“it’s all about your future.”

2015 2016 PROGRAM CATALOG
Platt College
CATALOG OF COURSES
August 1, 2015 — July 31, 2016

Alhambra Campus
1000 South Fremont Ave, Suite A9W
Alhambra, CA 91803
(626) 300-5444

Ontario Campus
3700 Inland Empire Boulevard
Ontario, CA 91764
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6465 Sycamore Canyon Blvd
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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 the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by 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 calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Website, www.bppe.ca.gov.
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 and the Inland Empire. These 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 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 a valid high school diploma, GED, or High School proficiency exam. Platt will use all 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. Veterinary Technician Alternate Route Certificate applicants are not required to complete the entrance examination.

Note: Passing scores vary by program, and an outline of what the passing score is for each program is available from the Admissions Department. Certain programs may also have additional program-specific admissions requirements. Applicants may obtain additional requirements for each program from the Admissions Department.

Platt College — Alhambra distance education program enrolls prospective students throughout the year. The Distance Education enrollment process is conducted exclusively online and via phone conversations. All enrollment requirements for Distance Education programs match the enrollment requirements for Platt College ground programs.
Platt College prohibits discrimination (including harassment) against any individual on the basis of race, color, religion (including religious dress/grooming practices), creed, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), age, national origin, marital or registered domestic partnership status, veteran status or military status, sexual orientation, gender, gender identity, gender expression, physical or mental disability, including genetic characteristics or genetic information, medical condition, ancestry, citizenship, or any other characteristic protected by state or federal law or by local ordinance.

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 during the enrollment process 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.

Non-Matriculating Students
Platt College encourages the enrollment of non-matriculating students. Any prospective non-matriculating student should speak with their Admissions Representative and Academic Dean for further details.

International Students
Platt College does not enroll international students at this time. Please check the school’s website for the latest updates on this topic.

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

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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 A10 West
Alhambra, California 91803

Officers:
Akeem Ayeni, CEO
Ed Beauchamp, COO
Ken Gunville, CFO
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 — The Stafford Student Loans offer flexible repayment options, including, but not limited to standard repayment, graduated repayment, extended repayment, income-based repayment, pay as you earn repayment, income contingent repayment, income sensitive repayment plans and loan forgiveness benefits. Stafford loans are available to students who meet all the requirements set by the Department of Education.
- PLUS (parent) Loans

These Federal awards are subject to all Title IV regulations and restrictions, and additional disclosures and loan 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. Additional information on federal student aid loan limits is available in the Student and Consumer handbook, however because eligibility is determined on a case-by-case basis, the financial aid advisors are the best resource for your specific financial aid information.

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.*

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. All private loans are subject to variable interest rates set by each lender that can increase or decrease over time depending on the market conditions. Private loans have a range of interest rates for each borrower depending on the borrower’s credit rating. Some lenders may have fees for each loan borrowed. Borrowers should contact their private student loan lender with any questions.

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 money’s 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: Platt College, 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 Blvd., Ste. 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 in his or her program of study; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution for his or her program; and/or failure to meet financial obligations to the School within established timeframes.
- The student has failed to attend class for 8 consecutive days.
- The student has failed to return on the specified day appointed on the approval for a leave of absence without notifying campus officials.
For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 8 days.

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 before federal student financial aid funds are returned.

**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 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.

e. For VA benefit considerations, the Date of Determination will be the student’s last day of attendance.

**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 less than 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.

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 funds.

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.

**Veteran’s Education Benefits**

Platt College proudly administers VA education benefits, including the Yellow Ribbon Program, to qualified students. We are committed to maintaining the Principles of Excellence established by Executive Order in April of 2012. Detailed information regarding VA processes and requirements can be obtained at each campus from the VA Certifying Official.
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
- Visual Communication — Bachelor of Arts
  - 3D Animation
  - Web Design
  - Video Production
  - 2D Print

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 for an entry-level position, with growth potential, in the field of graphic design.

Industry Occupations

These 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, and 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) and meet all attendance requirements. 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART111</td>
<td>Introduction to Design Concepts</td>
<td>7</td>
</tr>
<tr>
<td>ART112</td>
<td>Typography</td>
<td>7</td>
</tr>
<tr>
<td>ART114</td>
<td>Fundamentals of Drawing</td>
<td>7</td>
</tr>
<tr>
<td>EM151</td>
<td>Publishing Design and Layout</td>
<td>7</td>
</tr>
<tr>
<td>EM152</td>
<td>Photo Manipulation</td>
<td>7</td>
</tr>
<tr>
<td>EM153</td>
<td>Digital Illustration</td>
<td>7</td>
</tr>
<tr>
<td>EM251</td>
<td>Introductory Web Design</td>
<td>7</td>
</tr>
<tr>
<td>EM252</td>
<td>Advanced Photo Manipulation</td>
<td>7</td>
</tr>
<tr>
<td>EM253</td>
<td>Advanced Digital Illustration</td>
<td>7</td>
</tr>
</tbody>
</table>

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) and meet all attendance requirements. 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.
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

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 quality 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

The 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 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 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 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 may 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) and meet all attendance requirements. 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 7 Quarter Credits
MM302 Digital Video/Motion Graphics 3.5 Quarter Credits
MM303 Introduction to Website and Mobile Development 7 Quarter Credits
MM304 Flash Animation 7 Quarter Credits
MM305 3D Modeling and Animation 7 Quarter Credits
MM306 Figure Drawing II 3.5 Quarter Credits
MM307 Anatomy & Sculpting 3.5 Quarter Credits
VCA301 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 College Writing 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) and meet all attendance requirements. 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 Financial Aid 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Typography</td>
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</tr>
<tr>
<td>ART114</td>
<td>Fundamentals of Drawing</td>
<td>7 Quarter Credits</td>
</tr>
<tr>
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<td>Publishing Design and Layout</td>
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<td>Photo Manipulation</td>
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<td>Flash Animation</td>
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<tr>
<td>MM305</td>
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General Education Courses

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<td>SOC302</td>
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<td>ENG303</td>
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<td><strong>Total</strong></td>
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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) and meet all attendance requirements. 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
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<td>ART112</td>
<td>Typography</td>
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<td>EM 255</td>
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<td>MM301</td>
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<td>MM350</td>
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<tr>
<td>MM303</td>
<td>Introduction to Website and Mobile Development</td>
<td>7 Quarter Credits</td>
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<tr>
<td>MM304</td>
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<tr>
<td>MM305</td>
<td>3D Modeling and Animation</td>
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</table>
MM306  Figure Drawing II  3.5 Quarter Credits
MM307  Anatomy & Sculpture  3.5 Quarter Credits
VCG302  History of Graphic Design and Advertising  3.5 Quarter Credits
VCG303  Commercial Illustration and Life Drawing  3.5 Quarter Credits
VCG304  Advanced Typography and Font Creation  3.5 Quarter Credits
VCG305  Branding, Logos and 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 and Team Projects  3.5 Quarter Credits
VCG354  Photography and 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
SOC302  Ethics  5 Quarter Credits
ENG303  College Writing  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) and meet all attendance requirements. For the Visual Communication Video Specialization program, a presentation-quality portfolio must be presented, reviewed, and 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
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>EM152</td>
<td>Photo Manipulation</td>
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<td>EM153</td>
<td>Digital Illustration</td>
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<td>EM251</td>
<td>Introductory Web Design</td>
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<td>EM252</td>
<td>Advanced Photo Manipulation</td>
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<td>EM253</td>
<td>Advanced Digital Illustration</td>
<td>7 Quarter</td>
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<td>EM 255</td>
<td>Figure Drawing</td>
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<tr>
<td>MM301</td>
<td>Storyboarding</td>
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<td>MM302</td>
<td>Digital Video/Motion Graphics</td>
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<tr>
<td>MM303</td>
<td>Introduction to Website and Mobile Development</td>
<td>7 Quarter</td>
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<td>MM304</td>
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<td>MM305</td>
<td>3D Modeling and Animation</td>
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</tr>
<tr>
<td>MM306</td>
<td>Figure Drawing 2</td>
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<tr>
<td>MM307</td>
<td>Anatomy &amp; Sculpting</td>
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<td>VCV304</td>
<td>Digital Cinematography</td>
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<td><strong>Total</strong></td>
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**General Education Courses**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENG101</td>
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<td>HUM101</td>
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<td>SPC101</td>
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<td>POL305</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>45 Quarter Credits</strong></td>
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**Approximately 31 months**
V. School of Business and Legal Studies

The School of Business and 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
- Business Management — Certificate
- Business Management — Associate of Arts

**Associate 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 quality education that includes highly marketable skills and exposure to the latest technological advances in the field such as form preparation software and online legal research.

**Bachelor of Arts in Paralegal Studies**

In addition to the 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.

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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 quality education that includes highly marketable skills and exposure to the latest technological advances in the field such as form preparation software and online legal research.
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) and meet all attendance requirements. 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.

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

Core Courses

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<td>Introduction to Law</td>
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<td>PL185</td>
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<td>PL206</td>
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<td>PL226</td>
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<td>PL256</td>
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<td>PL265</td>
<td>Contracts</td>
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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) and meet all attendance requirements. 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

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<td>PL135</td>
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CATALOG OF COURSES | AUGUST 2015
General Education Courses

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<th>Course Title</th>
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<tr>
<td>MTH301</td>
<td>College Math Principles</td>
<td>5 Quarter Credits</td>
</tr>
<tr>
<td>SOC302</td>
<td>Ethics</td>
<td>5 Quarter Credits</td>
</tr>
<tr>
<td>ENG303</td>
<td>College Writing</td>
<td>5 Quarter Credits</td>
</tr>
<tr>
<td>POL305</td>
<td>American Government</td>
<td>5 Quarter Credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>45 Quarter Credits</strong></td>
</tr>
</tbody>
</table>

Approximately 31 months

Associate 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) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid and complete and sign all documentation prior to being approved for graduation.
Criminal Justice Associate of Arts Degree
1150 Hours/103 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
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 a 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
CJ226 Contemporary Issues in Criminal Justice/Terrorism  8 Quarter Credits
CJ245 Forensics  8 Quarter Credits
CJ305 Criminal Behavior  9 Quarter Credits
CJ310 Corrections 2  8 Quarter Credits
CJ330 Constitutional Law  10 Quarter Credits
CJ335 Criminal Law 2/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 Courses
ENG101 English  5 Quarter Credits
MTH101 College Math  5 Quarter Credits
HUM101 Art History  5 Quarter Credits
PSY101 Psychology  5 Quarter Credits
SPC101 Speech  5 Quarter Credits
ENG303 College Writing  5 Quarter Credits
MTH301 College Math Principles  5 Quarter Credits
SOC302 Ethics  5 Quarter Credits
POL305 American Government  5 Quarter Credits
Total 45 Quarter Credits

Approximately 31 months

Business Management Certificate
Associate of Arts in Business Management

The Business Management program at Platt College is designed to provide job skills to graduates interested in working in a broad spectrum of business-related fields, including: sales, marketing, operations, finance, accounting, human resources, or office administration. The focus of our curriculum is to build essential business skills through in-depth instruction on core business functions. Key topics covered include:

• Basic accounting and bookkeeping
• Marketing and sales effectiveness
• Managing and motivating employees
• Business law
• Becoming an entrepreneur
• Application of selected business software
Vocational Objective

The Business Management program is intended to provide useful job skills for graduates seeking to start their own business, or to work in an entry-level position in a variety of industries requiring business-related skills.

Certificate in Business Management Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded a Certificate in Business 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 (C). In addition, all students must meet with Career Services and complete and sign all documentation prior to being approved for graduation.

Certificate in Business Management
750 Hours/ 75 Quarter Credit Hours

Core Courses
SBM101 Introduction to Entrepreneurship & Small Business Management 10 Quarter Credits
SBM102 Accounting for Small Business I 5 Quarter Credits
SBM103 Accounting for Small Business II 10 Quarter Credits
SBM105 Business Law 5 Quarter Credits
SBM106 Employee Management 5 Quarter Credits
SBM107 Essential Business Analytical Tools I & II 10 Quarter Credits
SBM109 Business Planning & Budgeting 10 Quarter Credits
SBM110 Business Communications 5 Quarter Credits
SBM111 Marketing and Sales in a Small Business 5 Quarter Credits
SBM114 Entrepreneurship & Small Business Management Capstone 5 Quarter Credits
SBM115 Business Tools Certification Preparation 5 Quarter Credits
Total 75 Quarter Credits

Approximately 12 months
Associate of Arts in Business Management Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Arts in Business 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 (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 Business Management**

**1000 Hours/ 100 Quarter Credit Hours**

**Core Courses**

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<tr>
<th>Course Code</th>
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<tr>
<td>SBM101</td>
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<td>SBM103</td>
<td>Accounting for Small Business II</td>
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<td>SBM105</td>
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<td>SBM107</td>
<td>Essential Business Analytical Tools I &amp; II</td>
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<td>SBM109</td>
<td>Business Planning &amp; Budgeting</td>
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<tr>
<td>SBM110</td>
<td>Business Communications</td>
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<tr>
<td>SBM111</td>
<td>Marketing and Sales in a Small Business</td>
<td>5 Quarter Credits</td>
</tr>
<tr>
<td>SBM114</td>
<td>Entrepreneurship &amp; Small Business Management Capstone</td>
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<tr>
<td>SBM115</td>
<td>Business Tools Certification Preparation</td>
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**Total** | 75 Quarter Credits |

**General Education Courses**

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<th>Course Title</th>
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<tr>
<td>ENG101</td>
<td>English</td>
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<tr>
<td>SPC101</td>
<td>Speech</td>
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<tr>
<td>PSY101</td>
<td>Psychology</td>
<td>5 Quarter Credits</td>
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<tr>
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<td>5 Quarter Credits</td>
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<tr>
<td>HIS323</td>
<td>History of Business Innovation</td>
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</table>

**Total** | 25 Quarter Credits |

**Approximately 15 months**
VI. School of Medical Sciences

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

- Health Care Management — Bachelor of Arts Degree Completion (for applicants with an Academic Associate’s Degree or above)
- Advanced Respiratory Therapy — Associate of Science
- Respiratory Therapy — Bachelor of Science Degree Completion (for applicants with an Associate’s Degree or above in Respiratory Therapy)
- Diagnostic Medical Sonography — Associate of Science
- Diagnostic Medical Sonography — Bachelor of Science
- Medical Assisting — Associate of Science
- Medical Administrative Specialist — Associate of Science
- Vocational Nursing — Certificate
- Vocational Nursing — Associate of Science
- Hemodialysis — Certificate
- Certified Nurse Assistant — Certificate
- Veterinary Technology — Associate of Science
- Veterinary Technology Alternate Route — Certificate
- Vision Care Technician — Associate of Science
- Vision Care Technician — Certificate
- Veterinary Technology DE — Associate of Science
- Veterinary Technology Alternate Route DE — Certificate

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 managerial 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 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

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

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- In-person interview with the Program Director
- Submit a personal statement/essay
- Submit transcripts and GPA from previous educational experiences
Vocational Objective

The Health Care Management program is designed to broaden the leadership skills of individuals who have previously completed their Academic 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 maintained. To graduate, a student must attain a minimum cumulative grade point average of 2.0 (C) and meet all attendance requirements. In addition, all students must meet with Career Services and Financial Aid 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 College Writing 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 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
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

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 in 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 are current as of July 2013. Additional information may be found at the Board’s website at 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 provider’s 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.csric.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.

