None **30 Hours** **3 Quarter Credits**

DMS112 — Ultrasound Physics 2

Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Emphasis will be placed on ultrasound physics, transducer construction, operation and characteristics, adjustable physics parameters. Topics include ultrasound transducers, imaging instruments, ultrasound machine adjustable parameters, real-time imaging, image storage and display, resolution of the sound beam.

Prerequisite: DMS111 **30 Hours** **3 Quarter Credits**

DMS113 — Ultrasound Physics 3

This course is a continuance introduction to concepts of factors involved with diagnostic ultrasound dynamic range, images processing and emphasis placed on hemodynamics, Doppler ultrasound, image artifacts, bioeffects, safety, and quality assurance. Advanced instrumentation will also be presented. This course is a continuation of Ultrasound Physics 2 (DMS112).

Prerequisite: DMS111 — 112 **30 Hours** **3 Quarter Credits**

DMS114 — Ultrasound Physics Review and Exam Preparation

Review of Ultrasound Physics sequence (DMS111 — DMS113), with an emphasis on preparing the student for the SPI portion of the ARDMS examination.

Prerequisite: DMS111 — 113 **50 Hours** **3 Quarter Credits**

DMS121 — Patient Care

Sonography students will learn to assess clinical history, current medical conditions, provide high quality patient care, respond to emergency situations, demonstrate awareness of infection control techniques and provide a safe environment for both the patient and health care team. Students will also learn that oral, written and non-verbal communication must adhere to the prescribed professional standards. Patient transfer and immobilization techniques with consideration of patient and practitioner safety, use and care for intravenous lines, catheters, percutaneous drains, and oxygen administration devices, transducer preparation, insertion, and disinfectant techniques, importance of infection control will also be covered.

Prerequisite: None **30 Hours** **3 Quarter Credits**

DMS122 — Medical Terminology 1

Sonography students will learn to apply appropriate terminology to point of references on the human body and apply medical terminology as the language of medicine. The student will learn to understand medical terms by breaking them into their component parts and will understand the meaning of parts. This word building strategy enables the student to build a repertoire of medical terms. Emphasis will be placed on the integumentary, skeletal, muscular, digestive and cardiovascular systems.

Prerequisite: DMS121 **30 Hours** **3 Quarter Credits**

DMS123 — Medical Terminology 2

Sonography students will learn to apply appropriate terminology to point of references on the human body and apply medical terminology as the language of medicine. The student will learn to understand medical terms by breaking them into their component parts and will understand the meaning of parts. This word building strategy enables the student to build a repertoire of medical terms. Emphasis will be placed on the blood and lymphatic, respiratory, urinary, endocrine, nervous system, female reproductive system, obstetrics, male reproductive system and oncology.

Prerequisite: DMS122 **30 Hours** **3 Quarter Credits**

DMS211 — Abdomen and Superficial Structures 1

Upon completion of this course the student will have the basic knowledge of the normal Cross sectional anatomy, physiology and pathological conditions affecting the abdominal organs and small parts. It also includes role of differential diagnosis in ultrasound examinations. Emphasis will be placed on the liver, gallbladder and biliary tree.

Prerequisite: DMS101 — DMS123 **30 Hours** **3 Quarter Credits**

DMS212 — Abdomen and Superficial Structures 2

Upon completion of this course the student will have the basic knowledge of the normal Cross sectional anatomy, physiology and pathological conditions affecting the abdominal organs and small parts. It also includes role of differential diagnosis in ultrasound examinations. Emphasis will be placed on recognition of normal anatomy of the pancreas, spleen, kidneys and urinary system, Adrenal glands and Retroperitoneum.

Prerequisite: DMS101 — DMS123; DMS211
30 Hours **3 Quarter Credits**

DMS213 — Abdomen and Superficial Structures 3

Upon completion of this course the student will have the basic knowledge of the normal Cross sectional anatomy, physiology and pathological conditions affecting the breast, thyroid, parathyroid, testes, and prostate. It also includes role of differential diagnosis in ultrasound examinations. Emphasis will be placed on breast, thyroid, parathyroid, testes, and prostate.

Prerequisite: DMS101 — DMS123; DMS 211 — 212
30 Hours **3 Quarter Credits**

DMS221 — Obstetrics & Gynecology Sonography 1

On completion of this course, students will have understanding of accurate assessment and performance of gynecologic/female pelvic sonograms by assembling a comprehensive knowledge of the anatomy, physiology, pathophysiology, and sonographic appearances of the female reproductive system, an understanding of the embryologic development, pre-menarchal, menarchal, and postmenopausal female reproductive systems. Emphasis will be on the female pelvic organs.

Prerequisite: DMS101 — DMS107 **30 Hours** **3 Quarter Credits**

DMS222 — Obstetrics & Gynecology Sonography 2

This course will prepare the student to perform sonograms of the pregnant female pelvis. The student will learn normal and abnormal processes of the first second and third trimester. The students learn medical terminology related to obstetrics. The students learn to correlate clinical presentation with sonographic findings, differentiate the normal and abnormal appearances of a first trimester pregnancy, complications of first trimester, sonographic findings associated with ectopic pregnancy, types and sonographic appearances of abortion, clinical and sonographic findings associated with gestational trophoblastic disease.

Prerequisite: DMS101 — DMS107; DMS221
30 Hours **3 Quarter Credits**

DMS223 — Obstetrics & Gynecology Sonography 3

This course will provide the student with an understanding of the abnormalities that may occur throughout the pregnancy. Emphasis is given to etiology and significance of the abnormality as well as its sonographic appearance. Maternal diseases associated with pregnancy also be included. Emphasis will be placed on the abnormalities of the fetal abdomen, urogenital system, fetal skeleton placenta and, IUGR.

Prerequisite: DMS101 — DMS107; DMS221 — 222
30 Hours **3 Quarter Credits**

DMS231 — Introduction to Vascular Sonography 1

Overview of normal and pathological sonographic data of the abdominal vasculature. Covers the basics of hemodynamics, the physical principles and instrumentation techniques of pulsed wave spectral analysis and Color Doppler. Normal vascular anatomy will be contrasted and compared with pathophysiology of the vascular system.

Prerequisite: DMS101 — DMS107 **30 Hours** **3 Quarter Credits**

DMS232 — Introduction to Vascular Sonography 2

Overview of normal and pathological sonographic data of the cerebrovascular and peripheral vascular systems covers the basics of hemodynamics for the cerebrovascular and peripheral vascular systems. The physical principles and instrumentation techniques of pulsed wave spectral analysis and Color Doppler. Normal vascular anatomy will be contrasted and compared with pathophysiology of the vascular system.

Prerequisite: DMS101 — DMS107; DMS231.

30 Hours

3 Quarter Credits

DMS240 — Ultrasound Physics Review and Exam Preparation

Review of Ultrasound Physics sequence (DMS111 — DMS113), with an emphasis on preparing the student for the SPI portion of the ARDMS examination.

Prerequisite: DMS111 — 113

50 Hours

4 Quarter Credits

DMS255 — Pre-Clinical Seminar

This course is designed for students to perfect their scanning techniques before their clinical assignment. This course help to obtain the technical expertise with emphasis on mastery of skills, and abilities required performing sonographic studies and procedures. The emphasis is on abdominal, small parts, gynecological and obstetrical examinations to demonstrate proficiency in clinical scanning.

Prerequisite: DMS101 — DMS231

30 Hours

3 Quarter Credits

DMSX271 — Clinical Practicum 1

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed. The student will be expected to be on-site for his/her externship four days per week, and will attend classes one day per week, during the externship process.

Prerequisite: DMS101 — DMS255

160 Hours

5 Quarter Credits

DMSX272 — Clinical Practicum 2

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed. The student will be expected to be on-site for his/her externship four days per week, and will attend classes one day per week, during the externship process.

Prerequisite: DMS101 — DMS255

160 Hours

5 Quarter Credits

DMSX273 — Clinical Practicum 3

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed. The student will be expected to be on-site for his/her externship four days per week, and will attend classes one day per week, during the externship process.

Prerequisite: DMS101 — DMS255

160 Hours

5 Quarter Credits

DMSX274 — Clinical Practicum 4

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed. The student will be expected to be on-site for his/her externship four days per week, and will attend classes one day per week, during the externship process.

Prerequisite: DMS101 — DMS255 **160 Hours** **5 Quarter Credits**

DMSX275 — Clinical Practicum 5

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed. The student will be expected to be on-site for his/her externship four days per week, and will attend classes one day per week, during the externship process.

Prerequisite: DMS101 — DMS255 **160 Hours** **5 Quarter Credits**

DMSX276 — Clinical Practicum 6

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with onsite visits being performed. The student will be expected to be on-site for his/her externship four days per week, and will attend classes one day per week, during the externship process.

