



SCHOOL OF  
MEDICAL SCIENCES

SCHOOL OF  
GRAPHIC DESIGN

SCHOOL OF  
BUSINESS AND LEGAL STUDIES

# 2016 2017 PROGRAM CATALOG



## PLATT COLLEGE

— it's all about your future —



# Platt College

## CATALOG OF COURSES

**August 1, 2016 – July 31, 2017**

### **Alhambra Campus**

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

### **Ontario Campus**

3700 Inland Empire Boulevard  
Ontario, CA 91764  
(909) 941-9410

### **Riverside Campus**

6465 Sycamore Canyon Boulevard  
Riverside, CA 92507  
(951) 572-4300

### **Anaheim Campus**

1551 South Douglass Road  
Anaheim, CA 92806  
(714) 333-9606

**[www.plattcollege.edu](http://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](http://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](http://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 four Southern California campuses located in Los Angeles, the Inland Empire and Orange County. These campuses were originally branches of Platt College, San Diego. The Alhambra Campus achieved main campus standing in 1989. The Ontario campus opened in 1997 as a branch location of the Alhambra Campus. The Riverside campus opened in 2011 as a branch of the Alhambra Campus. The Anaheim campus opened in 2016 also as a branch of the Alhambra 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 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](mailto: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 (ACCSC). Platt College Los Angeles and its branch campuses in Anaheim, 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 Cal Grant and 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 submitted by mail or by hand delivery at **one** of the following **campus locations**:
  - 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
  - ANAHEIM CAMPUS:  
Platt College, 1551 South Douglass Road, Anaheim, CA 92806
3. 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.
4. 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:**

- **Diploma in Graphic Design**
- **Associate of Arts in Graphic Design**
- **Bachelor of Arts in Visual Communication with concentrations specializations:**
  - **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.



## Diploma in Graphic Design

*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.

### Diploma in Graphic Design Program Information

**900 Hours/63 Quarter Credit Hours/Approximately 11 months**

#### Core Courses

|              |                                 |                             |
|--------------|---------------------------------|-----------------------------|
| ART111       | Introduction to Design Concepts | 7.0 Quarter Credits         |
| ART112       | Typography                      | 7.0 Quarter Credits         |
| ART114       | Fundamentals of Drawing         | 7.0 Quarter Credits         |
| EM151        | Publishing Design and Layout    | 7.0 Quarter Credits         |
| EM152        | Photo Manipulation              | 7.0 Quarter Credits         |
| EM153        | Digital Illustration            | 7.0 Quarter Credits         |
| EM251        | Introductory Web Design         | 7.0 Quarter Credits         |
| EM252        | Advanced Photo Manipulation     | 7.0 Quarter Credits         |
| EM253        | Advanced Digital Illustration   | 7.0 Quarter Credits         |
| EM255        | Figure Drawing                  | 3.5 Quarter Credits         |
| <b>Total</b> |                                 | <b>66.5 Quarter Credits</b> |

## 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 Program Information**  
**1200 Hours/91.5 Quarter Credit Hours/Approximately 15 months**

**Core Courses**

|        |                                 |                     |
|--------|---------------------------------|---------------------|
| ART111 | Introduction to Design Concepts | 7.0 Quarter Credits |
| ART112 | Typography                      | 7.0 Quarter Credits |
| ART114 | Fundamentals of Drawing         | 7.0 Quarter Credits |
| EM151  | Publishing Design and Layout    | 7.0 Quarter Credits |
| EM152  | Photo Manipulation              | 7.0 Quarter Credits |
| EM153  | Digital Illustration            | 7.0 Quarter Credits |
| EM251  | Introductory Web Design         | 7.0 Quarter Credits |
| EM252  | Advanced Photo Manipulation     | 7.0 Quarter Credits |
| EM253  | Advanced Digital Illustration   | 7.0 Quarter Credits |
| EM255  | Figure Drawing                  | 3.5 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 |

**Program Total** **91.5 Quarter Credits**

**Bachelor of Arts in Visual Communication**  
**Concentrations:**

- **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 Specialization

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 Program Information**  
**2500 Hours/189 Quarter Credit Hours/Approximately 31 months**

**Core Courses**

|        |  |                     |
|--------|--|---------------------|
| ART111 | Introduction to Design Concepts                | 7.0 Quarter Credits |
| ART112 | Typography                                     | 7.0 Quarter Credits |
| ART114 | Fundamentals of Drawing                        | 7.0 Quarter Credits |
| EM151  | Publishing Design and Layout                   | 7.0 Quarter Credits |
| EM152  | Photo Manipulation                             | 7.0 Quarter Credits |
| EM153  | Digital Illustration                           | 7.0 Quarter Credits |
| EM251  | Introductory Web Design                        | 7.0 Quarter Credits |
| EM252  | Advanced Photo Manipulation                    | 7.0 Quarter Credits |
| EM253  | Advanced Digital Illustration                  | 7.0 Quarter Credits |
| EM255  | Figure Drawing                                 | 3.5 Quarter Credits |
| MM301  | Storyboarding                                  | 3.5 Quarter Credits |
| MM350  | Portfolio Preparation                          | 7.0 Quarter Credits |
| MM302  | Digital Video/Motion Graphics                  | 3.5 Quarter Credits |
| MM303  | Introduction to Website and Mobile Development | 7.0 Quarter Credits |
| MM304  | Flash Animation                                | 7.0 Quarter Credits |
| MM305  | 3D Modeling and Animation                      | 7.0 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                           | 4.0 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 |
| MTH301 | College Math Principles | 5.0 Quarter Credits |
| SOC302 | Ethics                  | 5.0 Quarter Credits |
| ENG303 | College Writing         | 5.0 Quarter Credits |
| POL305 | American Government     | 5.0 Quarter Credits |

**Program Total** **189 Quarter Credits**



## **Bachelor of Arts in Visual Communication: Web Design Specialization**

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 Program Information 2500 Hours/189 Quarter Credit Hours/Approximately 31 months**

#### **Core Courses**

|        |   |                     |
|--------|---|---------------------|
| ART111 | Introduction to Design Concepts                   | 7.0 Quarter Credits |
| ART112 | Typography  | 7.0 Quarter Credits |
| ART114 | Fundamentals of Drawing                           | 7.0 Quarter Credits |
| EM151  | Publishing Design and Layout                      | 7.0 Quarter Credits |
| EM152  | Photo Manipulation                                | 7.0 Quarter Credits |
| EM153  | Digital Illustration                              | 7.0 Quarter Credits |
| EM251  | Introductory Web Design                           | 7.0 Quarter Credits |
| EM252  | Advanced Photo Manipulation                       | 7.0 Quarter Credits |
| EM253  | Advanced Digital Illustration                     | 7.0 Quarter Credits |
| EM255  | Figure Drawing                                    | 3.5 Quarter Credits |
| MM301  | Storyboarding                                     | 3.5 Quarter Credits |
| MM350  | Portfolio Preparation                             | 7.0 Quarter Credits |
| MM302  | Digital Video/Motion Graphics                     | 3.5 Quarter Credits |
| MM303  | Introduction to Website<br>and Mobile Development | 7.0 Quarter Credits |
| MM304  | Flash Animation                                   | 7.0 Quarter Credits |
| MM305  | 3D Modeling and Animation                         | 7.0 Quarter Credits |
| MM306  | Figure Drawing II                                 | 3.5 Quarter Credits |
| MM307  | Anatomy & Sculpting                               | 3.5 Quarter Credits |
| VCW302 | Markup Languages                                  | 3.5 Quarter Credits |
| VCW303 | Website Design                                    | 3.5 Quarter Credits |
| VCW352 | Introduction to Server Side Languages             | 3.5 Quarter Credits |
| VCW353 | Management Systems Fundamentals                   | 3.5 Quarter Credits |
| VCW405 | Advanced Server Side Languages                    | 3.5 Quarter Credits |
| VCW406 | Advanced Management Systems                       | 3.5 Quarter Credits |
| VCW407 | E-Commerce  | 3.5 Quarter Credits |
| VCW451 | Advanced Website Design & Development             | 4.0 Quarter Credits |
| VCW452 | Web Design Capstone Project                       | 7.0 Quarter Credits |





**General Education Courses**

|                      |                         |                            |
|----------------------|-------------------------|----------------------------|
| ENG101               | English                 | 5.0 Quarter Credits        |
| HUM101               | Art History             | 5.0 Quarter Credits        |
| SPC101               | Speech                  | 5.0 Quarter Credits        |
| PSY101               | Psychology              | 5.0 Quarter Credits        |
| MTH101               | College Math            | 5.0 Quarter Credits        |
| MTH301               | College Math Principles | 5.0 Quarter Credits        |
| SOC302               | Ethics                  | 5.0 Quarter Credits        |
| ENG303               | College Writing         | 5.0 Quarter Credits        |
| POL305               | American Government     | 5.0 Quarter Credits        |
| <b>Program Total</b> |                         | <b>189 Quarter Credits</b> |

**Bachelor of Arts in Visual Communication:  
2D Print Specialization**

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 Program Information  
2500 Hours/189 Quarter Credit Hours/Approximately 31 months**

**Core Courses**

|        |  |                     |
|--------|--|---------------------|
| ART111 | Introduction to Design Concepts                | 7.0 Quarter Credits |
| ART112 | Typography                                     | 7.0 Quarter Credits |
| ART114 | Fundamentals of Drawing                        | 7.0 Quarter Credits |
| EM151  | Publishing Design and Layout                   | 7.0 Quarter Credits |
| EM152  | Photo Manipulation                             | 7.0 Quarter Credits |
| EM153  | Digital Illustration                           | 7.0 Quarter Credits |
| EM251  | Introductory Web Design                        | 7.0 Quarter Credits |
| EM252  | Advanced Photo Manipulation                    | 7.0 Quarter Credits |
| EM253  | Advanced Digital Illustration                  | 7.0 Quarter Credits |
| EM 255 | Figure Drawing                                 | 3.5 Quarter Credits |
| MM301  | Storyboarding                                  | 3.5 Quarter Credits |
| MM350  | Portfolio Preparation                          | 7.0 Quarter Credits |
| MM302  | Digital Video/Motion Graphics                  | 3.5 Quarter Credits |
| MM303  | Introduction to Website and Mobile Development | 7.0 Quarter Credits |
| MM304  | Flash Animation                                | 7.0 Quarter Credits |
| MM305  | 3D Modeling and Animation                      | 7.0 Quarter Credits |
| MM306  | Figure Drawing II                              | 3.5 Quarter Credits |



|        |   |                     |
|--------|---|---------------------|
| MM307  | Anatomy & Sculpting                       | 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                          | 4.0 Quarter Credits |
| VCG406 | 2D Print Portfolio Development            | 3.5 Quarter Credits |

**General Education Courses**

|        |                         |                     |
|--------|-------------------------|---------------------|
| ENG101 | English                 | 5.0 Quarter Credits |
| HUM101 | Art History             | 5.0 Quarter Credits |
| SPC101 | Speech                  | 5.0 Quarter Credits |
| PSY101 | Psychology              | 5.0 Quarter Credits |
| MTH101 | College Math            | 5.0 Quarter Credits |
| MTH301 | College Math Principles | 5.0 Quarter Credits |
| SOC302 | Ethics                  | 5.0 Quarter Credits |
| ENG303 | College Writing         | 5.0 Quarter Credits |
| POL305 | American Government     | 5.0 Quarter Credits |

**Program Total 189 Quarter Credits**

**Bachelor of Arts in Visual Communication:  
Video Specialization**

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/Approximately 31 months**

**Core Courses**

|        |                                 |                     |
|--------|---------------------------------|---------------------|
| ART111 | Introduction to Design Concepts | 7.0 Quarter Credits |
| ART112 | Typography                      | 7.0 Quarter Credits |
| ART114 | Fundamentals of Drawing         | 7.0 Quarter Credits |
| EM151  | Publishing Design and Layout    | 7.0 Quarter Credits |
| EM152  | Photo Manipulation              | 7.0 Quarter Credits |
| EM153  | Digital Illustration            | 7.0 Quarter Credits |
| EM251  | Introductory Web Design         | 7.0 Quarter Credits |



|        |   |                     |
|--------|---|---------------------|
| EM252  | Advanced Photo Manipulation                     | 7.0 Quarter Credits |
| EM253  | Advanced Digital Illustration                   | 7.0 Quarter Credits |
| EM 255 | Figure Drawing                                  | 3.5 Quarter Credits |
| MM301  | Storyboarding                                   | 3.5 Quarter Credits |
| MM350  | Portfolio Preparation                           | 7.0 Quarter Credits |
| MM302  | Digital Video/Motion Graphics                   | 3.5 Quarter Credits |
| MM303  | Introduction to Website and Mobile Development  | 7.0 Quarter Credits |
| MM304  | Flash Animation                                 | 7.0 Quarter Credits |
| MM305  | 3D Modeling and Animation                       | 7.0 Quarter Credits |
| MM306  | Figure Drawing 2                                | 3.5 Quarter Credits |
| MM307  | Anatomy & Sculpting                             | 3.5 Quarter Credits |
| VCV302 | Scriptwriting and Story Development             | 3.5 Quarter Credits |
| VCV303 | Directing Personnel and Script Breakdown        | 3.5 Quarter Credits |
| VCV304 | Digital Cinematography                          | 3.5 Quarter Credits |
| VCV305 | Video Editing Techniques                        | 3.5 Quarter Credits |
| VCV390 | Lighting and Audio Digital Video Production     | 3.5 Quarter Credits |
| VCV401 | Independent Video Production I — Preproduction  | 4.0 Quarter Credits |
| VCV402 | Independent Video Production I — Production     | 7.0 Quarter Credits |
| VCV403 | Independent Video Production I — Postproduction | 7.0 Quarter Credits |

**General Education Courses**

|        |                         |                     |
|--------|-------------------------|---------------------|
| ENG101 | English                 | 5 Quarter Credits   |
| HUM101 | Art History             | 5.0 Quarter Credits |
| SPC101 | Speech                  | 5.0 Quarter Credits |
| PSY101 | Psychology              | 5.0 Quarter Credits |
| MTH101 | College Math            | 5.0 Quarter Credits |
| MTH301 | College Math Principles | 5.0 Quarter Credits |
| SOC302 | Ethics                  | 5.0 Quarter Credits |
| ENG303 | College Writing         | 5.0 Quarter Credits |
| POL305 | American Government     | 5.0 Quarter Credits |

**Program Total** **189 Quarter Credits**



## **V. School of Business and Legal Studies**

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

- **Associate of Arts in Paralegal Studies**
- **Bachelor of Arts in Paralegal Studies**
- **Associate of Arts in Criminal Justice**
- **Bachelor of Arts in Criminal Justice**
- **Certificate in Business Management**
- **Associate of Arts in Business Management**

### **Paralegal Studies**

#### **Associates and Bachelor of Arts**

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.



### 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.

### Industry Occupations

Employment of paralegals and legal assistants is projected to grow 8 percent from 2014 to 2024, about as fast as the average for all occupations. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects. (<http://www.bls.gov/ooh/legal/paralegals-and-legalassistants.htm>)

## Associate of Arts in Paralegal Studies

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.

### Associate of Arts in Paralegal Studies Degree Program Information 1150 Hours/105 Quarter Credit Hours/Approximately 15 months

#### Core Courses

|       |                                    |                     |
|-------|------------------------------------|---------------------|
| PL116 | Torts                              | 10 Quarter Credits  |
| PL135 | Introduction to Law                | 4.0 Quarter Credits |
| PL145 | Computerized Law Office Procedures | 8.0 Quarter Credits |
| PL155 | Legal Writing                      | 4.0 Quarter Credits |
| PL165 | Criminal Law 1                     | 10 Quarter Credits  |
| PL175 | Bankruptcy                         | 4.5 Quarter Credits |
| PL185 | Real Property                      | 4.5 Quarter Credits |
| PL206 | Research and Writing 1             | 7.0 Quarter Credits |
| PL226 | Civil Litigation 1                 | 10 Quarter Credits  |
| PL256 | Family Law 1                       | 9.0 Quarter Credits |
| PL265 | Contracts                          | 9.0 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        |
| <b>Program Total</b> |              | <b>105 Quarter Credits</b> |

**Bachelor of Arts in Paralegal Studies**

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.

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.

**Bachelor of Arts in Paralegal Studies Degree Program Information**  
**2350 Hours/ 217 Quarter Credit Hours/Approximately 31 months**

**Core Courses**

|       |  |                     |
|-------|--|---------------------|
| PL116 | Torts                                    | 10 Quarter Credits  |
| PL135 | Introduction to Law                      | 4.0 Quarter Credits |
| PL145 | Computerized Law Office Procedures       | 8.0 Quarter Credits |
| PL155 | Legal Writing                            | 4.0 Quarter Credits |
| PL165 | Criminal Law 1                           | 10 Quarter Credits  |
| PL175 | Bankruptcy                               | 4.5 Quarter Credits |
| PL185 | Real Property                            | 4.5 Quarter Credits |
| PL206 | Research and Writing 1                   | 7.0 Quarter Credits |
| PL226 | Civil Litigation 1                       | 10 Quarter Credits  |
| PL256 | Family Law 1                             | 9.0 Quarter Credits |
| PL265 | Contracts                                | 9.0 Quarter Credits |
| PL305 | Wills, Trusts and Estate Planning        | 9.0 Quarter Credits |
| PL330 | Constitutional Law                       | 10 Quarter Credits  |
| PL335 | Criminal Law 2/Advanced Trial Procedures | 9.0 Quarter Credits |
| PL345 | Civil Litigation 2                       | 9.0 Quarter Credits |
| PL350 | Laws of Evidence                         | 10 Quarter Credits  |
| PL355 | Family Law 2                             | 9.0 Quarter Credits |
| PL360 | Immigration                              | 9.0 Quarter Credits |
| PL405 | Research and Writing 2                   | 8.0 Quarter Credits |
| PL415 | Labor Law/Workers' Compensation          | 9.0 Quarter Credits |
| PL425 | Intellectual Property                    | 10 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        |
| MTH301               | College Math Principles | 5.0 Quarter Credits        |
| SOC302               | Ethics                  | 5.0 Quarter Credits        |
| ENG303               | College Writing         | 5.0 Quarter Credits        |
| POL305               | American Government     | 5.0 Quarter Credits        |
| <b>Program Total</b> |                         | <b>217 Quarter Credits</b> |

**CRIMINAL JUSTICE (Associates and Bachelors of Arts)**

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.

**Industry Occupations**

The field of criminal justice offers some very exciting and rewarding career opportunities. With new breakthroughs in forensic technology and an ever evolving domestic and international criminal justice landscape, it's almost a guarantee a career as a law enforcement or criminal justice professional will be anything but boring. There is an ever expanding list of criminal justice and law enforcement career opportunities that welcome individuals with diverse educational and professional backgrounds. Whether you're interested in criminology, psychology, political science, social work, engineering, forensics, chemistry, law or even accounting, you'll find a criminal justice career suited to your interests and skill set. (<http://www.careerprofiles.info/criminal-justice-careers.html#descriptions>)



## **Associate of Arts in Criminal Justice**

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 Program Information** **1150 Hours/103 Quarter Credit Hours/Approximately 15 months**

#### **Core Courses**

|       |   |                     |
|-------|---|---------------------|
| CJ135 | Introduction to Law                               | 4.0 Quarter Credits |
| CJ140 | Introduction to Report Writing                    | 4.0 Quarter Credits |
| CJ145 | Corrections                                       | 8.0 Quarter Credits |
| CJ155 | Private Security                                  | 8.0 Quarter Credits |
| CJ165 | Criminal Law                                      | 10 Quarter Credits  |
| CJ175 | Criminology                                       | 10 Quarter Credits  |
| CJ185 | Criminal Investigations/Report Writing            | 8.0 Quarter Credits |
| CJ215 | Juvenile Justice                                  | 10 Quarter Credits  |
| CJ226 | Contemporary Issues in Criminal Justice/Terrorism | 8.0 Quarter Credits |
| CJ245 | Forensics   | 8.0 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 |

**Program Total** **103 Quarter Credits**

## **Bachelor of Arts in Criminal Justice**

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





**Bachelor of Arts in Criminal Justice Degree Program Information**  
**2350 Hours/214 Quarter Credit Hours/Approximately 31 months**

**Core Courses**

|       |  |                     |
|-------|--|---------------------|
| CJ135 | Introduction to Law                                  | 4.0 Quarter Credits |
| CJ140 | Introduction to Report Writing                       | 4.0 Quarter Credits |
| CJ145 | Corrections  | 8.0 Quarter Credits |
| CJ155 | Private Security                                     | 8.0 Quarter Credits |
| CJ165 | Criminal Law   | 10 Quarter Credits  |
| CJ175 | Criminology  | 10 Quarter Credits  |
| CJ185 | Criminal Investigations/Report Writing               | 8.0 Quarter Credits |
| CJ215 | Juvenile Justice                                     | 10 Quarter Credits  |
| CJ226 | Contemporary Issues in<br>Criminal Justice/Terrorism | 8.0 Quarter Credits |
| CJ245 | Forensics  | 8.0 Quarter Credits |
| CJ305 | Criminal Behavior                                    | 9.0 Quarter Credits |
| CJ310 | Corrections 2  | 8.0 Quarter Credits |
| CJ330 | Constitutional Law                                   | 10 Quarter Credits  |
| CJ335 | Criminal Law 2/Advanced<br>Trial Procedures          | 10 Quarter Credits  |
| CJ355 | Laws of Evidence                                     | 10 Quarter Credits  |
| CJ360 | Immigration  | 10 Quarter Credits  |
| CJ370 | Issues in Public and Private Security                | 4.0 Quarter Credits |
| CJ375 | Management in Security Industry                      | 9.0 Quarter Credits |
| CJ380 | Modern Policing                                      | 9.0 Quarter Credits |
| CJ385 | Police Administration and Management                 | 4.0 Quarter Credits |
| CJ390 | Narcotics  | 4.0 Quarter Credits |
| CJ395 | Contemporary Issues in Law Enforcement               | 4.0 Quarter Credits |

**General Education Courses**

|        |                         |                     |
|--------|-------------------------|---------------------|
| ENG101 | English                 | 5.0 Quarter Credits |
| MTH101 | College Math            | 5.0 Quarter Credits |
| HUM101 | Art History             | 5.0 Quarter Credits |
| PSY101 | Psychology              | 5.0 Quarter Credits |
| SPC101 | Speech                  | 5.0 Quarter Credits |
| ENG303 | College Writing         | 5.0 Quarter Credits |
| MTH301 | College Math Principles | 5.0 Quarter Credits |
| SOC302 | Ethics                  | 5.0 Quarter Credits |
| POL305 | American Government     | 5.0 Quarter Credits |

**Program Total** **214 Quarter Credits**



## **Business Management(Certificate and Associate of Arts)**

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.