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:

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- 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
- Have the ability to pass random drug testing at any point during their enrollment

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.
Advanced Respiratory Therapy Associate of Science Degree Completion

Upon successful completion of the program of instruction, the graduate will be expected to meet the following standards:

- To demonstrate comprehension of relevant information and the ability to evaluate and apply this knowledge in their role as performed by registered respiratory therapists (RRT).
- To demonstrate the technical skills necessary to fulfill the role of a RRT.
- To demonstrate professionalism and personal behavior consistent with medical standards and employer expectations.

The Respiratory Therapy Associate of Science Degree will be awarded to graduates of the program, 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) and meet all attendance requirements. 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.

### Advanced Respiratory Therapy Associate of Science Degree

1, 780 Hours/133.5 Quarter Credit Hours

(Approximately 18 months)

#### Core Courses

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<tr>
<td>APH101 Anatomy &amp; Physiology</td>
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</tr>
<tr>
<td>BIO101 Microbiology</td>
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<tr>
<td>CHM102 Chemistry</td>
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<td>RT205a Introduction to Respiratory Therapy 1</td>
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<td>RT205b Introduction to Respiratory Therapy 2</td>
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<tr>
<td>RT210a Respiratory Clinical Care 1</td>
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<td>RT215a Intensive Care Therapy 1</td>
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<td>RT220a Newborn &amp; Pediatric Respiratory Care 1</td>
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<td>RT225a Alternative Sites &amp; Preventative Care 1</td>
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#### General Education Courses

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<tr>
<td>MTH102 College Algebra</td>
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<td>PHS101 Physics</td>
<td>6 Quarter Credits</td>
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<td>PSY102 Principles of Psychology</td>
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<td>SPC102 Speech 1</td>
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(Approximately 18 months)
Bachelor of Science in Respiratory Therapy Degree Completion

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:

- Associates degree in Respiratory Therapy
- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- In-person interview with the Program Director
- Submit a personal statement (essay questions)
- Submit transcripts and GPA from previous educational experiences

Vocational Objective

Upon successful completion of the program, 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 for advancement into a supervisory or management position in the health-care field.
Respiratory Therapy Bachelor of Science Degree Completion

Upon successful completion of the program of instruction, the graduate will be awarded a Respiratory Therapy Bachelor of Science degree provided that 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) and meet all attendance requirements. 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.

Respiratory Therapy Bachelor of Science
1110 Hours/93 Quarter Credit Hours

General Education Courses

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<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>STA301</td>
<td>Statistics</td>
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<tr>
<td>SOC321</td>
<td>Organizational Sociology</td>
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<tr>
<td>ENG305</td>
<td>Advanced Composition</td>
<td>6</td>
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<tr>
<td>SOC302</td>
<td>Ethics</td>
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Core Respiratory Therapy Courses

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>RT310</td>
<td>Advanced Topics in Respiratory Therapy Critical Care 1</td>
<td>8</td>
</tr>
<tr>
<td>RT311</td>
<td>Advanced Topics in Respiratory Therapy Critical Care 2</td>
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<td>RT312</td>
<td>Advanced Topics in Respiratory Therapy Critical Care 3</td>
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<tr>
<td>RT313</td>
<td>Advanced Topics in Respiratory Therapy Critical Care 4</td>
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<td><strong>Total</strong></td>
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The U.S. Healthcare System

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>BLM301</td>
<td>Introduction to the U.S. Healthcare System</td>
<td>4</td>
</tr>
<tr>
<td>BLM302</td>
<td>Current Issues, Trends, and Innovations in U.S. Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>BLM303</td>
<td>Quality Improvement in Healthcare</td>
<td>4</td>
</tr>
<tr>
<td>BLM304</td>
<td>Organization and Management of Healthcare Systems</td>
<td>4</td>
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</table>

Management Courses

<table>
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<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>MGT310</td>
<td>Management in Health Care Organizations</td>
<td>4</td>
</tr>
<tr>
<td>MGT320</td>
<td>Human Resources for the Healthcare Professional</td>
<td>4</td>
</tr>
<tr>
<td>HCM345</td>
<td>Economics in Healthcare Organizations</td>
<td>4</td>
</tr>
<tr>
<td>RT350</td>
<td>Specialty Topics in Respiratory Therapy Management</td>
<td>4</td>
</tr>
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<td>RT420</td>
<td>Respiratory Therapy Capstone</td>
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Approximately 15 months
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:

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- 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 competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students are also prepared 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), complete 960 hours of externship and meet all attendance requirements. 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, 340 Hours/148.5 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
DMS114 Ultrasound Physics Review and Exam Preparation 3 Quarter Credits
DMS121 Patient Care 3 Quarter Credits
DMS122 Medical Terminology 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 6.5 Quarter Credits
DMSX273 Clinical Practicum 3 6.5 Quarter Credits
DMSX274 Clinical Practicum 4 6.5 Quarter Credits
DMSX275 Clinical Practicum 5 6.5 Quarter Credits
DMS261 Sonography Seminar 1 3 Quarter Credits
DMS262 Sonography Seminar 2 3 Quarter Credits
DMS263 Sonography Seminar 3 3 Quarter Credits
DMS264 Exam Preparation Seminar 6 Quarter Credits
DMS281 Lab Exit Competency 3 Quarter Credits
Total 124.5 Quarter Credits

General Education Courses
MTH102 College Algebra 6 Quarter Credits
PHS101 Physics 6 Quarter Credits
ENG102 English Composition 6 Quarter Credits
SPC102 Speech 1 3 Quarter Credits
SPC103 Speech 2 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.

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

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- 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

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 eligible 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) and meet all attendance requirements. 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**

3070 Hours/211.5 Quarter Credit Hours

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>PHS101</td>
<td>Physics</td>
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<tr>
<td>ENG102</td>
<td>English Composition</td>
<td>6</td>
</tr>
<tr>
<td>SPC102</td>
<td>Speech 1</td>
<td>3</td>
</tr>
<tr>
<td>SPC103</td>
<td>Speech 2</td>
<td>3</td>
</tr>
<tr>
<td>SOC321</td>
<td>Organizational Sociology</td>
<td>5</td>
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<tr>
<td>ENG305</td>
<td>Advanced Composition</td>
<td>6</td>
</tr>
<tr>
<td>SOC302</td>
<td>Ethics</td>
<td>5</td>
</tr>
<tr>
<td>HIS323</td>
<td>History of Business Innovation</td>
<td>5</td>
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<td><strong>Total</strong></td>
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**Core Sonography Courses**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>APH101</td>
<td>Anatomy &amp; Physiology</td>
<td>6</td>
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<tr>
<td>DMS101</td>
<td>Introduction to Sonography 1</td>
<td>3.5</td>
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<tr>
<td>DMS102</td>
<td>Introduction to Sonography 2</td>
<td>3.5</td>
</tr>
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<td>DMS103</td>
<td>Introduction to Sonography 3</td>
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<td>DMS107</td>
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<td>3.5</td>
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<td>DMS111</td>
<td>Ultrasound Physics 1</td>
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</tr>
<tr>
<td>DMS112</td>
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### Health Care Management (HCM) Specialization

<table>
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<td>DMS301</td>
<td>Specialty Topics in Sonography 1</td>
<td>5</td>
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<td>DMS302</td>
<td>Specialty Topics in Sonography 2</td>
<td>5</td>
</tr>
<tr>
<td>BLM301</td>
<td>Introduction to the U.S. Healthcare System</td>
<td>4</td>
</tr>
<tr>
<td>BLM302</td>
<td>Current Issues, Trends, and Innovations in U.S. Healthcare</td>
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<td>BLM303</td>
<td>Quality Improvement in Healthcare</td>
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<td>BLM304</td>
<td>Organization and Management of Healthcare Systems</td>
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### Business Foundation Courses

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<tr>
<th>Course Code</th>
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<tr>
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<td>Introduction to Management in Healthcare Organizations</td>
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<td>Economics in Healthcare Organizations</td>
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<tr>
<td>MIS300</td>
<td>Information Technology for the Healthcare Professional</td>
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**Total:** 42 Quarter Credits

**Approximately 31 months**
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) and meet all attendance requirements. 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, 510 Hours/211.5 Quarter Credit Hours

### General Education Courses

<table>
<thead>
<tr>
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<tbody>
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<td>PHS101</td>
<td>Physics</td>
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<td>SPC102</td>
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<td>SPC103</td>
<td>Speech 2</td>
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<tr>
<td>SOC321</td>
<td>Organizational Sociology</td>
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<tr>
<td>ENG305</td>
<td>Advanced Composition</td>
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<tr>
<td>SOC302</td>
<td>Ethics</td>
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<td>HIS323</td>
<td>History of Business Innovation</td>
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<td><strong>Total</strong></td>
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### Core Sonography Courses

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>APH101</td>
<td>Anatomy &amp; Physiology</td>
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<tr>
<td>DMS101</td>
<td>Introduction to Sonography 1</td>
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<td>DMS102</td>
<td>Introduction to Sonography 2</td>
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<td>Ultrasound Physics 1</td>
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<td>DMS112</td>
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<td>DMS113</td>
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<td>DMS121</td>
<td>Patient Care</td>
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<td>DMS122</td>
<td>Medical Terminology</td>
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<td>DMS211</td>
<td>Abdomen and Superficial Structures 1</td>
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<td>DMS212</td>
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<tr>
<td>DMS231</td>
<td>Introduction to Vascular Sonography 1</td>
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<td>DMS232</td>
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**Total 45 Quarter Credits**
DMS255  Pre-Clinical Seminar  3 Quarter Credits
DMSX271  Clinical Practicum 1  5 Quarter Credits
DMSX272  Clinical Practicum 2  6.5 Quarter Credits
DMSX273  Clinical Practicum 3  6.5 Quarter Credits
DMSX274  Clinical Practicum 4  6.5 Quarter Credits
DMSX275  Clinical Practicum 5  6.5 Quarter Credits
DMS261  Sonography Seminar 1  3 Quarter Credits
DMS262  Sonography Seminar 2  3 Quarter Credits
DMS263  Sonography Seminar 3  3 Quarter Credits
DMS264  Exam Preparation Seminar 4  6 Quarter Credits
DMS281  Lab Exit Competency  3 Quarter Credits
Total  124.5 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 among others. Medical administrative duties include billing, coding, scheduling, transcription, and many more administrative duties.

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) and meet all attendance requirements. 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

<table>
<thead>
<tr>
<th>Core Courses</th>
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<tbody>
<tr>
<td>IAHC101</td>
<td>Introduction to Allied Health Careers</td>
</tr>
<tr>
<td>MA102</td>
<td>Patient Care and Ethics</td>
</tr>
<tr>
<td>MA103</td>
<td>First Aid and Emergency Care /CPR</td>
</tr>
<tr>
<td>MA104</td>
<td>Cardiovascular Anatomy, Electrocardiography &amp; Cardiopulmonary</td>
</tr>
<tr>
<td>MA105</td>
<td>Introduction to Microbiology / Surgical Asepsis &amp; Medical Asepsis</td>
</tr>
<tr>
<td>MA106</td>
<td>Clinical Pharmacology</td>
</tr>
<tr>
<td>MA151</td>
<td>Nutrition, Immune and Digestive Systems</td>
</tr>
<tr>
<td>MA153</td>
<td>Excretory and Reproductive Systems</td>
</tr>
<tr>
<td>MA155</td>
<td>Musculoskeletal System and Physical Therapy</td>
</tr>
<tr>
<td>MA156</td>
<td>Advanced Medical Terminology</td>
</tr>
<tr>
<td>MA201</td>
<td>Laboratory Procedures</td>
</tr>
<tr>
<td>MA202</td>
<td>Medical Billing and Coding</td>
</tr>
<tr>
<td>MA203</td>
<td>Patient Examinations, Vital Signs and Sensory Systems</td>
</tr>
<tr>
<td>MA250</td>
<td>Certification Preparation Seminar</td>
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<tr>
<td>MX251</td>
<td>Externship</td>
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<table>
<thead>
<tr>
<th>General Education Courses</th>
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<tbody>
<tr>
<td>ENG101</td>
<td>English</td>
</tr>
<tr>
<td>SPC101</td>
<td>Speech</td>
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<tr>
<td>PSY101</td>
<td>Psychology</td>
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<tr>
<td>MTH101</td>
<td>College Math</td>
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<td>HUM101</td>
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<td><strong>Total</strong></td>
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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; 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) and meet all attendance requirements. 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IAHC101</td>
<td>Introduction to Allied Health Careers</td>
<td>4 Quarter Credits</td>
</tr>
<tr>
<td>MAS102</td>
<td>Musculoskeletal, Organ, Endocrine &amp; Reproductive Systems</td>
<td>4 Quarter Credits</td>
</tr>
<tr>
<td>MAS104</td>
<td>Introduction to Medical Transcription</td>
<td>3.5 Quarter Credits</td>
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<tr>
<td>MAS105</td>
<td>Pharmaceutical Terms &amp; Advanced Medical Terminology</td>
<td>3.5 Quarter Credits</td>
</tr>
<tr>
<td>MAS106</td>
<td>Human Resources, Risk Management and Employability</td>
<td>4 Quarter Credits</td>
</tr>
<tr>
<td>MAS152</td>
<td>Medical Office Procedures</td>
<td>4 Quarter Credits</td>
</tr>
<tr>
<td>MAS153</td>
<td>Medical Insurance Billing and Coding 1: Managed Care and Private Plans</td>
<td>3.5 Quarter Credits</td>
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</table>
MAS154 Medical Insurance Billing and Coding 2: State and 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 2 — 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

Certificate in Vocational Nursing
*Only offered at the Alhambra Campus*

The mission of the Vocational Nurse Program is to train students in the skills needed to pass the National Council Licensing Exam for Practical Nursing and become successfully employed in a healthcare setting. The vocational nurse program provides students with the theory, interpersonal, laboratory skills and clinical experience to prepare them for a career as a vocational nurse. Lecture and skills laboratory take place on campus while the clinical training takes place at various health care facilities.