Prerequisite: DMS101 — DMS255 **160 Hours** **5 Quarter Credits**

DMS261 — Clinical Seminar 1

This course is a presentation of case studies containing normal and pathology associated with abdominal organs and superficial structures. This course also provides a review of abdominal sonography includes obtaining a clinical history, interpretation of clinical laboratory tests, pathologic basis for disease, related clinical signs and symptoms, sectional anatomy, and normal/abnormal sonographic patterns.

Prerequisite: DMS101 — DMS255 **30 Hours** **3 Quarter Credits**

DMS262 — Clinical Seminar 2

This course is a presentation of case studies containing normal and pathology associated with Ob/Gyn. It also provides a review of Ob/Gyn sonography Includes obtaining a clinical history, interpretation of clinical laboratory tests, pathologic basis for disease, related clinical signs and symptoms, sectional anatomy, and normal/abnormal sonographic patterns.

Prerequisite: DMS101 — DMS255 **30 Hours** **3 Quarter Credits**

DMS263 — Clinical Seminar 3

This course is a presentation of case studies containing normal and pathology associated with vascular structures. Ultrasound physics including basic physical principles, transducers, propagation through tissues, pulse echo instruments, modes of operation, Doppler principles, hemodynamics, color flow, bioeffects, artifacts and quality assurance will also be reviewed.

Prerequisite: DMS101 — DMS255 **30 Hours** **3 Quarter Credits**

DMS264 — Exam Preparation Seminar

This course is designed for students who are currently preparing to take the ARDMS exams. The course allows each individual student an opportunity to identify and eliminate his or own personal areas of academic weakness before taking the examination. Each student will take a series of registry-like exams.

Prerequisite: DMS101 — DMS255 **60 Hours** **6 Quarter Credits**

DMS281 — Lab Exit Competency

This course is designed for students who are currently preparing to take the ARDMS exams. The course allows each individual student an opportunity to identify and eliminate his or own personal areas of academic weakness before taking the examination. Students will be able to synthesize the course content, attitudes, and skills in all the ultrasound specialty areas by participating in group, discussions, review, and mock registries. Participate in a comprehensive review of all prior courses in ultrasound curriculum and will continue to develop and build skills required for the student to successfully complete the certifying examination of the American Registry of Diagnostic Medical Sonographers. Students will be competent in performing all abdominal, male and female pelvis and OB protocols.

Prerequisite: Completion of DMS101 — DMS263, concurrent enrollment in DMS264
60 Hours **3 Quarter Credits**

DMS301 — Specialty Topics in Sonography 1

This course covers advanced specialty topics in sonography, including echocardiograph and vascular sonography. Vascular measurement in standard sonographic modes are introduced and practiced. Topics in echocardiographic sonography are covered including: blood velocities, blood flow, and cardiac measurement by M-mode, 2-D, 3D and Doppler basics.

Prerequisite: DMS101 — DMS264 **60 Hours** **5 Quarter Credits**

DMS302 — Specialty Topics in Sonography 2

Continuation of DMS301, focusing on echocardiograph. This course covers advanced specialty topics in sonography, including echocardiograph and vascular sonography. Vascular measurement in standard sonographic modes are introduced and practiced. Topics in echocardiographic sonography are covered including: blood velocities, blood flow, and cardiac measurement by M-mode, 2-D, 3D and Doppler basics.

Prerequisite: DMS301 **60 Hours** **5 Quarter Credits**

DMS310 — Advanced Vascular Sonography 1

This course covers advanced topics in vascular sonography. This course will review the venous anatomy and physiology associated with venous disease. The student will learn the scanning protocols for deep and superficial venous testing and the diagnostic criteria for assessing disease. The student will also review various diagnostic and treatment options for the patient. Vascular measurement in standard sonographic modes are practiced.

Prerequisite: DMS101 — DMS264 **30 Hours** **2.5 Quarter Credits**

DMS311 — Advanced Vascular Sonography 2

Continuation of DMS310, focusing on peripheral arterial anatomy and physiology associated with peripheral arterial system. The student will learn the scanning protocols for upper and lower extremity arterial testing and the diagnostic criteria for assessing disease.

Prerequisite: DMS310 **30 Hours** **2.5 Quarter Credits**

DMS312 — Advanced Vascular Sonography 3

Continuation of DMS311, focusing on peripheral arterial anatomy and physiology associated with peripheral arterial system. The student will learn the scanning protocols for upper and lower extremity arterial testing and the diagnostic criteria for assessing disease.

Prerequisite: DMS311 **30 Hours** **2 Quarter Credits**

DMS320 — Vascular Exam Preparation Seminar

This course reviews information to prepare the student for the ARDMS vascular sonography credential examination.

Prerequisite: DMS312 **30 Hours** **2 Quarter Credits**

DMSX301 — Advanced Clinical Practicum 1

The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center to continue his/her clinical education training. The emphasis is on vascular sonography cases, both through observation and participation in clinical case studies of patients undergoing vascular ultrasound examinations.

Prerequisite: DMS101 — DMSX276 **160 Hours** **5 Quarter Credits**

DMSX302 — Advanced Clinical Practicum 2

The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center to continue his/her clinical education training. The emphasis is on vascular sonography cases, both through observation and participation in clinical case studies of patients undergoing vascular ultrasound examinations. Continuation of DMSX301

Prerequisite: DMSX301 **160 Hours** **5 Quarter Credits**

DMSX303 — Advanced Clinical Practicum 3

The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center to continue his/her clinical education training. The emphasis is on vascular sonography cases, both through observation and participation in clinical case studies of patients undergoing vascular ultrasound examinations. Continuation of DMSX302.

Prerequisite: DMSX302 **160 Hours** **5 Quarter Credits**

DMSX304 — Advanced Clinical Practicum 4

The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center to continue his/her clinical education training. The emphasis is on vascular sonography cases, both through observation and participation in clinical case studies of patients undergoing vascular ultrasound examinations. Continuation of DMSX303.

Prerequisite: DMSX303 **160 Hours** **5 Quarter Credits**

DMSX305 — Advanced Clinical Practicum 5

The student will be assigned, and directly supervised in a diagnostic medical ultrasound imaging facility such as a hospital, clinic, or radiology imaging center to continue his/her clinical education training. The emphasis is on vascular sonography cases, both through observation and participation in clinical case studies of patients undergoing vascular ultrasound examinations. Continuation of DMSX304.

Prerequisite: DMSX304 **80 Hours** **2.5 Quarter Credits**

EM151 — Publishing Design and Layout

Introduction focused on the basic tools and commands necessary to design and layout files in the industry standard publishing software. Preparation of files for use in the industry printing process. Continued development of sketching and drawing skills.

Prerequisite: ART112 **100 Hours** **7 Quarter Credits**

EM152 — Photo Manipulation

Introduction to raster based image manipulation: Beginning Photoshop. Apply and develop beginning design and production skills in a raster-based photo manipulation, culminating in the completion of at least two portfolio design pieces. Preparation of files for use in the industry printing process. Continued development of sketching and illustration skills.

Prerequisite: ART111 **100 Hours** **7 Quarter Credits**

EM153 — Digital Illustration

Introduction to vector-based illustration: Intermediate Illustrator and beginning Flash. Apply and develop intermediate design and production skills in vector-based illustration, culminating in the completion of portfolio pieces, and an introduction to vector-based animation. Preparation of files for use in the industry printing process. Continued development of sketching and drawing skills.

Prerequisite: ART114 **100 Hours** **7 Quarter Credits**

EM251 — Introductory Web Design

This course provides an introduction to many basic concepts, issues and techniques related to designing, developing and deploying web sites. Emphasis is placed on the importance of organizing and preparing graphics and content for the web. Students will learn the fundamentals of HTML, and Cascading Style Sheets (CSS). Design principles, typography and grid systems will be presented as foundations for effective site development. Students will also build their understanding of print design by creating an editorial layout for both print and web

Prerequisite: EM151 **100 Hours** **7 Quarter Credits**

EM252 — Advanced Photo Manipulation

At the conclusion of this course, students will be able to identify and apply advanced techniques in photo editing, scanning, image compositing, file formats, selections and masks. They will incorporate the use of color theory and design principles and demonstrate their abilities by creating three portfolio pieces. Optimizing files for the web and preparing files for output to a printer and business skills are emphasized. Continued development of sketching and illustration skills.

Prerequisite: EM152 **100 Hours** **7 Quarter Credits**

EM253 — Advanced Digital Illustration

Advanced vector-based illustration: Advanced Illustrator and intermediate Flash. Apply and develop advanced design and production skills in vector-based illustration, culminating in the completion of two portfolio design pieces. More vector-based animation will be explored with continued emphasis on key frames and the timeline in Flash. Preparation of files for use in the industry printing process will continue to be emphasized on all projects. Continued development of sketching and illustration skills.