### **Industry Occupations**

Employment of management occupations is projected to grow 6 percent from 2014 to 2024, about as fast as the average for all occupations, which will result in about 505,400 new jobs. Employment growth will be driven by the formation of new organizations and expansion of existing ones, which will require more workers to manage these operations. (<http://www.bls.gov/ooh/management/>)

## **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/Approximately 10 months**

**Core Courses**

|              |  |                           |
|--------------|--|---------------------------|
| SBM101       | Introduction to Entrepreneurship & Small Business Management | 10 Quarter Credits        |
| SBM102       | Accounting for Small Business I                              | 5.0 Quarter Credits       |
| SBM103       | Accounting for Small Business II                             | 10 Quarter Credits        |
| SBM105       | Business Law   | 5.0 Quarter Credits       |
| SBM106       | Employee Management  | 5.0 Quarter Credits       |
| SBM107       | Essential Business Analytical Tools I & II                   | 10 Quarter Credits        |
| SBM109       | Business Planning & Budgeting                                | 10 Quarter Credits        |
| SBM110       | Business Communications                                      | 5.0 Quarter Credits       |
| SBM111       | Marketing and Sales in a Small Business                      | 5.0 Quarter Credits       |
| SBM114       | Entrepreneurship & Small Business Management Capstone        | 5.0 Quarter Credits       |
| SBM115       | Business Tools Certification Preparation                     | 5.0 Quarter Credits       |
| <b>Total</b> |  | <b>75 Quarter Credits</b> |

**Associate of Arts in Business Management**

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/Approximately 15 months**

**Core Courses**

|        |  |                     |
|--------|--|---------------------|
| SBM101 | Introduction to Entrepreneurship & Small Business Management | 10 Quarter Credits  |
| SBM102 | Accounting for Small Business I                              | 5.0 Quarter Credits |
| SBM103 | Accounting for Small Business II                             | 10 Quarter Credits  |
| SBM105 | Business Law   | 5.0 Quarter Credits |
| SBM106 | Employee Management  | 5.0 Quarter Credits |
| SBM107 | Essential Business Analytical Tools I & II                   | 10 Quarter Credits  |
| SBM109 | Business Planning & Budgeting                                | 10 Quarter Credits  |
| SBM110 | Business Communications                                      | 5.0 Quarter Credits |
| SBM111 | Marketing and Sales in a Small Business                      | 5.0 Quarter Credits |
| SBM114 | Entrepreneurship & Small Business Management Capstone        | 5.0 Quarter Credits |
| SBM115 | Business Tools Certification Preparation                     | 5.0 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        |
| HIS323               | History of Business Innovation | 5.0 Quarter Credits        |
| <b>Program Total</b> |                                | <b>100 Quarter Credits</b> |



## VI. School of Medical Sciences

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

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

### Health Care Management (Bachelor of Arts)

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.

### **Industry Occupations**

Medical and health services managers held about 333,000 jobs in 2014. Most medical and health services managers work in offices in healthcare facilities, including hospitals and nursing homes, and group medical practices. (<http://www.bls.gov/ooh/management/medical-and-health-services-managers.htm>)

## **Bachelor of Arts in Health Care Management**

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 in Health Care Management Program Information 1, 200 Hours/100 Quarter Credit Hours/Approximately 15 months**

#### **General Education Courses**

|        |                                |                     |
|--------|--------------------------------|---------------------|
| SOC321 | Organizational Sociology       | 5.0 Quarter Credits |
| ENG303 | College Writing                | 5.0 Quarter Credits |
| SOC302 | Ethics                         | 5.0 Quarter Credits |
| HIS323 | History of Business Innovation | 5.0 Quarter Credits |

#### **Business Foundation Courses**

|        |  |                     |
|--------|--|---------------------|
| MGT300 | Communication for the Healthcare Professional          | 4.0 Quarter Credits |
| MGT310 | Introduction to Management in Healthcare Organizations | 4.0 Quarter Credits |
| MGT315 | Ethics for the Healthcare Professional                 | 4.0 Quarter Credits |
| MGT325 | Marketing for the Healthcare Professional              | 4.0 Quarter Credits |
| HCM345 | Economics in Healthcare Organizations                  | 4.0 Quarter Credits |
| MIS300 | Information Technology for the Healthcare Professional | 4.0 Quarter Credits |



**The U.S. Healthcare System**

|        |  |                     |
|--------|--|---------------------|
| BLM301 | Introduction to U.S. Healthcare System                     | 4.0 Quarter Credits |
| BLM302 | Current Issues, Trends, and Innovations in U.S. Healthcare | 4.0 Quarter Credits |
| BLM303 | Quality Improvement in Healthcare                          | 4.0 Quarter Credits |
| BLM304 | Organization and Management of Healthcare Systems          | 4.0 Quarter Credits |

**Leadership and Management Core Courses**

|        |   |                     |
|--------|---|---------------------|
| BLM400 | Theories, Practices and Ethics of Leadership        | 4.0 Quarter Credits |
| BLM405 | Organizational Dynamics and Change Management       | 4.0 Quarter Credits |
| BLM410 | Leading Diverse Groups and Teams                    | 4.0 Quarter Credits |
| BLM420 | Organizational Training and Development             | 4.0 Quarter Credits |
| BLM430 | Operations Management                               | 4.0 Quarter Credits |
| BLM440 | Project Management                                  | 4.0 Quarter Credits |
| BLM450 | Transforming Organizations                          | 4.0 Quarter Credits |
| BLM460 | Leading Strategic and Organizational Sustainability | 4.0 Quarter Credits |
| BLM470 | Research and Evaluation Methods in Leadership       | 4.0 Quarter Credits |

**Capstone Project**

|        |                             |                     |
|--------|-----------------------------|---------------------|
| BLM490 | Leadership Capstone Seminar | 4.0 Quarter Credits |
|--------|-----------------------------|---------------------|

**Program Total** **100 Quarter Credits**

**Respiratory Therapy (Associate and Bachelor of Science)**

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.



The Respiratory Therapy Program at Platt College's Ontario and Alhambra Campuses currently hold the status of "Initial Accreditation" as granted by the Commission on Accreditation for Respiratory Care (CoARC). The CoARC is located in Bedford, TX and is available via phone at 817 283 2835 or through its website at [www.coarc.com](http://www.coarc.com).

*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](http://www.rcb.ca.gov).*

## **APPLICATION FOR LICENSURE OVERVIEW AND CHECKLIST**

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



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

**AARC CSRC**

**(972) 243-2272 • (888) 730-2772**

**[www.aarc.org](http://www.aarc.org) • [www.csrc.org](http://www.csrc.org)**

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

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.



## 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.

## Industry Occupation

Respiratory therapists held about 120,700 jobs in 2014. Most respiratory therapists work in hospitals. (<http://www.bls.gov/ooh/healthcare/respiratory-therapists.htm>)

## Associate of Science in Advanced Respiratory Therapy

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.

## Associate of Science in Advanced Respiratory Therapy Program Information

**1, 780 Hours/133.5 Quarter Credit Hours/Approximately 18 months**

### Core Courses

|        |   |                     |
|--------|---|---------------------|
| APH101 | Anatomy & Physiology                    | 6.0 Quarter Credits |
| BIO101 | Microbiology                            | 6.0 Quarter Credits |
| CHM102 | Chemistry                               | 6.0 Quarter Credits |
| RT205a | Introduction to Respiratory Therapy 1   | 9.5 Quarter Credits |
| RT205b | Introduction to Respiratory Therapy 2   | 11 Quarter Credits  |
| RT210a | Respiratory Clinical Care 1             | 10 Quarter Credits  |
| RT210b | Respiratory Clinical Care 2             | 5.5 Quarter Credits |
| RT215a | Intensive Care Therapy 1                | 11 Quarter Credits  |
| RT215b | Intensive Care Therapy 2                | 5.5 Quarter Credits |
| RT220a | Newborn & Pediatric Respiratory Care 1  | 11 Quarter Credits  |
| RT220b | Newborn & Pediatric Respiratory Care 2  | 5.5 Quarter Credits |
| RT225a | Alternative Sites & Preventative Care 1 | 11 Quarter Credits  |
| RT225b | Alternative Sites & Preventative Care 2 | 5.5 Quarter Credits |



**General Education Courses**

|                      |                          |                              |
|----------------------|--------------------------|------------------------------|
| MTH102               | College Algebra          | 6.0 Quarter Credits          |
| PHS101               | Physics                  | 6.0 Quarter Credits          |
| PSY102               | Principles of Psychology | 6.0 Quarter Credits          |
| SPC102               | Speech 1                 | 3.0 Quarter Credits          |
| SPC103               | Speech 2                 | 3.0 Quarter Credits          |
| ENG102               | English Composition      | 6.0 Quarter Credits          |
| <b>Program Total</b> |                          | <b>133.5 Quarter Credits</b> |

**Bachelor of Science in Respiratory Therapy**

*The Bachelor of Science in Respiratory Therapy is designed for applicants with an Academic Associate's degree or above in Respiratory Therapy.*

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

Assessing lung and breathing disorders and recommending treatment methods; interviewing patients and doing chest physical exams; obtaining sputum specimens for analysis; drawing and analyzing arterial blood specimens; performing pulmonary function tests; providing complex therapy requiring considerable independent judgment such as managing ventilators and artificial airway devices; giving emergency care to patients who are victims of a heart attack, stroke, drowning, or shock; and educating patients and families about lung disease.

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

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

- Associates degree in Respiratory Therapy
- Currently licensed to practice 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

## **Bachelor of Science in Respiratory Therapy**

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.

## **Bachelor of Science in Respiratory Therapy**

**1110 Hours/93 Quarter Credit Hours/Approximately 15 months**

### **General Education Courses**

|        |                          |                     |
|--------|--------------------------|---------------------|
| STA301 | Statistics               | 5.0 Quarter Credits |
| SOC321 | Organizational Sociology | 5.0 Quarter Credits |
| ENG305 | Advanced Composition     | 6.0 Quarter Credits |
| SOC302 | Ethics                   | 5.0 Quarter Credits |

### **Core Respiratory Therapy Courses**

|       |  |                     |
|-------|--|---------------------|
| RT310 | Advanced Topics in Respiratory Therapy Critical Care 1 | 8.0 Quarter Credits |
| RT311 | Advanced Topics in Respiratory Therapy Critical Care 2 | 8.0 Quarter Credits |
| RT312 | Advanced Topics in Respiratory Therapy Critical Care 3 | 8.0 Quarter Credits |
| RT313 | Advanced Topics in Respiratory Therapy Critical Care 4 | 8.0 Quarter Credits |

### **The U.S. Healthcare System**

|        |  |                     |
|--------|--|---------------------|
| BLM301 | Introduction to the U.S. Healthcare System                 | 4.0 Quarter Credits |
| BLM302 | Current Issues, Trends, and Innovations in U.S. Healthcare | 4.0 Quarter Credits |
| BLM303 | Quality Improvement in Healthcare                          | 4.0 Quarter Credits |
| BLM304 | Organization and Management of Healthcare Systems          | 4.0 Quarter Credits |

### **Management Courses**

|        |  |                     |
|--------|--|---------------------|
| MGT310 | Management in Health Care Organizations            | 4.0 Quarter Credits |
| MGT320 | Human Resources for the Healthcare Professional    | 4.0 Quarter Credits |
| HCM345 | Economics in Healthcare Organizations              | 4.0 Quarter Credits |
| RT350  | Specialty Topics in Respiratory Therapy Management | 4.0 Quarter Credits |
| RT420  | Respiratory Therapy Capstone                       | 8.0 Quarter Credits |

### **Program Total**

**93 Quarter Credits**



## **Diagnostic Medical Sonography (Associate and Bachelor of Science)**

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.

### **Industry Occupations**

Most diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists, work full time. Most diagnostic imaging workers were employed in hospitals in 2014, while most others worked in physician's offices and medical and diagnostic laboratories. (<http://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm>)



## **Associate of Science in Diagnostic Medical Sonography**

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/145 Quarter Credit Hours/Approximately 20 months**

#### **Core Courses**

|         |  |                     |
|---------|--|---------------------|
| APH101  | Anatomy & Physiology                           | 6.0 Quarter Credits |
| DMS101  | Introduction to Sonography 1                   | 3.0 Quarter Credits |
| DMS102  | Introduction to Sonography 2                   | 3.0 Quarter Credits |
| DMS103  | Introduction to Sonography 3                   | 3.0 Quarter Credits |
| DMS104  | Introduction to Sonography 4                   | 3.0 Quarter Credits |
| DMS105  | Introduction to Sonography 5                   | 3.0 Quarter Credits |
| DMS106  | Introduction to Sonography 6                   | 3.0 Quarter Credits |
| DMS107  | Introduction to Sonography 7                   | 3.0 Quarter Credits |
| DMS111  | Ultrasound Physics 1                           | 3.0 Quarter Credits |
| DMS112  | Ultrasound Physics 2                           | 3.0 Quarter Credits |
| DMS113  | Ultrasound Physics 3                           | 3.0 Quarter Credits |
| DMS114  | Ultrasound Physics Review and Exam Preparation | 3.0 Quarter Credits |
| DMS121  | Patient Care                                   | 3.0 Quarter Credits |
| DMS122  | Medical Terminology                            | 3.0 Quarter Credits |
| DMS211  | Abdomen and Superficial Structures 1           | 3.0 Quarter Credits |
| DMS212  | Abdomen and Superficial Structures 2           | 3.0 Quarter Credits |
| DMS213  | Abdomen and Superficial Structures 3           | 3.0 Quarter Credits |
| DMS221  | Obstetrics & Gynecology Sonography 1           | 3.0 Quarter Credits |
| DMS222  | Obstetrics & Gynecology Sonography 2           | 3.0 Quarter Credits |
| DMS223  | Obstetrics & Gynecology Sonography 3           | 3.0 Quarter Credits |
| DMS231  | Introduction to Vascular Sonography 1          | 3.0 Quarter Credits |
| DMS232  | Introduction to Vascular Sonography 2          | 3.0 Quarter Credits |
| DMS255  | Pre-Clinical Seminar                           | 3.0 Quarter Credits |
| DMSX271 | Clinical Practicum 1                           | 5.0 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                           | 3.0 Quarter Credits |
| DMS262  | Sonography Seminar 2                           | 3.0 Quarter Credits |
| DMS263  | Sonography Seminar 3                           | 3.0 Quarter Credits |
| DMS264  | Exam Preparation Seminar                       | 6.0 Quarter Credits |
| DMS281  | Lab Exit Competency                            | 3.0 Quarter Credits |



**General Education Courses**

|                      |                     |                            |
|----------------------|---------------------|----------------------------|
| MTH102               | College Algebra     | 6.0 Quarter Credits        |
| PHS101               | Physics             | 6.0 Quarter Credits        |
| ENG102               | English Composition | 6.0 Quarter Credits        |
| SPC102               | Speech 1            | 3.0 Quarter Credits        |
| SPC103               | Speech 2            | 3.0 Quarter Credits        |
| <b>Program Total</b> |                     | <b>145 Quarter Credits</b> |

**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](http://www.ardms.org)) for the latest requirements.*

### **Industry Occupations**

Most diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists, work full time. Most diagnostic imaging workers were employed in hospitals in 2014, while most others worked in physician's offices and medical and diagnostic laboratories. (<http://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm>)

## **Bachelor of Science in Diagnostic Medical Sonography – 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/208 Quarter Credit Hours/Approximately 31 months**

**General Education Courses**

|        |                                |                     |
|--------|--------------------------------|---------------------|
| MTH102 | College Algebra                | 6.0 Quarter Credits |
| PHS101 | Physics                        | 6.0 Quarter Credits |
| ENG102 | English Composition            | 6.0 Quarter Credits |
| SPC102 | Speech 1                       | 3.0 Quarter Credits |
| SPC103 | Speech 2                       | 3.0 Quarter Credits |
| SOC321 | Organizational Sociology       | 5.0 Quarter Credits |
| ENG305 | Advanced Composition           | 6.0 Quarter Credits |
| SOC302 | Ethics                         | 5.0 Quarter Credits |
| HIS323 | History of Business Innovation | 5.0 Quarter Credits |

**Core Sonography Courses**

|         |                                       |                     |
|---------|---------------------------------------|---------------------|
| APH101  | Anatomy & Physiology                  | 6.0 Quarter Credits |
| DMS101  | Introduction to Sonography 1          | 3.0 Quarter Credits |
| DMS102  | Introduction to Sonography 2          | 3.0 Quarter Credits |
| DMS103  | Introduction to Sonography 3          | 3.0 Quarter Credits |
| DMS104  | Introduction to Sonography 4          | 3.0 Quarter Credits |
| DMS105  | Introduction to Sonography 5          | 3.0 Quarter Credits |
| DMS106  | Introduction to Sonography 6          | 3.0 Quarter Credits |
| DMS107  | Introduction to Sonography 7          | 3.0 Quarter Credits |
| DMS111  | Ultrasound Physics 1                  | 3.0 Quarter Credits |
| DMS112  | Ultrasound Physics 2                  | 3.0 Quarter Credits |
| DMS113  | Ultrasound Physics 3                  | 3.0 Quarter Credits |
| DMS121  | Patient Care                          | 3.0 Quarter Credits |
| DMS122  | Medical Terminology                   | 3.0 Quarter Credits |
| DMS211  | Abdomen and Superficial Structures 1  | 3.0 Quarter Credits |
| DMS212  | Abdomen and Superficial Structures 2  | 3.0 Quarter Credits |
| DMS213  | Abdomen and Superficial Structures 3  | 3.0 Quarter Credits |
| DMS221  | Obstetrics & Gynecology Sonography 1  | 3.0 Quarter Credits |
| DMS222  | Obstetrics & Gynecology Sonography 2  | 3.0 Quarter Credits |
| DMS223  | Obstetrics & Gynecology Sonography 3  | 3.0 Quarter Credits |
| DMS231  | Introduction to Vascular Sonography 1 | 3.0 Quarter Credits |
| DMS232  | Introduction to Vascular Sonography 2 | 3.0 Quarter Credits |
| DMS255  | Pre-Clinical Seminar                  | 3.0 Quarter Credits |
| DMSX271 | Clinical Practicum 1                  | 5.0 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                  | 3.0 Quarter Credits |
| DMS262  | Sonography Seminar 2                  | 3.0 Quarter Credits |
| DMS263  | Sonography Seminar 3                  | 3.0 Quarter Credits |
| DMS264  | Exam Preparation Seminar              | 6.0 Quarter Credits |
| DMS281  | Lab Exit Competency                   | 3.0 Quarter Credits |



**HEALTH CARE MANAGEMENT (HCM) SPECIALIZATION**

**Advanced Sonography**

|        |                                  |                     |
|--------|----------------------------------|---------------------|
| DMS301 | Specialty Topics in Sonography 1 | 5.0 Quarter Credits |
| DMS302 | Specialty Topics in Sonography 2 | 5.0 Quarter Credits |

**The U.S. Healthcare System**

|        |  |                     |
|--------|--|---------------------|
| BLM301 | Introduction to the U.S. Healthcare System                 | 4.0 Quarter Credits |
| BLM302 | Current Issues, Trends, and Innovations in U.S. Healthcare | 4.0 Quarter Credits |
| BLM303 | Quality Improvement in Healthcare                          | 4.0 Quarter Credits |
| BLM304 | Organization and Management of Healthcare Systems          | 4.0 Quarter Credits |

**Business Foundation Courses**

|        |  |                     |
|--------|--|---------------------|
| MGT300 | Communication for the Healthcare Professional          | 4.0 Quarter Credits |
| MGT310 | Introduction to Management in Healthcare Organizations | 4.0 Quarter Credits |
| HCM345 | Economics in Healthcare Organizations                  | 4.0 Quarter Credits |
| MIS300 | Information Technology for the Healthcare Professional | 4.0 Quarter Credits |

**Program Total** **208 Quarter Credits**

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

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Science degree in Diagnostic Medical Sonography, provided all financial obligations to the school have been met and a minimum grade point average has been attained. To graduate, a student must attain a minimum, cumulative grade point average of 2.0 (C) 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 – Vascular Specialization Program Information**

**3, 510 Hours/208 Quarter Credit Hours/Approximately 35 months**

**General Education Courses**

|        |                                |                     |
|--------|--------------------------------|---------------------|
| MTH102 | College Algebra                | 6.0 Quarter Credits |
| PHS101 | Physics                        | 6.0 Quarter Credits |
| ENG102 | English Composition            | 6.0 Quarter Credits |
| SPC102 | Speech 1                       | 3.0 Quarter Credits |
| SPC103 | Speech 2                       | 3.0 Quarter Credits |
| SOC321 | Organizational Sociology       | 5.0 Quarter Credits |
| ENG305 | Advanced Composition           | 6.0 Quarter Credits |
| SOC302 | Ethics                         | 5.0 Quarter Credits |
| HIS323 | History of Business Innovation | 5.0 Quarter Credits |



**Core Sonography Courses**

|         |                                       |                     |
|---------|---------------------------------------|---------------------|
| APH101  | Anatomy & Physiology                  | 6.0 Quarter Credits |
| DMS101  | Introduction to Sonography 1          | 3.0 Quarter Credits |
| DMS102  | Introduction to Sonography 2          | 3.0 Quarter Credits |
| DMS103  | Introduction to Sonography 3          | 3.0 Quarter Credits |
| DMS104  | Introduction to Sonography 4          | 3.0 Quarter Credits |
| DMS105  | Introduction to Sonography 5          | 3.0 Quarter Credits |
| DMS106  | Introduction to Sonography 6          | 3.0 Quarter Credits |
| DMS107  | Introduction to Sonography 7          | 3.0 Quarter Credits |
| DMS111  | Ultrasound Physics 1                  | 3.0 Quarter Credits |
| DMS112  | Ultrasound Physics 2                  | 3.0 Quarter Credits |
| DMS113  | Ultrasound Physics 3                  | 3.0 Quarter Credits |
| DMS121  | Patient Care                          | 3.0 Quarter Credits |
| DMS122  | Medical Terminology                   | 3.0 Quarter Credits |
| DMS211  | Abdomen and Superficial Structures 1  | 3.0 Quarter Credits |
| DMS212  | Abdomen and Superficial Structures 2  | 3.0 Quarter Credits |
| DMS213  | Abdomen and Superficial Structures 3  | 3.0 Quarter Credits |
| DMS221  | Obstetrics & Gynecology Sonography 1  | 3.0 Quarter Credits |
| DMS222  | Obstetrics & Gynecology Sonography 2  | 3.0 Quarter Credits |
| DMS223  | Obstetrics & Gynecology Sonography 3  | 3.0 Quarter Credits |
| DMS231  | Introduction to Vascular Sonography 1 | 3.0 Quarter Credits |
| DMS232  | Introduction to Vascular Sonography 2 | 3.0 Quarter Credits |
| DMS255  | Pre-Clinical Seminar                  | 3.0 Quarter Credits |
| DMSX271 | Clinical Practicum 1                  | 5.0 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                  | 3.0 Quarter Credits |
| DMS262  | Sonography Seminar 2                  | 3.0 Quarter Credits |
| DMS263  | Sonography Seminar 3                  | 3.0 Quarter Credits |
| DMS264  | Exam Preparation Seminar 4            | 6.0 Quarter Credits |
| DMS281  | Lab Exit Competency                   | 3.0 Quarter Credits |

**VASCULAR SPECIALIZATION**

**Advanced Sonography**

|         |                                   |                     |
|---------|-----------------------------------|---------------------|
| DMS301  | Specialty Topics in Sonography 1  | 5.0 Quarter Credits |
| DMS302  | Specialty Topics in Sonography 2  | 5.0 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     | 5.0 Quarter Credits |
| DMSX302 | Advanced Clinical Practicum 2     | 5.0 Quarter Credits |
| DMSX303 | Advanced Clinical Practicum 3     | 5.0 Quarter Credits |
| DMSX304 | Advanced Clinical Practicum 4     | 5.0 Quarter Credits |
| DMSX305 | Advanced Clinical Practicum 5     | 2.5 Quarter Credits |

**Program Total**

**208 Quarter Credits**



## **Medical Assisting (Diploma and Associate of Science)**

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.