The vocational nurse functions as a member of the health care team who provides basic nursing care, administers medications, reports and documents patient signs and symptoms, and carries out therapeutic and rehabilitative measures. Upon successful completion of the program, the student is eligible to take the National Council Licensing Exam for Practical Nursing (NCLEX-PN) to become licensed as a Vocational Nurse (LVN).

Vocational Objective

- Provide the student with the theory, skills, and clinical exposure to successfully pass the NCLEX-PN examination and work as an entry-level vocational nurse in an acute care hospital, skilled nursing or long-term care facility.
- Provide students with the skills necessary to report data to assist in the identification of problems and develop outcomes in patient-centered plans of care.
- Train student to become a vital member of a healthcare team.
Industry Occupations
These may include entry level vocational nurse in an acute care hospital, skilled nursing or long-term care facility.

Vocational Nursing Certificate Program Completion
Upon successful completion of a program of instruction, the graduate will be awarded a Vocational Nurse 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 and meet all attendance requirements. 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.

Vocational Nursing Certificate
1884 Hours/96.0 Quarter Credit Hours
*Only offered at the Alhambra Campus

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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<td>VN100</td>
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<td>VN102</td>
<td>Nutrition</td>
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<tr>
<td>VN103</td>
<td>Vocational Nursing Anatomy &amp; Physiology</td>
<td>54</td>
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<td>VN104</td>
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<td>3.0</td>
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<td>VN107</td>
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<td>VN108</td>
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<td>VN111</td>
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<tr>
<td>VN120</td>
<td>Gastrointestinal/Genitourinary Nursing</td>
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<td>VN121</td>
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<tr>
<td>VN126</td>
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<td>VN130</td>
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<td>Home Health Nursing</td>
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<td>Vocational Nursing Clinical Procedures VII</td>
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<td>VN135</td>
<td>Maternal Vocational Nursing</td>
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<td>VN136</td>
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<tr>
<td>VN200</td>
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<td><strong>Total</strong></td>
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**Approximately 14 Months**

**Associate of Science in Vocational Nursing**

*Only offered at the Alhambra Campus*

The mission of the Vocational Nurse Program is to train students in the skills needed to pass the National Council Licensure Exam for Practical Nursing and become successfully employed in a healthcare setting. The vocational nurse program provides students with the theory, interpersonal, laboratory skills and clinical experience to prepare them for a career as a vocational nurse. Lecture and skills laboratory take place on campus while the clinical training takes place at various health care facilities. The vocational nurse functions as a member of the health care team who provides basic nursing care, administers medications, reports and documents patient signs and symptoms, and carries out therapeutic and rehabilitative measures. Upon successful completion of the program, the student is eligible to take the National Council Licensure Exam for Practical Nursing (NCLEX-PN) to become licensed as a Vocational Nurse (LVN).

**Vocational Objective**

- Provide the student with the theory, skills, and clinical exposure to successfully pass the NCLEX-PN examination and work as an entry-level vocational nurse in an acute care hospital, skilled nursing or long-term care facility.
- Provide students with the skills necessary to report data to assist in the identification of problems and develop outcomes in patient-centered plans of care.
- Train student to become a vital member of a healthcare team.
Industry Occupations

These may include entry level vocational nurse in an acute care hospital, skilled nursing or long-term care facility.

Associate of Science in Vocational Nursing
Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded an Associate of Science degree in Vocational Nurse 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 and meet all attendance requirements. 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 Vocational Nursing
2124 Hours/120.0 Quarter Credit Hours
*Only offered at the Alhambra Campus

Core Courses

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<thead>
<tr>
<th>Course Code</th>
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<th>Quarter Credits</th>
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<tbody>
<tr>
<td>VN100</td>
<td>Introduction to Vocational Nursing</td>
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<tr>
<td>VN101</td>
<td>Pharmacology</td>
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<td>VN102</td>
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<td>VN104</td>
<td>Vocational Nursing Medical Terminology</td>
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<td>VN105</td>
<td>Critical Thinking</td>
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<td>VN122</td>
<td>Oncology Nursing</td>
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<td>VN126</td>
<td>Immunology/HIV/AIDS Nursing</td>
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<tr>
<td>VN127</td>
<td>Older Adult Nursing</td>
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<tr>
<td>VN128</td>
<td>Vocational Nursing Clinical Procedures VI</td>
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<tr>
<td>VN130</td>
<td>Mental Health</td>
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<tr>
<td>VN131</td>
<td>Home Health Nursing</td>
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</tbody>
</table>
VN134 Vocational Nursing Clinical Procedures VII 3.0 Quarter Credits
VN135 Maternal Vocational Nursing 3.0 Quarter Credits
VN136 Pediatric Vocational Nursing 1.5 Quarter Credits
VN137 Vocational Nursing Clinical Procedures VIII 2.0 Quarter Credits
VN138 Vocational Nursing Clinical Procedures IX 6.0 Quarter Credits
VN141 Nursing Leadership/Supervision 1.5 Quarter Credits
VN200 NCLEX Review 6.5 Quarter Credits

General Education Courses
MTH102 College Algebra 6 Quarter Credits
PHS101 Physics 6 Quarter Credits
ENG102 English Composition 6 Quarter Credits
SPC102 Speech 1 3 Quarter Credits
SPC103 Speech 2 3 Quarter Credits
Total 24 Quarter Credits
Total 120.0 Quarter Credits

Approximately 16 Months

Certificate in Hemodialysis

The Hemodialysis Technician program is designed to prepare students for employment as Hemodialysis patient care technician or as a dialysis technician. By learning what dialysis is, how it was developed, how it is used, and how to maintain the equipment, students will be able to help patients with renal disease receive safe and effective dialysis treatment. Dialysis technicians work with people whose kidneys no longer work properly or at all. The Hemodialysis Technician operates machines that remove wastes, salt, and extra water from a patient’s blood while keeping safe levels of certain chemicals. Dialysis patients generally use the machine for about four hours, three times each week. The technicians prepare patients for dialysis, monitor them and the machine during dialysis, and perform required procedures when dialysis is completed.

Vocational Objective

• To educate students on the role of the dialysis team (physician, nurse, technician, renal dietitian and social worker);
• To provide accurate information regarding infection control and standard precautions, dialysis procedures, water treatment systems, dialysis machines and machine functions so that students can care for dialysis patients;
• To introduce students to a dialysis clinical setting where they work with other healthcare professionals;
• To educate students on the legal and ethical implications related to employment in a clinical or hospital dialysis facility; and
• To prepare students to take and pass the CDC exam or any of the CMS approved national certification examinations and work as an entry level dialysis technician in hospitals under the supervision of a registered nurse or in dialysis units run by private companies.
Industry Occupations

These may include entry level certified Hemodialysis Technician positions in a hospital, or dialysis clinic.

Hemodialysis Certificate Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded a Hemodialysis 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) and meet all attendance requirements. 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.

Hemodialysis Certificate
320 Clock Hours

Core Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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<tbody>
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<td>CHT101</td>
<td>Hemodialysis Technician</td>
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<tr>
<td>CHT102</td>
<td>Hemodialysis Clinical Rotation I</td>
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<td>CHT103</td>
<td>Hemodialysis Clinical Rotation II</td>
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<tr>
<td>Total</td>
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</table>

Approximately 3 Months

Certificate in Certified Nurse Assistant

The Certified Nurse Assistant program provides the initial steps for entering the healthcare field. Our faculty will assist each individual in their educational efforts towards becoming a CNA.

Vocational Objective

The intent of the Certified Nurse Assistant Certificate program is to provide an enriched learning opportunity that will prepare the student for entry-level employment in the health/home care setting. Students in the Certified Nurse Assistant Certificate program will graduate with a professional knowledge, skills, and practical experience in Certified Nurse Assistant acquired during their studies at Platt College. Graduates of the Certified Nurse Assistant Certificate program will be ready for sit for their CNA license exam.

Industry Occupations

These may include entry level certified nursing positions in an acute hospital, skilled nursing or long-term care facility.

Certified Nurse Assistant Certificate Program Completion

Upon successful completion of a program of instruction, the graduate will be awarded a Certified Nurse Assistant 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) and meet all attendance requirements. 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.

**Certified Nurse Assistant Certificate**

178 Hours

**Core Courses**

CNA101  Introduction to Nurse Assistant  
68 Clock Hours

CNA102  Nurse Assistant Clinical Rotation  
110 Clock Hours

Total  
178 Clock Hours

**Approximately 2 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
- Administering vaccinations
- 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.
Admissions Alert: In addition to meeting the eligibility criteria described elsewhere in this catalog, this program has additional requirements for admission which include:

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- In-person interview with the Program Director
- Submit a personal statement
- Meet minimum physical requirements

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) and meet all attendance requirements. 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
1,675 Hours/125 Quarter Credit Hours

Core Courses

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<td>VT102B</td>
<td>Veterinary Medical Terminology and Calculations</td>
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<tr>
<td>VT103</td>
<td>Veterinary Anatomy &amp; Physiology I</td>
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<td>VT108</td>
<td>Equine Nursing</td>
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<td>VT109</td>
<td>Lab Animal Nursing</td>
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<td>Veterinary Clinical Pathology</td>
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<tr>
<td>Course Code</td>
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<td>Veterinary Anesthesia &amp; Surgical Nursing I</td>
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<td>VT141A</td>
<td>Client Communication &amp; Customer Service</td>
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<td>VT142</td>
<td>Veterinary Hospital Management</td>
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<td>VT150A</td>
<td>Veterinary Diagnostic Imaging</td>
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<td>VT160</td>
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**General Education Courses**

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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tr>
<td>BIO103A</td>
<td>General Biology &amp; Microbiology</td>
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<td>CHM103</td>
<td>General Chemistry</td>
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<td>MTH102</td>
<td>College Algebra</td>
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<td>English Composition</td>
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</table>

**Approximately 18 months**
Certificate in Veterinary Technician Alternate Route Program

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 Platt College Veterinary Technician Alternate Route program is designed for Veterinary Assistants seeking to satisfy the California RVT Board Exam requirements for additional education specified in the CA Veterinary Medical Board’s “Alternate Route” category. The program includes 325 hours of post-secondary instruction.

Veterinary Technician Alternate Route Program Completion

Upon successful completion of the program of instruction, the graduate will be awarded a Veterinary Technician 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) and meet all attendance requirements. 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 Technician Alternate Route Program
325 Hours

Core Courses
VTAR101 Science Fundamentals for Veterinary Technicians 32.5 Clock Hours
VTAR102 Medical Calculations and Terminology for Veterinary Technicians 32.5 Clock Hours
VTAR103 Dentistry for Veterinary Technicians 32.5 Clock Hours
VTAR104 Pharmacology for Veterinary Technicians 32.5 Clock Hours
VTAR105 Surgical Nursing and Anesthesia for Veterinary Technicians 65.0 Clock Hours
VTAR106 Small Animal Nursing 32.5 Clock Hours
VTAR107 Diagnostic Imaging for Veterinary Technicians 32.5 Clock Hours
VTAR108 Emergency/Critical Care Nursing for Veterinary Technicians 32.5 Clock Hours
VTAR109 Veterinary Technician License Preparation 32.5 Clock Hours
Total 325 Clock Hours

Approximately 7 months

Associate of Science Vision Care Technician

The Vision Care Technician program is intended to provide useful job skills for graduates seeking to start their career in an allied health field as an entry level Vision Care Technician. The Vision Care Technician is focused on areas in Ophthalmology assisting in the clinical setting, in-office minor procedure assisting, and front office duties. The intent is to provide graduates with a solid grasp of Vision Care Technician fundamentals as well as preparing them to contribute immediately in an Ophthalmic Clinic Office, both front and back office.

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

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215
- Meet minimum physical requirements

Vocational Objective

The Vision Care Technician Program at Platt College is designed to prepare graduates for a career as an entry level Vision Care Technician. 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 Vision Care Technician. They will be able to demonstrate the technical skills necessary to fulfill the role of a Vision Care Technician and will demonstrate professionalism and personal behavior consistent with medical standards and employer expectations.
Vision Care Technician Associate of Science Program Completion

Upon successful completion of the program of instruction, the graduate will be awarded an Associate of Science in Vision Care Technician 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) and meet all attendance requirements. 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.

Vision Care Technician Associate of Science Degree
1, 450 Hours/96.5 Quarter Credit Hours

Core Courses
OMA101 Intro to Ophthalmology — Anatomy & Physiology 4.5 Quarter Credits
OMA102 Diseases and Disorder of the Eye 4.0 Quarter Credits
OMA103 Optics and Refractive/Ocular Motility 4.0 Quarter Credits
OMA104 Basics of Ophthalmic Pharmacology 4.5 Quarter Credits
OMA105 Microorganisms & Infection 4.0 Quarter Credits
OMA106 Medical Eye Exams, Tests and Procedures 4.5 Quarter Credits
OMA107 Minor Office Surgery 4.5 Quarter Credits
OMA108 Perimetry/Ophthalmic Lenses and Instruments 4.5 Quarter Credits
OMA109 Fundamentals of Practical Opticianry 4.5 Quarter Credits
OMA110 Principles and Problems of Contact Lens 4.5 Quarter Credits
OMA111 Patients with Special Concerns and Understanding Practice Management 4.5 Quarter Credits
OMA112 Medical Ethics, Legal and Regulatory Issues and the Community 4.5 Quarter Credits
OMA120 Exam Prep Seminar 4.0 Quarter Credits
OMA125 Externship I 5.0 Quarter Credits
OMA126 Externship II 5.0 Quarter Credits
OMA127 Externship III 5.0 Quarter Credits
Total 71.5 Quarter Credits

General Education Courses
ENG101 English 5.0 Quarter Credits
SPC101 Speech 5.0 Quarter Credits
PSY101 Psychology 5.0 Quarter Credits
MTH101 College Math 5.0 Quarter Credits
HUM101 Art History 5.0 Quarter Credits
Total 25 Quarter Credits

Approximately 15 months
Certificate in Vision Care Technician

The Vision Care Technician program is intended to provide useful job skills for graduates seeking to start their career in an allied health field as an entry level Vision Care Technician. The Vision Care Technician is focused on areas in Ophthalmology assisting in the clinical setting, in-office minor procedure assisting, and front office duties. The intent is to provide graduates with a solid grasp of Vision Care Technician fundamentals as well as preparing them to contribute immediately in an Ophthalmic Clinic Office, both front and back office.