Prerequisite: EM153 **100 Hours** **7 Quarter Credits**

EM255 — Figure Drawing

Continuing to develop the various drawing skills from the first drawing course, students will focus on depicting gesture and motion, capturing the essence of movement and form in space, and creating compositions based on the three basic lighting situations.

Prerequisite: None **50 Hours** **3.5 Quarter Credits**

ENG101 — English

Students will learn effective college-level essay writing skills with a focus on structure and development, including organization and coherence with special attention to persuasive writing. In addition, a targeted review of sentence mechanics, grammar and punctuation will be covered through a combination of lecture and directed exercises.

Prerequisite: None **50 Hours** **5 Quarter Credits**

ENG102 — English Composition

Students will focus on college-level writing skills with particular emphasis on structure, organization and coherence with special attention to persuasive writing and novel analysis. The course will cover a targeted review of sentence mechanics, grammar and punctuation through a combination of lecture and directed exercises. The ENG 102 course is specific to DMS and Respiratory Therapy Programs.

Prerequisite: None **60 Hours** **6 Quarter Credits**

ENG303 — English Composition

This section presents an advanced study of expository and argumentative techniques, including attendant critical thinking skills. The course is designed to make writers aware of the process and techniques of effective writing. By focusing on how the writer observes, explains, evaluates, and persuades, the assignments will draw upon and sharpen fundamental writing skills. In the course, students will be expected to write often and respond critically to writings by other classmates, to study published works, and to discuss how weak writing fails and how strong writing succeeds. The types of writings that will be considered include memoirs, biographies, news reporting, and essays. Major topics include invention, style, persona, audience analysis, arrangement, and revision.

Prerequisite: ENG 101**50 Hours****5 Quarter Credits****HIS323 — History of Business Innovation**

This course presents a survey of the history of innovative business techniques in the 20th and 21st centuries. Students will examine production libe development and techniques, as well as the business practices that were used to foster creativity and innovation in an organizational setting. The students will also consider the different catergories of business innovation(e.g. product, process and management innovation).

Prerequisite: Completion of 25 quarter credits of lower-division general education.**50 Hours****5 Quarter Credits****HCM345 — Economics in Healthcare Organizations**

This course examines the major topics in health care economics, such as the production of health, demand for medical care and health insurance, the physician firm, the hospital market, and government provided health care. The course also focuses on the demand for and supply of healthcare services and emphasizes the efficiency and equity characteristics of the system.

Prerequisites: None**50 Hours****4 Quarter Credits****HUM101 — Art History**

Survey of world art history from prehistoric to the present. An investigation of major artistic movements with references to historic, political, social, economic, ideological, and philosophical contexts. Upon completion of this course students will be able to identify the major movements, works, and artists from art history.

Prerequisite: None**50 Hours****5 Quarter Credits****IAHC 101 — Introduction to Allied Health Careers**

This introductory course provides an essential foundation for students beginning their course of study in the Allied Health Field. Students will gain familiarity with key medical terminology concepts and learn the use of prefixes, suffixes, and word roots to build their medical vocabulary. Students will also learn the basics of human anatomy and physiology, including the fundamental organization of the human body and it's ten body systems. Key principles of professionalism, responsibilities, ethics, scope of practice, and legal implications of working in the healthcare field will be discussed. Finally, students will be introduced to the current principles of HIPPA policies and regulations.

Prerequisite: None**50 Hours****4 Quarter Credits****MA102 — Patient Care and Ethics**

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.

Prerequisite: None**50 Hours****4 Quarter Credits**

MA155 — Musculoskeletal Systems and Physical Therapy

Students will learn the basic normal and abnormal anatomy and physiology of the musculoskeletal system. Students will practice memorization of the muscle groups and functions through software exercises. The basic physiological reactions and treatment of common injuries using hot and cold packs, ultrasound, hydrotherapy, and ultraviolet lamps will be discussed. Range of motion exercises, ambulating aids, and patient wheelchair transfers are demonstrated.

Prerequisite: None**50 Hours****4 Quarter Credits****MA156 — Advanced Medical Terminology**

Student will apply understanding of basic medical terminology and will add to their breadth of knowledge through software based exercises and the expectation in the classroom to refer to all terms by their proper medical signifier. This course provides the students with opportunity to apply and practice terminology in a mocked medical environment. Students will master the spelling, usage and application of medical terminology by applying their medical vocabulary to charting, rooming and following supervisory instruction.

Prerequisite: None**50 Hours****4 Quarter Credits****MA201 — Laboratory Procedures**

Specimen collection and handling, venipunctures, capillary puncture, diagnostic testing, and laboratory testing procedures of common office laboratory examinations are demonstrated and practiced in this course. Quality assurance and safety guidelines are stressed. Clinical lab skills include vital signs, venipunctures and injections will be checked for proficiency.

Prerequisite: None**100 Hours****7 Quarter Credits****MA202 — Medical Billing and Coding**

This course is designed to introduce students to coding and classification systems and nomenclatures, indexes, registers and registries as well as the basic principles and uses of each. In-depth coding technique using the International Classification of Diseases, Clinical Modification (ICD-10-CM), the CPT coding manual, the standard data set, the HCFA insurance form, and current procedural terminology are taught. The course will cover the development of an insurance claim beginning with the completion of an encounter form, transferring the information to a ledger card, to the creation of a written and electronic claim form and claim follow-up to include Explanation of Benefits. The student will also have a basic understanding of the following insurance programs: Blue Cross/Blue Shield Plans, Medicare/Medicaid, Champus (Tricare), Champva, Workers' Compensation and disability compensation programs. Students will utilize the media resource center regularly in order to complete research projects, write essays and improve learning through computer exercises.

Prerequisite: None**100 Hours****7 Quarter Credits****MA203 — Patient Examination, Vital Signs & Sensory Systems**

Students learn how to perform and/or assist with examinations including auditory and visual examinations that are performed in a variety of medical offices. Study includes: positioning, draping, equipment preparation, examinations and procedures related to the eyes and ears, and anticipating patient and physician needs. Students learn the procedures for obtaining blood pressure, pulse, respirations, temperature, height and weight. Normal and abnormal findings are discussed. Students will learn to prepare examinations trays for various clinical settings.

Prerequisite: None**100 Hours****7 Quarter Credits****MA250 — Certification Preparation Seminar**

Students will prepare for the national certification exam in the following areas of competence: administrative procedures, clinical procedures including fundamental principles of aseptic technique and infection control, diagnostic orders, patient care, professionalism, communication, and legal concepts. Exam topics will be reviewed in depth including: general medical assisting knowledge comprised of anatomy physiology, terminology and abbreviations, medical law and ethics, pharmacology, and office business procedures and management.

Prerequisite: None**50 Hours****4 Quarter Credits**

MAS102 — Musculoskeletal, Organ, Endocrine & Reproductive Systems

Students are introduced to basic normal and abnormal anatomy and physiology of the musculoskeletal, urinary, special senses, integumentary, endocrine, reproductive, lymphatic, immune, and digestive systems. Discussion of fluids, electrolyte, acid-base balance, and basic life sciences are included. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****4 Quarter Credits****MAS104 — Introduction to Medical Transcription**

This course introduces the student to medical transcription and training in the various types and styles of equipment, report formats, dictation, and the standards of operation within the transcription field. Medical terminology and the need for accuracy will be stressed. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****3.5 Quarter Credits****MAS105 — Pharmaceutical Terms & Advanced Medical Terminology**

This course introduces the student to pharmaceutical and medical billing terms, pharmaceutical abbreviations, and procedures. Students will receive the knowledge necessary to communicate information between pharmacists and physicians regarding prescription medications. The major emphasis is on the classifications, spelling, and pronunciation of the most commonly ordered prescription medications. The study of symbols and systems of measurement used in prescriptions will also be covered. Course includes more detailed and advanced study of the derivatives of medical terms, symbols, and signs. Presents an in-depth study of the correlation between medical vocabulary and the application of those terms to the anatomy and physiology of the body, related diseases, conditions and treatment. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****3.5 Quarter Credits****MAS106 — Human Resources, Risk Management and Employability**

This course introduces the student to human resources and risk management in the medical environment. Students will be introduced to basic human resource functions including classifying and reclassifying existing positions, interviewing and hiring employees, counseling employees, benefits, work hours and overtime. Students will learn to identify the sources of liability in an office based medical practice, specify strategies to reduce exposure to office liability, discuss various methods to address compliance issues related to an office based medical practice and describe liability issues related to employment in the office based medical practice. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****4 Quarter Credits****MAS152 — Medical Office Procedures**

General administrative procedures are introduced. Areas of study include receptionist duties, appointment scheduling, records management, financial arrangements, communications, telephone procedures, and correspondence management. This course addresses basic principles, terms and concepts of business structure including those in the medical field. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****4 Quarter Credits**