### **Industry Occupations**

Medical assistants held about 591,300 jobs in 2014. Most of these assistants work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities. (<http://www.bls.gov/ooh/healthcare/medical-assistants.htm>)

## **Diploma in Medical Assisting**

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.



**Diploma in Medical Assisting Degree**  
**1010 Hours / 70 Quarter Credit Hours / Approximately 11 months**

**Core Courses**

|              |  |                           |
|--------------|--|---------------------------|
| IAHC101      | Introduction to Allied Health Careers                                | 4.0 Quarter Credits       |
| MA102        | Patient Care and Ethics  | 4.0 Quarter Credits       |
| MA103        | First Aid and Emergency Care /CPR                                    | 4.0 Quarter Credits       |
| MA104        | Cardiovascular Anatomy,<br>Electrocardiography & Cardiopulmonary     | 4.0 Quarter Credits       |
| MA105        | Introduction to Microbiology /<br>Surgical Asepsis & Medical Asepsis | 4.0 Quarter Credits       |
| MA106        | Clinical Pharmacology  | 4.0 Quarter Credits       |
| MA151        | Nutrition, Immune and Digestive Systems                              | 4.0 Quarter Credits       |
| MA153        | Excretory and Reproductive Systems                                   | 4.0 Quarter Credits       |
| MA155        | Musculoskeletal System and<br>Physical Therapy                       | 4.0 Quarter Credits       |
| MA156        | Advanced Medical Terminology   | 4.0 Quarter Credits       |
| MA201        | Laboratory Procedures  | 7.0 Quarter Credits       |
| MA202        | Medical Billing and Coding   | 7.0 Quarter Credits       |
| MA203        | Patient Examinations, Vital Signs and<br>Sensory Systems             | 7.0 Quarter Credits       |
| MA250        | Certification Preparation Seminar                                    | 4.0 Quarter Credits       |
| MX251        | Externship   | 5.0 Quarter Credits       |
| <b>Total</b> |  | <b>70 Quarter Credits</b> |

**Associate of Science in Medical Assisting**

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/Approximately 15 months**

**Core Courses**

|         |  |                     |
|---------|--|---------------------|
| IAHC101 | Introduction to Allied Health Careers                                | 4.0 Quarter Credits |
| MA102   | Patient Care and Ethics  | 4.0 Quarter Credits |
| MA103   | First Aid and Emergency Care /CPR                                    | 4.0 Quarter Credits |
| MA104   | Cardiovascular Anatomy,<br>Electrocardiography & Cardiopulmonary     | 4.0 Quarter Credits |
| MA105   | Introduction to Microbiology /<br>Surgical Asepsis & Medical Asepsis | 4.0 Quarter Credits |
| MA106   | Clinical Pharmacology  | 4.0 Quarter Credits |
| MA151   | Nutrition, Immune and Digestive Systems                              | 4.0 Quarter Credits |



|       |   |                     |
|-------|---|---------------------|
| MA153 | Excretory and Reproductive Systems                    | 4.0 Quarter Credits |
| MA155 | Musculoskeletal System and Physical Therapy           | 4.0 Quarter Credits |
| MA156 | Advanced Medical Terminology                          | 4.0 Quarter Credits |
| MA201 | Laboratory Procedures                                 | 7.0 Quarter Credits |
| MA202 | Medical Billing and Coding                            | 7.0 Quarter Credits |
| MA203 | Patient Examinations, Vital Signs and Sensory Systems | 7.0 Quarter Credits |
| MA250 | Certification Preparation Seminar                     | 4.0 Quarter Credits |
| MX251 | Externship  | 5.0 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       |
| <b>Program Total</b> |              | <b>95 Quarter Credits</b> |

**Medical Administrative Specialist (Associate of Science)**

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.

**Industry Occupations**

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. (<http://www.bls.gov/oes/current/oes436013.htm>)



**Associate of Science in Medical Administrative Specialist**

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/Approximately 15 months**

**Core Courses**

|         |  |                     |
|---------|--|---------------------|
| IAHC101 | Introduction to Allied Health Careers                                  | 4.0 Quarter Credits |
| MAS102  | Musculoskeletal, Organ, Endocrine & Reproductive Systems               | 4.0 Quarter Credits |
| MAS104  | Introduction to Medical Transcription                                  | 3.5 Quarter Credits |
| MAS105  | Pharmaceutical Terms & Advanced Medical Terminology                    | 3.5 Quarter Credits |
| MAS106  | Human Resources, Risk Management and Employability                     | 4.0 Quarter Credits |
| MAS152  | Medical Office Procedures  | 4.0 Quarter Credits |
| MAS153  | Medical Insurance Billing and Coding 1: Managed Care and Private Plans | 3.5 Quarter Credits |
| 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                | 4.0 Quarter Credits |
| MAS159  | Medical Accounting Procedures  | 3.5 Quarter Credits |
| MAS160  | Tracing Delinquent Claims and Collections                              | 4.0 Quarter Credits |
| MAS161  | Specialty Medical Office Procedures: Dental, Optometric and DME        | 4.0 Quarter Credits |
| MAS162  | Certification Preparation Seminar                                      | 4.0 Quarter Credits |
| MSX251  | Externship   | 5 Quarter Credits   |

**General Education Courses**

|        |              |                     |
|--------|--------------|---------------------|
| ENG101 | English      | 5.0 Quarter Credits |
| SPC101 | Speech       | 5 Quarter Credits   |
| PSY101 | Psychology   | 5.0 Quarter Credits |
| MTH101 | College Math | 5.0 Quarter Credits |
| HUM101 | Art History  | 5.0 Quarter Credits |

**Program Total 90 Quarter Credits**



## **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**

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.





## **Certificate in Vocational Nursing**

**1884 Hours/96.0 Quarter Credit Hours/Approximately 14 months**

### **Core Courses**

|       |  |                     |
|-------|--|---------------------|
| VN100 | Introduction to Vocational Nursing         | 1 Quarter Credits   |
| VN101 | Pharmacology                               | 5.0 Quarter Credits |
| VN102 | Nutrition                                  | 3.0 Quarter Credits |
| VN103 | Vocational Nursing Anatomy & Physiology    | 3.5 Quarter Credits |
| VN104 | Vocational Nursing Medical Terminology     | 3.0 Quarter Credits |
| VN105 | Critical Thinking                          | 1.5 Quarter Credits |
| VN106 | Fundamentals of Nursing I                  | 6.0 Quarter Credits |
| VN107 | Fundamentals of Nursing II                 | 2.5 Quarter Credits |
| VN108 | Fundamentals of Nursing III                | 3.0 Quarter Credits |
| VN109 | Vocational Nursing Clinical Procedures I   | 6.0 Quarter Credits |
| VN110 | Integumentary/ Musculoskeletal Nursing     | 4.0 Quarter Credits |
| VN111 | Respiratory/ Cardiovascular Nursing        | 2.5 Quarter Credits |
| VN112 | Vocational Nursing Clinical Procedures II  | 3.0 Quarter Credits |
| VN120 | Gastrointestinal/ Genitourinary Nursing    | 3.5 Quarter Credits |
| VN121 | Endocrine/ Genitourinary Nursing           | 2 Quarter Credits   |
| VN122 | Oncology Nursing                           | 2 Quarter Credits   |
| VN123 | Vocational Nursing Clinical Procedures III | 1.5 Quarter Credits |
| VN124 | Vocational Nursing Clinical Procedures IV  | 3.0 Quarter Credits |
| VN125 | Vocational Nursing Clinical Procedures V   | 6.0 Quarter Credits |
| VN126 | Immunology/ HIV/AIDs Nursing               | 2 Quarter Credits   |
| VN127 | Older Adult Nursing                        | 1.5 Quarter Credits |
| VN128 | Vocational Nursing Clinical Procedures VI  | 3.0 Quarter Credits |
| VN130 | Mental Health                              | 1.5 Quarter Credits |
| VN131 | Home Health Nursing                        | 2.5 Quarter Credits |
| 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<br>Clinical Procedures VIII | 2 Quarter Credits           |
| VN138                | Vocational Nursing<br>Clinical Procedures IX   | 6.0 Quarter Credits         |
| VN141                | Nursing Leadership/<br>Supervision             | 1.5 Quarter Credits         |
| VN200                | NCLEX Review                                   | 6.5 Quarter Credits         |
| <b>Program Total</b> |  | <b>96.0 Quarter Credits</b> |

## **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 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.

## **Associate of Science in Vocational Nursing**

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/Approximately 16 months**

**Core Courses**

|       |   |                     |
|-------|---|---------------------|
| VN100 | Introduction to Vocational Nursing          | 1.0 Quarter Credits |
| VN101 | Pharmacology                                | 5.0 Quarter Credits |
| VN102 | Nutrition                                   | 3.0 Quarter Credits |
| VN103 | Vocational Nursing Anatomy & Physiology     | 3.5 Quarter Credits |
| VN104 | Vocational Nursing Medical Terminology      | 3.0 Quarter Credits |
| VN105 | Critical Thinking                           | 1.5 Quarter Credits |
| VN106 | Fundamentals of Nursing I                   | 6.0 Quarter Credits |
| VN107 | Fundamentals of Nursing II                  | 2.5 Quarter Credits |
| VN108 | Fundamentals of Nursing III                 | 3.0 Quarter Credits |
| VN109 | Vocational Nursing Clinical Procedures I    | 6.0 Quarter Credits |
| VN110 | Integumentary/Musculoskeletal Nursing       | 4.0 Quarter Credits |
| VN111 | Respiratory/Cardiovascular Nursing          | 2.5 Quarter Credits |
| VN112 | Vocational Nursing Clinical Procedures II   | 3.0 Quarter Credits |
| VN120 | Gastrointestinal/Genitourinary Nursing      | 3.5 Quarter Credits |
| VN121 | Endocrine/Genitourinary Nursing             | 2.0 Quarter Credits |
| VN122 | Oncology Nursing                            | 2.0 Quarter Credits |
| VN123 | Vocational Nursing Clinical Procedures III  | 1.5 Quarter Credits |
| VN124 | Vocational Nursing Clinical Procedures IV   | 3.0 Quarter Credits |
| VN125 | Vocational Nursing Clinical Procedures V    | 6.0 Quarter Credits |
| VN126 | Immunology/HIV/AIDs Nursing                 | 2.0 Quarter Credits |
| VN127 | Older Adult Nursing                         | 1.5 Quarter Credits |
| VN128 | Vocational Nursing Clinical Procedures VI   | 3.0 Quarter Credits |
| VN130 | Mental Health                               | 1.5 Quarter Credits |
| VN131 | Home Health Nursing                         | 2.5 Quarter Credits |
| 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     | 6.0 Quarter Credits |
| PHS101 | Physics             | 6.0 Quarter Credits |
| ENG102 | English Composition | 6.0 Quarter Credits |
| SPC102 | Speech 1            | 3.0 Quarter Credits |
| SPC103 | Speech 2            | 3.0 Quarter Credits |

**Program Total** **120.0 Quarter Credits**



## Hemodialysis (Certificate)

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.

## Certificate in Hemodialysis

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.

### Certificate in Hemodialysis

**320 Clock Hours/Approximately 3 months**

#### Core Courses

|                      |                                   |                        |
|----------------------|-----------------------------------|------------------------|
| CHT101               | Hemodialysis Technician           | 120 Clock Hours        |
| CHT102               | Hemodialysis Clinical Rotation I  | 100 Clock Hours        |
| CHT103               | Hemodialysis Clinical Rotation II | 100 Clock Hours        |
| <b>Program Total</b> |                                   | <b>320 Clock Hours</b> |



## **Certificate Nurse Assistant (Certificate)**

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 for Certificate Nurse Assistant**

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/Approximately 2 months**

#### **Core Courses**

|                      |                                   |                        |
|----------------------|-----------------------------------|------------------------|
| CNA101               | Introduction to Nurse Assistant   | 68 Clock Hours         |
| CNA102               | Nurse Assistant Clinical Rotation | 110 Clock Hours        |
| <b>Program Total</b> |                                   | <b>178 Clock Hours</b> |

## **Veterinary Technology (Associate of Science)**

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
- 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.

### **Industry Occupations**

Veterinary technologists and technicians work in private clinics, laboratories, and animal hospitals. Their jobs may be physically or emotionally demanding. Many work evenings, weekends, or holidays. (<http://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm>)



## Associate of Science in Veterinary Technology

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 Program Information 1, 675 Hours/125 Quarter Credit Hours/Approximately 18 months

#### Core Courses

|          |   |                     |
|----------|---|---------------------|
| VT101    | Introduction to Veterinary Technology           | 4.5 Quarter Credits |
| VT102B   | Veterinary Medical Terminology and Calculations | 5.0 Quarter Credits |
| VT103    | Veterinary Anatomy & Physiology I               | 4.0 Quarter Credits |
| VT104    | Veterinary Anatomy & Physiology II              | 4.0 Quarter Credits |
| VT105A   | Veterinary Anatomy & Physiology III             | 2.0 Quarter Credits |
| VT106    | Veterinary Pharmacology I                       | 5.0 Quarter Credits |
| VT107    | Veterinary Pharmacology II                      | 2.0 Quarter Credits |
| VT108    | Equine Nursing                                  | 2.0 Quarter Credits |
| VT109    | Lab Animal Nursing                              | 2.0 Quarter Credits |
| VT110    | Veterinary Clinical Pathology                   | 4.0 Quarter Credits |
| VT111    | Veterinary Parasitology                         | 4.0 Quarter Credits |
| VT112    | Veterinary Clinical Pathology II                | 2 Quarter Credits   |
| VT120    | Veterinary Clinical Techniques I                | 3.5 Quarter Credits |
| VT121    | Veterinary Clinical Techniques II               | 3.5 Quarter Credits |
| VT122A   | Small Animal Nursing I                          | 3.5 Quarter Credits |
| VT123A   | Small Animal Nursing II                         | 3.5 Quarter Credits |
| VT125    | Veterinary Clinical Techniques III              | 1.5 Quarter Credits |
| VT130A   | Veterinary Anesthesia & Surgical Nursing I      | 4.0 Quarter Credits |
| VT131A   | Veterinary Anesthesia & Surgical Nursing II     | 4.0 Quarter Credits |
| VT141A   | Client Communication & Customer Service         | 2.5 Quarter Credits |
| VT142    | Veterinary Hospital Management                  | 2.5 Quarter Credits |
| VT150A   | Veterinary Diagnostic Imaging                   | 4.0 Quarter Credits |
| VT160    | Animal Nutrition                                | 4.5 Quarter Credits |
| VT170A   | Exotic Animal Nursing                           | 2.0 Quarter Credits |
| VT171A   | Large Animal Nursing                            | 2.0 Quarter Credits |
| VT200A-1 | Veterinary Clinical Externship I                | 4.0 Quarter Credits |
| VT200B   | Veterinary Technician Seminar                   | 2.5 Quarter Credits |
| VT201    | Veterinary Clinical Externship II               | 4.0 Quarter Credits |
| VT202    | Veterinary Clinical Externship III              | 4.0 Quarter Credits |
| VT203B   | Veterinary Technician License Preparation       | 5.0 Quarter Credits |

#### General Education Courses

|         |                                |                     |
|---------|--------------------------------|---------------------|
| BIO103A | General Biology & Microbiology | 6.0 Quarter Credits |
|---------|--------------------------------|---------------------|



|                      |                     |                            |
|----------------------|---------------------|----------------------------|
| CHM103               | General Chemistry   | 3.0 Quarter Credits        |
| MTH102               | College Algebra     | 6.0 Quarter Credits        |
| ENG102               | English Composition | 6.0 Quarter Credits        |
| SPC102               | Speech 1            | 3.0 Quarter Credits        |
| <b>Program Total</b> |                     | <b>125 Quarter Credits</b> |

## **Veterinary Technician Alternate Route (Certificate)**

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.

### **Industry Occupations**

Veterinary technologists and technicians work in private clinics, laboratories, and animal hospitals. Their jobs may be physically or emotionally demanding. Many work evenings, weekends, or holidays. (<http://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm>)





## **Veterinary Technician Alternate Route**

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 Information** **325 Hours/Approximately 7 months**

#### **Core Courses**

|                      |  |                        |
|----------------------|--|------------------------|
| VTAR101              | Science Fundamentals<br>for Veterinary Technicians                 | 32.5 Clock Hours       |
| VTAR102              | Medical Calculations and Terminology<br>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<br>Veterinary Technicians      | 65.0 Clock Hours       |
| VTAR106              | Small Animal Nursing   | 32.5 Clock Hours       |
| VTAR107              | Diagnostic Imaging<br>for Veterinary Technicians                   | 32.5 Clock Hours       |
| VTAR108              | Emergency/Critical Care Nursing<br>for Veterinary Technicians      | 32.5 Clock Hours       |
| VTAR109              | Veterinary Technician License Preparation                          | 32.5 Clock Hours       |
| <b>Program Total</b> |  | <b>325 Clock Hours</b> |

## **Vision Care Technician (Diploma and Associate of Science)**

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.

### **Industry Occupations**

About half of vision care technicians worked in offices of optometrists or offices of physicians in 2014. Other vision care technicians worked in stores that sell eyeglasses, contact lenses, visual aids, and other optical goods. These stores may be stand-alone businesses or parts of larger retail establishments, such as department stores. (<http://www.bls.gov/ooh/healthcare/opticians-dispensing.htm>)

## **Diploma in Vision Care Technician**

Upon successful completion of the program of instruction, the graduate will be awarded a Diploma 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.

### **Diploma in Vision Care Technician Program Information** **1,200 Hours/71.5 Quarter Credit Hours**

#### **Core Courses**

|                      |   |                             |
|----------------------|---|-----------------------------|
| OMA101               | Intro to Ophthalmology —<br>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<br>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<br>and Understanding Practice Management | 4.5 Quarter Credits         |
| OMA112               | Medical Ethics, Legal and Regulatory Issues<br>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         |
| <b>Program Total</b> |   | <b>71.5 Quarter Credits</b> |



## Associate of Science in Vision Care Technician

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.

### Associate of Science Vision Care Technician Program Information 1, 450 Hours/96.5 Quarter Credit Hours/Approximately 15 months

#### Core Courses

|        |   |                     |
|--------|---|---------------------|
| OMA101 | Intro to Ophthalmology —<br>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<br>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<br>Understanding Practice Management | 4.5 Quarter Credits |
| OMA112 | Medical Ethics, Legal and Regulatory<br>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 |

#### 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 |

**Program Total** **96.5 Quarter Credits**



## **Health & Fitness Trainer (Associate of Science)**

The Health & Fitness Trainer program is to train students in the skills needed to pass their certification examinations for the National Academy of Sports Medicine Personal Trainer certification and gain entry-level employment in the Health & Fitness field. Health & Fitness professionals provide the guidance to help clients achieve their personal health, fitness and performance goals via the implementation of exercise programs, nutritional recommendations and suggestions in lifestyle modification. To achieve this, they perform individualized assessments, and design safe, effective and individualized exercise and conditioning programs. Platt College's curriculum is approved by the National Academy for Sports Medicine (NASM). For over 25 years, NASM has offered industry-recognized certifications in the Personal Training field.

### **Vocational Objectives**

- Provide the student with the theory, skills, and clinical exposure to successfully pass the NASM OPT examination.
- Prepare the student to gain entry-level employment as a health & fitness trainer at a fitness training facility
- Provide the student with the skills necessary to assist fitness clients in improving their health & fitness and improve fitness performance through personal training programs, including exercise routines, corrective exercise, and nutrition.