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

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215
- Meet minimum physical requirements

Vocational Objective

The Vision Care Technician Program at Platt College is designed to prepare graduates for a career as an entry level Vision Care Technician. 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 Vision Care Technician. They will be able to demonstrate the technical skills necessary to fulfill the role of a Vision Care Technician and will demonstrate professionalism and personal behavior consistent with medical standards and employer expectations.

Certificate in Vision Care Technician Program Completion

Upon successful completion of the program of instruction, the graduate will be awarded a Certificate in Vision Care Technician 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) and meet all attendance requirements. 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.

Vision Care Technician Certificate
1, 200 Hours/71.5 Quarter Credit Hours

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMA101</td>
<td>Intro to Ophthalmology — Anatomy &amp; Physiology</td>
<td>4.5 Q.C.</td>
</tr>
<tr>
<td>OMA102</td>
<td>Diseases and Disorder of the Eye</td>
<td>4.0 Q.C.</td>
</tr>
<tr>
<td>OMA103</td>
<td>Optics and Refractive/Ocular Motility</td>
<td>4.0 Q.C.</td>
</tr>
<tr>
<td>OMA104</td>
<td>Basics of Ophthalmic Pharmacology</td>
<td>4.5 Q.C.</td>
</tr>
<tr>
<td>OMA105</td>
<td>Microorganisms &amp; Infection</td>
<td>4.0 Q.C.</td>
</tr>
<tr>
<td>OMA106</td>
<td>Medical Eye Exams, Tests and Procedures</td>
<td>4.5 Q.C.</td>
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OMA107 Minor Office Surgery 4.5 Quarter Credits
OMA108 Perimetry/Ophthalmic Lenses and Instruments 4.5 Quarter Credits
OMA109 Fundamentals of Practical Opticianry 4.5 Quarter Credits
OMA110 Principles and Problems of Contact Lens 4.5 Quarter Credits
OMA111 Patients with Special Concerns and Understanding Practice Management 4.5 Quarter Credits
OMA112 Medical Ethics, Legal and Regulatory Issues and the Community 4.5 Quarter Credits
OMA120 Exam Prep Seminar 4.0 Quarter Credits
OMA125 Externship I 5.0 Quarter Credits
OMA126 Externship II 5.0 Quarter Credits
OMA127 Externship III 5.0 Quarter Credits
Total 71.5 Quarter Credits

Approximately 12 months

Platt College Distance Education

Associate of Science Veterinary Technology DE

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

- Wonderlic (BST) minimum passing score of Verbal 205, Quantitative: 215, Total Overall Minimum Score of 500
- Interview with the Program Director
- Submit a personal statement
- Meet minimum physical requirements

Vocational Objective

The Veterinary Technology DE 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 DE 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) and meet all attendance requirements. 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 DE Associate of Science Degree
1, 675 Hours/125 Quarter Credit Hours

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>VTDE101</td>
<td>Introduction to Veterinary Technology</td>
<td>4 Q.C.</td>
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<tr>
<td>VTDE102</td>
<td>Veterinary Medical Terminology and Calculations</td>
<td>4.5 Q.C.</td>
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<tr>
<td>VTDE103</td>
<td>Veterinary Anatomy &amp; Physiology I</td>
<td>4 Q.C.</td>
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<td>VTDE104</td>
<td>Veterinary Anatomy &amp; Physiology II</td>
<td>4 Q.C.</td>
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<tr>
<td>VTDE105</td>
<td>Veterinary Anatomy &amp; Physiology III</td>
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<td>VTDE106</td>
<td>Veterinary Pharmacology I</td>
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<td>Veterinary Pharmacology II</td>
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<td>Equine Nursing</td>
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<td>VTDE109</td>
<td>Lab Animal Nursing</td>
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<td>Veterinary Clinical Pathology</td>
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<td>Veterinary Parasitology</td>
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<td>VTDE112</td>
<td>Veterinary Clinical Pathology II</td>
<td>1.5 Q.C.</td>
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<td>Veterinary Clinical Techniques I</td>
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<td>VTDE130</td>
<td>Veterinary Anesthesia &amp; Surgical Nursing I</td>
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<td>VTDE131</td>
<td>Veterinary Anesthesia &amp; Surgical Nursing II</td>
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<td>VTDE141</td>
<td>Client Communication &amp; Customer Service</td>
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<td>VTDE142</td>
<td>Veterinary Hospital Management</td>
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<td>VTDE150</td>
<td>Veterinary Diagnostic Imaging</td>
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<td>Animal Nutrition</td>
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<td>VTDE170</td>
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<td>VTDE203</td>
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<td>VTDE250</td>
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<td>Veterinary Externship Preparation I</td>
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**Approximately 18 months**
Certificate in Veterinary Technician Alternate Route DE Program

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
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- Administering medications
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Vocational Objective

The Platt College Veterinary Technician Alternate Route program is designed for Veterinary Assistants seeking to satisfy the California RVT Board Exam requirements for additional education specified in the CA Veterinary Medical Board’s “Alternate Route” category. The program includes 325 hours of post-secondary instruction.

Veterinary Technician Alternate Route DE Program Completion

Upon successful completion of the program of instruction, the graduate will be awarded a Veterinary Technician 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) and meet all attendance requirements. 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 Technician Alternate Route DE Program
325 Hours

Core Courses
VTARDE101 Basic Sciences, Terminology and Calculations
   For Veterinary Technicians 65.0 Clock Hours
VTARDE102 Dentistry and Pharmacology
   for Veterinary Technicians 65.0 Clock Hours
VTARDE103 Surgical Nursing and Anesthesia 65.0 Clock Hours
VTARDE104 Small and Large Animal Nursing, Pathology,
   And Radiology for Veterinary Technicians 65.0 Clock Hours
VTARDE105 Emergency/ Critical Care Nursing
   and License Exam Preparation
   for Veterinary Technicians 65.0 Clock Hours

Total 325 Clock Hours

Approximately 7 months
VII. Academics and Student Services

Graduation Requirements

Upon successful completion of their 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. To graduate, a student must meet all attendance requirements and attain a minimum cumulative grade point average as required by their specific program. 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)

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)

Business Management Certificate
750 Hours/ 75 Quarter Credit Hours (Approximately 12 months)

Associate of Arts in Business Management
1000 Hours/100 Quarter Credit Hours (Approximately 15 months)

Bachelor of Arts in Health Care Management Degree Completion
1, 200 Hours/100 Quarter Credit Hours (Approximately 15 months)

Associate of Science in Advanced Respiratory Therapy Degree
1, 780 Hours/133.5 Quarter Credit Hours (Approximately 18 months)
Bachelor of Science in Respiratory Therapy Degree Completion
1110 Hours/93 Quarter Credit Hours (Approximately 15 months)

Associate of Science in Diagnostic Medical Sonography Degree
2340 Hours/148.5 Quarter Credit Hours (Approximately 20 months)

Bachelor of Science in Diagnostic Medical Sonography
Health Care Management Specialization
3070 Hours/211.5 Quarter Credits (Approximately 31 months)

Bachelor of Science in Diagnostic Medical Sonography
Vascular Specialization
3510 Hours/211.5 Quarter Credits (Approximately 35 months)

Associate of Science in Medical Assisting Degree
1260 Hours/95 Quarter Credit Hours (Approximately 15 months)

Associate of Science; Medical Administrative Specialist Degree
1210 Hours/90 Quarter Credit Hours (Approximately 15 months)

Vocational Nursing Certificate
1884 Hours/96.0 Quarter Credit Hours (Approximately 14 months)

Associate of Science in Vocational Nursing
2124 Hours/120 Quarter Credit Hours (Approximately 16 months)

Hemodialysis Certificate
320 Clock Hours (Approximately 5 months)

Certified Nurse Assistant Certificate
178 Clock Hours (Approximately 2 months)

Associate of Science in Veterinary Technology Degree
1675 Hours/125 Quarter Credit Hours (Approximately 18 months)

Veterinary Technician Alternate Route Certificate
325 Clock Hours (Approximately 7 months)

Associate of Science in Vision Care Technician Degree
1450 Hours/96.5 Quarter Credit Hours (Approximately 15 months)

Vision Care Technician Certificate
1200 Hours/71.5 Quarter Credit Hours (Approximately 12 months)

Associate of Science in Veterinary Technology DE Degree
1675 Hours/125 Quarter Credit Hours (Approximately 18 months)

Veterinary Technician Alternate Route Certificate DE
325 Clock Hours (Approximately 7 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 Blvd, Riverside, CA 92507

The Los Angeles Campus occupies approximately 40,000 square feet on four 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 31,000 square feet in modern two-story building in a 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: Current official academic student files are maintained in fire-proof file cabinets. Platt College maintains all files on-site for a period of at least five years from the last date of attendance. Student transcripts and enrollment agreements are maintained permanently. Students should report a change of address or name change to the registrar immediately as they occur. It is important that students keep the college informed of any change of address during the course of their enrollment as well as 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 Platt College Library/Learning Resource Center offers a comprehensive collection of resources made available to our students in various publication formats (books, periodicals, etc.) to support our academic programs. Our campus information resources are available to students during class times and normal business hours, along with 24 hour access to our online resources. Borrowing privileges are available to all students interested in checking out circulating materials.
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 certain 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 $1200.00 per month. According to rentals.com for Ontario, CA rental properties start at approximately $1000.00 per month. According to rentals.com for Riverside, CA rental properties start at approximately $850.00 per month.

Termination: Students may be terminated for violation of any provision cited within this catalog or the Student and Employee 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 Student and Employee Consumer Handbook, and 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 made 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 quarter credit hour equals 30 units comprised of the following academic activities:

• One clock hour in a didactic learning environment = 2 units
• One clock hour in a supervised laboratory setting of instruction = 1.5 units
• One hour of externship = 1 unit
• One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

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:

<table>
<thead>
<tr>
<th>Evaluation Period</th>
<th>CGPA Must Be</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Term</td>
<td>1.5</td>
</tr>
<tr>
<td>2 Term (and beyond)</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

If the students’ CGPA falls below the levels specified in the chart above, he or she will be placed on Academic Warning after the completed term in which the student fell below the required CGPA. Platt College shall notify the student that he or she is placed on Academic Warning but is still eligible to receive Federal Financial Aid. If the student does not meet SAP in the following consecutive term, the student will be placed on Academic Probation, and informed that he or she has lost eligibility for Federal
Financial Aid and will be terminated from the program. A student has the right to appeal the Academic Probation (SAP decision), but only within 30 days of the final posting of grades following the term in which the student failed to meet the specified grade point average. If the student’s Academic Appeal is approved by the Academic Dean, the student may continue to receive Federal Financial Aid for the next consecutive term. If the student doesn’t meet the CGPA for the third consecutive term, the student will be terminated from the program.

See the following hypothetical situations:

### Hypothetical Situations Concerning Satisfactory Academic Progress

#### Hypothetical Situation #1:

<table>
<thead>
<tr>
<th>Term or Evaluation Period</th>
<th>Student’s CGPA at End of Term or Evaluation Period</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.31.15 to 11.09.15 (10-week period)</td>
<td>1.3</td>
<td>Student status changed to Academic Warning for duration of next Term or Evaluation Period. May continue to receive Financial Aid for the next Term or Evaluation Period.</td>
</tr>
<tr>
<td>11.10.15 to 01.27.16 (10-week period)</td>
<td>2.0 (or higher)</td>
<td>Student removed from Academic Warning status at end of Term or Evaluation Period.</td>
</tr>
</tbody>
</table>

#### Hypothetical Situation #2:

<table>
<thead>
<tr>
<th>Term or Evaluation Period</th>
<th>Student’s CGPA at End of Term or Evaluation Period</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.31.15 to 11.09.15 (10-week period)</td>
<td>1.3</td>
<td>Student status changed to Academic Warning for duration of next Term or Evaluation Period. May continue to receive Financial Aid for the next Term or Evaluation Period.</td>
</tr>
<tr>
<td>11.10.15 to 1.27.16 (10-week period)</td>
<td>1.99 (or below)</td>
<td>Student status changed to Academic Probation and will be withdrawn from the program and Financial Aid will end. Student may appeal the Academic Probation.</td>
</tr>
</tbody>
</table>

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 Warning. 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 Student and Academic 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 fail to return after an approved Leave of Absence, or are dismissed for failing to meet academic or financial requirements, may petition the Campus President for re-entry into their program, but must remedy the issue causing their dismissal prior to starting, and may only be allowed to restart on a space-available basis and for a probationary period to be determined by the Campus President and Academic Dean. All dropped students applying for readmission must wait 30 calendar days or 1 module, whichever is greater from their date of determination before they can re-enroll.

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 Handbooks. These handbooks are available through their respective Program Directors.

**Attendance Probation:** 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. The Director of Student and Academic Affairs reserves the right to make final determinations based on the extenuating circumstances presented.

**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, Respiratory Therapy, Veterinary Technology Student Handbooks and Vocational Nursing. These Handbooks 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:

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

* 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 Handbooks).

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
T/C 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 payment 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 Student and Academic Affairs or their designee.

*This process may be different for certain programs, refer to program specific Handbooks for details.

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 or after 2 class sessions, whichever is greater 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) prior to the end of the add/drop period of any module/term the student wishes to take a Leave of Absence. A Leave of Absence 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. During the leave of absence period, the student is obligated to continue to make their normally scheduled student loan payments and maintain contact with campus staff. Students failing to return from a Leave of Absence as scheduled will be dropped from the program. Students that are not making satisfactory academic progress are not eligible for a Leave of Absence. All requests made for a Leave of Absence after the add/drop period will be treated as a drop request and the student will be required to re-enter the program when they are ready to do so (Please see the Re-entry Policy for further details).

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:
1. The courses were completed at an accredited college or university.
2. The courses were completed within the previous 8 years.
   • For the Vocational Nursing Program, all courses completed within the previous 5 years, with a grade of “C” or better are eligible for consideration.
3. The courses are equivalent in content and number of credit hours to those offered by Platt College.
4. 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.
5. The student achieved a minimum grade of “C” or 2.0 for the courses considered for transfer.
6. 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.
• Students MUST not attend or be scheduled for any class or classes that they are requesting a transfer credit. Once attendance has been posted a TC credit CANNOT be applied.
• 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.

**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, Campus President and Director of Student and Academic Affairs.

**Directed Study:** Some classes at Platt College may be assigned as Directed Study courses. This assignment will be at the discretion of the Academic Dean or Campus President with the written consent of the Director of Student and Academic Affairs.
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 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

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 Employee Consumer Handbook.