MAS153 — Medical Insurance Billing and Coding 1 — Managed Care and Private Plans

The student will gain a basic understanding of Diagnostic and Procedural coding systems for the following insurance programs: HMOs, PPOs, and Blue Cross/Blue Shield Plans, and Medicare/Medicaid. Students will apply their knowledge of Managed Care and Private Plans and learn the process of obtaining prior authorization for HMO's and IPA's as well as claim filing to insurance companies. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****3.5 Quarter Credits****MAS154 — Medical Insurance Billing and Coding 2 — State and Government Plans**

Students will learn about the following State/Government insurance programs: Champus (Tricare), Champva, Workers' compensation and disability programs. Students will apply their knowledge of State/Government Plans and learn the process of claim filing to insurance companies. Students will be introduced to Diagnostic and Procedural coding systems utilizing the ICD-10 and CPT Textbooks and electronic coding resources. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****3.5 Quarter Credits****MAS155 — Medical Computerized Office**

Students develop skills in entering, editing, analyzing, and retrieving patient data using specialized medical software. This course also includes hands-on use of the software for insurance billing, coding of diseases, medical records, and related medical information. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****3.5 Quarter Credits****MAS156 — Advanced Billing and Coding**

This course is designed to introduce students to coding and classification systems and nomenclatures, indexes, registers and registries as well as the basic principles and uses of each. Students will learn coding techniques using the International Classification of Diseases, Clinical Modification (ICD-9-CM), the CPT coding manual, and HCPCS. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****3.5 Quarter Credits****MAS157 — Medical Transcription 2 — Physician's Office**

Transcription of doctor's office medical records suitable for permanent record of patient care. Students will develop proofreading skills. Emphasis on proper formatting, accuracy, speed and skill building. Utilization of appropriate resources and medico-legal principles. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****3.5 Quarter Credits****MAS158 — Respiratory & Cardiovascular Anatomy: First Aid and CPR**

Students are introduced to basic normal and abnormal anatomy and physiology of the respiratory, nervous, and cardiovascular systems. Students will complete the AHA training for CPR for BLS Card C and be cross-trained in the taking of vital signs. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None**50 Hours****4 Quarter Credits**

MAS159 — Medical Accounting Procedures

The introduction of the accounting cycle with emphasis on accounting procedures typical in the merchandising and service business. Students will prepare financial statements, work with journals and ledgers, prepare payroll and banking statements, account receivables and payables, and develop skill in the use of standard spreadsheet software. Bookkeeping principles are identified and applied. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None **50 Hours** **3.5 Quarter Credits**

MAS160 — Tracing Delinquent Claims and Collections

Students will learn how to trace and handle delinquent claims. Students will learn the collection process including collections letters, telephone calls and collection servicing agencies. Legal Implications of the collection process will be identified. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None **50 Hours** **4 Quarter Credits**

MAS161 — Specialty Medical Office Procedures: Dental, Optometric, and DME

Students will gain basic understanding of dental, optometric and durable medical equipment administrative protocols and procedures. Students will learn how to process dental and optometric patients including appointment scheduling, as well as insurance billing and coding, and charting for these medical practices. The course will review various types of medical equipment such as hospitable beds, wheel chairs, oxygen supplies and how to obtain necessary documentation and identify relevant billing procedures. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

Prerequisite: None **50 Hours** **4 Quarter Credits**

MAS162 — Certification Preparation Seminar

Students will prepare for the national certification exam in the following areas of competence: medical insurance and billing procedures, terminology, the claims process, CPT coding, ICD-9-CM and HCPCS Level II Coding. Exam topics will be reviewed in depth including: CMS-1500 claims forms, confidentiality and ethics, Blue plans, disability, HIPSS, Medicaid and Medicare, OSHA, and TRICARE.

Prerequisite: None **50 Hours** **4 Quarter Credits**

MGT300 — Communication for the Healthcare Professional

This course is designed to develop and strengthen oral and written communication skills for leaders. Students will apply the critical fundamentals of business communication protocols for business letters, memoranda, electronic mail, business messages, instructions, as well as formal reports and proposals. In addition, there will be instruction in oral presentation and in-depth practice on both an individual and a collaborative basis understand the importance of becoming an effective business communicator in today's changing organizations.

Prerequisite: None **50 Hours** **4 Quarter Credits**

MGT310 — Introduction to Management in Healthcare Organizations

This course presents a thorough and systematic coverage of management and organizational theory and practice. It will focus on the basic roles, skills and functions of management with special attention to managerial responsibility for effective and efficient achievement of goals. Additionally, students will be introduced to social responsibility, managerial ethics, and the ever-increasing importance of the current demand in organizations that their managers understand the concepts of strategic and tactical organizational planning and design.

Prerequisite: None **50 Hours** **4 Quarter Credits**

MGT315 — Ethics for the Healthcare Professional

The course provides a comprehensive inquiry into the major components of social responsibility and a study of moral and ethical issues that relate to problems in business. Focus will be on the economic, legal, political, ethical, and societal issues involving the interaction of business, government, and society.

Prerequisite: None **50 Hours** **4 Quarter Credits**

MGT320 — Human Resources for the Healthcare Professional

This course exposes students to the breadth of human resources management topics. The primary topics are the functions of human resources such as job analysis and planning, recruiting, staffing, orientation and training, performance appraisal, career planning, compensating, and motivating. A wide variety of secondary topics will also be covered in this course to include learning principles, human resource development interventions, employee orientation and socialization, performance management, coaching, diversity, and employee counseling. The situational context of the workforce and the legal issues in employment decisions will also be studied.

Prerequisite: None**50 Hours****4 Quarter Credits****MGT325 — Marketing for the Healthcare Professional**

This course provides an introduction to contemporary marketing theory and its application in the marketing implementation process. It places special focus on identifying market opportunity, product development, promotion planning, pricing decisions, and channels of distribution.

Prerequisite: None**50 Hours****4 Quarter Credits****MIS300 — Information Technology for the Healthcare Professional**

This course introduces the business applications of information technology and evaluates the operating characteristics and organizational implications of business information systems from the viewpoint of management. Emphasis will be placed on the discussion of strategic information planning, organizational change, systems-based decision making, social, legal, and ethical awareness in the study of technology integration will also be analyzed.

Prerequisite: None**50 Hours****4 Quarter Credits****MM301 — Storyboarding**

Students will learn how to interpret a story, via script form, and draw the story into storyboard panels. The course will cover history, terminology, camera direction, scene interpretation, composition, symbology and types of storyboarding (such as feature film, animation and commercial).

Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253 or an appropriate amount of industry experience.**50 Hours 3.5****Quarter Credits****MM302 — Digital Video/Motion Graphics**

Adobe After Effects and Final Cut Pro — This class covers the digital video editing programs most frequently used in the multimedia design industry. Students develop the necessary skills required to enter the field of digital video and are able to define and utilize the appropriate time base, compiling, animation, editing, and compression and output skills used in creating motion graphics.

Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253 or an appropriate amount of industry experience.**50 Hours****3.5 Quarter Credits****MM303 — Introduction to Website Development**

In this course, students will learn the fundamentals of Web Design using HTML, CSS, and Adobe DreamWeaver. Topics will include the history of the web and current trends. Emphasis will be placed on the key concepts of Web Coding, DreamWeaver features, and designing and creating a website for their multimedia portfolio.

Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253 or an appropriate amount of industry experience.**100 Hours****7 Quarter Credits****MM304 — Flash Animation**

In this course, students will learn the fundamentals 2D animation using Adobe Flash. Topics will include the history of 2D animation and digital animating and current trends. Emphasis will be placed on key, Flash Features, & animation. Students will design and create a 2D animation for their multimedia portfolio.

Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253 or an appropriate amount of industry experience.**100 Hours****7 Quarter Credits**

MM305 — 3D Modeling and Animation

Maya 3D — This class covers understanding and utilizing the basic tools and commands necessary to create 3D projects. Attention is given to the particular design challenges encountered while working in three dimensions. Students are introduced to 3D animation and scene building.

Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253 or an appropriate amount of industry experience.

100 Hours 7 Quarter Credits

MM306 — Figure Drawing 2

This course is a continuation of Life Drawing I with emphasis on the gesture using live models. The student will learn anatomy, muscle and bone structure of the human body. The student will develop skills in using the following media: Conte crayon, pencil, and charcoal. At the end of the course, the student will have executed a fully rendered drawing.

Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253 or an appropriate amount of industry experience.

50 Hours 3.5 Quarter Credits

MM307 — Anatomy and Sculpting

This course continues to build the student's drawing skills with a particular emphasis on depicting anatomy, both through drawing and sculpture.

Prerequisite: Associate of Arts in Graphic Design or satisfactory completion of courses ART111 — EM253 or an appropriate amount of industry experience.