### **Industry Occupation**

Many health and fitness trainers work in educational settings, such as colleges, universities, elementary schools, and secondary schools. Others work in hospitals, fitness centers, or physicians' offices, or for professional sports teams. (<http://www.bls.gov/ooh/healthcare/athletic-trainers.htm>)

## **Associate of Science in Health & Fitness Trainer**

Upon successful completion of the program of instruction, the graduate will be awarded an Associate of Science in Health & Fitness Trainer 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 Health & Fitness Trainer  
Program Information**

**1,055 Hours/92 Quarter Credit Hours / Approximately 15 months**

**Core Courses**

|        |  |                      |
|--------|--|----------------------|
| FIT101 | Anatomy & Physiology<br>for Fitness Trainers | 4.50 Quarter Credits |
| FIT102 | Exercise Physiology<br>for Fitness Trainers  | 4.50 Quarter Credits |
| FIT103 | Kinesiology of Human Movement                | 4.50 Quarter Credits |
| FIT104 | Exercise Psychology<br>& Lifestyle Coaching  | 4.50 Quarter Credits |
| FIT110 | Fitness Nutrition                            | 4.50 Quarter Credits |
| FIT120 | Exercise and Fitness Assessments             | 4.50 Quarter Credits |
| FIT130 | Corrective Exercise Training                 | 4.50 Quarter Credits |
| FIT200 | Sports Nutrition                             | 4.50 Quarter Credits |
| FIT201 | Specialized Fitness Program                  | 4.50 Quarter Credits |
| FIT202 | Weight Loss Programs                         | 4.50 Quarter Credits |
| FIT210 | Advanced Corrective<br>Exercise Programs     | 4.50 Quarter Credits |
| FIT220 | Sports Fitness Training                      | 4.50 Quarter Credits |
| FIT235 | Externship Review                            | 2.00 Quarter Credits |
| FIT230 | Health & Fitness Trainer Externship          | 2.50 Quarter Credits |
| FIT250 | Certification Exam Preparation               | 4.50 Quarter Credits |

**General Education Courses**

|        |             |                     |
|--------|-------------|---------------------|
| ENG101 | English     | 5.0 Quarter Credits |
| SPC101 | Speech      | 5.0 Quarter Credits |
| MTH101 | Math        | 5.0 Quarter Credits |
| HUM101 | Art History | 5.0 Quarter Credits |
| PSY101 | Psychology  | 5.0 Quarter Credits |

**Program Total 92 Quarter Credits**



## VII. School of Information Technology

### Information Technology

The proposed Information Technology program is intended to provide useful job skills for graduates seeking an entry-level position in technology infrastructure design, implementation, support, or maintenance.

To that end, the curriculum is broadly focused on two main areas: personal computer fundamentals (hardware, software, and operating systems), networks (hardware, software, administration, security, and implementation) The intent is to provide graduates with a solid grasp of information technology fundamentals as well as preparing them to contribute immediately in technical tasks such as: personal computer setup, maintenance, administration, and repair, and network implementation, administration, daily operations, security, and programming.

### Vocational Objective

- Provide the student with the theory and skills to successfully pass industry-standard certification examinations, including COMP-TIA A+, Cisco Certified Networking Associate (CCNA), and Microsoft Network Specialist examination.
- Prepare the student to gain entry-level employment as an Information Technology professional

### Industry Occupation

Employment of computer and information technology occupations is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations. These occupations are expected to add about 488,500 new jobs, from about 3.9 million jobs to about 4.4 million jobs from 2014 to 2024, in part due to a greater emphasis on cloud computing, the collection and storage of big data, more everyday items becoming connected to the Internet in what is commonly referred to as the “Internet of things,” and the continued demand for mobile computing. (<http://www.bls.gov/ooh/computer-and-information-technology/home.htm>)

### Associate of Science in Information Technology

Upon successful completion of the program of instruction, the graduate will be awarded an Associate of Science in Information 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.



**Associate of Science in Information Technology Program Information**  
**1,200 Hours/110.50 Quarter Credit Hours / Approximately 15 months**

**Core Courses**

|       |  |                      |
|-------|--|----------------------|
| IT101 | Computer Applications                          | 4.50 Quarter Credits |
| IT102 | Desktop Hardware and Software I                | 4.50 Quarter Credits |
| IT103 | Desktop Hardware and Software II               | 4.50 Quarter Credits |
| IT104 | Desktop Operating Systems I                    | 4.50 Quarter Credits |
| IT105 | Desktop Operating Systems II                   | 4.50 Quarter Credits |
| IT106 | Linux Operating Systems                        | 4.50 Quarter Credits |
| IT110 | Introduction to Cloud Computing                | 4.50 Quarter Credits |
| IT200 | Networking Essentials I                        | 4.50 Quarter Credits |
| IT201 | Networking Essentials II                       | 4.50 Quarter Credits |
| IT202 | Microsoft Networking I                         | 4.50 Quarter Credits |
| IT203 | Microsoft Networking II                        | 4.50 Quarter Credits |
| IT210 | Database Administration and Management         | 4.50 Quarter Credits |
| IT211 | Routing Protocols and Concepts I               | 4.50 Quarter Credits |
| IT212 | Routing Protocols and Concepts II              | 4.50 Quarter Credits |
| IT220 | LAN Technologies                               | 4.50 Quarter Credits |
| IT221 | WAN Technologies                               | 4.50 Quarter Credits |
| IT230 | Network Security I                             | 4.50 Quarter Credits |
| IT240 | Network Security II                            | 4.50 Quarter Credits |
| IT250 | Project Management and Technical Documentation | 4.50 Quarter Credits |

**General Education Courses**

|        |             |                      |
|--------|-------------|----------------------|
| ENG101 | English     | 5.00 Quarter Credits |
| SPC101 | Speech      | 5.00 Quarter Credits |
| MTH101 | Math        | 5.00 Quarter Credits |
| HUM101 | Art History | 5.00 Quarter Credits |
| PSY101 | Psychology  | 5.00 Quarter Credits |

**Program Total 110.50 Quarter Credits**



## **VIII. Platt College Distance Education (DE)**

Platt College offers its distance education program through its Alhambra Campus. Platt College – Alhambra Distance Education program is approved to offer the following programs by means of Distance Education (DE) by the Bureau for Private Post-Secondary Education (BPPE):

- Certificate in Veterinary Technology Alternate Route - DE
- Associate of Science in Veterinary Technology - DE
- Bachelor of Science in Diagnostic Medical Sonography – DE
- Bachelor of Arts in Health Care Management (Degree Completion)- DE
- Bachelor of Science in Respiratory Therapy (Degree Completion) – DE
- Bachelor of Arts in Criminal Justice - DE
- Bachelor of Arts in Paralegal Studies – DE

Platt College – Alhambra Distance Education programs are available for student enrollment in the following states:

- California
- Florida
- Massachusetts
- Georgia
- Virginia

### **Distance Education Instructional Schedule:**

The Distance Education environment is open 24/7. The school week is Monday through Sunday. The first week of the start may vary depending on the start date for the term. All postings and lecture material are available 24/7 via the Learning Management System, Canvas. Each faculty member will provide specific office hours that designate when they are available for questions or elaboration of material. This will be provided in addition to the bi-monthly face to face session students will be able to access through Canvas.

### **Distance Education Library**

The Platt College Library / Learning Resource Center offers a comprehensive collection of resources made available to our students in various publication formats to support our academic programs. Our students have 24 hours access to our online resources on the home page of each course:

- [www.lirn.net](http://www.lirn.net)
- <https://plattcollege.optimalresume.com>

### **Technology System Requirements**

All online students will be required to have a device that supports the following technology system requirements:

- Screen Size:
  - A minimum of 1024 x 600
  - This is the average size of a netbook. If you want to view Canvas on a device with a smaller screen, you can use the Canvas mobile application. Please note that not all Canvas functions can be performed on the Canvas mobile application.





- Operating Systems:
  - Windows XP SP3 or newer
  - Mac OSX 10.6 or newer
  - Linux – ChromeOS
- Minimum Computer Speed and Processor :
  - Use of a computer greater than 5 years old is highly discouraged, use a newer computer when possible
  - 1 GB of RAM
  - 2 GHz processor
  - Internet speed - Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments and a minimum of 512 kbps
  - Screen readers –
    - Mac – Voice over (latest version for Safari)
    - PC – JAWS (latest version for Internet Explorer 10 & 11) or NVDA (latest version for FireFox)
    - There is no screen reader support for Canvas in Chrome
- Mobile Operating System Native App Support:
  - iOS 7 or newer
  - Android 2.3 or newer

### **Distance Education Resources**

#### • **Tutoring**

Students in need of academic assistance on-line may arrange for tutoring by calling or e-mailing their instructor, Program Director, Student Services or Dean. Tutoring is by appointment. There is no cost to the student for tutoring.

#### • **Placement Services**

Distance Education services are supported by the Career Services Department located at the Alhambra campus.

### **Distance Education Policies**

Attendance in all scheduled courses is essential for academic achievement. Unlike ground based classes, students do not need to attend class at a specific time every day in an asynchronous online course. However, attendance is recorded and defined by active participation in any academic activity (quiz, discussion question, assignment, etc.) by their scheduled due dates. Due dates are subject to change and are outlined within the course. Failure to complete three activity posts will result in being dropped from the program. Attendance is directly linked with the final grade a student receives in a course as defined by the course syllabus. Should absences exceed what is defined as acceptable in any course, the student may receive a failing grade for the course. Platt College does not have an excused / unexcused absence policy. Students are responsible to attend all scheduled class sessions and complete all assignments.

Distance Education students must also do the following throughout the module to remain an active student:

- The first completed academic activity for the week must be posted by midnight Pacific Standard Time on the third business day of the module.
- Students must complete at least two more academic activities on two separate days each week. Posts must be made no later than midnight Thursday and Sunday of each week.



- New students are not required to post on the first day of a module start, if the module starts on a Thursday or Sunday.

With the exception of the policies listed below, all of Platt College policies and procedures listed through the Academic Catalog apply to all Distance Education students.

All assignments must fully meet all requirements set by the instructor to be considered complete and submitted on time. Upon submission of a student's assignment, discussion post or other related course work, the instructor will provide feedback within 72 hours with consideration to holidays should they fall within that 72 hours .

Late assignment submittals may not be accepted depending on the course policy. As such, accepted late submittals may be subject to a reduction in grade. Late assignments submittals must be approved by the instructor and Academic Dean.

## Distance Education Program Information

### 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.

**Industry Occupation**

Veterinary technologists and technicians work in private clinics, laboratories, and animal hospitals. Their jobs may be physically or emotionally demanding. Many work evenings, weekends, or holidays. (<http://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm>)

**Certificate in Veterinary Technician Alternate Route DE**

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 Information**  
**325 Hours / Approximately 7 months**

**Core Courses**

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

**Program Total** **325 Clock Hours**

**Associate of Science in Veterinary Technology DE**

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.

**Associate of Science in Veterinary Technology DE**

**Program Information**

**1,675 Hours / 125 Quarter Credit Hours / Approximately 18 months**

**Core Courses**

|          |  |                     |
|----------|--|---------------------|
| VTDE101  | Introduction to Veterinary Technology                                    | 4.0 Quarter Credits |
| VTDE102  | Veterinary Medical Terminology and Calculations                          | 4.5 Quarter Credits |
| VTDE103  | Veterinary Anatomy & Physiology I  | 4.0 Quarter Credits |
| VTDE104B | Veterinary Anatomy & Physiology II / III                                 | 6.0 Quarter Credits |
| VTDE106  | Veterinary Pharmacology I  | 5.0 Quarter Credits |
| VTDE107  | Veterinary Pharmacology II   | 2.5 Quarter Credits |
| VTDE109A | Lab Animal Nursing and Exotic Animal Nursing                             | 3.0 Quarter Credits |
| VTDE110  | Veterinary Clinical Pathology  | 3.5 Quarter Credits |
| VTDE111  | Veterinary Parasitology  | 3.0 Quarter Credits |
| VTDE112  | Veterinary Clinical Pathology II   | 1.5 Quarter Credits |
| VTDE120  | Veterinary Clinical Techniques I   | 3.0 Quarter Credits |
| VTDE121A | Veterinary Clinical Techniques II / III                                  | 4.0 Quarter Credits |
| VTDE122  | Small Animal Nursing I   | 2.5 Quarter Credits |
| VTDE123  | Small Animal Nursing II  | 2.5 Quarter Credits |
| VTDE130  | Veterinary Anesthesia & Surgical Nursing I                               | 3.0 Quarter Credits |
| VTDE 131 | Veterinary Anesthesia & Surgical Nursing II                              | 3.0 Quarter Credits |
| VTDE141  | Veterinary Hospital Management & Client Communication & Customer Service | 5.0 Quarter Credits |
| VTDE150  | Veterinary Diagnostic Imaging  | 3.5 Quarter Credits |
| VTDE160  | Animal Nutrition   | 4.5 Quarter Credits |
| VTDE171A | Equine and Large Animal Nursing  | 5.0 Quarter Credits |
| VTDE200A | Veterinary Clinical Externship I   | 4.0 Quarter Credits |
| VTDE200B | Veterinary Technician Seminar  | 3.0 Quarter Credits |
| VTDE201  | Veterinary Clinical Externship II  | 4.0 Quarter Credits |
| VTDE202  | Veterinary Clinical Externship III                                       | 4.0 Quarter Credits |
| VTDE203  | Veterinary Technician License Preparation                                | 4.0 Quarter Credits |
| VTDE250A | Veterinary Clinical Skills Seminar I / II / III                          | 6.0 Quarter Credits |
| VTDE255A | Veterinary Externship Preparation I / II                                 | 3.0 Quarter Credits |

**General Education Courses**

|          |                                |                     |
|----------|--------------------------------|---------------------|
| BIODE103 | General Biology & Microbiology | 6.0 Quarter Credits |
| CHMDE103 | General Chemistry              | 3.0 Quarter Credits |
| MTHDE102 | College Algebra                | 6.0 Quarter Credits |
| ENGDE102 | English Composition            | 6.0 Quarter Credits |
| SPCDE102 | Speech 1                       | 3.0 Quarter Credits |

**Program Total**

**125 Quarter Credits**



## **Diagnostic Medical Sonography (Bachelor of Science)**

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.

## **Industry Occupations**

Most diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists, work full time. Most diagnostic imaging workers were employed in hospitals in 2014, while most others worked in physician's offices and medical and diagnostic laboratories. (<http://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm>)

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

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 / 208 Quarter Credit Hours / Approximately 31 months**

Core Sonography Courses

|          |  |                     |
|----------|--|---------------------|
| APH101   | Anatomy & Physiology                                       | 6.0 Quarter Credits |
| DMS101   | Introduction to Sonography 1                               | 3.0 Quarter Credits |
| DMS102   | Introduction to Sonography 2                               | 3.0 Quarter Credits |
| DMS103   | Introduction to Sonography 3                               | 3.0 Quarter Credits |
| DMS104   | Introduction to Sonography 4                               | 3.0 Quarter Credits |
| DMS105   | Introduction to Sonography 5                               | 3.0 Quarter Credits |
| DMS106   | Introduction to Sonography 6                               | 3.0 Quarter Credits |
| DMS107   | Introduction to Sonography 7                               | 3.0 Quarter Credits |
| DMS111   | Ultrasound Physics 1                                       | 3.0 Quarter Credits |
| DMS112   | Ultrasound Physics 2                                       | 3.0 Quarter Credits |
| DMS113   | Ultrasound Physics 3                                       | 3.0 Quarter Credits |
| DMS121   | Patient Care   | 3.0 Quarter Credits |
| DMS122   | Medical Terminology  | 3.0 Quarter Credits |
| DMS211   | Abdomen and Superficial Structures 1                       | 3.0 Quarter Credits |
| DMS212   | Abdomen and Superficial Structures 2                       | 3.0 Quarter Credits |
| DMS213   | Abdomen and Superficial Structures 3                       | 3.0 Quarter Credits |
| DMS221   | Obstetrics & Gynecology Sonography 1                       | 3.0 Quarter Credits |
| DMS222   | Obstetrics & Gynecology Sonography 2                       | 3.0 Quarter Credits |
| DMS223   | Obstetrics & Gynecology Sonography 3                       | 3.0 Quarter Credits |
| DMS231   | Introduction to Vascular Sonography 1                      | 3.0 Quarter Credits |
| DMS232   | Introduction to Vascular Sonography 2                      | 3.0 Quarter Credits |
| DMS255   | Pre-Clinical Seminar                                       | 3.0 Quarter Credits |
| DMSX271  | Clinical Practicum 1                                       | 5.0 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                                       | 3.0 Quarter Credits |
| DMS262   | Sonography Seminar 2                                       | 3.0 Quarter Credits |
| DMS263   | Sonography Seminar 3                                       | 3.0 Quarter Credits |
| DMS264   | Exam Preparation Seminar                                   | 6.0 Quarter Credits |
| DMS281   | Lab Exit Competency  | 3.0 Quarter Credits |
| BLMDE301 | Introduction to U.S. Healthcare System                     | 4.0 Quarter Credits |
| BLMDE302 | Current Issues, Trends, and Innovations in U.S. Healthcare | 4.0 Quarter Credits |
| BLMDE303 | Quality Improvement in Healthcare                          | 4.0 Quarter Credits |



|          |  |                     |
|----------|--|---------------------|
| BLMDE304 | Organization and Management of Healthcare Systems      | 4.0 Quarter Credits |
| MGTDE300 | Communication for the Healthcare Professional          | 4.0 Quarter Credits |
| MGTDE310 | Introduction to Management in Healthcare Organizations | 4.0 Quarter Credits |
| HCMDE345 | Economics in Healthcare Organizations                  | 4.0 Quarter Credits |
| MISDE300 | Information Technology for the Healthcare Professional | 4.0 Quarter Credits |

**General Education Courses**

|        |                                |                     |
|--------|--------------------------------|---------------------|
| MTH102 | College Algebra                | 6.0 Quarter Credits |
| PHS101 | Physics                        | 6.0 Quarter Credits |
| ENG102 | English Composition            | 6.0 Quarter Credits |
| SPC102 | Speech 1                       | 3.0 Quarter Credits |
| SPC103 | Speech 2                       | 3.0 Quarter Credits |
| SOC321 | Organizational Sociology       | 5.0 Quarter Credits |
| ENG305 | Advanced Composition           | 6.0 Quarter Credits |
| SOC302 | Ethics                         | 5.0 Quarter Credits |
| HIS323 | History of Business Innovation | 5.0 Quarter Credits |

**Program Total** **208 Quarter Credits**

**Health Care Management (Bachelor of Arts)**

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 Bachelor of Arts in Health Care Management is designed for applicants with an Academic Associate’s degree or above.

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 Objectives**

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.

### **Industry Occupations**

Medical and health services managers held about 333,000 jobs in 2014. Most medical and health services managers work in offices in healthcare facilities, including hospitals and nursing homes, and group medical practices. (<http://www.bls.gov/ooh/management/medical-and-health-services-managers.htm>)

### **Bachelor of Arts in Health Care Management**

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 in Health Care Management Program Information**

1,200 Hours / 100 Quarter Credit Hours / Approximately 15 months

#### **Business Foundation Courses**

|          |  |                     |
|----------|--|---------------------|
| MGTDE300 | Communication for the Healthcare Professional          | 4.0 Quarter Credits |
| MGTDE310 | Introduction to Management in Healthcare Organizations | 4.0 Quarter Credits |
| MGTDE315 | Ethics for the Healthcare Professional                 | 4.0 Quarter Credits |
| MGTDE325 | Marketing for the Healthcare Professional              | 4.0 Quarter Credits |
| HCMDE345 | Economics in Healthcare Organizations                  | 4.0 Quarter Credits |
| MISDE300 | Information Technology for the Healthcare Professional | 4.0 Quarter Credits |

#### **The U.S. Healthcare System**

|          |  |                     |
|----------|--|---------------------|
| BLMDE301 | Introduction to U.S. Healthcare System                     | 4.0 Quarter Credits |
| BLMDE302 | Current Issues, Trends, and Innovations in U.S. Healthcare | 4.0 Quarter Credits |
| BLMDE303 | Quality Improvement in Healthcare                          | 4.0 Quarter Credits |
| BLMDE304 | Organization and Management of Healthcare Systems          | 4.0 Quarter Credits |





**Leadership and Management Core Courses**

|          |   |                     |
|----------|---|---------------------|
| BLMDE400 | Theories, Practices and Ethics of Leadership        | 4.0 Quarter Credits |
| BLMDE405 | Organizational Dynamics and Change Management       | 4.0 Quarter Credits |
| BLMDE410 | Leading Diverse Groups and Teams                    | 4.0 Quarter Credits |
| BLMDE420 | Organizational Training and Development             | 4.0 Quarter Credits |
| BLMDE430 | Operations Management                               | 4.0 Quarter Credits |
| BLMDE440 | Project Management                                  | 4.0 Quarter Credits |
| BLMDE450 | Transforming Organizations                          | 4.0 Quarter Credits |
| BLMDE460 | Leading Strategic and Organizational Sustainability | 4.0 Quarter Credits |
| BLMDE470 | Research and Evaluation Methods in Leadership       | 4.0 Quarter Credits |

**Capstone Project**

|          |                             |                     |
|----------|-----------------------------|---------------------|
| BLMDE490 | Leadership Capstone Seminar | 4.0 Quarter Credits |
|----------|-----------------------------|---------------------|

**General Education Courses**

|          |                                |                     |
|----------|--------------------------------|---------------------|
| SOCDE321 | Organizational Sociology       | 5.0 Quarter Credits |
| ENGDE303 | College Writing                | 5.0 Quarter Credits |
| SOCDE302 | Ethics                         | 5.0 Quarter Credits |
| HISDE323 | History of Business Innovation | 5.0 Quarter Credits |

**Program Total** **100 Quarter Credits**

**Respiratory Therapy (Bachelor of Science)**

**The Bachelor of Science in Respiratory Therapy is designed for applicants with an Academic Associate's degree or above in Respiratory Therapy.**

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

Assessing lung and breathing disorders and recommending treatment methods; interviewing patients and doing chest physical exams; obtaining sputum specimens for analysis; drawing and analyzing arterial blood specimens; performing pulmonary function tests; providing complex therapy requiring considerable independent judgment such as managing



ventilators and artificial airway devices; giving emergency care to patients who are victims of a heart attack, stroke, drowning, or shock; and educating patients and families about lung disease.