Conduct Policy: Students are expected to conduct themselves in a manner conducive to learning and one which 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.

• Physical abuse, verbal threats, bullying, or intimidation directed toward
other students, staff, or campus visitors.

• Obstruction of pedestrian or vehicular traffic on college premises.

• 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.

• Falsification, distortion, or misrepresentation of information before a
college official or judiciary body.

• Misuse of safety equipment, false bomb or fire alarms, or misinforming
safety or security personnel.

• Furnishing 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

**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.

Additionally, some academic programs may require strict drug testing policies.
Platt College reserves the right to administer a random drug test prior to
students attending their first clinical rotation in these programs, and at random
times during the remainder of their time at Platt. If a student refuses to submit to drug testing either at Platt or at their assigned clinical site, the student may be subject to withdrawal from the program. Additional information on program-specific drug testing is available from the Program Chair.

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 President. 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 are encouraged to address their complaints to campus administrators as they occur for the quickest and most satisfactory resolution. Student preferring to file a formal complaint can follow the procedures as outlined in the Student and Consumer Handbook, and/or request a complaint form from the Academic Dean or Campus President.
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. Students should allow for a reasonable period of time for the proper evaluation of requests and the implementation of approved requests:

1. Students must meet admissions eligibility requirements for their intended Academic Program before requesting accommodations.

2. Prospective students requiring accommodations should first contact the Campus President. Documentation of disabilities and needs may be required and subject to verification, and the Campus President will direct prospective students to the Academic Dean, who can provide complete information. Existing students requiring accommodations should contact the Academic Dean.

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 in coordination with the Campus President.

**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 (or sooner at the discretion of the ADA Committee) 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 504 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 Academic Dean 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 Academic Dean 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 from the ADA Committee regarding the approved academic accommodations. If the Committee 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 Academic Dean 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 ADA Committee 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 Student and Academic Affairs by e-mailing Regulatory@plattcollege.edu. This written appeal may include a request for a meeting with the Director of Student and Academic 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, the Director of Student and Academic 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 Student and Employee Consumer 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

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 President immediately.

Campus Safety information is covered during New Student Orientation, and by the course instructor on the first day of class.
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 Employee Consumer Handbook. All students, staff, vendors, and guests of the campus are required to report any crime they believe to have occurred on the campus-controlled property immediately. This report can be made anonymously to any campus staff, or electronically by emailing Feedback@PlattCollege.edu. The only individuals that are exempt from this reporting are those that have confidential counseling as their primary profession, such as Religious or Pastoral Counselors, and Mental Health professionals. The reported crime 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.

Title IX: In compliance with Title IX of the Education Amendments of 1972 (Title IX), which prohibits sex discrimination in education programs and activities Platt College has designated the Director of Student and Academic Affairs as the Title IX coordinator. The Director of Student and Academic Affairs can be reached via email at Regulatory@plattcollege.edu or by mail at 6465 Sycamore Canyon Blvd, Suite 100, Riverside CA 92507.

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.

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<tr>
<th>New Year’s Day</th>
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<td>Martin Luther King Day</td>
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<td>Memorial Day</td>
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VIII. Tuition and Fees

Current Pricing for each Program’s Tuition, Fees, and Books are available in the College Catalog Addendum.

Tuition Payment Policy

Each Program’s tuition and books charges are broken down into equivalent amounts evenly distributed through-out the normal scheduling of the program. For example a program that typically consists of 6 full time terms will have the cost of tuition and books equally distributed among each of the 6 scheduled terms. Students taking more than the standard full-time credit load in a particular term will be charged additional fees for the “over load” classes.

• All charges are due within 7 calendar days of the start of the payment period and/or term.
• Students may request a copy of their student ledger card from Student Accounts to view and review all current and previous charges and payments that have been made to their account.
• Students are responsible for repaying the loan amounts, plus any interest that have been incurred as of the date of withdrawal.

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by student who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

IX. 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
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  60 Hours  6 Quarter Credits

BIO103A — General Biology & Microbiology
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.

Prerequisite: None  60 Hours  6 Quarter Credits
BIO103E — General Biology & Microbiology
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.
Prerequisite: None 60 Hours 6 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 operations management and its practical applications in the business environment. Students learn how processes, products and services interact in operations management. The course also touches on the subject of project management. Students will also develop comprehension of resource management, quality management and quality improvement.
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 adaption. 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
**CHM103DE — 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  
**Hours:** 30  
**Quarter Credits:** 3

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**CHT101 — Hemodialysis**

This course includes principles of renal failure and dialysis. The role of the hemodialysis technician in a dialysis unit and the operation of the dialysis devices. Universal precautions including asepsis and aseptic technique. This course will also cover the anatomy and physiology of the Renal System, pre-dialysis patient preparation and preparing the dialysis equipment.

**Prerequisite:** None  
**Hours:** 120

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**CHT102 — Hemodialysis Clinical Rotation I**

Formal, structured off-campus clinical experience in licensed hemodialysis facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of certified hemodialysis technician. The student is under the direct supervision of one or more licensed hemodialysis technicians or registered nurses. Opportunity for learning and practical application of the knowledge, skills and attitudes required of a certified hemodialysis technician. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the hemodialysis technician in the health care team.

**Prerequisite:** CHT101  
**Hours:** 100

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**CHT103 — Hemodialysis Clinical Rotation II**

A continued formal, structured off-campus clinical experience in licensed hemodialysis facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of certified hemodialysis technician. The student is under the direct supervision of one or more licensed hemodialysis technicians or registered nurses. Opportunity for learning and practical application of the knowledge, skills and attitudes required of a certified hemodialysis technician. Exposure to varied methodologies and practice philosophies in a variety of clinical settings. Emphasis is on the role of the hemodialysis technician in the health care team.

**Prerequisite:** CHT101 and CHT102  
**Hours:** 100

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**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  
**Hours:** 50  
**Quarter Credits:** 4

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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 counterterrorism 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 2
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 2/ 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
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 Enforcement
This course will focus on an overview ethical dilemmas which face our criminal justice system. Students will understand what 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

CNA101 — Introduction to Nurse Assistant
This course is designed to teach the skills necessary to assume the role and responsibilities as a Certified Nurse Assistant. This course will focus on effective communication, infection control, safety, resident’s rights as well as basic nursing skills.
Prerequisites: NONE  68 Hours

CNA102 — Nurse Assistant Clinical Rotation
The clinical rotation 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 member of the healthcare team. This hands-on experience gives the student on-the-job training that would be impossible to provide in the classroom setting.
Prerequisites: CNA101  110 Hours

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 continuation introduction to concepts of factors involved with diagnostic ultrasound dynamic range, images processing and emphasis placed on hemodynamics, Doppler ultrasound, image artifacts, bio-effects, 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  30 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

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 — DMS122
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 — DMS122; 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 — DMS122; DMS211 — 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, premenarchal, 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
DMS255 — Pre-Clinical Seminar
This course is designed for students to perfect their scanning techniques before their clinical assignment. This course helps to obtain the technical expertise with emphasis on mastery of skills, and abilities required for 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
200 Hours  6.5 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
200 Hours  6.5 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
200 Hours 6.5 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
200 Hours 6.5 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, bio-effects, 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, 2D, 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, 2D, 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 the 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 continued 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, Respiratory Therapy and Veterinary Technology Programs.
Prerequisite: None  60 Hours  6 Quarter Credits

ENG102DE — 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, Respiratory Therapy and Veterinary Technology Programs.
Prerequisite: None  60 Hours  6 Quarter Credits
ENG303 — College Writing
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

ENG305 — Advanced Composition
Students will strengthen their own writing skills by developing a clear understanding of the writing process. Students will also learn how to become reliable critics and editors of their own work. Through this course students will understand the importance of writing in the workplace as well as in their own lives.
Prerequisite: ENG 102 60 Hours 6 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 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 categories of business innovation (e.g. product, process and management innovation).
Prerequisite: None 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
IAHC101 — 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 its 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

MA103 — First Aid and Emergency Care /CPR
The role of the medical assistant in emergency situations is discussed including bandaging techniques. Students will practice clinical skills including: vital signs, venipunctures and injections. CPR (AED BLS-C card) and basic first aid procedures are presented. Maintenance of emergency office supplies and equipment is discussed. Students will learn the Occupational Safety and Health Administration (OSHA) standards.
Prerequisite: None  50 Hours  4 Quarter Credits

MA104 — Cardiovascular Anatomy, Electrocardiography and Cardiopulmonary
The circulatory and respiratory system will be reviewed as well as various abnormalities that may occur during electrocardiography. Students will learn about electrical pathways of the heart muscle in preparation to learn electrocardiography (ECG or EKG) including lead placement, identification of artifacts and arrhythmias and recording a multi-lead electrocardiogram. Students are introduced to basic normal and abnormal anatomy and physiology as well as the diagnostic/treatment modalities of the cardiovascular system. Students will practice clinical skills including: vital signs and performing ECG or EKGs.
Prerequisite: None  50 Hours  4 Quarter Credits
MA105 — Introduction to Microbiology, Surgical & Medical Asepsis
The world of micro-organisms is introduced. Pathogenic and non-pathogenic bacteria including viruses, fungi, protozoa, helminths, and rickettsiae are related to common diseases and infections. The chain of infection is identified and defined. Defense mechanisms and the inflammatory response that occurs are discussed. Surgical asepsis is defined and discussed. Clinical Lab skills include sanitization, disinfection, and sterilization procedures. Common instruments are identified. Surgical aseptic technique is developed including gloving, tray preparation, working with a sterile field, and changing dressing s and wound care is discussed. Medical asepsis is defined and discussed including Universal Blood and Body Fluid Precautions, OSHA requirements, and appropriate use and disposal of barriers.
Prerequisite: None  50 Hours  4 Quarter Credits

MA106 — Clinical Pharmacology
This course introduces basic pharmacology concepts. General mathematical concepts are reviewed. Mathematical theories and formulas for conversion and administration of medication are demonstrated. Common medications, complications of medication administration, and principles of IV therapy are discussed. Students will learn about pediatric patient care, administration and importance of immunizations and formulas for the conversions of pediatric weights and heights as well as drug calculations. Students will also be introduced to the writing of a prescription and the legal considerations of Pharmacology.
Prerequisite: None  50 Hours  4 Quarter Credits

MA151 — Nutrition, Immune & Digestive Systems
This course describes the impact of personal actions, lifestyles and diet, on lifelong wellness. Students identify practical methods of assessing, maintaining, and improving behaviors that reduce the risk of illness and disability. Emphasis is placed on patient education and assisting the patient in the development of skills necessary to make informed and responsible health decisions. The complex nature and role of carbohydrates, lipids, proteins, water, vitamins, and minerals in the human body and common diets that are used in various medical fields are discussed. Students are introduced to basic normal and abnormal anatomy and physiology as well as the diagnostic/treatment modalities of the, immune and digestive systems. Discussion of basic nutrition, metabolism, and diet therapy and its relation to these body systems are also included.
Prerequisite: None  50 Hours  4 Quarter Credits

MA153 — Excretory and Reproductive Systems
Students are introduced to the basic normal and abnormal anatomy and physiology of the respiratory, urinary and reproductive systems. Discussion of fluids, electrolytes, acid-base balance, and basic life sciences are included. This module also identifies common pathology/ diseases and diagnostic/treatment modalities of the Excretory and Reproductive systems. Students learn to perform urine analysis to dedicate metabolic changes, physical differences and microscopic abnormalities.
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, electrolyze, 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 be 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 and Mobile Development**

In this course, students will learn the fundamentals of Web Design using HTML5, and CSS3 and Basic Mobile App Development using LiveCode Authoring software. Topics will span the history of HyperText Markup Languages, Internet Publishing, Object-Oriented Programming and User-Interface/User-Experience (UI/UX) Design trends. Emphasis will be placed on the key concepts of Coding using Markup Languages, Integrated Development Environments/Authoring System, and User-Friendly Interface Design. Students will publish their multimedia portfolio as both a standards-compliant HTML5/CSS3 website coded by hand as well as an App Store-compatible application created with LiveCode Community.

**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 Figure Drawing 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 & 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
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 proceeding 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
Math 102 includes topics from algebra and geometry. Algebra topics include 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 102 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

MTH102DE — College Algebra
Math 102 includes topics from algebra and geometry. Algebra topics include 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 102 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

OMA101 — Intro to Ophthalmology — Anatomy & Physiology
Basic introduction into Vision Care Technician and in-depth instruction on the structures/components of the eye and delivery to the brain. How the optical system works and the diseases/virus’s that can affect it.
Prerequisite: None  50 Hours  4.5 Quarter Credits

OMA102 — Diseases and Disorder of the Eye — Systemic Diseases and Ocular Manifestations
This course reviews a variety of diseases & disorders of the eye mechanisms of disease and injury and its affects. How systemic diseases affect the eye and available treatments.
Prerequisite: None  50 Hours  4 Quarter Credits

OMA103 — Optics and Refractive States of the Eye Ocular Motility
The Principles of Optics, refraction and correction of refractive error. The mechanics of eye movement and the muscle involved and disorders that can affect muscle alignment.
Prerequisite: None  50 Hours  4 Quarter Credits

OMA104 — Basics of Ophthalmic Pharmacology
This course is designed to provide the student with basic information on Ophthalmic medications, drug delivery systems and describes the procedures for administering eye drops and ointments to patients.
Prerequisite: None  50 Hours  4.5 Quarter Credits

OMA105 — Microorganisms & Infection Control
This course explores types of microorganisms, bacteria and viruses commonly associated with eye disease. Transmission of infectious diseases, handling contaminated materials, decontaminating, aseptic techniques and treatments available.
Prerequisite: None  50 Hours  4 Quarter Credits

OMA106 — Medical Eye Exams, Adjunctive Test and Procedures
This course is designed to aide assistants in gathering pertinent information for the ophthalmologist’ comprehensive medical eye exam such as patient’s history, allergies, medications, and tests to assess the anatomic and functional behavior of the eye and chief complaint.
Prerequisite: None  60 Hours  4.5 Quarter Credits
OMA107 — Minor Office Surgery
This course presents information about patient preparation, surgical materials and instruments, and practical skills that make the Vision Care Technician an important aide to the ophthalmologist before, during and after minor surgery.
Prerequisite: None  60 Hours  4.5 Quarter Credits

OMA108 — Perimetry/Ophthalmic Lenses and Instruments
This course describes anatomic basis of the visual field, purposes and types of perimetry and defects shown by perimetry. How to care for ophthalmic lenses and instruments.
Prerequisite: None  60 Hours  4.5 Quarter Credits