50 Hours 3.5 Quarter Credits

MM350 — Portfolio Preparation 1

Interactive course focusing on the individual student's needs dealing with preparing oneself for the job market. Interviewing techniques, resume production, personal letterhead, professional business practices, portfolio development, self-marketing tools, appropriate methods for contacting potential employers, personal dress, and attitudes related to the interview process will be covered.

Prerequisite: All preceding Multimedia courses

100 Hours 7 Quarter Credits

MSX251 — Externship

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with on-site visits being performed.

Prerequisite: Completion of all courses in the program.

160 Hours 5 Quarter Credits

MTH101 — College Math

Math 101 focuses on the use of rational and irrational numbers in algebra and geometry. Students will become proficient in computing with integers, fractions, decimals, the order of operations, and basic radical expressions. The topic areas in algebra include, but are not limited to, basic set theory, the classification of the real number system, the addition, subtraction and multiplication of polynomials, solving linear equations, solving linear inequalities, ratios, rates, and proportional reasoning. Math 101 includes the application of dimensional analysis to perform unit conversions in both the English and SI units of measurement within a problem solving context. Additionally, Math 101 includes an introduction to polynomial functions with an emphasis on linear functions and their graphs.

Prerequisite: None

50 Hours 5 Quarter Credits

MTH102 — College Algebra and Geometry

Math 102 includes topics from algebra and geometry. Algebra topics includes the addition, subtraction, multiplication, and division of the real and complex numbers as well as polynomials. Additionally, Math 102 includes the solving of a variety of equations and inequalities, including, but not limited to, linear, absolute value, and quadratic equations. Math 102 includes the graphing of a variety of functions with an emphasis on linear and quadratic functions; functions notation will be applied in problem solving as well as in computations involving combinations of functions. Geometry topics include, but are not limited to, the properties of parallel and perpendicular lines, perimeter, area, volume, theorems about triangles and various polygons, Pythagorean Theorem, and right triangle trigonometry. Math 101 includes formal geometric constructions with a compass and straightedge as well as other informal construction techniques with measurement and a straightedge.

Prerequisite: None**60 Hours****6 Quarter Credits****MTH301 — College Math Principles**

Math 301 includes a review of algebra topics including, but not limited to, topics in polynomials, solving linear equations, absolute value equations, solving inequalities, and the application of the complex numbers to polynomial equations and functions. Additionally, Math 301 includes an introduction to statistics that includes data types, elements of experimental design, central tendency, and frequency distributions including dot plots, stem and leaf plots, histograms, and pie charts. Math 301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation for various probability distributions leading up to an introduction to hypothesis testing.

Prerequisite: None**50 Hours****5 Quarter Credits****MX251 — Externship**

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with on-site visits being performed.

Prerequisite: Completion of all courses in the program.**160 Hours****5 Quarter Credits****PHS101 — Physics**

Physics 101 is an introductory class designed to provide a foundational knowledge in a variety of topic areas in Physics. The course contains a comprehensive study of measurement, density, an introduction to Newton's law's of motion, gravity, the conservations 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.

Prerequisite: MTH 101 or MTH 102 or Equivalent**60 Hours****6 Quarter Credits****PL116 — Torts**

This course explores basic principles governing tort law for the paralegal profession. It includes consideration of the concepts of intentional torts and defenses, negligence, principles of causation, strict liability, products liability, and defenses thereto, and three special types of torts: defamation; invasion of privacy; malicious prosecution, Abuse of process, Nuisance and recoverable damages. Students will continue to learn and improve their analytical skills through the process of legal analysis, use of the law of torts to facilitate discussion, analysis of case law, statutes and public policy. At the end of class students should be prepared to analyze a wide variety of tort law issues at a general level.

Prerequisite: PL135**100 Hours****10 Quarter Credits**

PL135 — Introduction to Law

This is an introductory course in paralegal studies and Criminal Justice. This course introduces students to basic legal concepts, principles and procedures in the study of law. It will provide students with an understanding of the structure of the U.S. legal system including the court systems, both federal and state courts and the history of law in the United States. The Course will further explore the role and functions of the judicial, legislative, and executive branches of the government, the Concepts of federalism and separation of powers. Students will be able to use and understand simple legal vocabulary and knowledge of various legal theories or schools. Students will learn legal reasoning, case analysis and the IRAC method. Students will acquire knowledge of substantive areas of law such as: Criminal Law, Constitutional law and freedom, torts and Contract Law. Ethical Considerations for the legal professionals and duties will be discussed throughout the module.

Prerequisite: None**50 Hours****4 Quarter Credits****PL145 — Computerized Law Office Procedures**

This course focuses on teaching students legal office procedures through the use of computers in order to prepare them for a career as legal office support staff and be successfully employed in a legal office. This course will provide students with the concepts and attitudes needed to understand the legal office environment and how a legal office is operated and managed. Furthermore, this course will provides students an opportunity to identify the types of activities such as billings, calendaring, case management, drafting pleadings and correspondence that legal support personnel perform. Students will be introduced to ethical issues in the law office and be able to identify the basic elements of professionalism in the legal office.

Prerequisite: PL135**100 Hours****8 Quarter Credits****PL155 — Legal Writing**

This course is designed to teach students to write well through the use of assignments such as memoranda, briefs, correspondence and other documents used in the legal environment. Emphasis will be placed on grammar, punctuation, composition, and proper writing styles. There will also be assignments designed to build vocabulary and teach correct grammar usage and proper blue book citations.

Prerequisite: PL135**50 Hours****4 Quarter Credits****PL165 — Criminal Law 1**

This course will cover the study of the power of arrest, relevant federal and California constitutional provisions applicable to a criminal defendant. Students will be introduced to the structures of both the federal and state government including the court systems. Students will be introduced to various types of crimes, their element and possible defenses. Relevant pre-trial procedures will be discussed. Theories for punishing criminal law violators will be explored and case briefing and IRAC concepts will be emphasized to students.

Prerequisite: PL135**100 Hours****10 Quarter Credits****PL 175 — Bankruptcy**

This course is designed to provide students with an overview of both substantive and procedural areas of bankruptcy law with emphasis on consumer bankruptcy law under chapter seven. It will include an introduction of the law of bankruptcy in both the consumer and business areas and provide practical instruction as to the application of bankruptcy law with the intent to providing students the opportunity to become comfortable and familiar with the actual practice of bankruptcy law. Students will be introduced to concepts such as jurisdiction of the Bankruptcy Court, forms of creditors, liens, security interest, automatic stay, exemptions and avoiding powers.

Prerequisite: PL135**50 Hours****4.5 Quarter Credits****PL185 — Real Property**

This course involves a study of Real Estate Law. Students will be introduced to the concept of real and personal property. An in-depth consideration will be given to real property law which will include ownership of estate, fixtures, easements, adverse possession, deeds, plus a review of the typical steps in the transfer of real estate. Finally the law relating to landlord-tenant relationships and leases will be explored.

Prerequisite: PL135**50 Hours****4.5 Quarter Credits**

PL206 — Research and Writing 1

This course covers an overview of the general organization of legal resource material, research techniques and application of legal research material obtained to specific legal issues, “Shepardizing” and citation, and the preparation of legal documents.

Prerequisite: PL135, PL155 **100 Hours** **7 Quarter Credits**

PL226 — Civil Litigation 1

This course is an introductory survey of the pre-litigation, litigation process, jurisdiction, venue, service process and the tools used in trial advocacy. This course will include the preparing of pleadings, discovery tools and responses, learning about the trial process and preparing opening and closing arguments.

Prerequisite: PL135 **100 Hours** **10 Quarter Credits**

PL256 — Family Law 1

This course covers the completion of judicial council forms attendant to dissolution, and other related family law forms. Marital status, community property, support, custody, and visitation issues are also studied. This course also covers the jurisdictional requirements for filing various family law matters; introduction to family law discovery; and pre-judgment and post-judgment family law issues.

Prerequisite: PL135 **100 Hours** **9 Quarter Credits**

PL265 — Contracts

This course covers the law of contract formation, requirements for a valid contract, conditions, statute of fraud, third party contract, breach of contract, damages, forms of contract remedies, potential defenses and analysis of fact scenarios and case briefs.

Prerequisite: PL135 **100 Hours** **9 Quarter Credits**

PL305 — Wills, Trusts and Estate Planning

This course is the study of the laws of testamentary distribution, intestate succession, and the probate process. Emphasis will be placed on the drafting of testamentary documents, including wills, trusts, living wills, power of attorney physician directives and pre-death transfers. The course will also include the probate process, estate administration and federal and state tax concerns.

Prerequisite: PL135 **100 Hours** **9 Quarter Credits**

PL330 — Constitutional Law

This is an introductory course focused on American constitutional law with an emphasis on US Supreme Court decisions. This course will explain various methodologies of constitutional interpretation and modes of constitutional analysis. Topics covered include the role of the judiciary in reviewing acts of the political branches of government, the separation of powers and relations among the three branches of the federal government, the powers of the national government and federalism based limits on Congress and the states and a general over view of individual constitutional right from a criminal procedure perspective.