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

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

- Associates degree in Respiratory Therapy
- Currently licensed to practice 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.

### **Industry Occupation**

Respiratory therapists held about 120,700 jobs in 2014. Most respiratory therapists work in hospitals. (<http://www.bls.gov/ooh/healthcare/respiratory-therapists.htm>)



## **Bachelor of Science in Respiratory Therapy**

Upon successful completion of the program of instruction, the graduate will be awarded a Bachelor of Science in Respiratory Therapy 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.

### **Bachelor of Science in Respiratory Therapy**

**1110 Hours / 93 Quarter Credit Hours / Approximately 15 months**

#### **Core Respiratory Therapy Courses**

|         |  |                     |
|---------|--|---------------------|
| RTDE310 | Advanced Topics in Respiratory Therapy Critical Care 1 | 8.0 Quarter Credits |
| RTDE311 | Advanced Topics in Respiratory Therapy Critical Care 2 | 8.0 Quarter Credits |
| RTDE312 | Advanced Topics in Respiratory Therapy Critical Care 3 | 8.0 Quarter Credits |
| RTDE313 | Advanced Topics in Respiratory Therapy Critical Care 4 | 8.0 Quarter Credits |

#### **The U.S. Healthcare System**

|          |  |                     |
|----------|--|---------------------|
| BLMDE301 | Introduction to the U.S. Healthcare System                 | 4.0 Quarter Credits |
| BLMDE302 | Current Issues, Trends, and Innovations in U.S. Healthcare | 4.0 Quarter Credits |
| BLMDE303 | Quality Improvement in Healthcare                          | 4.0 Quarter Credits |
| BLMDE304 | Organization and Management of Healthcare Systems          | 4.0 Quarter Credits |

#### **Management Courses**

|          |  |                     |
|----------|--|---------------------|
| MGTDE310 | Management in Health Care Organizations            | 4.0 Quarter Credits |
| MGTDE320 | Human Resources for the Healthcare Professional    | 4.0 Quarter Credits |
| HCMDE345 | Economics in Healthcare Organizations              | 4.0 Quarter Credits |
| RTDE350  | Specialty Topics in Respiratory Therapy Management | 4.0 Quarter Credits |
| RTDE420  | Respiratory Therapy Capstone                       | 8.0 Quarter Credits |

#### **General Education Courses**

|          |                          |                     |
|----------|--------------------------|---------------------|
| STADE301 | Statistics               | 5.0 Quarter Credits |
| SOCDE321 | Organizational Sociology | 5.0 Quarter Credits |
| ENGDE305 | Advanced Composition     | 6.0 Quarter Credits |
| SOCDE302 | Ethics                   | 5.0 Quarter Credits |

#### **Program Total**

**93 Quarter Credits**



## **CRIMINAL JUSTICE (Bachelors of Arts)**

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.

### **Industry Occupations**

The field of criminal justice offers some very exciting and rewarding career opportunities. With new breakthroughs in forensic technology and an ever evolving domestic and international criminal justice landscape, it's almost a guarantee a career as a law enforcement or criminal justice professional will be anything but boring. There is an ever expanding list of criminal justice and law enforcement career opportunities that welcome individuals with diverse educational and professional backgrounds. Whether you're interested in criminology, psychology, political science, social work, engineering, forensics, chemistry, law or even accounting, you'll find a criminal justice career suited to your interests and skill set.

(<http://www.careerprofiles.info/criminal-justice-careers.html#descriptions>)

## **Bachelor of Arts in Criminal Justice**

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



**Bachelor of Arts in Criminal Justice Degree Program Information**  
**2350 Hours / 214 Quarter Credit Hours / Approximately 31 months**

**Core Courses**

|         |  |                      |
|---------|--|----------------------|
| CJDE135 | Introduction to Law                                  | 4.0 Quarter Credits  |
| CJDE140 | Introduction to Report Writing                       | 4.0 Quarter Credits  |
| CJDE145 | Corrections  | 8.0 Quarter Credits  |
| CJDE155 | Private Security                                     | 8.0 Quarter Credits  |
| CJDE165 | Criminal Law   | 10.0 Quarter Credits |
| CJDE175 | Criminology  | 10.0 Quarter Credits |
| CJDE185 | Criminal Investigations/Report Writing               | 8.0 Quarter Credits  |
| CJDE215 | Juvenile Justice                                     | 10.0 Quarter Credits |
| CJDE226 | Contemporary Issues in<br>Criminal Justice/Terrorism | 8.0 Quarter Credits  |
| CJDE245 | Forensics  | 8.0 Quarter Credits  |
| CJDE305 | Criminal Behavior                                    | 9.0 Quarter Credits  |
| CJDE310 | Corrections 2  | 8.0 Quarter Credits  |
| CJDE330 | Constitutional Law                                   | 10.0 Quarter Credits |
| CJDE335 | Criminal Law 2/Advanced<br>Trial Procedures          | 10.0 Quarter Credits |
| CJDE355 | Laws of Evidence                                     | 10.0 Quarter Credits |
| CJDE360 | Immigration  | 10.0 Quarter Credits |
| CJDE370 | Issues in Public and Private Security                | 4.0 Quarter Credits  |
| CJDE375 | Management in Security Industry                      | 9.0 Quarter Credits  |
| CJDE380 | Modern Policing                                      | 9.0 Quarter Credits  |
| CJDE385 | Police Administration and Management                 | 4.0 Quarter Credits  |
| CJDE390 | Narcotics  | 4.0 Quarter Credits  |
| CJDE395 | Contemporary Issues in<br>Law Enforcement            | 4.0 Quarter Credits  |

**General Education Courses**

|          |                         |                     |
|----------|-------------------------|---------------------|
| ENGDE101 | English                 | 5.0 Quarter Credits |
| MTHDE101 | College Math            | 5.0 Quarter Credits |
| HUMDE101 | Art History             | 5.0 Quarter Credits |
| PSYDE101 | Psychology              | 5.0 Quarter Credits |
| SPCDE101 | Speech                  | 5.0 Quarter Credits |
| ENGDE303 | College Writing         | 5.0 Quarter Credits |
| MTHDE301 | College Math Principles | 5.0 Quarter Credits |
| SOCDE302 | Ethics                  | 5.0 Quarter Credits |
| POLDE305 | American Government     | 5.0 Quarter Credits |

**Program Total**

**214 Quarter Credits**



## **PARALEGAL STUDIES (Bachelor of Arts)**

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.

### **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.



### Industry Occupations

Paralegals and legal assistants are found in all types of organizations, but most work for law firms, corporate legal departments, and government agencies. They usually work full time, and some may have to work more than 40 hours a week to meet deadlines. (<http://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>)

### Bachelor of Arts in Paralegal Studies

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.

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.

### Bachelor of Arts in Paralegal Studies Degree Program Information

**2350 Hours / 217 Quarter Credit Hours / Approximately 31 months**

#### Core Courses

|         |  |                      |
|---------|--|----------------------|
| PLDE116 | Torts  | 10.0 Quarter Credits |
| PLDE135 | Introduction to Law                          | 4.0 Quarter Credits  |
| PLDE145 | Computerized Law Office Procedures           | 8.0 Quarter Credits  |
| PLDE155 | Legal Writing                                | 4.0 Quarter Credits  |
| PLDE165 | Criminal Law 1                               | 10.0 Quarter Credits |
| PLDE175 | Bankruptcy                                   | 4.5 Quarter Credits  |
| PLDE185 | Real Property                                | 4.5 Quarter Credits  |
| PLDE206 | Research and Writing 1                       | 7.0 Quarter Credits  |
| PLDE226 | Civil Litigation 1                           | 10.0 Quarter Credits |
| PLDE256 | Family Law 1                                 | 9.0 Quarter Credits  |
| PLDE265 | Contracts                                    | 9.0 Quarter Credits  |
| PLDE305 | Wills, Trusts and Estate Planning            | 9.0 Quarter Credits  |
| PLDE330 | Constitutional Law                           | 10.0 Quarter Credits |
| PLDE335 | Criminal Law 2/<br>Advanced Trial Procedures | 9.0 Quarter Credits  |
| PLDE345 | Civil Litigation 2                           | 9.0 Quarter Credits  |
| PLDE350 | Laws of Evidence                             | 10.0 Quarter Credits |
| PLDE355 | Family Law 2                                 | 9.0 Quarter Credits  |
| PLDE360 | Immigration                                  | 9.0 Quarter Credits  |



|         |                                 |                      |
|---------|---------------------------------|----------------------|
| PLDE405 | Research and Writing 2          | 8.0 Quarter Credits  |
| PLDE415 | Labor Law/Workers' Compensation | 9.0 Quarter Credits  |
| PLDE425 | Intellectual Property           | 10.0 Quarter Credits |

**General Education Courses**

|          |                         |                     |
|----------|-------------------------|---------------------|
| ENGDE101 | English                 | 5.0 Quarter Credits |
| SPCDE101 | Speech                  | 5.0 Quarter Credits |
| PSYDE101 | Psychology              | 5.0 Quarter Credits |
| MTHDE101 | College Math            | 5.0 Quarter Credits |
| HUMDE101 | Art History             | 5.0 Quarter Credits |
| MTHDE301 | College Math Principles | 5.0 Quarter Credits |
| SOCDE302 | Ethics                  | 5.0 Quarter Credits |
| ENGDE303 | College Writing         | 5.0 Quarter Credits |
| POLDE305 | American Government     | 5.0 Quarter Credits |

**Program Total** **217 Quarter Credits**

## IX. 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/66.5 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)

**Certificate in Business Management**

750 Hours/ 75 Quarter Credit Hours (Approximately 10 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/145 Quarter Credit Hours (Approximately 20 months)

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

3070 Hours/208 Quarter Credits (Approximately 31 months)

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

3510 Hours/208 Quarter Credits (Approximately 35 months)

**Diploma in Medical Assisting**

1010 Hours/70 Quarter Credit Hours (Approximately 11 months)

**Associate of Science in Medical Assisting Degree**

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

**Associate of Science in Medical Administrative Specialist Degree**

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

**Certificate in Vocational Nursing**

1750 Hours/96.0 Quarter Credit Hours (Approximately 14 months)

**Associate of Science in Vocational Nursing**

1980 Hours/119 Quarter Credit Hours (Approximately 16 months)

**Certificate in Hemodialysis**

280 Clock Hours (Approximately 3 months)

**Certificate in Certified Nurse Assistant**

150 Clock Hours (Approximately 2 months)

**Associate of Science in Veterinary Technology Degree**

1675 Hours/125 Quarter Credit Hours (Approximately 18 months)

**Certificate in Veterinary Technician Alternate Route**

325 Clock Hours (Approximately 7 months)

**Associate of Science in Vision Care Technician Degree**

1450 Hours/96.5 Quarter Credit Hours (Approximately 15 months)



**Certificate in Vision Care Technician**

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)

**Certificate in Veterinary Technician Alternate Route DE**

325 Clock Hours (Approximately 7 months)

**Bachelor of Arts in Paralegal Studies DE**

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

**Bachelors of Arts in Criminal Justice DE**

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

**Bachelor of Arts in Health Care Management DE**

1,200 Hours/100 Quarter Credit Hours (Approximately 15 months)

**Bachelor of Science in Respiratory Therapy DE**

1110 Hours/93 Quarter Credit Hours (Approximately 15 months)

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

3070 Hours/208 Quarter Credits (Approximately 31 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. In Anaheim, all courses are taught at 1551 South Douglass Road, Anaheim, CA 92806.

The Alhambra 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. The Anaheim Campus occupies 55,000 square feet. The modern facility has state of the art classrooms, computer, design, and medical labs, library, student lounge and administrative space.

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. According to rentals.com for Anaheim, CA rental properties start at approximately \$1200.00 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:

| Evaluation Period   | CGPA Must Be |
|---------------------|--------------|
| First Term          | 1.5          |
| 2 Term (and beyond) | 2.0          |



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:**

| Term or Evaluation Period                | Student's CGPA at End of Term or Evaluation Period | Result   |
|--|--|--|
| 8.31.15 to 11.09.15<br>(10-week period)  | 1.3  | 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. |
| 11.10.15 to 01.27.16<br>(10-week period) | 2.0 (or higher)                                    | Student removed from Academic Warning status at end of Term or Evaluation Period.  |

**Hypothetical Situation #2:**

| Term or Evaluation Period               | Student's CGPA at End of Term or Evaluation Period | Result   |
|---|--|--|
| 8.31.15 to 11.09.15<br>(10-week period) | 1.3  | 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. |
| 11.10.15 to 1.27.16<br>(10-week period) | 1.99 (or below)                                    | Student status changed to Academic Probation and will be withdrawn from the program and Financial Aid will end. Student may appeal the Academic Probation.               |

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, transfer credits, withdrawn courses, and remedial courses will be counted as credit hours attempted. The additional measurement calculates a student's academic progress by the percentage of credit hours earned to the total credit hours attempted in their program of study. A student must maintain a completion rate of 67% throughout their program at any point of evaluation to be considered in good standing.

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:

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

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

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





**Expanded Grade Symbol Definitions:**

|            |  |
|------------|--|
| <b>A</b>   | <b>(Excellent)</b> Meeting course requirements with a superior level of performance.       |
| <b>B</b>   | <b>(Good)</b> Meeting course requirements with a high level of performance.                |
| <b>C</b>   | <b>(Satisfactory)</b> Meeting course requirements with an acceptable level of performance. |
| <b>D</b>   | <b>(Unsatisfactory)</b>  |
| <b>F</b>   | <b>(Failing) Repeat course.</b>  |
| <b>W</b>   | <b>Withdrawal</b>  |
| <b>T/C</b> | <b>Transfer Credit</b>   |

**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
4. Portfolio preparation.

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

## Student Code of Conduct

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

**Student Code of 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 Law 101-226, 20 U.S.C. §1145g).

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



action up to and including dismissal from the College. 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 Student Code of Conduct by any person on the campus.

Violation of the Student 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.

### **Student Complaint / Formal Grievance Procedure**

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

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



## 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:

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](mailto: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](mailto: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](http://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](http://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](mailto: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](http://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](mailto:Regulatory@plattcollege.edu) or by mail at 6465 Sycamore Canyon Blvd, Suite 100, Riverside CA 92507.

**School Calendar:** Expected graduation dates may be influenced by a one-week annual winter break or similar academic interruptions, which may include a leave of absence, a repeated course, intentional breaks between consecutive terms / semesters, or a change of program. 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.

## **X. 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code.  
Reference: Section 94923, Education Code.



## 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**

### **APHDE101 — 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**

### **BIO103DE – 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**

**BLMDE301 — 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**



**BLMDE302 — 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**

**BLMDE303 — 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**

**BLMDE304 — 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**

**BLMDE400 — 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**

**BLMDE405 — 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**

**BLMDE410 — 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**

**BLMDE420 — 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**





### **BLMDE430 — 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**

### **BLMDE440 — 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**

### **BLMDE450 — 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**

### **BLMDE460 — 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**

### **BLMDE470 — 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**

### **BLMDE490 — 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**

**30 Hours**

**3 Quarter Credits**

### **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**

**120 Hours**

### **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**

**100 Hours**



### **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:** CHT102

### **CJ135 — Introduction to Law**

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

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

### **CJ140 — Introduction to Report Writing**

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

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

### **CJ145 — Corrections**

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

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

### **CJ155 — Private Security**

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

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

### **CJ165 — Criminal Law**

This course will be an overview of the criminal justice system in America, with emphasis on California criminal statutes, and will cover: a basic study of laws of arrest, relevant Constitutional amendments, pre-trial procedures and



motions, the elements of crimes, available defenses, case analysis, and rules and case law impacting search and seizure as well as the Miranda admonition.

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

### **CJ175 — Criminology**

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

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

### **CJ185 — Criminal Investigations/Report Writing**

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

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

### **CJ215 — Juvenile Justice**

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

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

### **CJ226 — Contemporary Issues in Criminal Justice/Terrorism**

This course examines the influence and impact of legal, civic, and political issues on the criminal justice system with a strong emphasis on terrorism, both international and domestic. A comparison of several terrorism definitions will be explored as they relate to: violence as the terrorists' operational mechanism, the desire for publicity, asymmetrical tactics, and ideological/religious/cultural relevance. A worldwide geopolitical study of terrorist groups, their methods, and histories will be examined. An additional examination of 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**

**CJDE135 — Introduction to Law**

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

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

**CJDE140 — 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**

**CJDE145 — 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**

**CJDE155 — 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**



### **CJDE165 — 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**

### **CJDE175 — 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**

### **CJDE185 — 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**

### **CJDE215 — 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**





### **CJDE226 — 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**

### **CJDE245 — 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**

### **CJDE305 — 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**

### **CJDE310 — 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**

### **CJDE330 — 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**



### **CJDE335 — 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**

### **CJDE355 — 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**

### **CJDE360 — 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**

### **CJDE370 — 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**

### **CJDE375 — 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**



### **CJDE380 — 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**

### **CJDE385 — 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**

### **CJDE390 — 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**

### **CJDE395 — 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    **50 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    **100 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: 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: DMS102                      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: DMS103                      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: DMS104                      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:** DMS105                      **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:** DMS106                      **60 Hours**                      **3.5 Quarter Credits**

### **DMS111 — Ultrasound Physics 1**

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

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

### **DMS112 — Ultrasound Physics 2**

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

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

### **DMS113 — Ultrasound Physics 3**

This course is a continuance introduction to concepts of factors involved with diagnostic ultrasound dynamic range, images processing and emphasis placed on hemodynamics, Doppler ultrasound, image artifacts, 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: DMS113                      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: 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: DMS 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:** 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:** 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:** DMS222                      **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:** 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:** 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 help to obtain the technical expertise with emphasis on mastery of skills, and abilities required performing sonographic studies and procedures. The emphasis is on abdominal, small parts, gynecological and obstetrical examinations to demonstrate proficiency in clinical scanning.

**Prerequisite:** 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: 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: 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: 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:** 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:** 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:** 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:** 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:** 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:** 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. Must have successfully passed the SPI prior to enrollment in this course.

**Prerequisite: DMS263, concurrent enrollment in DMS264**

**60 Hours**

**3 Quarter Credits**

### **DMS301 — Specialty Topics in Sonography 1**

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

**Prerequisite: DMS264**

**60 Hours**

**5 Quarter Credits**

### **DMS302 — Specialty Topics in Sonography 2**

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

**Prerequisite: DMS301**

**60 Hours**

**5 Quarter Credits**

### **DMS310 — Advanced Vascular Sonography 1**

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

**Prerequisite: 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:** 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**

### **DMSDE101 — 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: APHDE101          60 Hours          3.5 Quarter Credits**

### **DMSDE102 — 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: DMSDE101          60 Hours          3.5 Quarter Credits**

### **DMSDE103 — 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: DMSDE102          60 Hours          3.5 Quarter Credits**

### **DMSDE104 — 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: DMSDE103          60 Hours          3.5 Quarter Credits**

### **DMSDE105 — 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: DMSDE104          60 Hours          3.5 Quarter Credits**



### **DMSDE106 — 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:** DMSDE105      **60 Hours**      **3.5 Quarter Credits**

### **DMSDE107 — 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:** DMSDE106      **60 Hours**      **3.5 Quarter Credits**

### **DMSDE111 — 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**

### **DMSDE112 — 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:** DMSDE111      **30 Hours**      **3 Quarter Credits**

### **DMSDE113 — Ultrasound Physics 3**

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

**Prerequisite:** DMSDE112      **30 Hours**      **3 Quarter Credits**



**DMSDE114 — 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: DMSDE113                      30 Hours                      3 Quarter Credits**

**DMSDE121 — 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**

**DMSDE122 — 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: DMSDE121                      30 Hours                              3 Quarter Credits**

**DMSDE211 — 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: DMSDE122                      30 Hours                              3 Quarter Credits**

**DMSDE212 — 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: DMSDE211                      30 Hours                              3 Quarter Credits**

**DMSDE213 — 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: DMSDE212                      30 Hours                              3 Quarter Credits**



### **DMSDE221 — 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:** DMSDE107      **30 Hours**      **3 Quarter Credits**

### **DMSDE222 — 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:** DMSDE221      **30 Hours**      **3 Quarter Credits**

### **DMSDE223 — 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:** DMSDE222      **30 Hours**      **3 Quarter Credits**

### **DMSDE231 — 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:** DMSDE107      **30 Hours**      **3 Quarter Credits**

### **DMSDE232 — 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:** DMSDE231      **30 Hours**      **3 Quarter Credits**

### **DMSDE255 — Pre-Clinical Seminar**

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

**Prerequisite:** DMSDE231      **30 Hours**      **3 Quarter Credits**



### **DMSXDE271 — 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: DMSDE255                      160 Hours                      5 Quarter Credits**

### **DMSXDE272 — 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: DMSDE255                      200 Hours                      6.5 Quarter Credits**

### **DMSXDE273 — 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: DMSDE255                      200 Hours                      6.5 Quarter Credits**

### **DMSXDE274 — 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: DMSDE255                      200 Hours                      6.5 Quarter Credits**





### **DMSXDE275 — 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:** DMSDE255      **200 Hours**      **6.5 Quarter Credits**

### **DMSDE261 — 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:** DMSDE255      **30 Hours**      **3 Quarter Credits**

### **DMSDE262 — 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:** DMSDE255      **30 Hours**      **3 Quarter Credits**

### **DMSDE263 — 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:** DMSDE255      **30 Hours**      **3 Quarter Credits**

### **DMSDE264 — 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:** DMSDE255      **60 Hours**      **6 Quarter Credits**

### **DMSDE281 — 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:** DMSDE263, concurrent enrollment in DMSDE264  
**60 Hours**                      **3 Quarter Credits**

### **DMSDE301 — Specialty Topics in Sonography 1**

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

**Prerequisite:** DMSDE264                      **60 Hours**                      **5 Quarter Credits**

### **DMSDE302 — Specialty Topics in Sonography 2**

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

**Prerequisite:** DMSDE301                      **60 Hours**                      **5 Quarter Credits**

### **DMSDE310 — 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:** DMSDE264                      **30 Hours**                      **2.5 Quarter Credits**

### **DMSDE311 — 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:** DMSDE310                      **30 Hours**                      **2.5 Quarter Credits**

### **DMSDE312 — 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:** DMSDE311                      **30 Hours**                      **2 Quarter Credits**

### **DMSDE320 — Vascular Exam Preparation Seminar**

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

**Prerequisite:** DMSDE312                      **30 Hours**                      **2 Quarter Credits**



### **DMSXDE301 — 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:** DMSXDE276      **160 Hours**      **5 Quarter Credits**

### **DMSXDE302 — 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:** DMSXDE301      **160 Hours**      **5 Quarter Credits**

### **DMSXDE303 — 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:** DMSXDE302      **160 Hours**      **5 Quarter Credits**

### **DMSXDE304 — 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**

### **DMSXDE305 — 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:** DMSXDE304      **80 Hours**      **2.5 Quarter Credits**

### **EM151 — Publishing Design and Layout**

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

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

### **EM152 — Photo Manipulation**

Introduction to raster based image manipulation: Beginning Photoshop. Apply and develop beginning design and production skills in a raster-based



photo manipulation, culminating in the completion of at least two portfolio design pieces. Preparation of files for use in the industry printing process. Continued development of sketching and illustration skills.