OMA109 — Fundamentals of Practical Opticianry
This course is designed to introduce practical Opticianry, types of lenses, materials, lens treatments, tints and coating, measurements in fitting eyeglasses, low vision aids, low vision care and services.
Prerequisite: None  60 Hours  4.5 Quarter Credits

OMA110 — Principles and Problems of Contact Lenses
Student will become familiar with basic principles, characteristics of contact lenses, types and materials, care of contacts and problems that can occur, triaging, patient emergencies and how to handle them
Prerequisite: None  60 Hours  4.5 Quarter Credits

OMA111 — Patients with Special Concerns & Understanding Practice Management
The role of the ophthalmic assistant and other staff in the office, how to handle disruptive patients, visually impaired or blind patients, and proper procedures to ensure positive referral base.
Prerequisite: None  60 Hours  4.5 Quarter Credits

OMA112 — Medical Ethics, Legal & Regulatory and the Community
The course reviews core ethics for assistants, Code of Ethics of the academy, ethical behavior, competence, professional conduct, informed consents and respect and sensitivity to all patients and/or community.
Prerequisite: None  60 Hours  4.5 Quarter Credits

OMA120 — Exam Prep Seminar
Review of all courses and material for JCAHPO certifying examination.
Prerequisite: None  50 Hours  4 Quarter Credits

OMA125 — Externship I
Students will spend 160 of the required 480 hours of skillfully and accurately performing clinical diagnostic tests with patient services. Demonstrating proficiency in both written and oral communication. Show professional demeanor, relate tactfully and sympathetically with patients.
Prerequisite: None  160 Hours  5 Quarter Credits

OMA126 — Externship II
Students will spend 160 of the required 480 hours of skillfully and accurately performing clinical diagnostic tests with patient services. Demonstrating proficiency in both written and oral communication. Show professional demeanor, relate tactfully and sympathetically with patients.
Prerequisite: None  160 Hours  5 Quarter Credits
OMA127 — Externship III
Students will spend 160 of the required 480 hours of skillfully and accurately performing clinical diagnostic tests with patient services. Demonstrating proficiency in both written and oral communication. Show professional demeanor, relate tactfully and sympathetically with patients.
**Prerequisite:** None  
**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.
**Co-requisite:** MTH101 or MTH102 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 provide 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 I
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 contact 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 9 Quarter Credits

PL355 — Family Law 2
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
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 certification and Pediatric Advanced Life Support 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 2
This course is a continuation of RT225a, 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 — Specialty 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. 100 Hours 8 Quarter Credits

SBM101 — Introduction to Entrepreneurship & Small Business Management
Overview of various business structures. Overview of essential functions in a small business. Overview of process of and key considerations in starting a business and the common long-term success factors.
Prerequisite: None 100 Hours 10 Quarter Credits

SBM102 — Accounting for Small Business I
Prerequisite: None 50 Hours 5 Quarter Credits

SBM103 — Accounting for Small Business II
A continuation of Accounting for Small Business I with a deeper training on QuickBooks.
Prerequisite: Accounting for Small Business I 100 Hours 10 Quarter Credits

SBM105 — Business Law
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships, limited liability companies and corporations are discussed.
Prerequisite: None 50 Hours 5 Quarter Credits

SBM106 — Employee Management
This course explores the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation.
Prerequisite: None 50 Hours 5 Quarter Credits

SBM107 — Essential Business Analytical Tools I & II
Introduction to essential business analytical tools. Special emphasis on training in essential Microsoft office tools: Word, Excel, Access, Outlook, and PowerPoint.
Prerequisite: None 100 Hours 10 Quarter Credits
SBM109 — Business Planning & Budgeting
Prerequisite: None  100 Hours  10 Quarter Credits

SBM110 — Business Communications
This course is designed to introduce practical oral and written communication skills, including the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world and on speaking and presentation styles appropriate to the key activities of starting a new business (e.g., writing a proposal for a loan, negotiating terms and pitching for new business).
Prerequisite: None  50 Hours  5 Quarter Credits

SBM111 — Marketing and Sales in Small Business
Brand building, product differentiation and positioning. Elements of a successful marketing, advertising and sales campaign.
Prerequisite: None  50 Hours  5 Quarter Credits

SBM113 — Entrepreneurship
Prerequisite: None  50 Hours  5 Quarter Credits

SBM114 — Entrepreneurship & Small Business Capstone
Students will work in teams to develop and present a business plan.
Prerequisite: SMB101 — SMB113  50 Hours  5 Quarter Credits

SBM115 — Business Tools Certification Preparation
Students will review QuickBooks. A focus will be placed on preparing for bookkeeping and Excel certifications.
Prerequisite: SMB101 — SMB114  50 Hours  5 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

SPC102 — Speech 1
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 Speaking.
Prerequisite: None  30 Hours  3 Quarter Credits
SPC102DE — Speech 1
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 Speaking.
Prerequisite: None 30 Hours 3 Quarter Credits

SPC103 — Speech 2
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 Persuasive Speaking.
Prerequisite: None 30 Hours 3 Quarter Credits

SOC302 — Ethics
A brief overview of the major Ethical theories and philosophies is provided as ground work for discussing relevant ethical issues. These issues may include, but are not limited to Business Ethics, Media Ethics, Death and Dying, and Love and Relationships. Lecture will be supplemented with student led discussions, appropriate media, and special projects.
Prerequisite: None 50 Hours 5 Quarter Credits

SOC321 — Organizational Sociology
This course examines organizational behavior, through a study of the origins and operations of formal bureaucratic organizations. The organization's place in modern society; and its relations to other organizations and to individuals is also considered. Topics include key issues in the sociology of organizations, major organizational theories, leadership, and authority.
Prerequisite: Completion of 25 quarter credits of lower-division general education. 50 Hours 5 Quarter Credits

VCA301 — Physics of Animation
Students will cover the 12 Principles of Animation, animation pipelines, history of animation, acting for animators.
Prerequisite: ART111 — MM404 50 Hours 3.5 Quarter Credits

VCA303 — Inorganic Modeling
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 — MM404 50 Hours 3.5 Quarter Credits

VCA351 — Organic Modeling
Here students will learn how to build characters in 3d. Students start from creating character designs on paper all the way through final model with UV’s and textures.
Prerequisite: VCA302, VCA303 50 Hours 3.5 Quarter Credits
VCA352 — Character Kinematics
The purpose of Character Kinematics is to focus on exercises that will help them develop timing, weight and believable action, as it relates to character animation.
Prerequisite: VCA302, VCA303
50 Hours  3.5 Quarter Credits

VCA353 — Game Animation
This course will cover how to animate character cycles, loops and transitions that are usable within game engines.
Prerequisite: VCA351, VCA352  50 Hours  3.5 Quarter Credits

VCA354 — Effects Animation
This session will cover how to effectively animate cloth, hair, fur, particles, volumetric and water.
Prerequisite: VCA351, VCA352 50 Hours  3.5 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: VCA351, VCA352, VCA353, VCA354
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: VCA351, VCA352, VCA353, VCA354
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: VCA405, VCA406
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: VCA405, VCA406
50 Hours  4 Quarter Credits
VCG302 — History of Graphic Design and 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 intern 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  3.5 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

VCV302 — 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

VCV303 — 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

VCV304 — 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: VCV302, VCV303
50 Hours  3.5 Quarter Credits
VCV305 — Video Editing Techniques
Editing techniques and workflows to create a professional looking scene will be presented in this course.
Prerequisite: VCV302, VCV303
50 Hours  3.5 Quarter Credits

VCV390 — 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: VCV304, VCV305
50 Hours  3.5 Quarter Credits

VCV401 — Independent Video Production I: 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: VCV302 — VCV305
50 Hours  4 Quarter Credits

VCV402 — Independent Video Production I: 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

VCV403 — Independent Video Production I: Postproduction
Here students will build upon what they created in Independent Video Production I: Preproduction and Independent Video Production I: 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

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

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 safeguard against future code changes.
Prerequisite: ART111 — MM307

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

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

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
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

VN100 — Introduction to Vocational Nursing
This course introduces the student to the field of Vocational Nursing, including history, standards of practice, legal and ethical issues, and the role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. The course introduces the role of the vocational nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession within a legal/ethical framework.
Prerequisite: None

18 Hours  1 Quarter Credit

VN101 — Pharmacology
This course focuses on dosages, applications, side effects, toxicity and laboratory tests performed to monitor actions and effects of specific drugs. The metric system, the apothecary system and conversion between systems will be presented. Dosage calculations will be covered and dosage calculation examinations must be passed with a 90%. In the skills lab the student will be introduced to the different forms of medications and obtain practice with preparing medications for administration. Preparation of medications for administration will include oral and injectable medications.
Prerequisite: None

78 Hours  5.0 Quarter Credits

VN102 — Nutrition
This course introduces the student to basic concepts of nutrition, including fats, carbohydrates, and proteins and how they are utilized by the body. Therapeutic diets will be discussed as well as how to assist the client to adapt to changes in diet as required due to disease processes.
Prerequisite: None

48 Hours  3.0 Quarter Credits

VN103 — Vocational Nursing Anatomy & Physiology
This course provides the student with a working understanding of the structure and function of the human body and mechanisms for maintaining homeostasis within it. The course includes the study of cells, tissues, and the integumentary, skeletal, muscular and nervous systems.
Prerequisite: None

54 Hours  3.5 Quarter Credits

VN104 — Vocational Nursing Medical Terminology
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.
Prerequisite: None

48 Hours  3.0 Quarter Credits
VN105 — Critical Thinking
This course provides a general overview of the concept of critical thinking, and its importance in patient care. The focus of the course is to assist the student in developing critical thinking skills for use in the workplace.
Prerequisite: None 24 Hours 1.5 Quarter Credits

VN106 — Fundamentals of Nursing I
This course provides the student with an in-depth introduction to the practice of Vocational Nursing. The nursing process will be presented as a problem-solving approach for gathering data, identifying capacities and needs of the human adaptive system, selecting and implementing approaches for nursing care, and evaluating the outcome of care provided and using the nursing process as a framework for clinical decision making for safe, effective delivery of care. Documentation is also emphasized in this course and the student is introduced to computers. The concept of critical thinking will be introduced. Basic concepts of gerontological nursing will be discussed, including the normal aging process and concepts related to death and dying. In the skills lab the student will have an opportunity to learn and practice basic nursing principles and procedures related to meeting the daily needs of clients. The nursing process is integrated with an emphasis on all components utilizing standardized nursing language. Safety as a key element in care will also be introduced. The nursing skills include gathering data related to vital signs, bed/bath of the client, standard precautions, asepsis, basic care procedures, and activities of daily living support skills. The student is given the skills necessary for Basic Life Support certification (Cardiopulmonary Resuscitation, CPR).
Prerequisite: None 96 Hours 6.0 Quarter Credits

VN107 — Fundamentals of Nursing II
This course provides the student with an in-depth introduction to the practice of Vocational Nursing. The nursing process will be presented as a problem-solving approach for gathering data, identifying capacities and needs of the human adaptive system, selecting and implementing approaches for nursing care, and evaluating the outcome of care provided and using the nursing process as a framework for clinical decision making for safe, effective delivery of care. Documentation is also emphasized in this course and the student is introduced to computers. The concept of critical thinking will be introduced. Basic concepts of gerontological nursing will be discussed, including the normal aging process and concepts related to death and dying. In the skills lab the student will have an opportunity to learn and practice basic nursing principles and procedures related to meeting the daily needs of clients. The nursing process is integrated with an emphasis on all components utilizing standardized nursing language. Safety as a key element in care will also be introduced. The nursing skills include gathering data related to vital signs, bed/bath of the client, standard precautions, asepsis, basic care procedures, activities of daily living support skills. The student is given the skills necessary for Basic Life Support certification (Cardiopulmonary Resuscitation, CPR).
Prerequisite: None 42 Hours 2.5 Quarter Credits
VN108 — Fundamentals of Nursing III
This course provides the student with an in-depth introduction to the practice of Vocational Nursing. The nursing process will be presented as a problem-solving approach for gathering data, identifying capacities and needs of the human adaptive system, selecting and implementing approaches for nursing care, and evaluating the outcome of care provided and using the nursing process as a framework for clinical decision making for safe, effective delivery of care. Documentation is also emphasized in this course and the student is introduced to computers. The concept of critical thinking will be introduced. Basic concepts of gerontological nursing will be discussed, including the normal aging process and concepts related to death and dying. In the skills lab the student will have an opportunity to learn and practice basic nursing principles and procedures related to meeting the daily needs of clients. The nursing process is integrated with an emphasis on all components utilizing standardized nursing language. Safety as a key element in care will also be introduced. The nursing skills include gathering data related to vital signs, bed/bath of the client, standard precautions, asepsis, basic care procedures, and activities of daily living support skills. The student is given the skills necessary for Basic Life Support certification (Cardiopulmonary Resuscitation, CPR).
Prerequisite: None 48 Hours 3.0 Quarter Credits

VN109 — Vocational Nursing Clinical Procedures I
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None 160 Hours 6.0 Quarter Credits

VN110 — Integumentary/Musculoskeletal Nursing
This course covers concepts related to the integumentary and the musculoskeletal systems. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the skills lab, the student will have an opportunity to practice gathering data specific to the integumentary and musculoskeletal systems, providing skin care, including dressing changes, range of motion, cast care and care of the client in traction. In the clinical setting the student will provide care for clients with deficits related to the integumentary and musculoskeletal systems.
Prerequisite: None 60 Hours 4.0 Quarter Credits

VN111 — Respiratory/Cardiovascular Nursing
This course covers concepts related to the cardiac and respiratory systems as well as surgical nursing. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with deficits related to the cardiac and respiratory systems. In the skills lab the student will have an opportunity to practice gathering data specifically related to the cardiac and respiratory systems, as well as administration of oxygen, tracheotomy care, and suctioning.
Prerequisite: None 36 Hours 2.5 Quarter Credits
VN112 — Vocational Nursing Clinical Procedures II
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment
Prerequisite: None 80 Hours 3.0 Quarter Credits

VN120 — Gastrointestinal/Genitourinary Nursing
This course covers concepts related to the gastrointestinal system. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the skills lab the student will have an opportunity to practice gathering data specific to the gastrointestinal and genitourinary systems, as well as care of the client with a gastrointestinal tube, urinary catheter, and ostomies. In the clinical setting the student will provide care for clients with deficits related to the gastrointestinal system.
Prerequisite: VN100 — VN102 54 Hours 3.5 Quarter Credits