Prerequisite: PL135 **100 Hours** **10 Quarter Credits**

PL335 — Criminal Law 2 / Advanced Trial Procedures

A detailed discussion of both civil and criminal law and motion practice. The course will also include jury selection, preparation of opening statements, evidence, direct and cross examination, and closing arguments.

Prerequisite: PL135, PL165 **100 Hours** **9 Quarter Credits**

PL345 — Civil Litigation 2

This course continues with an in-depth discussion of California Civil Litigation. This course will also cover pre-trial and post-trial motions, attachment and injunctive relief. Students will be able to create a “Trial Notebook”, in order to properly prepare for and assist in the conduct of court and jury trials. Students will understand the use and methods used to close and store client files.

Prerequisite: PL135, PL226 **100 Hours** **9 Quarter Credits**

PL 350 — Laws of Evidence

The course is designed as an introductory level evidence course. Topics covered will be all common evidence types and proceedings including hearsay and privilege. Several chapters are devoted to constitutional issues that are essential to the collection of admissible evidence.

Prerequisite: PL135, PL226 **100 Hours** **10 Quarter Credits**

PL355 — Family Law II

This course also covers demands and responses to Request for Production of Documents, Interrogatories and other Family Law production demands; Motions to Set Aside Defaults; and other Family Law Motions.

Prerequisite: PL135, PL256 **100 Hours** **9 Quarter Credits**

PL360 — Immigration

This course will explore the legal, historical, and policy perspectives that shape U.S. law governing immigration and citizenship. Topics covered include: the constitutional and international law foundations underlying immigration regulation, the history of immigration law in the U.S., the source and scope of congressional and executive branch power in the realm of immigration, the role of the judiciary in making and interpreting immigration law, and the impact of immigration in other areas, including employment, criminal law, family unification, international human rights law, and discrimination. Citizenship and naturalization, the admission and removal of immigrants and non-immigrants, issues of undocumented immigration and national security are also covered.

Prerequisite: PL135, PL226 **100 Hours** **9 Quarter Credits**

PL405 — Research and Writing 2

This course will be a continuation of Legal Research and Writing I in which students will expand their research to include administrative materials, legislative history, and other similar sources. Emphasis will also be placed on more advanced analysis and legal reasoning. The course will culminate in a research paper and writing project.

Prerequisite: PL135, PL155, PL206 **100 Hours** **8 Quarter Credits**

PL415 — Labor Law / Workers' Compensation

This course covers the laws of the employment relationship including what constitutes an employee, termination, benefits, employee rights, and privacy issues. Discrimination in hiring and employment will also be covered as well as a detailed discussion of California's Workers' Compensation system. This course also covers the U.S. Immigration System, particularly the procedures and requirements for obtaining various visas and acquiring citizenship through marriage and by other means and grounds for inadmissibility.

Prerequisite: PL135 **100 Hours** **9 Quarter Credits**

PL425 — Intellectual Property

This course will include a detailed discussion of patents, trademarks, and copyright law. Students will be exposed to the underlying law as well as the process necessary to register and protect intellectual property. Emphasis will be placed on the process and practical application.

Prerequisite: PL135 **100 Hours** **10 Quarter Credits**

POL305 — American Government

A study of American government and its constitutional basis, how it operates, and the influence of American institutions on the national and state legislative body. A daily student lead review of current events and how they affect our perception of the government.

Prerequisite: None **50 Hours** **5 Quarter Credits**

PSY101 — Psychology

This survey course covers a broad spectrum of major psychological theories and theorists. Topics covered include, but are not limited to the biological basis of behavior, states of consciousness, personality, stress, psychological disorders, and social psychology. Students participate through student led reviews of current research, self-evaluations, and other in-class projects.

Prerequisite: None**50 Hours****5 Quarter Credits****PSY102 — Principles of Psychology**

This course presents an overview of psychology, including research methods, history and systems, lifespan, perception, learning and memory, cognition, psychological disorders and treatment, social behavior, and brain mechanisms in behavior and consciousness.

Prerequisite: None**60 Hours****6 Quarter Credits****RT205a — Introduction to Respiratory Therapy 1**

The student will receive an introduction the physiological basis and evaluation of gas exchange, and the pathophysiology associated with the respiratory system. Basic pharmacological agents will be presented including the physiologic response to those agents. In addition, the student will learn infection control principles and procedures in the acute care setting.

Prerequisites: APH101, BIO101, BIO102, CHM102, MTH102, PHS101, ENG102, SPC102, SPC103, PSY102, RT205a**100 Hours****9.5 Quarter Credits****RT205b — Introduction to Respiratory Therapy 2**

The student will receive an introduction to the common pathophysiological disorders affecting the respiratory system. The physiological basis of gas exchange and the pathophysiology associated with the respiratory system will be introduced along with the basic pharmacological agents and the response to those agents.

Prerequisites: APH101, BIO101, BIO102, CHM102, MTH102, PHS101, ENG102, SPC102, SPC103, PSY102, RT205a**120 Hours****11 Quarter Credits****RT210a — Respiratory Clinical Care 1**

This course will provide an introduction to the theory of the hospital experience. The student will learn the physical methods of patient assessment and airway management. Basic methods of treatment will be presented, including medical gas therapy, aerosol and humidity therapy, and lung expansion therapy. The student will be accorded the opportunity to master each of these therapies in the laboratory setting. The student will receive certification in Basic Life Support according to American Heart Association guidelines.

Prerequisites: APH101, BIO101, BIO102, CHM102, MTH102, PHS101, ENG102, SPC102, SPC103, PSY102, RT205a, RT205b**120 Hours****10 Quarter Credits****RT210b — Respiratory Clinical Care 2**

This course is a continuation of RT210a, in which the student will be assigned to a clinical site. There, under preceptorship, the student will begin the practice of the therapies mastered in the laboratory. Case studies and simulations of the patients treated will be presented to the class for review and critique on a weekly basis.

Prerequisites: APH101, BIO101, BIO102, CHM102, MTH102, PHS101, ENG102, SPC102, SPC103, PSY102, RT205a — RT210a**150 Hours****5.5 Quarter Credits**

RT215a — Intensive Respiratory Care 1

The pathophysiology of respiratory failure will be discussed. Methods of providing ventilatory support to the patient in respiratory failure, including the various modes of mechanical ventilation, and the monitoring and management of patients receiving ventilatory support will be presented. Students will receive certification in Advanced Cardiac Life Support according to American Heart Association guidelines.

Prerequisites: APH101, BIO101, BIO102, CHM102, MTH102, PHS101, ENG102, SPC102, SPC103, PSY102, RT205a — RT210b

120 Hours

11 Quarter Credits

RT215b — Intensive Respiratory Care 2

This course is a continuation of RT215a, in which the students will be assigned to a clinical site. There, under preceptorship, the student will practice the initiation, management, and discontinuation of ventilatory support that were mastered in the laboratory. Case studies and simulations of the patients receiving ventilator support will be presented to the class for review and critique on a weekly basis.

Prerequisites: APH101, BIO101, BIO102, CHM102, MTH102, PHS101, ENG102, SPC102, SPC103, PSY102, RT205a — RT215a

150 Hours

5.5 Quarter Credits

RT220a — Newborn Respiratory Care 1

The development of the embryo and fetus will be introduced. The process of labor and delivery and the resuscitation of the newborn in the delivery room will be studied. The unique pathophysiological states associated with the newborn and the modes of therapy to treat those states will be discussed. Laboratory practice of the modalities will be included. Common pathophysiological disorders of the pediatric patient will be presented. Modes of treatment of these disorders will be discussed and practiced in the laboratory setting. Students will receive certification for Neonatal-Pediatric Resuscitation according to the guidelines of the American Academy of Pediatrics.

Prerequisites: APH101, BIO101, BIO102, CHM102, MTH102, PHS101, ENG102, SPC102, SPC103, PSY102, RT205a — RT215b

120 Hours

11 Quarter Credits

RT220b — Newborn Respiratory Care 2

This course is a continuation of RT220a, in which the students will be assigned to a clinical site. There, under preceptorship, the student will practice those procedures and modalities mastered in the laboratory setting. Case studies and simulations of the patients receiving care will be presented for review and critique on a weekly basis.

Prerequisites: APH101, BIO101, BIO102, CHM102, MTH102, PHS101, ENG102, SPC102, SPC103, PSY102, RT205a — RT220a

150 Hours

5.5 Quarter Credits

RT225a — Pulmonary Rehabilitation and Preventative Care 1

The student will be introduced to the concepts of respiratory care and alternative sites including pulmonary rehabilitation, disease management and sleep laboratories. The various philosophies of improving both pulmonary function and stamina in the activities of daily living for patients with pulmonary disease will be presented. In addition, the student will learn basic diagnostic test procedures, including pulmonary function testing.