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

### **EM153 — Digital Illustration**

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

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

### **EM251 — Introductory Web Design**

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

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

### **EM252 — Advanced Photo Manipulation**

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

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

### **EM253 — Advanced Digital Illustration**

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

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

### **EM255 — Figure Drawing**

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

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



### **ENG101 — English**

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

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

### **ENG102 — English Composition**

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

### **FIT101 — Anatomy and Physiology for Fitness Trainers**

Students in this course will learn about human anatomy, including the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive, and urinary systems. In addition, students will learn about the skeletal system, including the bone tissues and joints, the muscular system to include origin and insertion and function of the major muscles of the body, and the integumentary system to include skin and its function and pathologies.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credit**



### **FIT102 — Exercise Physiology for Fitness Trainers**

Students in this course learn about the physiological adjustments, scientific aspects, and biomechanics that occur within the body during exercise. In addition, students learn about the physiological systems as they are affected by physical exercise, including observations of respiratory, circulatory, nervous, and metabolic adjustments to physical exercise.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credit**

### **FIT103 — Kinesiology of Human Movement**

Students will learn about the study of biomechanics, kinetics, and muscles, including the principles of human movement and the description of structure, function, and kinesiology of the extremities. Topics include kinematics at the whole body level, tissues, joints, limbs, and biomechanics of the upper and lower extremities. Furthermore, students will learn the action and kinematics of the skeletal muscles. Students will consider various techniques to understand and improve the kinetics of human motion.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credit**

### **FIT104 — Exercise Psychology & Lifestyle Coaching**

Students will learn the basics of personal and professional leadership as well as motivational and situational techniques to use during interaction with clients to enhance positive behavioral change. Students will also learn how to apply a holistic, integrated, principled-centered approach to organizing personal lives and motivating people to be physically active. In addition, students will learn about client screening, goal setting, managing stress, physical performance, professional ethics of wellness professionals and health-related quality of life. This course will lay the foundation for students to effectively promote personal training as part of a healthy lifestyle.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credits**

### **FIT110 — Fitness Nutrition**

Students in this course will learn about the practical applications in sports nutrition. Students will understand the role of macronutrients and micronutrients in weight management. Students will also learn the nutritional requirements of different types of athletes and the potential job opportunities in sports nutrition.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credits**

### **FIT120 — Exercise and Fitness Assessments**

Personal fitness trainers are required to perform subjective assessments, objective assessments, and movement assessments with their clients to provide quality personal training services. This course provides students with a practical opportunity to develop and hone those skills. Students are introduced to training techniques for use in program design courses.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credits**

### **FIT125 — Corrective Exercise Training**

This course will present an evidence-based approach to corrective exercise, the components of a comprehensive solution, and the practical know-how to develop and implement integrated strategies to improve common movement impairments.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credits**



### **FIT130 — Fitness Program Design**

This course prepares students to design goal-specific OPT™ programs, stabilization OPT™ programs, strength OPT™ programs, flexibility training, core training, balance training, plyometric training, speed, agility, and quickness training, resistance training, and cardiorespiratory training programs for each client. Students are expected to be able to implement appropriate exercise techniques and modify, progress, and regress appropriate exercises.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credits**

### **FIT200 — Sports Nutrition**

Nutritional guidance and support for overall health, weight loss, and long-term weight management is in high-demand. This course will provide essential knowledge and skill regarding energy balance, caloric needs, activity, metabolism, and food choices.

**Prerequisite: None**    **50 Hours**    **4.5 Quarter Credits**

### **FIT201 — Specialized Fitness Programs**

Students in this course will learn and practice the skills and knowledge required to develop fitness programs for clientele requiring special considerations. Populations to be studied include youths, seniors, pregnant women, obese people, those suffering from pulmonary diseases, metabolic diseases, immunological and hematological disorders, orthopedic diseases and disabilities, neuromuscular disorders, cognitive, psychological, and sensory disorders, and increased cardiovascular disease risk factors.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credits**

### **FIT202 — Weight Loss Programs**

Students in this course learn to develop specialized fitness programs to help meet clients' objectives for weight loss through improved fitness. Topics covered include: the health effects of obesity, the psychology and physiology of weight loss control, and key training and nutrition programs to promote weight loss.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credits**

### **FIT210 — Advanced Corrective Exercise Programs**

This course continues the design and implementation of effective Corrective Exercise programs explored in FIT125. Students completing this course will be prepared to take NASM's Corrective Exercise Specialist credentialing examination.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credits**

### **FIT220 — Sports Fitness Training**

This lab is the practical application of program design for sport-specific clients. Students will be able to design cardiorespiratory training programs, power OPT™ programs, and programs for clients who participate in individual competition or team sports. Students will apply principles of reactive neuromuscular training (plyometric) and integrated speed training to help clients achieve their established goals.

**Prerequisite: None**                      **50 Hours**                      **4.5 Quarter Credits**



### **FIT230 — Health & Fitness Trainer Externship**

The internship is an opportunity to integrate career related experience to the program of study. The course provides students the opportunity to relate theory to practice. It also provides the students with in-service orientation to a career which will enhance the student's understanding of organizational and group processes.

**Prerequisite: None**

**80 Hours**

**2.5 Quarter Credits**

### **FIT235 — Externship Review**

This course provides students with an opportunity to review key principles and skills learned and practiced in their externship training. The course is intended to be taken concurrently with the Health & Fitness Trainer externship.

**Prerequisite: None**

**25 Hours**

**2 Quarter Credits**

### **FIT250 — Certification Exam Preparation**

Students will learn about the essentials to personal fitness training. Students will be introduced to the human movement system, the Optimum Performance Training (OPT) model and other domains of basic exercise science; assessment; exercise technique and training instruction; program design; considerations in nutrition; client relations and behavioral coaching; and professional development, practice, and responsibility.

**Prerequisite: None**

**50 Hours**

**4.5 Quarter Credits**

### **HIS323 — History of Business Innovation**

This course presents a survey of the history of innovative business techniques in the 20th and 21st centuries. Students will examine production 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**

### **HCMDE345 — 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**







### **IT106 — Linux Operating Systems**

This course introduces basic concepts of the Linux operating systems. Topics include file management, user administration, directory structure, processes, and basic system architecture. Upon successful completion of this course, students will be able to install a Linux operating system, log onto a UNIX style system, navigate the file structure, control processes, create and delete files and directories, edit files, and move files and directories.

**Prerequisite:** IT103                      **50 Hours**                      **4.5 Quarter Credits**

### **IT110 — Introduction to Cloud Computing**

This course provides an overview of cloud computing and virtualization concepts. Topics include characteristics of cloud services, business value of cloud computing, technical perspectives/cloud types, steps to successful adoption, impact and changes on IT service management, and risks and consequences of operating in the cloud. These topics are reinforced through global business communication techniques and presentation skills. Upon successful completion of this course, students will be able to demonstrate knowledge of cloud computing from a business and technical perspective as well as what is involved in moving to and managing a cloud system.

**Prerequisite:** IT105                      **50 Hours**                      **4.5 Quarter Credits**

### **IT1200 — Networking Essentials I**

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Topics include the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Upon successful completion of this course, students will know and understand local area network (LAN) topologies, performing basic configurations of network devices (including switches), and implementing basic IP addressing schemes.

**Prerequisite:** IT104                      **50 Hours**                      **4.5 Quarter Credits**

### **IT201- Networking Essentials II**

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Topics include the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Upon successful completion of this course, students will be able to design and build simple local area network (LAN) topologies by applying basic principles of cabling, performing basic configurations of network devices (including routers and switches), and implementing advanced IP addressing schemes.

**Prerequisite:** IT200                      **50 Hours**                      **4.5 Quarter Credits**

### **IT202 — Microsoft Networking I**

This course introduces Windows network server administration. Topics include Directory services, Microsoft Management Console, system architecture, and other services. Upon successful completion of this course, students will be able to install, administer, and troubleshoot network services.

**Prerequisite:** IT105                      **50 Hours**                      **4.5 Quarter Credits**



### **IT203 — Microsoft Networking II**

This course is designed to provide the skills and knowledge necessary to implement a Core Windows Server infrastructure into an existing enterprise environment. Topics include installing and configuring Windows Server, Domain Services, and implementing networking services and local storage. Upon successful completion of this course, students will be able to install Windows Server and configure Windows services.

**Prerequisite: IT202                      50 Hours                      4.5 Quarter Credits**

### **IT210 — Database Administration and Management**

This course covers the technical skills required to implement a database solution in a client/server database management system. Topics include the three fundamental models: Hierarchical, Network, and Relational databases. Upon successful completion of this course, students will be able to administer a database server and operate database client software.

**Prerequisite: IT200                      50 Hours                      4.5 Quarter Credits**

### **IT211 — Routing and Protocols Concepts I**

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Topics include the analysis, verification, and troubleshooting of both classful and classless routing protocols. Upon successful completion of this course, students will be able to configure a router, conduct basic configuration of routing protocols, and design and implement basic security measures.

**Prerequisite: IT201                      50 Hours                      4.5 Quarter Credits**

### **IT212 — Routing and Protocols Concepts II**

This course describes in detail the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Topics include the thorough analysis, full configuration, verification, and troubleshooting of both classful and classless routing protocols. Upon successful completion of this course, students will be able to configure a router, manage router operating system software, configure routing protocols, and design and implement leveled security measures.

**Prerequisite: IT211                      50 Hours                      4.5 Quarter Credits**

### **IT220 — LAN Technologies**

This course focuses on how network switches operate and are implemented in a LAN environment for small through large networks. Topics include LAN switch operation, VLAN (Virtual Local Area Network) implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and network operations. Upon successful completion of this course, students will be able to analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and networks in general.

**Prerequisite: IT220                      50 Hours                      4.5 Quarter Credits**

### **IT221 — WAN Technologies**

This course introduces network user access technologies and devices. Topics include the implementation and configuration of Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay with traffic control and access lists. WAN (Wide Area Networks) security concepts, tunneling, and VPN basics are introduced, along with a discussion of the special network services required by converged applications and an introduction to quality of service (QoS). Upon successful completion of this course, students will be able to install and configure WAN technologies.

**Prerequisite: IT220                      50 Hours                      4.5 Quarter Credits**



### **IT230 — Network Security I**

This course provides an introduction into network security threats and the tools necessary to mitigate these threats. Topics include modern network security threats, securing network devices, authentication, authorization and accounting, implementing firewall technologies and intrusion prevention, and securing the local area network. Upon successful completion of this course, students will be able to design and support a basic network security.

**Prerequisite:** IT201                      **50 Hours**                      **4.5 Quarter Credits**

### **IT240 — Network Security II**

This course explores advanced concepts related to network security threats and the tools necessary to mitigate these threats. Topics include cryptography, managing secure networks, and implementing firewall technologies. Upon successful completion of this course, students will be able to design, support, and manage a secure network.

**Prerequisite:** IT230                      **50 Hours**                      **4.5 Quarter Credits**

### **IT250 — Project Management and Technical Documentation**

This course emphasizes the importance of documentation and the skills necessary to develop relevant, useful technical documentation and project plans. Topics include the documentation process, style and design, digital formats, technical baselines, project management documentation, disaster recovery overview, document archiving, and documentation configuration management. Upon successful completion of this course, students will be able to create technical documents, project plans and value effective documentation for an enterprise environment.

**Prerequisite:** ENG101, IT103    **50 Hours**                      **4.5 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**

### **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 dressings 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**

### **MA107 — First Aid / CPR & Nutrition**

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. Discussion of basic nutrition, metabolism, and diet therapy and its relation to these body systems are also included. Emphasis is placed on patient education and assisting the patient in the development of skills necessary to make informed and responsible health decisions.

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

### **MA108 — 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                      **100 Hours**                      **8 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, electrolyte, acid-base balance, and basic life sciences are included. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

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

### **MAS104 — Introduction to Medical Transcription**

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

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

### **MAS105 — Pharmaceutical Terms & Advanced Medical Terminology**

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

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

### **MAS106 — Human Resources, Risk Management and Employability**

This course introduces the student to human resources and risk management in the medical environment. Students will be introduced to basic human resource functions including classifying and reclassifying existing positions, interviewing and hiring employees, counseling employees, benefits, work hours and overtime.



Students will learn to identify the sources of liability in an office based medical practice, specify strategies to reduce exposure to office liability, discuss various methods to address compliance issues related to an office based medical practice and describe liability issues related to employment in the office based medical practice. Students will utilize the media resource center regularly in order to develop speed, accuracy and proficiency in abstracting data, data entry, billing and coding, transcription and form preparation in addition rooming skills and vital signs.

**Prerequisite: None**

**50 Hours**

**4 Quarter Credits**

### **MAS107 — Advanced EHR**

This course will cover the advanced topics in the field of electronic records. Such topics may include, but are not limited to: health data structure, standards across the board and various types of data collection methods. Students will also learn the importance of electronic health record maintenance, privacy, security and confidentiality. They will discuss the financial management side of insurances and billing.

**Prerequisite: None**

**50 Hours**

**3.5 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**







**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**

### **MGTDE300 — 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**

### **MGTDE310 — 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**

### **MGTDE315 — 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**

### **MGTDE320 — 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**

### **MGTDE325 — 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**

### **MISDE300 — 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 preceding Multimedia courses

100 Hours

7 Quarter Credits

### **MSX251 — Externship**

The Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. This hands-on experience gives the student on-the-job training that would be impossible to provide in a



classroom setting. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Externship Coordinator will monitor the student's progress, along with the Externship Site Supervisor, with on-site visits being performed.

**Prerequisite: Completion of all courses in the program.**

**160 Hours**

**5 Quarter Credits**

### **MTH101 — College Math**

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

**Prerequisite: None**

**50 Hours**

**5 Quarter Credits**

### **MTH102 — College Algebra**

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 laws 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: MTH 101 or MTH 102 or Equivalent**  
**60 Hours**                      **6 Quarter Credits**

### **PL116 — Torts**

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

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

### **PL135 — Introduction to Law**

This is an introductory course in paralegal studies and Criminal Justice. This course introduces students to basic legal concepts, principles and procedures in the study of law. It will provide students with an understanding of the structure of the U.S. legal system including the court systems, both federal and state courts and the history of law in the United States. The Course will further explore the role and functions of the judicial, legislative, and executive branches of the



government, the Concepts of federalism and separation of powers. Students will be able to use and understand simple legal vocabulary and knowledge of various legal theories or schools. Students will learn legal reasoning, case analysis and the IRAC method. Students will acquire knowledge of substantive areas of law such as: Criminal Law, Constitutional law and freedom, torts and Contract Law. Ethical Considerations for the legal professionals and duties will be discussed throughout the module.

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

**PL145 — Computerized Law Office Procedures**

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

**Prerequisite: PL135** **100 Hours** **8 Quarter Credits**

**PL155 — Legal Writing**

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

**Prerequisite: PL135** **50 Hours** **4 Quarter Credits**

**PL165 — Criminal Law 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: PL155                      100 Hours                      7 Quarter Credits**

**PL226 — Civil Litigation 1**

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

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

**PL256 — Family Law 1**

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

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

**PL265 — Contracts**

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

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

**PL305 — Wills, Trusts and Estate Planning**

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

**Prerequisite: none                      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: none**                      **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: 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: PL226**                      **100 Hours**                      **9 Quarter Credits**

**PL350 — 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: none**                      **100 Hours**                      **10 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: 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: none**                      **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: 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: none 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: none 100 Hours 10 Quarter Credits**

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

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**Prerequisite: None                      100 Hours                      9 Quarter Credits**

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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: PLDE206                      100 Hours                      8 Quarter Credits**

### **PLDE415 — 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: None                      100 Hours                      9 Quarter Credits**

### **PLDE425 — 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: None                      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: 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: 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:** RT210a                      **150 Hours**                      **5.5 Quarter Credits**

### **RT215a — Intensive Respiratory Care 1**

The pathophysiology of respiratory failure will be discussed. Methods of providing ventilator 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:** 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:** 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:** 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:** 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:** 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:** 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 ventilator 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**

**RTDE310 — 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 ventilator management, will be included.

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

**RTDE311 — 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**

**RTDE312 — 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**

**RTDE313 — 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**

**RTDE350 — 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**



**RTDE420 — 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**

Basic Business Math, Accounting Process, Accounting Rules and Concepts. The General Ledger, The Chart of Accounts, Journal and Journal Entries, Double Entry Accounting Principles and Concepts. QuickBooks introduction and training.

**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**

Essential elements and development of a business plan. The role of budget in business management. The budgeting process . Creating and managing a budget.

**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**

History of entrepreneurship in business. Essential considerations in becoming an entrepreneur. Entrepreneurship case studies.

**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: 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**

### **VCA 301 — 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: 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: VCA303**                      **50 Hours**                      **3.5 Quarter Credits**



### **VCA353 — Game Animation**

This course will cover how to animate character cycles, loops and transitions that are useable 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:** VCA 353, VCA 354 **50 Hours** **3.5 Quarter Credits**

### **VCA406 — Motion Capture**

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

**Prerequisite:** VCA 353, VCA 354 **50 Hours** **3.5 Quarter Credits**

### **VCA451 — Advanced Animation Production**

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

**Prerequisite:** VCA 405, VCA 406 **50 Hours** **3.5 Quarter Credits**

### **VCA452 — Demo Reel Production**

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

**Prerequisite:** VCA 405, VCA 406 **50 Hours** **4 Quarter Credits**

### **VCG302 — History of Graphic Design 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 extern in a design firm of their own discovery, to learn the structure, processes and workflow of a business environment.

**Prerequisite: Associate in Graphic Design or equivalent**

**50 Hours                      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**

### **VCV 302 — Scriptwriting and Story Development**

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

**Prerequisite: Art111 — MM307 50 Hours                      3.5 Quarter Credits**

### **VCV 303 — Directing Personnel and Script Break Down**

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

**Prerequisite: Art111 — MM307 50 Hours                      3.5 Quarter Credits**

### **VCV 304 — Digital Cinematography**

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

**Prerequisite: VCV302, VCV303**  
**50 Hours                      3.5 Quarter Credits**

### **VCV 305 — Video Editing Techniques**

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

**Prerequisite: VCV302, VCV303**  
**50 Hours                      3.5 Quarter Credits**

### **VCV 390 — Lighting and Audio for Digital Video Production**

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

**Prerequisite: VCV 304, VCV 305**  
**50 Hours                      3.5 Quarter Credits**

### **VCV 401 — Independent Video Production 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: VCV 305                      50 Hours                      4 Quarter Credits**



### **VCV 402 — 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**

### **VCV 403 — 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:** VCV402                      **100 Hours**                      **7 Quarter Credits**

### **VCW302 — Markup Languages**

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

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

### **VCW303 — Website Design**

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

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

### **VCW352 — Introduction to Server Side Languages**

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

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

### **VCW353 — Management System Fundamentals**

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

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

### **VCW405 — Advanced Server Side Languages**

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

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



### **VCW406 — Advanced Management Systems**

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

**Prerequisite:** ART111 — MM307

**50 Hours**

**3.5 Quarter Credits**

### **VCW407 — E-Commerce**

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

**Prerequisite:** ART111 — MM307

**50 Hours**

**3.5 Quarter Credits**

### **VCW451 — Advanced Website Design and Development**

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

**Prerequisite:** ART111 — MM307

**50 Hours**

**4 Quarter Credits**

### **VCW452 — Web Design Capstone Project**

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

**Prerequisite:** ART111 — MM307

**100 Hours**

**7 Quarter Credits**

### **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 discusses 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 – VN131** **24 Hours**    **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 – VN131**    **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: 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.

**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.

**Prerequisite:** VT104                      **25 Hours**                      **2 Quarter Credits**

### **VT106 — Veterinary Pharmacology I**

This course introduces 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**

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

**Prerequisite:** VT101, VT105A, VT106 **25 Hours**                      **2 Quarter Credits**

### **VT 109 — 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**

This course provides 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, and methods of transmission, identification, and prevention and treatment of parasitic disease in animals.

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

**VT 112 — Veterinary Clinical Pathology II**

This course continues to provide 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**

**VT 113 — 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 also be covered.

**Prerequisite: None**                      **25 Hours**                      **2 Quarter Credits**

**VT120 — Veterinary Clinical Techniques I**

This course begins the student's 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.

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

**VT121 — Veterinary Clinical Techniques II**

This course continues the student's 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.