VN121 — Endocrine/Genitourinary Nursing
This course covers concepts related to the endocrine and genitourinary systems. Disease processes will be discussed with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the skills lab the student will have an opportunity to practice gathering data specific to the endocrine system as well as blood glucose monitoring.
Prerequisite: None 30 Hours 2.0 Quarter Credits

VN122 — Oncology Nursing
This course introduces students to the care of patients suffering from a range of malignancies, nursing. The dimensions of prevention and early detection, diagnosis, treatment, palliation, rehabilitation, and survivorship are discussed, along with diagnostic evaluation, classification, staging, and various treatment modalities
Prerequisite: None 30 Hours 2.0 Quarter Credits

VN123 — Vocational Nursing Clinical Procedures III
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment
Prerequisite: None 40 Hours 1.5 Quarter Credits
VN124 — Vocational Nursing Clinical Procedures IV
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None  80 Hours  3.0 Quarter Credits

VN125 — Vocational Nursing Clinical Procedures V
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None  160 Hours  6.0 Quarter Credits

VN126 — Immunology/HIV/AIDS Nursing
This course introduces students to the care of patients suffering from a range of malignancies, nursing. The dimensions of prevention and early detection, diagnosis, treatment, palliation, rehabilitation, and survivorship are discussed, along with diagnostic evaluation, classification, staging, and various treatment modalities.
Prerequisite: None  30 Hours  2.0 Quarter Credits

VN127 — Older Adult Nursing
This course focuses on nursing care for older adults. The application of the nursing process to health promotion, health restoration and health maintenance for older adults experiencing common acute and chronic health problems associated with body systems is discussed.
Prerequisite: None  24 Hours  1.5 Quarter Credits

VN128 — Vocational Nursing Clinical Procedures VI
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None  88 Hours  3.0 Quarter Credits

VN130 — Mental Health
This course covers concepts related to care of the client with mental health disorders. Mental Health disorders will be discuss with a focus on the nursing care utilizing the nursing process as a framework for assisting the client to adapt. In the clinical setting the student will provide care for clients with mental health disorders as well as community health settings.
Prerequisite: None  24 Hours  1.5 Quarter Credits
VN131 — Home Health Nursing
This course reviews concepts for general nursing practice within the home environment. Theoretical framework relevant to home care for clients using a multidisciplinary approach are examined.
Prerequisite: None 36 Hours 2.5 Quarter Credits

VN134 — Vocational Nursing Clinical Procedures VII
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None 80 Hours 3.0 Quarter Credits

VN135 — Maternal Vocational Nursing
This course covers concepts related to reproduction, prenatal care, care of the women in labor, and postpartum care. In the skills lab simulation will be utilized to simulate child birth, and allow the student to care for the intrapartum and postpartum women as well as the newborn and the pediatric client. In the clinical setting the student will care for women in a prenatal or postpartum setting and for pediatric clients and for clients with disorders of the reproductive system.
Prerequisite: None 48 Hours 3.0 Quarter Credits

VN136 — Pediatric Vocational Nursing
This course focuses on the nursing care of the newborn and the pediatric client.
Prerequisite: VN100 — VN133 1.5 Quarter Credits

VN137 — Vocational Nursing Clinical Procedures VIII
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None 64 Hours 2.0 Quarter Credits

VN138 — Vocational Nursing Clinical Procedures IX
This course provides the student with a concentrated supervised clinical experience in to develop and refine nursing skills learned in the classroom in a real-world patient care setting designed to expand and synthesize nursing knowledge and evidence-based practice. Students will enhance their clinical and critical thinking skills, while also effectively using resources and integrating evidence-based practice to practice providing quality and cost-effective healthcare in varying environment.
Prerequisite: None 160 Hours 6.0 Quarter Credits
VN141 — Nursing Leadership/Supervision
This course covers concepts related to leadership. Leadership roles within the scope of practice and the health care system will be discussed. In the clinical setting the student will explore leadership roles and care for multiple patients as well as practice the charge nurse role.
Prerequisite: VN100 — VN133  24 Hours  1.5 Quarter Credits

VN200 — NCLEX Review
This course prepares graduating students to take the NCLEX examination. The student will be required to pass the ATI exit exam in order to pass this course.
Prerequisite: VN100 — VN141  96 Hours  6.5 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: None  50 Hours  4.5 Quarter Credits

VT102 — Veterinary Medical Terminology and 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. This course also covers word parts, directional terminology, and analysis of common veterinary terms.
Prerequisite: None  50 Hours  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: None  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
VT105A — Veterinary Anatomy and Physiology III
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 VT104
Prerequisite: VT104 25 Hours 2 Quarter Credits

VT106 — Veterinary Pharmacology I
Part 1 of a 2 part course introducing 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: None 50 Hours 5 Quarter Credits

VT107 — Veterinary Pharmacology II
Part 2 of a 2 part course introducing 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, VT105A, VT106 25 Hours 2 Quarter Credits

VT109 — Lab Animal Nursing
An orientation to the use of animals in research and to the role of the veterinary technician and the biotechnologist in a biomedical research animal facility. Regulations affecting the use of animals in research will be discussed, including the Animal Welfare Act, USDA, FDA, and IACUC requirements. Proper methods of restraint, husbandry, nursing techniques, and housing needs for the common species of laboratory animals. Appropriate anesthesia, analgesia and euthanasia methods are discussed.
Prerequisite: None 25 Hours 2 Quarter Credits

VT110 — Veterinary Clinical Pathology
Part 1 of a 2 part course providing the fundamental studies of laboratory techniques and procedures involved in evaluating veterinary clinical samples. Areas of study include hematology, urinalysis, hemostasis, blood biochemistry and enzymology, serology, and cytology. The veterinary technician’s role in sample collection, sample storage and handling, and performance of analytic procedures will be emphasized. Skills are developed in the use of laboratory equipment, laboratory safety and management, and quality control.
Prerequisite: None 50 Hours 4 Quarter Credits

VT111 — Veterinary Parasitology
Study of animal parasites. This course focuses on life cycle, vectors, methods of transmission, identification, and prevention and treatment of parasitic disease in animals.
Prerequisite: None 50 Hours 4 Quarter Credits
VT112 — Veterinary Clinical Pathology II
Part 2 of a 2 part course providing the fundamental study of laboratory techniques and procedures involved in evaluating veterinary clinical samples. Areas of study include hematology, urinalysis, hemostasis, blood biochemistry and enzymology, serology, and cytology. The veterinary technician’s role in sample collection, sample storage and handling, and performance of analytic procedures will be emphasized. Skills are developed in the use of laboratory equipment, laboratory safety and management, and quality control.
Prerequisite: None 25 Hours 2 Quarter Credits

VT113 — Equine Nursing
Introduction to the equine species will be given in this course. Review of basic anatomy, physiology will be done. Identifying different breeds, nutrition and husbandry will be presented. Various clinical techniques and restraint techniques will be taught and demonstrated by the students. Equine parasitology and diseases will be also be covered.
Prerequisite: None 25 Hours 2 Quarter Credits

VT120 — Veterinary Clinical Techniques I
This course begins the students clinical training. Students are introduced to principles of husbandry and medical care of common animal species, including: physical examination, grooming, injections, feeding, housing and restraint. The course includes a hands-on component focusing on the practical application of animal care skills and principles of animal care and management using techniques and knowledge learned in the veterinary technology classroom. This is part one of a three-part course.
Prerequisite: None 50 Hours 3.5 Quarter Credits

VT121 — Veterinary Clinical Techniques II
This course continues the students clinical training. Hands-on experience performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection and other routine veterinary clinical procedures. Part two of a three-part course.
Prerequisite: VT120 50 Hours 3.5 Quarter Credits

VT122 — Small Animal Nursing I
This course covers a case and disease based approach to nursing technique and procedure in the small animal patient. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients. Additional advanced clinical skills will be covered. This is part one of a two part course.
Prerequisite: None 50 Hours 3.5 Quarter Credits

VT123 — Small Animal Nursing II
This course continues to cover a case and disease based approach to nursing technique and procedure in the small animal patient. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients. Additional advanced clinical skills will be covered. This is part two of a two part course.
Prerequisite: VT122 50 Hours 3.5 Quarter Credits
VT125 — Veterinary Clinical Techniques III
This course completes the pre-clinical training of the veterinary technology student, covering both large and small animals. Topics covered include: venipuncture and blood collection techniques, catheterization, fluid therapy, physical examination, basic dental care procedures, wound management, and emergency care. Hands-on experience performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection and other routine veterinary clinical procedures. Part 3 of a 3 part course
Prerequisite: VT120, VT121  25 Hours  1.5 Quarter Credits

VT130 — Veterinary Anesthesia and Surgical Nursing I
This course covers all aspects of surgical nursing including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, and sterilization procedures. Pain assessment, scoring, and interventions, in addition to bandaging techniques will also be covered. Also covered: Principles and practice of veterinary anesthesia. This course covers the physiology of the respiratory, cardiovascular and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents. The veterinary technician’s role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory.
Prerequisite: None  50 Hours  4 Quarter Credits

VT131 — Veterinary Anesthesia and Surgical Nursing II
This course covers all aspects of surgical nursing including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, and sterilization procedures. Pain assessment, scoring, and interventions, in addition to bandaging techniques will also be covered. Also covered: Principles and practice of veterinary anesthesia. This course covers the physiology of the respiratory, cardiovascular and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents. The veterinary technician’s role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory.
Prerequisite: VT130  50 Hours  4 Quarter Credits

VT141 — Client Communication and Customer Service
The objective of this course is to provide the student with critical client communication and customer service skills. These skills complement the technical learning provided in the program and are essential to becoming a member of a client-facing healthcare delivery team. The course emphasizes experiential learning and focuses on providing the student with experience handling common client interaction situations such as explanation of technical knowledge to a client, working with a concerned client, conflict resolution, and answering questions on commonly requested medications and treatments.
Prerequisite: None  25 Hours  2.5 Quarter Credits
VT142 — Veterinary Hospital Management
Prerequisite: None  25 Hours  2.5 Quarter Credits

VT150A — Veterinary Diagnostic Imaging
Introduction to the principles of veterinary radiography for veterinary technician students, including radiographic terminology, physics of X-ray production and interaction with matter, occupational safety and radiation protection, radiographic exposure factors and patient positioning required for production of diagnostic films, processing of radiographic film. Discussion of equipment materials and special radiographic studies common in veterinary practice. Basic ultrasound procedures are also presented.
Prerequisite: None  50 Hours  4 Quarter Credits

VT160 — Animal Nutrition
Fundamentals of energy and non-energy producing nutrients and their sources and functions. Integration of concepts including digestion, absorption, and metabolism with application to normal and therapeutic nutritional needs.
Prerequisite: None  50 Hours  4.5 Quarter Credits

VT170 — Exotic Animal Nursing
Basic understanding of the care, husbandry, clinical procedures, and medical concerns of rabbits, ferrets, guinea pigs, chinchillas, small rodents, birds, snakes, lizards, turtles. Emphasis on clinically relevant materials and activities.
Prerequisite: None  25 Hours  2 Quarter Credits

VT171A — Large Animal Nursing
The Large Animal Nursing course provides focused study of large animal nursing skills including physical exam, clinical procedures, husbandry requirements, reproduction and preventive care. The technician’s role in food animal medicine. Species covered include bovine, ovine, porcine, caprine and camelid
Prerequisite: None  25 Hours  2 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. The site of the preceptorship is approved by the veterinary technology program in consultation with the student and the veterinary professionals. 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 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 — VT171A 120 Hours 4 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 technician in the veterinary health care team.
Prerequisite: VT101 — VT171A, VT200A & VT200B 120 Hours 4 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 technician in the veterinary health care team.
Prerequisite: VT101 — VT201 120 Hours 4 Quarter Credits
VT203B — Veterinary Technician License Preparation
Review of pertinent subject matter in preparation for the California State and 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

VTAR101 — Science Fundamentals for Veterinary Technicians
Introductory course covering basic fundamentals in biology, microbiology, chemistry, basic math, and animal anatomy and physiology. Lectures will cover basic cell biology, mathematical equations and beginning algebra, chemical equations, reactions, and the periodic table, microbial identification, basics of animal disease, and anatomy and physiology of major organ systems in higher mammals.
Prerequisites: None 32.5 Hours

VTAR102 — Medical Calculations and Terminology for Veterinary Technicians
Introduction to word parts, directional terminology, and analysis of common veterinary terms. Course also covers 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: None 32.5 Hours

VTAR103 — Dentistry for Veterinary Technicians
Basic dental anatomy and charting. Reviews of small and large animal dental anatomy and dental formulas. Dental pathology and prophylaxis procedures will be covered. Basic, simple extraction technique and instrumentation will be also discussed.
Prerequisite: None 32.5 Hours

VTAR104 — Pharmacology for Veterinary Technicians
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. This course uses a case-based approach to pharmacology and reviews basic animal diseases and nursing while discussing drugs used in the treatment of disease.
Prerequisite: None 32.5 Hours
VTAR105 — Surgical Nursing and Anesthesia for Veterinary Technicians
This course covers the physiology of the respiratory, cardiovascular, and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents will be covered. The veterinary technician’s role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory. Students will learn anesthetic monitoring, anesthetic instrumentation, and recovery. Also, all aspects of surgical nursing will be covered including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, sterilization procedures and application of bandages, splints and cast techniques. In additional, pain assessment, scoring, and interventions will be discussed.
Prerequisite: None 65.0 Hours

VTAR106 — Small Animal Nursing
This course covers a case and disease based approach to nursing technique and procedure in the small animal patient. Disease processes commonly seen in small animal patients will be broken up into various anatomical systems. Zoonotic diseases will be discussed. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients.
Prerequisite: None 32.5 Hours

VTAR107 — Diagnostic Imaging for Veterinary Technicians
Introduction to the principles of veterinary radiography for veterinary technician students, including radiographic terminology, physics of X-ray production and interaction with matter, occupational safety and radiation protection, radiographic exposure factors and patient positioning required for production of diagnostic films, processing of radiographic film. Discussion of equipment materials and special radiographic studies common in veterinary practice. Basic ultrasound procedures are also presented.
Prerequisite: None 32.5 Hours

VTAR108 — Emergency/Critical Care Nursing for Veterinary Technicians
Introduction to the emergency and critical care medicine for veterinary technicians. Common diseases seen in emergency practice will be presented. Advanced clinical procedures such as IV catheter placement, relief hole procedure for IV placement, and CPR and advanced life support techniques will be discussed.
Prerequisite: None 32.5 Hours