Prerequisites: APH101, BIO101, BIO102, CHM102, MTH102, PHS101, ENG102, SPC102, SPC103, PSY102, RT205a — RT220b

120 Hours

11 Quarter Credits

RT225b — Pulmonary Rehabilitation and Preventative Care 1

This course is a continuation of RT220a, in which the student will be given a clinical assignment. There, under preceptorship, the student will observe and practice those procedures and techniques discussed previously. Case studies and simulations of the patients receiving care will be presented for review and critique on a weekly basis.

Prerequisites: APH101, BIO101, BIO102, CHM102, MTH102, PHS101, ENG102, SPC102, SPC103, PSY102, RT205a — RT225a

150 Hours

5.5 Quarter Credits

RT310 — Advanced Topics in Respiratory Therapy Critical Care 1

The students will study the current perspectives in pathophysiology as they relate to the diseases commonly encountered in the intensive care setting. The current approaches to management of the critically ill patient, including pharmacological and ventilatory management, will be included.

Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams.
100 Hours 8 Quarter Credits

RT311 — Advanced Topics in Respiratory Therapy Critical Care 2

The students will study the assessment of the critically ill patient. The hemodynamic, ventilatory, and nutritional assessment and monitoring of the patient will be included along with strategies for correction of instability in these areas.

Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams.
100 Hours 8 Quarter Credits

RT312 — Advanced Topics in Respiratory Therapy Critical Care 3

Specialized areas within the critical care setting will be discussed. These include stabilization and transport of the critically ill patient. Students will develop patient simulation case studies, relevant to their assigned topics.

Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams.
100 Hours 8 Quarter Credits

RT313 — Advanced Topics in Respiratory Therapy Critical Care 4

The students will be introduced to the concepts of performing research in the areas of critical care respiratory therapy. The criteria and techniques necessary for attaining validity in the performance of research along with the format of presenting research completed will be presented.

Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams.
100 Hours 8 Quarter Credits

RT350 — Speciality Topics in RT Management

The student will study the key managerial aspects of supervising a Respiratory Therapy Department including: supervision of staff, identifying and developing the right team, interaction with other departments, and a general orientation to the respiratory therapy Supervisor's/Manager's specific duties, e.g., evaluation of new products and procedures, quality control, budgeting, and time and motion studies.

Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams.
50 Hours 4 Quarter Credits

RT420 — Respiratory Therapy Capstone

The capstone project is a culmination of the knowledge gained in B.S.R.T. Program. The objective of the approved projects is to improve healthcare outcomes in the clinical setting. These evidence based projects may address necessary changes in the healthcare delivery system, modification procedures to aid the quality improvement processes, health care organizational changes, ways of improving the state of healthcare delivery at the local, regional and national level. The project will include approval of the project, the problem statement and background information, project objectives and expected outcomes, and evaluation plan with methodology and measures included will be evaluated.

Prerequisite: Passed the (CRT) NBRC exam and the advanced level (RRT) exams.
200 Hours 8 Quarter Credits

SPC101 — Speech

Students learn to apply professional speaking techniques to deliver impromptu, extemporaneous, and rehearsed speeches. Attention is focused on speaking skills, listening skills, preparation and organization skills, and the importance of non-verbal communication. Special attention is paid to Informative and Persuasive Speaking.

Prerequisite: None
50 Hours 5 Quarter Credits

VCA405 — Character Animation and Vocalization

This course will cover how to capture motion using an optical motion capture system. After the data is captured they will clean up the data and apply the data to a character.

Prerequisite: VCA 351, VCA 352, VCA 353, VCA 354

50 Hours

3.5 Quarter Credits

VCA406 — Motion Capture

This course will cover how to capture motion using an optical motion capture system. After the data is captured they will clean up the data and apply the data to a character.

Prerequisite: VCA 351, VCA 352, VCA 353, VCA 354

50 Hours

3.5 Quarter Credits

VCA451 — Advanced Animation Production

Each student will construct an animated short. Production pipeline will be emphasized along with creating strong story and animation. Once the animated short is complete the class will focus on post production techniques to finalized the animated short along with discussion on how to distribute and/or gain exposure for the students animated short.

Prerequisite: VCA 405, VCA 406

50 Hours

3.5 Quarter Credits

VCA452 — Demo Reel Production

Students will create a demo reel demonstrating the individual student's skills at animation. Focus in this course will be on presentation of student work and other knowledge the student will need in order to get a job within the animation industry.

Prerequisite: VCA 405, VCA 406

50 Hours

4 Quarter Credits

VCG302 — History of Graphic Design & Advertising

Advertising is a creative industry that has transformed many commercial works into cultural touchstones; graphic design combined with marketing is a powerful tool that can both promote products and corporations, as well as embed icons in world consciousness. Any good student of graphic design needs to know their history; it is both a rich resource and a basis for evolution in design.

Prerequisite: Associate in Graphic Design or equivalent

50 Hours

3.5 Quarter Credits

VCG303 — Commercial Illustration and Life Drawing

Students will learn illustration that encompasses advertising, and editorial needs, including adapting work for the limitations of printing processes.

Prerequisite: Associate in Graphic Design or equivalent

50 Hours

3.5 Quarter Credits

VCG304 — Advanced Typography and Font Creation

This class furthers the students' knowledge of typographic principles begun in introductory Typography. The investigation of typography in product design to communicate with and have an impact on an audience, as well as information hierarchy, is emphasized through typographic design using font creation software.

Prerequisite: Associate in Graphic Design or equivalent

50 Hours

3.5 Quarter Credits

VCG305 — Branding, Logos, and Packaging

A company's brand may be its most valuable asset. Keeping up with marketplace trends in branding is essential for a company's survival and a designer's relevance and marketability. Logos are key to popularizing a brand. Package design is an equally important tool in a designer's arsenal, vital for the products of many companies, and is one area that will remain central to print graphics.

Prerequisite: Associate in Graphic Design or equivalent

50 Hours

3.5 Quarter Credits

VCG351 — Marketing Dynamics and Strategies

A coherent marketing strategy defines the marketability of a product and the differentiating features of its brand and deliverables. In this class students will learn how to professionally define a product's unique marketing strategy, and create deliverables for its implementation, as well as reflect on the marketing of their own design firms.

Prerequisite: Associate in Graphic Design or equivalent

50 Hours

3.5 Quarter Credits

VCG352 — Prepress and Business Ethics

Traditional printing techniques are discussed in detail, including an analysis of current and next-generation digital layout and print production processes. From concept and planning through digital workflow, color management, font and image usage, to file formats, proofing, paper selection, signatures and extent, printing techniques, finishes, post production, and distribution are addressed. Further, issues such as pricing, legal rights and ethics in relation to the work of graphic artists are discussed.

Prerequisite: Associate in Graphic Design or equivalent

50 Hours

3.5 Quarter Credits

VCG353 — Art Direction and Team Projects

Students will learn the duties and obligations involved as an art director in a design firm, including design, delegation and people management. Included projects will be team efforts, under the direction of an art director for each creation.

Prerequisite: Associate in Graphic Design or equivalent

50 Hours

3.5 Quarter Credits

VCG354 — Photography and Videography

Members of design teams may be required to design, manage and direct photo shoots as well as video elements for clients' commercial needs. This course helps prepare students for running such shoots, including visual design, lighting elements, and communicating with photographers.

Prerequisite: Associate in Graphic Design or equivalent

50 Hours

3.5 Quarter Credits

VCG405 — Advanced Project

Each student will design a long-form project, a commercial representation of a product or corporation, and design all materials and peripherals for the project and corporation. Student will alternatively work as an extern in a design firm of their own discovery, to learn the structure, processes and workflow of a business environment.

Prerequisite: Associate in Graphic Design or equivalent

50 Hours

4 Quarter Credits

VCG406 — 2D Print Portfolio Development

In this course students create an interactive portfolio demonstrating the students' skills at design. Focus in this course will be on presentation of student work and other knowledge needed in order to get a job within the design industry.

Prerequisite: Associate in Graphic Design or equivalent

50 Hours

3.5 Quarter Credits

VCV 302 — Scriptwriting and Story Development

Here students will explore the creative side of story development while learning technical formatting skills needed in scriptwriting for various different types of productions.

Prerequisite: Art111 — MM307

50 Hours

3.5 Quarter Credits

VCV 303 — Directing Personnel and Script Break Down

In this course students will learn how to build objects in 3d. Emphasis will be put on modeling, laying out UV's, and texturing.

Prerequisite: ART111 — MM307

50 Hours

3.5 Quarter Credits

VCV 304 — Digital Cinematography

In this course students will begin to develop a historical knowledge and appreciation of digital video as an art form along with the theories behind the art of filmmaking.