**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.

**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.

**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.

**Prerequisite:** 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**

Principles and practice of veterinary office management for veterinary technology students. Client relations, receptionist skills, telephone techniques and personnel management. Generation and maintenance of correspondence, medical records, legal forms and hospital logs. Basic bookkeeping, accounting and financial management principles. Marketing and public relations. Professional ethics and professionalism. Use of computers for data entry, patient record management and inventory control. Use of practice management software. State and federal laws as they apply to the veterinary practice.

**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**





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 addition, 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.

**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**

**VTDE104B — Veterinary Anatomy & Physiology II / 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.

**Prerequisite: VTDE103**

**75 Hours**

**6 Quarter Credits**



### **VTDE106 — Veterinary Pharmacology I**

This course introduces 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**

### **VTDE109A — Lab Animal and Exotic 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. 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**                      **35 Hours**                      **3 Quarter Credits**

### **VTDE110 — Veterinary Clinical Pathology**

This course provides 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, and 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**

This course continues to provide 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**





### **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**

### **VTDE141A — Veterinary Hospital Management and Client Communication and Customer Service**

Principles and practice of veterinary office management for veterinary technology students. Client relations, receptionist skills, telephone techniques and personnel management. Generation and maintenance of correspondence, medical records, legal forms and hospital logs. Basic bookkeeping, accounting and financial management principles. Marketing and public relations. Professional ethics and professionalism. Use of computers for data entry, patient record management and inventory control. Use of practice management software. State and federal laws as they apply to the veterinary practice. 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

**50 Hours**

**5 Quarter Credits**

### **VTDE150 — 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**



### **VTDE171A — Equine and Large Animal 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. 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

**50 Hours**

**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 VTDE200B 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**

### **VTDE203 — 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.

**Prerequisite:** VTDE101 – VTDE202

**50 Hours**

**4 Quarter Credits**

### **VTDE250A — Veterinary Clinical Skills Seminar (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

**120 Hours**

**6 Quarter Credits**

### **VTDE255A — 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

**65 Hours**

**3 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 addition, 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**





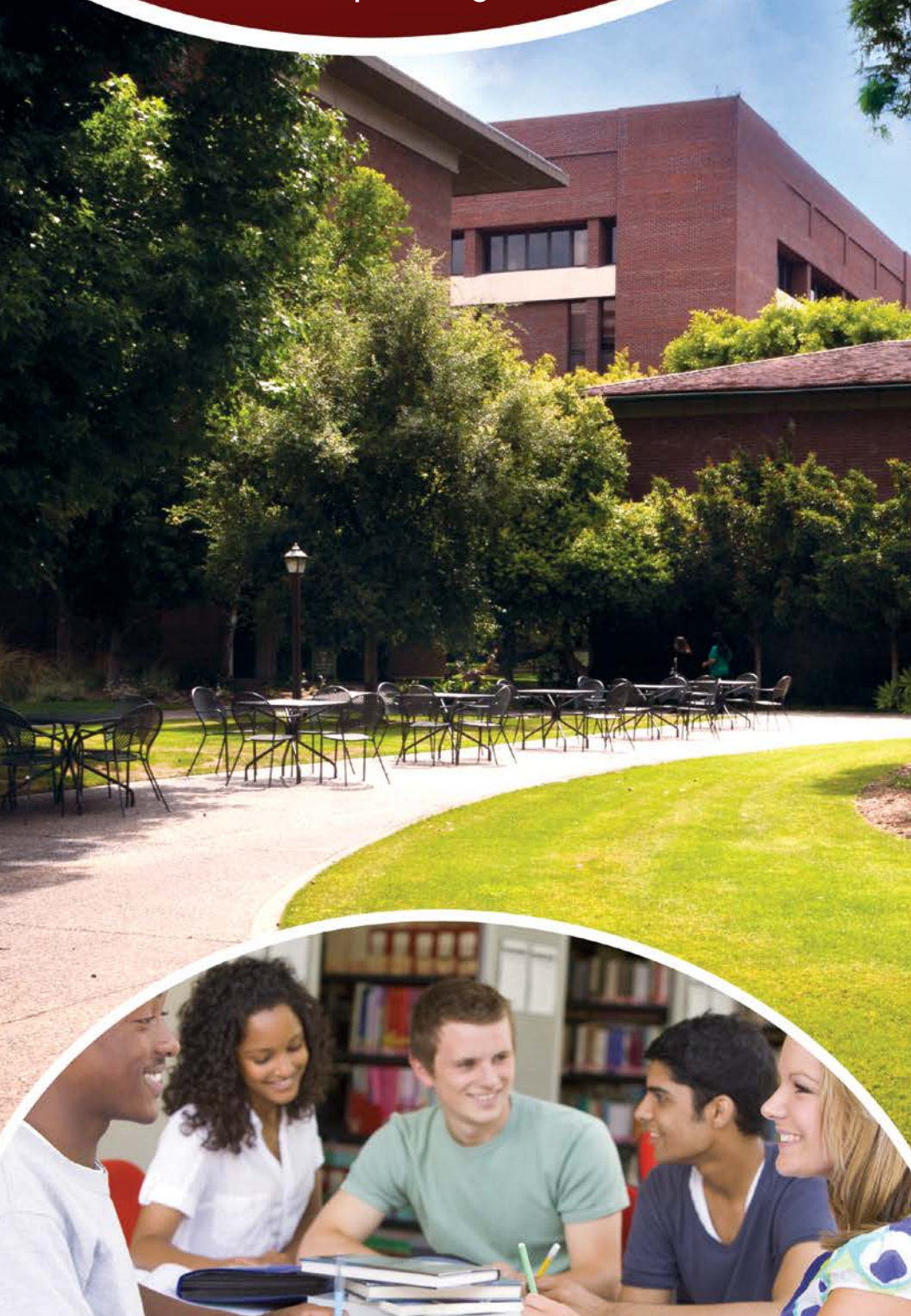
**Alhambra Campus**  
1000 South Fremont Avenue, Suite A9W  
Alhambra, CA 91803  
(626) 300-5444

**Ontario Campus**  
3700 Inland Empire Boulevard  
Ontario, CA 91764  
(909) 941-9410

**Riverside Campus**  
6465 Sycamore Canyon Boulevard  
Riverside, CA 92507  
(951) 572-4300

**Anaheim Campus**  
1551 South Douglass Road  
Anaheim, CA 92806  
(714) 333-9606

[www.plattcollege.edu](http://www.plattcollege.edu)





# PLATT COLLEGE

— it's all about your future —

## PLATT COLLEGE Catalog Addendum

Alhambra Campus - 1000 S. Fremont Ave. A9W, Alhambra, CA 91803

626.300.5444 • Toll Free 888.577.5288 • plattcollege.edu

### Campus Staff - We're here to help you succeed!

|                   |                                 |
|-------------------|---------------------------------|
| Michael Giacomini | Campus President                |
| Melody Hernandez  | Assistant to the President      |
| Thomas Leveillee  | Academic Dean                   |
|                   | Registrar                       |
|                   | Specialty Program Admin. Asst.  |
| Marylisa Navarro  | Student Accounts                |
| Carolyn Jones     | Career Services Director        |
| Joanna Escamilla  | Career Services Advisor         |
| Falon Thomas      | Career Services Advisor         |
| Rebecca Schiebrel | Academic Coordinator            |
| Dolores Basilio   | Asst. Director of Financial Aid |
| Sylvia Ramirez    | Financial Aid Officer           |
| Janet Gonzalez    | Financial Aid Officer           |
| Katrina Davis     | Financial Aid Officer           |
| Eric Zakem        | Librarian                       |

### Admissions Staff - We're here to help you get started!

|                      |                           |
|----------------------|---------------------------|
| Anastasia Vereninova | Director of Admissions    |
| Oscar Plata          | Admissions Representative |
| Josefina Paz         | Admissions Representative |
| Anthony Nguyen       | Admissions Representative |
| Eduardo Ramirez      | Admissions Representative |
| William Brewster     | Admissions Representative |
| Anise Smith          | Admissions Representative |
| Gevo Gukasyan        | Admissions Representative |
| Civil Fernandez      | Receptionist              |
| Stephanie Delgado    | Receptionist              |

### Allied Health Certificate Programs (NDS)

|                   |                               |
|-------------------|-------------------------------|
| Susan Barredo     | Administrative Director       |
| Fabiola Amezquita | NDS Admissions Representative |
| Sulma Rivas       | Placement Coordinator         |

### Distance Education

|                     |                               |
|---------------------|-------------------------------|
| Stacie Rodriguez    | Director of Operations for DE |
| David Kitchen       | Admissions Representative     |
| Jennifer Neunhoffer | Admissions Representative     |
| Open                | Student Services              |
| Brenda Villegas     | Financial Aid Officer         |
| Stephanie Calderon  | Administrative Assistant      |

### Class Sessions - We're working to meet your schedule!

Classes meet Monday through Friday and are completed in five-week modules.

|                                    |                    |                               |                    |
|------------------------------------|--------------------|-------------------------------|--------------------|
| Morning Classes                    | 7:45 AM – 12:45 PM | Afternoon Classes (DMS/RT/VT) | 1:45 PM to 7:45 PM |
| Morning Classes<br>(DMS/RT/VT/LVN) | 7:45 AM to 1:45 PM | Evening Classes               | 5:45 PM to 10:45PM |

### Student and Faculty Holidays

Martin Luther King Jr. Day • Memorial Day • Independence Day • Labor Day • Thanksgiving • Winter Break • New Years

Programs Offered at Platt College  
 We have four academic departments to help you develop your educational and career skills!

| <b>Medical Sciences</b>                  |             |                               | <b>Medical Sciences Continued</b>    |             |                               |
|--|-------------|-------------------------------|--------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b>       | \$25,300.00 | Tuition                       | <b>Bachelor of Science Degree</b>    | \$59,730.00 | Tuition                       |
| <b>Medical Administrative Specialist</b> | \$1,525.00  | Books & Supplies <sup>1</sup> | <b>Diagnostic Medical Sonography</b> | \$3,850.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1210 Clock Hours             | \$75.00     | Registration Fee <sup>4</sup> | 31 Months • 3070 Clock Hours         | \$75.00     | Registration Fee <sup>4</sup> |
| 90 Credit Hours                          | \$0.00      | STRF Fee <sup>3/4</sup>       | 208 Credit Hours                     | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$26,900.00 | Program Total <sup>2</sup>    |                                      | \$63,655.00 | Program Total <sup>2</sup>    |
| <b>Associate of Science Degree</b>       | \$25,300.00 | Tuition                       | <b>Bachelor of Science Degree</b>    | \$18,525.00 | Tuition                       |
| <b>Medical Assisting</b>                 | \$1,525.00  | Books & Supplies <sup>1</sup> | <b>Completion Program</b>            | \$1,325.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1260 Clock Hours             | \$75.00     | Registration Fee <sup>4</sup> | <b>Respiratory Therapy</b>           | \$75.00     | Registration Fee <sup>4</sup> |
| 95 Credit Hours                          | \$0.00      | STRF Fee <sup>3/4</sup>       | 15 Months • 1110 Clock Hours         | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$26,900.00 | Program Total <sup>2</sup>    | 93 Credit Hours*                     | \$19,925.00 | Program Total <sup>2</sup>    |
| <b>Diploma</b>                           | \$17,925.00 | Tuition                       | <b>Associate of Science</b>          | \$21,595.00 | Tuition                       |
| <b>Medical Assisting</b>                 | \$1,000.00  | Books & Supplies <sup>1</sup> | <b>Health and Fitness Trainer</b>    | \$1,830.00  | Books & Supplies <sup>1</sup> |
| 12 months•1010 Clock Hours               | \$75.00     | Registration Fee <sup>4</sup> | 15 Months • 1055 Clock Hours         | \$75.00     | Registration Fee <sup>4</sup> |
| 70 Credit Hours                          | \$0.00      | STRF Fee <sup>3/4</sup>       | 92 Credit Hours                      | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$19,000.00 | Program Total <sup>2</sup>    |                                      | \$23,500.00 | Program Total                 |
| <b>Associate of Science Degree</b>       | \$35,900.00 | Tuition                       | <b>Associate of Science Degree</b>   | \$26,875.00 | Tuition                       |
| <b>Diagnostic Medical Sonography</b>     | \$2,825.00  | Books & Supplies <sup>1</sup> | <b>Vocational Nursing****</b>        | \$3,000.00  | Books & Supplies <sup>1</sup> |
| 20 Months • 2340 Clock Hours             | \$75.00     | Registration Fee <sup>4</sup> |                                      | \$75.00     | Registration Fee <sup>4</sup> |
| 145 Credit Hours                         | \$0.00      | STRF Fee <sup>3/4</sup>       | 16 Months • 1980 Clock Hours         |             | Registration Fee <sup>4</sup> |
|  | \$38,800.00 | Program Total <sup>2</sup>    | 120 Credit Hours                     | \$0.00      | STRF Fee <sup>3/4</sup>       |
| <b>Associate of Science Degree</b>       | \$42,550.00 | Tuition                       |                                      | \$29,950.00 | Program Total <sup>2</sup>    |
| <b>Respiratory Therapy</b>               | \$3,150.00  | Books & Supplies <sup>1</sup> | <b>Certificate</b>                   | \$22,850.00 | Tuition                       |
| 18 Months • 1675 Clock Hours             | \$75.00     | Registration Fee <sup>4</sup> | <b>Vocational Nursing****</b>        | \$2,470.00  | Books & Supplies <sup>1</sup> |
| 133.5 Credit Hours                       | \$0.00      | STRF Fee <sup>3/4</sup>       | 14 Months • 1750 Clock Hours         | \$75.00     | Registration Fee <sup>4</sup> |
|  | \$45,775.00 | Program Total <sup>2</sup>    | 96 Credit Hours                      | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  |             |                               |                                      | \$25,395.00 | Program Total <sup>2</sup>    |

|                                    |             |                               |
|------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b> | \$30,900.00 | Tuition                       |
| <b>Veterinary Technology</b>       | \$2,900.00  | Books & Supplies <sup>1</sup> |
| 18 Months • 1675 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 125 Credit Hours                   | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$33,875.00 | Program Total <sup>2</sup>    |
| <b>Bachelor of Arts Degree</b>     | \$23,310.00 | Tuition                       |
| <b>Completion Program</b>          | \$1,470.00  | Books & Supplies <sup>1</sup> |
| <b>Health Care Management</b>      | \$75.00     | Registration Fee <sup>4</sup> |
| 15 Months • 1200 Clock Hours       | \$0.00      | STRF Fee <sup>3/4</sup>       |
| 100 Credit Hours*                  | \$24,855.00 | Program Total <sup>2</sup>    |
| <b>Certificate</b>                 | \$6,525.00  | Tuition                       |
| <b>Certified Hemodialysis</b>      | \$200.00    | Books & Supplies <sup>1</sup> |
| <b>Technician</b>                  | \$150.00    | Registration Fee <sup>4</sup> |
| 7 Months • 280 Clock Hours         | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$6,875.00  | Program Total <sup>2</sup>    |
| <b>Certificate</b>                 | \$1,520.00  | Tuition                       |
| <b>Certified Nurse Assistant</b>   | \$150.00    | Books & Supplies <sup>1</sup> |
| 1 Months • 178 Clock Hours         | \$125.00    | Registration Fee <sup>4</sup> |
|                                    | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$1,795.00  | Program Total <sup>2</sup>    |
| <b>Certificate</b>                 | \$4270.00   | Tuition                       |
| <b>Veterinary Tech Alt Rte</b>     | \$150.00    | Books & Supplies <sup>1</sup> |
| 7 Months • 325 Clock Hours         | \$75.00     | Registration Fee <sup>4</sup> |
|                                    | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$4,495.00  | Program Total <sup>2</sup>    |

|                                    |             |                               |
|------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b> | \$25,300.00 | Tuition                       |
| <b>Vision Care Technician**</b>    | \$1,525.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1450 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 96.5 Credit Hours                  | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$26,900.00 | Program Total <sup>2</sup>    |
| <b>Diploma</b>                     | \$20,925.00 | Tuition                       |
| <b>Vision Care Technician**</b>    | \$1,123.00  | Books & Supplies <sup>1</sup> |
| 12 Months • 1200 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 71.5 Credit Hours                  | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$22,123.00 | Program Total <sup>2</sup>    |
| <b>Associate of Arts Degree</b>    | \$27,800.00 | Tuition                       |
| <b>Criminal Justice</b>            | \$2,030.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1150 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 103 Credit Hours                   | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$29,905.00 | Program Total <sup>2</sup>    |
| <b>BUSINESS</b>                    |             |                               |
| <b>Associate of Arts Degree</b>    | \$29,895.00 | Tuition                       |
| <b>Business Management</b>         | \$1,830.00  | Books & Supplies <sup>1</sup> |
| 15 Months · 1000 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 100 Credit Hours                   | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | 31,800.00   | Program Total <sup>2</sup>    |
| <b>Certificate</b>                 | \$25,520.00 | Tuition                       |
| <b>Business Management</b>         | \$1,373.00  | Books & Supplies <sup>1</sup> |
| 12 Months · 750 Clock Hours        | \$75.00     | Registration Fee <sup>4</sup> |
| 75 Credit Hours                    | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$26,968    | Program Total <sup>2</sup>    |

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**LEGAL STUDIES**

|                                |             |                               |
|--------------------------------|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b> | \$55,080.00 | Tuition                       |
|                                |             | Books & Supplies <sup>1</sup> |
| <b>Paralegal Studies</b>       | \$3,500.00  | Supplies <sup>1</sup>         |
| 31 Months • 2350 Clock Hours   | \$75.00     | Registration Fee <sup>4</sup> |
| 217 Credit Hours               | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                | \$58,655.00 | Program Total <sup>2</sup>    |

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|                                |             |                               |
|--------------------------------|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b> | \$51,185.00 | Tuition                       |
|                                |             | Books & Supplies <sup>1</sup> |
| <b>Criminal Justice</b>        | \$3,500.00  | Supplies <sup>1</sup>         |
| 31 Months • 2350 Clock Hours   | \$75.00     | Registration Fee <sup>4</sup> |
| 214 Credit Hours               | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                | \$54,760.00 | Program Total <sup>2</sup>    |

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|                                 |             |                               |
|---------------------------------|-------------|-------------------------------|
| <b>Associate of Arts Degree</b> | \$31,695.00 | Tuition                       |
|                                 |             | Books & Supplies <sup>1</sup> |
| <b>Paralegal Studies</b>        | \$2,030.00  | Supplies <sup>1</sup>         |
| 15 Months • 1150 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 105 Credit Hours                | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | \$33,800.00 | Program Total <sup>2</sup>    |

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|                               |             |                               |
|-------------------------------|-------------|-------------------------------|
| <b>Associate of Science</b>   | \$31,695.00 | Tuition                       |
|                               |             | Books & Supplies <sup>1</sup> |
| <b>Information Technology</b> | \$2,030.00  | Supplies <sup>1</sup>         |
| 15 Months • 1200 Clock Hours  | \$75.00     | Registration Fee <sup>4</sup> |
| 110.50 Credit Hours           | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                               | \$33,800.00 | Program Total                 |

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**Distance Education\*\*\***

|                                    |             |                               |
|------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b> | \$30,900.00 | Tuition                       |
|                                    |             | Books & Supplies <sup>1</sup> |
| <b>Veterinary Technology</b>       | \$2,900.00  | Supplies <sup>1</sup>         |
| 18 Months • 1675 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 125 Credit Hours                   | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$33,875.00 | Program Total <sup>2</sup>    |

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**VISUAL COMMUNICATION**

|                                |             |                               |
|--------------------------------|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b> | \$59,790.00 | Tuition                       |
|                                |             | Books & Supplies <sup>1</sup> |
| <b>Visual Communication</b>    | \$4,625.00  | Supplies <sup>1</sup>         |
| 31 Months • 2500 Clock Hours   | \$75.00     | Registration Fee <sup>4</sup> |
| 189 Credit Hours               | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                | \$64,490.00 | Program Total <sup>2</sup>    |

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|                                 |             |                               |
|---------------------------------|-------------|-------------------------------|
| <b>Associate of Arts Degree</b> | \$29,905.00 | Tuition                       |
|                                 |             | Books & Supplies <sup>1</sup> |
| <b>Graphic Design</b>           | \$2,455.00  | Supplies <sup>1</sup>         |
| 15 Months • 1200 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 91.5 Credit Hours               | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | \$32,435.00 | Program Total <sup>2</sup>    |

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|                             |             |                               |
|-----------------------------|-------------|-------------------------------|
| <b>Diploma Program</b>      | \$22,795.00 | Tuition                       |
|                             |             | Books & Supplies <sup>1</sup> |
| <b>Graphic Design</b>       | \$2,030.00  | Supplies <sup>1</sup>         |
| 11 Months • 900 Clock Hours | \$75.00     | Registration Fee <sup>4</sup> |
| 63 Credit Hours             | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                             | \$24,900.00 | Program Total <sup>2</sup>    |

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|   |                  |                         |
|---|------------------|-------------------------|
| <b>Certificate in Software Development Coding</b> | \$7394.04        | Tuition                 |
|   |                  | Books & Supplies        |
| 5 Months  | \$2026.00        | Supplies                |
| 600 Clock Hours                                   | \$75.00          | Registration Fee        |
| 34.50 Quarter Credits                             | \$0.00           | STRF Fee <sup>3/4</sup> |
|   | <b>\$9495.04</b> | <b>Program Total</b>    |

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|                                       |            |                            |
|---------------------------------------|------------|----------------------------|
| <b>Certificate</b>                    | \$4,270.00 | Tuition                    |
|                                       |            | Books & Supplies           |
| <b>Veterinary Technology Alt Rte.</b> | \$150.00   | Supplies                   |
| 7 Months • 325 Clock Hours            | \$75.00    | Registration Fee           |
|                                       | \$0.00     | STRF Fee <sup>3/4</sup>    |
|                                       | \$4,495.00 | Program Total <sup>2</sup> |

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|   |             |                               |
|---|-------------|-------------------------------|
| <b>Bachelor of Arts Degree Completion Program</b> | \$23,310.00 | Tuition                       |
| <b>Health Care Management</b>                     | \$1,470.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1200 Clock Hours                      | \$75.00     | Registration Fee <sup>4</sup> |
| 100 Credit Hours*                                 | \$0.00      | STRF Fee <sup>3/4</sup>       |
|   | \$24,855.00 | Program Total <sup>2</sup>    |

|  |             |                               |
|--|-------------|-------------------------------|
| <b>Bachelor of Science Degree Completion Program Respiratory Therapy</b> | \$18,525.00 | Tuition                       |
| 15 Months • 1210 Clock Hours   | \$1,325.00  | Books & Supplies              |
| 93 Credit Hours*   | \$75.00     | Registration Fee <sup>4</sup> |
|  | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$19,925.00 | Program Total <sup>2</sup>    |

The registration fee is waived for Platt College AA Graphic Design graduates and Platt College AA Paralegal Graduates returning to take upper division programs less than a year after graduation.