VTAR109 — Veterinary Technician License Preparation
Review of pertinent subject matter in preparation for the California State Veterinary Technician Examination. Disease processes (including zoonotic), laboratory techniques, parasitology, radiology, pharmacology and anesthesia/surgical nursing concepts will be reviewed. Students will take multiple timed practice tests and test taking strategies will be presented.
Prerequisite: None 32.5 Hours
VTDE101 — 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: None  40 Hours  4 Quarter Credits

VTDE102 — Veterinary Medical Terminology and 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. This course also covers word parts, directional terminology, and analysis of common veterinary terms.
Prerequisite: None  50 Hours  4.5 Quarter Credits

VTDE103 — 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: None  50 Hours  4 Quarter Credits

VTDE104 — 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: VTDE103  50 Hours  4 Quarter Credits

VTDE105 — Veterinary Anatomy and Physiology III
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 VT104
Prerequisite: VTDE104  25 Hours  2 Quarter Credits

VTDE106 — Veterinary Pharmacology I
Part 1 of a 2 part course introducing 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: None  50 Hours  5 Quarter Credits
VTDE107 — Veterinary Pharmacology II
Part 2 of a 2 part course introducing 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: VTDE106 25 Hours 2.5 Quarter Credits

VTDE108 — Equine Nursing
Introduction to the equine species will be given in this course. Review of basic anatomy, physiology will be done. Identifying different breeds, nutrition and husbandry will be presented. Various clinical techniques and restraint techniques will be taught and demonstrated by the students. Equine parasitology and diseases will be also be covered.
Prerequisite: None 25 Hours 2.5 Quarter Credits

VTDE109 — Lab Animal Nursing
An orientation to the use of animals in research and to the role of the veterinary technician and the biotechnologist in a biomedical research animal facility. Regulations affecting the use of animals in research will be discussed, including the Animal Welfare Act, USDA, FDA, and IACUC requirements. Proper methods of restraint, husbandry, nursing techniques, and housing needs for the common species of laboratory animals. Appropriate anesthesia, analgesia and euthanasia methods are discussed.
Prerequisite: None 20 Hours 1.5 Quarter Credits

VTDE110 — Veterinary Clinical Pathology
Part 1 of a 2 part course providing the fundamental studies of laboratory techniques and procedures involved in evaluating veterinary clinical samples. Areas of study include hematology, urinalysis, hemostasis, blood biochemistry and enzymology, serology, and cytology. The veterinary technician’s role in sample collection, sample storage and handling, and performance of analytic procedures will be emphasized. Skills are developed in the use of laboratory equipment, laboratory safety and management, and quality control.
Prerequisite: None 40 Hours 3.5 Quarter Credits

VTDE111 — Veterinary Parasitology
Study of animal parasites. This course focuses on life cycle, vectors, methods of transmission, identification, and prevention and treatment of parasitic disease in animals.
Prerequisite: None 35 Hours 3 Quarter Credits

VTDE112 — Veterinary Clinical Pathology II
Part 2 of a 2 part course providing the fundamental study of laboratory techniques and procedures involved in evaluating veterinary clinical samples. Areas of study include hematology, urinalysis, hemostasis, blood biochemistry and enzymology, serology, and cytology. The veterinary technician’s role in sample collection, sample storage and handling, and performance of analytic procedures will be emphasized. Skills are developed in the use of laboratory equipment, laboratory safety and management, and quality control.
Prerequisite: None 20 Hours 1.5 Quarter Credits
VTDE120 — Veterinary Clinical Techniques I
This course begins the students clinical training. Students are introduced to principles of husbandry and medical care of common animal species, including: physical examination, grooming, injections, feeding, housing and restraint. The course includes a hands-on component focusing on the practical application of animal care skills and principles of animal care and management using techniques and knowledge learned in the veterinary technology classroom. This is part one of a three-part course.
Prerequisite: None  30 Hours  3 Quarter Credits

VTDE121 — Veterinary Clinical Techniques II
This course continues the students clinical training. Hands-on experience performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection and other routine veterinary clinical procedures. Part two of a three-part course.
Prerequisite: VTDE120  20 Hours  2 Quarter Credits

VTDE122 — Small Animal Nursing I
This course covers a case and disease based approach to nursing technique and procedure in the small animal patient. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients. Additional advanced clinical skills will be covered. This is part one of a two part course.
Prerequisite: None  30 Hours  2.5 Quarter Credits

VTDE123 — Small Animal Nursing II
This course continues to cover a case and disease based approach to nursing technique and procedure in the small animal patient. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients. Additional advanced clinical skills will be covered. This is part two of a two part course.
Prerequisite: VTDE122  30 Hours  2.5 Quarter Credits

VTDE125 — Veterinary Clinical Techniques III
This course completes the pre-clinical training of the veterinary technology student, covering both large and small animals. Topics covered include: venipuncture and blood collection techniques, catheterization, fluid therapy, physical examination, basic dental care procedures, wound management, and emergency care. Hands-on experience performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection and other routine veterinary clinical procedures. Part 3 of a 3 part course.
Prerequisite: VTDE120, VTDE121  25 Hours  2 Quarter Credits
VTDE130 — Veterinary Anesthesia and Surgical Nursing I
This course covers all aspects of surgical nursing including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, and sterilization procedures. Pain assessment, scoring, and interventions, in addition to bandaging techniques will also be covered. Also covered: Principles and practice of veterinary anesthesia. This course covers the physiology of the respiratory, cardiovascular and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents. The veterinary technician’s role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory.
Prerequisite: None  35 Hours  3 Quarter Credits

VTDE131 — Veterinary Anesthesia and Surgical Nursing II
This course covers all aspects of surgical nursing including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, and sterilization procedures. Pain assessment, scoring, and interventions, in addition to bandaging techniques will also be covered. Also covered: Principles and practice of veterinary anesthesia. This course covers the physiology of the respiratory, cardiovascular and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents. The veterinary technician’s role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory.
Prerequisite: VTDE130  35 Hours  3 Quarter Credits

VTDE141 — Client Communication and Customer Service
The objective of this course is to provide the student with critical client communication and customer service skills. These skills complement the technical learning provided in the program and are essential to becoming a member of a client-facing healthcare delivery team. The course emphasizes experiential learning and focuses on providing the student with experience handling common client interaction situations such as explanation of technical knowledge to a client, working with a concerned client, conflict resolution, and answering questions on commonly requested medications and treatments.
Prerequisite: None  25 Hours  2.5 Quarter Credits

VTDE142 — Veterinary Hospital Management
Prerequisite: None  25 Hours  2.5 Quarter Credits
VTDE150A — Veterinary Diagnostic Imaging
Introduction to the principles of veterinary radiography for veterinary technician students, including radiographic terminology, physics of X-ray production and interaction with matter, occupational safety and radiation protection, radiographic exposure factors and patient positioning required for production of diagnostic films, processing of radiographic film. Discussion of equipment materials and special radiographic studies common in veterinary practice. Basic ultrasound procedures are also presented.
Prerequisite: None  
40 Hours  
3.5 Quarter Credits

VTDE160 — Animal Nutrition
Fundamentals of energy and non-energy producing nutrients and their sources and functions. Integration of concepts including digestion, absorption, and metabolism with application to normal and therapeutic nutritional needs.
Prerequisite: None  
50 Hours  
4.5 Quarter Credits

VTDE170 — Exotic Animal Nursing
Basic understanding of the care, husbandry, clinical procedures, and medical concerns of rabbits, ferrets, guinea pigs, chinchillas, small rodents, birds, snakes, lizards, turtles. Emphasis on clinically relevant materials and activities.
Prerequisite: None  
15 Hours  
1.5 Quarter Credits

VTDE171A — Large Animal Nursing
The Large Animal Nursing course provides focused study of large animal nursing skills including physical exam, clinical procedures, husbandry requirements, reproduction and preventive care. The technician’s role in food animal medicine. Species covered include bovine, ovine, porcine, caprine and camelid.
Prerequisite: None  
25 Hours  
2.5 Quarter Credits

VTDE200A — 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. The site of the preceptorship is approved by the veterinary technology program in consultation with the student and the veterinary professionals. 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 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: VT101DE  
120 Hours  
4 Quarter Credits
VTDE200B — 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: VTDE101  25 Hours  3 Quarter Credits

VTDE201 — 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 technician in the veterinary health care team.
Prerequisite: VTDE101 — VTDE171A, VTDE200A & VTDE200B  120 Hours  4 Quarter Credits

VTDE202 — 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 technician in the veterinary health care team.
Prerequisite: VTDE101 — VTDE201  120 Hours  4 Quarter Credits

VTDE203B — Veterinary Technician License Preparation
Review of pertinent subject matter in preparation for the California State and National Veterinary Technician Examination. Includes lecture, group study, and laboratory components. Concurrent enrollment in final externship VT203A required.
Prerequisite: VTDE101 — VTDE202  50 Hours  4 Quarter Credits
VTDE250 — Veterinary Clinical Skills Seminar I (On-site)
This course completes the pre-clinical training of the veterinary technology student, covering both large and small animals. Hands-on experience including: husbandry and medical care of common animal species, physical examination, grooming, injections, feeding, housing and restraint, performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection, catheterization, fluid therapy, anesthesia, physical examination, basic dental care procedures, wound management, and emergency care and other routine veterinary clinical procedures. Part one of a three-part course.
Prerequisite: VTDE101  40 Hours  2 Quarter Credits

VTDE251 — Veterinary Clinical Skills Seminar II (On-site)
This course completes the pre-clinical training of the veterinary technology student, covering both large and small animals. Hands-on experience including: husbandry and medical care of common animal species, physical examination, grooming, injections, feeding, housing and restraint, performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection, catheterization, fluid therapy, anesthesia, physical examination, basic dental care procedures, wound management, and emergency care and other routine veterinary clinical procedures. Part two of a three-part course.
Prerequisite: VTDE101  40 Hours  2 Quarter Credits

VTDE252 — Veterinary Clinical Skills Seminar III (On-site)
This course completes the pre-clinical training of the veterinary technology student, covering both large and small animals. Hands-on experience including: husbandry and medical care of common animal species, physical examination, grooming, injections, feeding, housing and restraint, performing and assisting with routine clinical diagnostic and therapeutic procedures, including dermatologic and ophthalmologic procedures, blood and urine collection, catheterization, fluid therapy, anesthesia, physical examination, basic dental care procedures, wound management, and emergency care and other routine veterinary clinical procedures. Part three of a three-part course.
Prerequisite: VTDE101  40 Hours  2 Quarter Credits

VTDE255 — Veterinary Externship Preparation I
This course focuses on preparing the student for their externship rotation including professional development, site selection, safety and policy overviews, review of objectives and student and college roles in a successful rotation. Part one of a two part course.
Prerequisite: VTDE101  40 Hours  2 Quarter Credits

VTDE256 — Veterinary Externship Preparation II
This course continues the focus on preparing the student for their externship rotation including finalization of professional development, site selection, safety and policy overviews, review of objectives and student and college roles in a successful rotation. Part two of a two part course.
Prerequisite: VTDE101  25 Hours  1 Quarter Credits
VTAR DE 101 — Basic Sciences, Terminology and Calculations for Veterinary Technicians

Introductory course covering basic fundamentals in biology, microbiology, chemistry, basic math, and animal anatomy and physiology. Lectures will cover basic cell biology, mathematical equations and beginning algebra, chemical equations, reactions, and the periodic table, microbial identification, basics of animal disease, and anatomy and physiology of major organ systems in higher mammals. Course also covers an introduction to word parts, directional terminology, and analysis of common veterinary terms. Additional topics include 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: None

65 Clock Hours

VTAR DE 102 — Dentistry and Pharmacology for Veterinary Technicians

Basic dental anatomy and charting. Reviews of small and large animal dental anatomy and dental formulas. Dental pathology and prophylaxis procedures will be covered. Basic, simple extraction technique and instrumentation will be also discussed. Additional course content includes an 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. This course uses a case-based approach to pharmacology and reviews basic animal diseases and nursing while discussing drugs used in the treatment of disease.

Prerequisite: None

65 Clock Hours

VTAR DE 103 — Surgical Nursing and Anesthesia for Veterinary Technicians

This course covers the physiology of the respiratory, cardiovascular, and nervous systems as they are relevant to anesthesia. The pharmacology and uses of common pre-anesthetic and anesthetic agents will be covered. The veterinary technician’s role in patient preparation, induction and maintenance of anesthesia, and post-anesthetic nursing is practiced in the laboratory. Students will learn anesthetic monitoring, anesthetic instrumentation, and recovery. Also, all aspects of surgical nursing will be covered including surgical assistance, aseptic technique and patient preparation, operating room procedures, surgical instrument use and care, suturing techniques, sterilization procedures and application of bandages, splints and cast techniques. In additional, pain assessment, scoring, and interventions will be discussed.

Prerequisite: None

65 Clock Hours
VTAR DE 104 — Small and Large Animal Nursing, Pathology, and Radiology for Veterinary Technicians

This course covers a case and disease based approach to nursing technique and procedure in the small animal patient. Disease processes commonly seen in small animal patients will be broken up into various anatomical systems. Zoonotic diseases will be discussed. Students will learn how to effectively apply critical thinking skills, nursing interventions, and clinical procedures to affect a positive outcome in animal patients. Additional course content includes an introduction to the principles of veterinary radiography for veterinary technician students, including radiographic terminology, physics of X-ray production and interaction with matter, occupational safety and radiation protection, radiographic exposure factors and patient positioning required for production of diagnostic films, processing of radiographic film. Discussion of equipment materials and special radiographic studies common in veterinary practice. Basic ultrasound procedures are also presented. Course also covers fundamental studies of laboratory techniques and procedures involved in evaluating veterinary clinical samples such as hematology, urinalysis, hemostasis, and biochemistry. Finally, the study of animal parasites and life cycles, vectors, methods of transmission, identification and prevention and treatment of parasitic diseases is covered.

Prerequisite: None 65 Clock Hours

VTAR DE 105 — Emergency/Critical Care Nursing and License Exam Preparation for Veterinary Technicians

Introduction to the emergency and critical care medicine for veterinary technicians. Common diseases seen in emergency practice will be presented. Advanced clinical procedures such as IV catheter placement, relief hole procedure for IV placement, and CPR and advanced life support techniques will be discussed. Review of pertinent subject matter in preparation for the California State Veterinary Technician Examination. Disease processes (including zoonotic), laboratory techniques, parasitology, radiology, pharmacology and anesthesia/surgical nursing concepts will be reviewed. Students will take multiple timed practice tests and test taking strategies will be presented.

Prerequisite: None 65 Clock Hours