Prerequisite: VCV 302, VCV 303

50 Hours

3.5 Quarter Credits

VCV 305 — Video Editing Techniques

Editing techniques and workflows to create a professional looking scene will be presented in this course.

Prerequisite: VCV 302, 303

50 Hours

3.5 Quarter Credits

VCV 390 — Lighting and Audio for Digital Video Production

This course will go through the technical and creative process of creating professional quality audio and visuals for a digital video production.

Prerequisite: VCV 304, VCV 305

50 Hours

3.5 Quarter Credits

VCV 401 — Independent Video Production 1: Preproduction

Students will go through the process of preproduction for their capstone project(s), including script breakdown, casting, rehearsals, properties and locations, costumes and shooting schedules and more. Projects must go through approval process by instructor.

Prerequisite: VCV 302 — VCV 305 **50 Hours** **4 Quarter Credits**

VCV 402 — Independent Video Production : Production

In this course students will build upon their plans from Independent Video Production 1: Preproduction and shoot all of the video assets they need for their capstone project(s).

Prerequisite: VCV401 **100 Hours** **7 Quarter Credits**

VCV 403 — Independent Video Production 1: Postproduction

Here students will build upon what they created in Independent Video Production 1: Preproduction and Independent Video Production 2: Production. Students will end this course with a finalized capstone project(s) and additionally will be taught how to market themselves and their work in a professional manner.

Prerequisite: VCV401 & VCV402 **100 Hours** **7 Quarter Credits**

VCW302 — Markup Languages

The Website Structures course adds to previous classes by implementing advanced techniques to create website structures that are easily navigated and future-ready using current markup languages.

Prerequisite: ART111 — MM307 **50 Hours** **3.5 Quarter Credits**

VCW303 — Website Design

The Website Design course adds to previous classes by implementing advanced techniques to create stunning and interactive media with current styling languages.

Prerequisite: ART111 — MM307 **50 Hours** **3.5 Quarter Credits**

VCW352 — Introduction to Server Side Languages

The Server-side Languages course covers server-side scripting language used to help interact with web content. This class will teach students how to take their knowledge of static-based web content and implement a server-side scripting language to develop a more robust website. Server-side languages complements current markup languages to further the level of interaction between client and server.

Prerequisite: ART111 — MM307 **50 Hours** **3.5 Quarter Credits**

VCW353 — Management System Fundamentals

The Management System Fundamentals course introduces the student to current systems of managing data. Students will develop management systems used in conjunction with a server-side scripting language to allow students to develop dynamically driven web applications, as they are an integral part of deploying web content for mid-to large-sized corporations.

Prerequisite: ART111 — MM307 **50 Hours** **3.5 Quarter Credits**

VCW405 — Advanced Server Side Languages

The Advanced Server-Side Language Techniques course adds to the Server-Side Language introduction course by teaching students how to use advanced techniques to improve their coding, minimize code-clutter, and safe-guard against future code changes.

Prerequisite: ART111 — MM307 **50 Hours** **3.5 Quarter Credits**

VCW406 — Advanced Management Systems

The Advanced Management Systems course continues from the fundamentals course by implementing advanced techniques and learning more of the advanced features that management systems have to offer.

Prerequisite: ART111 — MM307 **50 Hours** **3.5 Quarter Credits**

VCW407 — E-Commerce

The E-Commerce courses uses current markup, styling, server-side, database, and client-side languages to create a dynamic, visually stunning, and functional E-Commerce website. Implementation via API of commonly-used E-Commerce merchant sites will be included to simulate real-world environment projects.

Prerequisite: ART111 — MM307 **50 Hours** **3.5 Quarter Credits**

VCW451 — Advanced Website Design and Development

The Advanced Website Design & Development course covers current client-side scripting languages used to make a website dynamic and interactive. This class will teach students how to take their knowledge of websites and implement a client-side scripting language to interact with management systems. Client-side languages also complements current markup languages to further the level of dynamic interaction between the client and server.

Prerequisite: ART111 — MM307 **50 Hours** **4 Quarter Credits**

VCW452 — Web Design Capstone Project

The Senior Project requires two websites; the student will find a client to develop a dynamic website for and also will develop a website to showcase all school and real-world related projects. Successful completion of the course is based on completed milestones, website production, website complexity, approval of the client (project 1), and approval of Visual Communications faculty (project 2).

Prerequisite: ART111 — MM307 **100 Hours** **7 Quarter Credits**

VT101 — Introduction to Veterinary Technology

Orientation to the program, and a survey of the role of the veterinary technician in the workplace. Survey of employment opportunities and areas of specialization. Ethics and professionalism. Laws and regulations governing veterinary technicians. Introduction to basic animal care skills and clinical procedures. Visit to local veterinary clinic or hospital to familiarize students with future work environment.

Prerequisite: BIO103, BIO104, CHM103, SPC102, MTH102, ENG102
50 Hours **4.5 Quarter Credits**

VT102 — Veterinary Medical Terminology

Introduction to word parts, directional terminology, and analysis of common veterinary terms.

Prerequisite: BIO103, BIO104, CHM103, SPC102, MTH102, ENG102
25 Hours **2.5 Quarter Credits**

VT103 — Veterinary Anatomy & Physiology I

Comparative veterinary anatomy and physiology for veterinary technicians. This course covers the clinically relevant veterinary anatomy and physiology including a discussion of the similarities and differences among the major domestic species. Emphasis is placed on the normal structure and function of the major organ systems as the foundation for understanding pathology and the pathophysiology of disease.

Prerequisite: VT101 **50 Hours** **4 Quarter Credits**

VT104 — Veterinary Anatomy & Physiology II

Comparative anatomy and physiology for veterinary technicians. This course covers the clinically relevant anatomy and physiology of the major domestic animals and includes a discussion of the similarities and differences among the species. Emphasis is placed on the normal structure and function of the major organ systems as the foundation for understanding pathology and pathophysiology of disease. Continuation of VT103.

Prerequisite: VT103 **50 Hours** **4 Quarter Credits**

VT105 — Veterinary Medical Calculations

This course reviews mathematics required as part of clinical medical calculations utilized in preparation and administration of drugs, dosage determinations, intravenous fluid infusion, and prescription dispensing. Subjects covered include review of calculations involving fractions, decimals, ratios and proportions, unit conversions, and algebraic equations.

Prerequisite: BIO103, BIO104, CHM103, SPC102, MTH102, ENG102
25 Hours **2.5 Quarter Credits**

VT106 — Veterinary Pharmacology

Introduction to the basic principles of veterinary pharmacology. Preparation and dispensing of medications. Overview of the actions and interactions of the major classes of drugs, with emphasis on common veterinary uses of specific drugs.

Prerequisite: VT101 **50 Hours** **5 Quarter Credits**

VT200a — Veterinary Clinical Externship I

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. Opportunity for learning and practical application of the knowledge, skills and attitudes required of a veterinary technician. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the veterinary technician in the veterinary health care team. The course includes a weekly seminar in which the externship experience is reviewed and skills are reinforced. Concurrent enrollment in VT200b required.

Prerequisite: VT101 — VT190 **80 Hours** **2.5 Quarter Credits**

VT200b — Veterinary Technician Seminar

This seminar course will serve as an on-campus addition to the students' first off-campus externship in VT200a. Students will discuss their experiences and challenges of working in a clinic. Concepts and skills will be reviewed and reinforced. Weekly objectives will be assessed in accordance with AVMA requirements.

Prerequisite: VT101 — VT190 **50 Hours** **5 Quarter Credits**

VT201 — Veterinary Clinical Externship II

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. Opportunity for learning and practical application of the knowledge, skills and attitudes required of a veterinary assistant. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the veterinary assistant in the veterinary health care team.

Prerequisite: VT101 — VT190, VT200a **160 Hours** **7 Quarter Credits**

VT202 — Veterinary Clinical Externship III

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. Opportunity for learning and practical application of the knowledge, skills and attitudes required of a veterinary assistant. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the veterinary assistant in the veterinary health care team.

Prerequisite: VT101 — VT201 **160 Hours** **7 Quarter Credits**

VT203a — Veterinary Clinical Externship IV

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. Opportunity for learning and practical application of the knowledge, skills and attitudes required of a veterinary assistant. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the veterinary assistant in the veterinary health care team. Concurrent enrollment in VT203b required.

Prerequisite: VT101 — VT202 **80 Hours** **2.5 Quarter Credits**

VT203b — Veterinary Technician License Preparation

Review of pertinent subject matter in preparation for the California State and the National Veterinary Technician Examination. Includes lecture, group study, and laboratory components. Concurrent enrollment in final externship VT203a required.

Prerequisite: VT101 — VT202 **50 Hours** **5 Quarter Credits**

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