\*Bachelor's degree completion programs require the completion of a minimum of 180 credit hours. Credit hours may be earned through this program and the completion of programs prior to enrollment, typically through an Associate's degree program which is a prerequisite for entry.

\*Bachelor's degree completion programs require the completion of a minimum of 180 credit hours. Credit hours may be earned through this program and the completion of programs prior to enrollment, typically through an Associate's degree program which is a prerequisite for entry.

<sup>1</sup> In select courses, textbooks and/or supplies are classroom copies, which must be returned in good condition at the end of the course. Additional fees will be assessed for failure to return the textbooks and/or supplies.

<sup>2</sup> Estimated charges for the period of attendance and the entire program.

<sup>3</sup> \$.00 for every \$1,000 rounded to the nearest \$1,000

<sup>4</sup> Non-refundable Fee

Additional Fees, as applicable: \$25.00 return check fee, \$20.00 late payment fee, \$10.00 official transcript fee, \$75.00 course auditing fee, \$0.05 per page printing fee. Students repeating courses will be charged for the specific course or courses.

\*\* Only Offered at the Ontario Campus  
Offered at the Alhambra Campus

\*\*

Not all programs, course or class schedules are offered at all locations. Please see an Admissions Representative for detailed information.

Associate of Science Diagnostic Medical Sonography Change to Graduation Requirements Effective for all students starting March 5, 2015 and beyond.

1. Minimum cumulative grade point average of 2.0 (C)
2. Complete 960 hours of externship
3. Meet all required competences during the externship period
4. Take and pass the ARDMS Sonographic Principles and Instrumentation examination (SPI)

## 5. Meet with Career Services and Financial Aid

The following Certificate Programs are not eligible for Title IV funding: Veterinary Technology Alt Rte, Certified Nurse Assistant, Hemodialysis, and Veterinary Technology Alt Rte DE

The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) and requires that the program appoint a full-time Program Director, a full-time Director of Clinical Education, and a Medical Director.



**Program Total Charges for First Period of Attendance**

| <b>Program Title</b>                          | <b>Tuition</b> | <b>Books &amp; Supplies</b> |         |                               |            |
|---|----------------|-----------------------------|---------|-------------------------------|------------|
|   |                |                             | \$75.00 | \$0.00                        | \$4,529.00 |
| Medical Administrative Specialist, AS         | \$4,200.00     | \$254.00                    | \$75.00 | \$0.00                        | \$4,529.00 |
| Medical Assisting, AS                         | \$4,200.00     | \$254.00                    | \$75.00 | \$0.00                        | \$3,860.00 |
| Medical Assisting, Diploma                    | \$3,585.00     | \$200.00                    | \$75.00 | \$0.00                        | \$4,917.00 |
| Diagnostic Medical Sonography, AS             | \$4,488.00     | \$354.00                    | \$75.00 | \$0.00                        | \$6,604.00 |
| Respiratory Therapy, AS                       | \$6,079.00     | \$450.00                    | \$75.00 | \$0.00                        | \$4,603.00 |
| Veterinary Technology, AS                     | \$4,139.00     | \$389.00                    | \$75.00 | \$0.00                        | \$4,205.00 |
| Completion Program Health Care Management, BA | \$3,885.00     | \$245.00                    | \$75.00 | \$0.00                        | \$4,917.00 |
| Diagnostic Medical Sonography, BS             | \$4,488.00     | \$354.00                    | \$75.00 | \$0.00                        | \$3,383.50 |
| Degree Completion Respiratory Therapy, BS     | \$3,087.50     | \$221.00                    | \$75.00 | \$0.00                        | \$5,697.50 |
| Paralegal Studies, BA                         | \$5,282.50     | \$340.00                    | \$75.00 | \$0.00                        | \$5,050.00 |
| Criminal Justice, BA                          | \$4,635.00     | \$340.00                    | \$75.00 | \$0.00                        | \$5,697.50 |
| Paralegal Studies, AA                         | \$5,282.50     | \$340.00                    | \$75.00 | \$0.00                        | \$5,050.00 |
| Criminal Justice, AA                          | \$4,635.00     | \$340.00                    | \$75.00 | \$0.00                        | \$5,785.00 |
| Business Management, AA                       | \$5,381.00     | \$329.00                    | \$75.00 | \$0.00                        | \$6,798.00 |
| Business Management, Certificate              | \$6,380.00     | \$343.00                    | \$75.00 | \$0.00                        | \$5,470.00 |
| Visual Communication, BA                      | \$4,985.00     | \$410.00                    | \$75.00 | \$0.00                        | \$5,470.00 |
| Graphic Design, AA                            | \$4,985.00     | \$410.00                    | \$75.00 | \$0.00                        | \$5,040.00 |
| Graphic Design, Diploma                       | \$4,559.00     | \$406.00                    | \$75.00 | \$0.00                        | \$5,697.50 |
| Information Technology, AS                    | \$5,282.50     | \$340.00                    | \$75.00 | \$720<br>(Certification fees) | \$9495.04  |

|  |            |           |          |        |            |
|--|------------|-----------|----------|--------|------------|
| Software Development Coding, Certificate       | \$7394.04  | \$1306.00 | \$75.00  | \$0.00 | \$5,785.00 |
| Health & Fitness Trainer, AS                   | \$3,600.00 | \$305.00  | \$75.00  | \$0.00 | \$3,980.00 |
| Certified Nurse Assistant, Certificate         | \$1,520.00 | \$150.00  | \$75.00  | \$0.00 | \$5,995.00 |
| Veterinary Technology Alt Route, Certificate   | \$5,770.00 | \$150.00  | \$150.00 | \$0.00 | \$3,613.00 |
| Certified Hemodialysis Technician, Certificate | \$3,263.00 | \$200.00  | \$75.00  | \$0.00 | \$5,816.00 |
| Vocational Nursing, AS                         | \$5,229.00 | \$512.00  | \$75.00  | \$0.00 | \$5,384.00 |
| Vocational Nursing, Certificate                | \$4,800.00 | \$509.00  | \$75.00  | \$0.00 | \$4,530.00 |
| Vision Care Technician, AS**                   | \$4,200.00 | \$255.00  | \$75.00  | \$0.00 | \$4,487.00 |
| Vision Care Technician, Certificate**          | \$4,185.00 | \$227.00  | \$75.00  | \$0.00 | \$4,487.00 |

**Distance Education Programs**

|   |            |          |         |        |            |
|---|------------|----------|---------|--------|------------|
| Veterinary Technology, AS                     | \$4,139.00 | \$389.00 | \$75.00 | \$0.00 | \$4,495.00 |
| Veterinary Technology Alt Route, Certificate  | \$4,270.00 | \$150.00 | \$75.00 | \$0.00 | \$4,205.00 |
| Completion Program Health Care Management, BA | \$3,885.00 | \$245.00 | \$75.00 | \$0.00 | \$3,383.50 |
| Degree Completion Respiratory Therapy, BS     | \$3,087.50 | \$221.00 | \$75.00 | \$0.00 | \$3,383.50 |

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.

**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 in an educational program, 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 students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary 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 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 costs.
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.

**Articulation Agreements:** Platt College currently has an articulation agreement with Trinity Law School.

Information regarding accreditation and comparable programs may be obtained from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard • Suite 302 • Arlington • VA • 22201, 703.247.4212

Any questions a student may have regarding this catalog addendum 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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Platt College reserves the right to update and modify the Catalog and Catalog Addendum as needed. All modifications and revisions to the Catalog and Catalog Addendum will occur annually, each summer.

\*Platt College now has a 4<sup>th</sup> location in Anaheim, CA. Platt College- Anaheim is accredited by ACCSC and approved to operate by BPPE at 1551 Douglas Rd. Anaheim, CA 92806.

### **Leave of Absence**

Platt College offers accelerated programs of study. As such, Leaves of Absence are discouraged, and are only granted for unusual mitigating circumstances. Written requests that are signed and dated and accompanied by all supporting documentation for the Leaves of Absence must 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. Students requesting an LOA must meet with the Registrar, Academic Dean, Financial Aid Office and Student Accounts Office before their request can be reviewed and considered for approval. A Leave of Absence may be granted for a maximum of 180 days in any 12-month period. The commonly acceptable reasons for a Leave of Absence are: medical emergency (including pregnancy), family emergency, military service, and course scheduling. During the leave of absence period, the student is obligated to continue to make their normally scheduled Platt College in-school student payments and maintain contact with campus staff. Students failing to return from a Leave of Absence as scheduled will be withdrawn from Platt College. Students must have successfully completed two modules and be making satisfactory academic progress to be 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 will be withdrawn from Platt College. The student will be required to re-apply for admission to the program when he/she is ready to re-enroll in Platt College.

### ***Updates effective 10.13.2016***

- Add STA301 and STADE301 to section IX. Course Descriptions (page 166)

#### **STA301 – Introductory Statistics**

STA301 is a foundational course in statistics that includes topics such as data types, elements of experimental design, central tendency, frequency

distributions, dot plots, stem and leaf plots, histograms, and pie charts. STA301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation of data sets and probability distributions with computing expected values and confidence intervals. Various descriptive and inferential techniques are developed and applied with the aid of appropriate technology tools.

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

**STADE301 – Introductory Statistics**

STADE301 is a foundational course in statistics that includes topics such as data types, elements of experimental design, central tendency, frequency distributions, dot plots, stem and leaf plots, histograms, and pie charts. STA301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation of data sets and probability distributions along with computing expected values and confidence intervals. Various descriptive and inferential techniques are developed and applied with the aid of appropriate technology tools.

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

- Correction in Quarter Credit Hours – Diploma in Graphic Design Program (page 11)  
**900 Hours / 66.5 Quarter Credit Hours / Approximately 11 months**
  
- Update Diploma in Medical Assisting Degree (page 44)
  - Remove following courses:
 

|   |                     |
|---|---------------------|
| MA103 – First Aid and Emergency Care / CPR                              | 4.0 Quarter Credits |
| MA104 – Cardiovascular Anatomy, Electrocardiography and Cardiopulmonary | 4.0 Quarter Credits |
| MA151 – Nutrition, Immune and Digestive Systems                         | 4.0 Quarter Credits |
  
  - Add following courses:
 

|   |                     |
|---|---------------------|
| MA107 – First Aid / CPR and Nutrition                                 | 4.0 Quarter Credits |
| MA108 – Cardiovascular Anatomy, Electrocardiography & Cardiopulmonary | 8.0 Quarter Credits |
  
- New program “Certificate in Software Development Coding” added to section VII. School of Information Technology (page 62) and section IX. Course Description 114)

**Certificate in Software Development Coding**

*Note: This program is only offered at Platt College’s Anaheim Campus.*

Upon successful completion of this program, students will be prepared to work in the competitive field of software coding. Students will have an understanding of the foundations of coding, including but not limited to languages such as CSS, C++, Python and JavaScript. They will also be introduced to front-end development and APIs. They will also branch out and become familiar with frameworks and computer programs that include, but are not limited to HTML, PHP, Swift, Bootstrap, MDL and CMS.

**Certificate in Software Development Coding Program Information**  
**600 Hours / 34.50 Quarter Credit Hours / Approximately 5 months**

|        |                           |                     |
|--------|---------------------------|---------------------|
| COD101 | Foundations of Coding I   | 3.5 Quarter Credits |
| COD102 | Foundations of Coding II  | 3.5 Quarter Credits |
| COD103 | Foundations of Coding III | 3.5 Quarter Credits |
| COD104 | Front-End Development I   | 3.5 Quarter Credits |
| COD105 | Front-End Development II  | 3.5 Quarter Credits |
| COD110 | Front-End Development III | 3.5 Quarter Credits |
| COD111 | APIs I                    | 3.5 Quarter Credits |
| COD112 | APIs II                   | 3.5 Quarter Credits |
| COD113 | Frameworks I              | 3.5 Quarter Credits |
| COD114 | Frameworks II             | 3.5 Quarter Credits |
| COD120 | Coding Capstone           | 1.5 Quarter Credits |

### Course Descriptions

#### COD101 Foundations of Coding I

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: none**                      **60 Hours**                      **3.5 Quarter Credits**

#### COD102 Foundations of Coding II

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: none**                      **60 Hours**                      **3.5 Quarter Credits**

#### COD103 Foundations of Coding III

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours**                      **3.5 Quarter Credits**

#### COD104 Front-End Development I

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours**                      **3.5 Quarter Credits**

#### COD105 Front-End Development II

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours                      3.5 Quarter Credits**

COD110 Front End Development III

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours                      3.5 Quarter Credits**

COD111 APIs I

In this course, students gain familiarity with common application programming interfaces (APIs). The focus of the course is on the integration of integrate third-party APIs in an application.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours                      3.5 Quarter Credits**

COD112 APIs II

In this course, students gain familiarity with common application programming interfaces (APIs). The focus of the course is on the integration of integrate third-party APIs in an application.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours                      3.5 Quarter Credits**

COD114 Frameworks I

This course provides an overview of the design of front-end systems. Students gain familiarity with such popular languages and frameworks as: Python, PHP 7 Go, and Swift. Bootstrap, Foundation, MDL, and CMS frameworks are also introduced, as well as basic database formats. Emphasis is placed on building secure full-stack web applications according to common design patterns.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours                      3.5 Quarter Credits**

COD114 Frameworks II

This course provides an overview of the design of front-end systems. Students gain familiarity with such popular languages and frameworks as: Python, PHP 7 Go, and Swift. Bootstrap, Foundation, MDL, and CMS frameworks are also introduced, as well as basic database formats. Emphasis is placed on building secure full-stack web applications according to common design patterns.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours                      3.5 Quarter Credits**

COD120 Coding Capstone

This course synthesizes content learned in the Software Development Coding program. Emphasis is placed on refining coding projects to provide the student with a portfolio of completed coding work.

**Prerequisite: all Software Coding coursework                      30 Hours                      1.5 Quarter Credits**

### ***Updates effective as of 10/28/2016***

- Add information in II. Admissions Procedures and Requirements (page 4)  
“Not all programs are offered at all Platt College locations. Program availability is subject to change at the discretion of the College. Please see the Campus President for current program offerings at each Platt College location.
- Add Pennsylvania to list of approved states to VIII. Platt College Distance Education (DE) (page 63)
- Changes made to Associate of Science in Vocational Nursing program (page 50)
  - Hours – from 2124 to 1715
  - Quarter Credits – from 120 to 119
  - Removed PHS101 - Physics – 6 credits
  - Added PSY101 – Psychology – 5 credits

### ***Updates effective as of 11/03/2016***

- Change wording for section Revisions found on page 83:
  - Delete following verbiage:
    - 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.
  - Replace with the following:
    - Platt College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes. All Platt College programs are not available at all locations, please see an Admissions Representative for more information on specific enrollment information. Platt College reserves the right to cancel programs of study, modes of delivery, upcoming start dates or individual courses as it deems necessary. If a course or program is cancelled, the school may schedule course completion at a later date or refund all monies paid for the cancelled course or program.

### ***Updates effective as of 11/14/2016***

- Correction to Diploma in Medical Assisting program description:
  - Removed “Upon successful completion of a program of instruction, the graduate will be awarded an Associates of Science in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained.
  - Changed “Upon successful completion of a program of instruction, the graduate will be awarded a Diploma in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained.”

### ***Updates effective 01/03/2017:***

- Update prerequisite for VCA301 – Physics of Animation and VCA303 – Inorganic Modeling from MM404 to MM304 (page 166)
- Correction to General Education Course listing for Associate of Science in Vocational Nursing (page 50)
  - Deleted PHS101 – Physics
  - Replaced with PSY101 – Psychology

- Campus Faculty - We offer teaching quality and industry experience!

**Full-time and Adjunct Faculty including:  
General Education Department**

| <b>Instructor Name</b> | <b>Courses Taught</b>  | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
|------------------------|--|--|------------------------------------|
| Heidi Kidon            | English , Speech , Art History , Ethics ,<br>Basic Drawing Color Theory Typography | BA, Fine Arts (1994)<br>MA, Fine Arts ( 1997 )   | 2008                               |
| Kay Han                | Physics, Chemistry<br>College Algebra College Math                                 | BS, chemical engineering (1982)<br>MS, chemical engineering 1985<br>MS, computer science (2000)            | 2013                               |
| Narineh Haerptyan      | Speech<br>English<br>Ethics  | BA, Liberal Studies (2005)<br>MA, Education with emphasis on Multicultural/ Bilingual<br>Education (2011)  | 2011                               |
| Jim Atwell             | Psychology   | BS, Psychology ( 2007)<br>MA, Counseling Psychology (1980)   | 2008                               |
| Sunanda Abeysekera     | Math, Physics  | BS, Mathematics and Chemistry (1965)<br>MS, Chemical Engineering (1968)<br>PhD, Control Engineering (1971) | 2016                               |
| Jorge Martinez         | Math, Physiology   | BS, Anthropology (2007)<br>MS, Biology (2014)  | 2016                               |

**Medical Assisting and Medical Administrative Specialist Program**

| <b>Instructor Name</b>    | <b>Courses Taught</b>  | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
|---------------------------|------------------------|---|------------------------------------|
| Carmen D. Sanders         | All MA and MAS courses | Diploma (1990)<br>Medical Assistant, 22 yrs. of experience  | 2011                               |
| Jessica Ochoa             | All MA and MAS courses | Medical Assisting Diploma (1999)<br>Certified American Association of Medical Assistants                            | 2015                               |
| Elizabeth Oregel-Martinez | All MA and MAS courses | Medical Assistant Diploma & Venipuncture Certification<br>(1999)<br>AS, Science (2005)<br>BS, Health Science (2010) | 2015                               |



|                 |   |  |      |
|-----------------|---|--|------|
| David Caro      | Chemistry, Biology, Anatomy and Psyiology, and All MA courses | MD, Medicine (2009)<br>Echocardiography Technology | 2012 |
| Kamilia Hweamel | All MA/MAS Courses  | Medical Assisting Certificate (1988)               | 2016 |

**Paralegal and Criminal Justice Programs**

| <b>Instructor Name</b> | <b>Courses Taught</b>                           | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
|------------------------|---|---|------------------------------------|
| Steve Baghoomian, Esq. | All PL and CJ courses, and Ethics               | BA, Criminology (2005)<br>JD, Law (2009)  | 2012                               |
| David Michael Morfin   | All PL and some CJ courses, and Ethics          | A.A, in English (2000)<br>BA, Political Science (2002)<br>J.D, Law (2005)                         | 2007                               |
| Rafael Sanchez         | All HCM, Business Management, PL and CJ courses | BS, Law (1980)<br>JD, Law (1982)<br>MBA (2003)<br>MS (2013)                                       | 2012                               |
| Christopher Keosian    | All PL and some CJ courses, and Ethics          | BA, History (1985)<br>JD, Law (1988)  | 2009                               |
| Ara Hatamian           | All PL and some CJ courses, and Ethics          | JD, Law (2005)  | 2005                               |
| Lori Hauser            | All CJ Courses                                  | BS, Criminal Justice (1990)   | 2014                               |
| Eduardo Arellano       | All CJ Courses                                  | AA, Administration of Justice (2014)<br>AA, general Studies (2014)<br>BS, Criminal Justice (2016) | 2014                               |
| Karen White            | All PL and some CJ courses, and Ethics          | BA, Sociology (1992)<br>JD, Law (2001)  | 2013                               |
| Dalila Alcantara       | All CJ Courses                                  | BS, Social Science: Political Science option (2000)<br>MA, Public Administration (2007)           | 2016                               |
| Ed Allan Lindain, ESQ  | All PL and some CJ courses, and Ethics          | JD, Law (2015)<br>BA, Law (1998)<br>BS in Business Administration (1992)                          | 2016                               |

| <b>Visual Communication Program</b> |  |  |                                    |
|-------------------------------------|--|--|------------------------------------|
| <b>Instructor Name</b>              | <b>Courses Taught</b>  | <b>Degree Earned &amp; Year</b>                              | <b>Year Hired at Platt College</b> |
| Michael Dee                         | Design Concepts<br>Fundamentals of Drawing<br>Typography Psychology  | BA, Art Education (1997)<br>MFA, Sculpture (2000)            | 2008                               |
| Anders Lansing                      | Photo Manipulation<br>Digital Illustration<br>Publishing Design  | BFA, Fine Arts (1985)  | 2008                               |
| Scott Greene                        | Photo Manipulation<br>Digital Illustration<br>Publishing Design<br>Layout<br>Introductory Web Design<br>Introduction to Website Development<br>Flash Animation<br>Digital Video/Motion Graphics<br>Film and Art Direction<br>Speech<br>Ethics<br>Art History<br>English<br>English Composition | BA, Art History and Philosophy<br>MA, Film Production (1989) | 2002                               |
| Scott Claus                         | All 3D Animation/Video Courses   | BA, Telecommunications & Film (1989)                         | 2014                               |

| <b>Healthcare Management Program</b> |  |   |                                    |
|--------------------------------------|--|---|------------------------------------|
| <b>Instructor Name</b>               | <b>Courses Taught</b>                            | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Mary Holmes                          | All HCM courses<br>Ethics<br>American Government | BA, Social Science (1975)<br>MBA, (1999)  | 2012                               |
| Charnese Felix                       | All HCM courses                                  | BS, Business Administration (2003)MA, Organizational<br>Leadership (2005)DOE, Health Sciences/Policy (2012) | 2016                               |

| <b>Business Management</b> |                                 |   |                                    |
|----------------------------|---------------------------------|---|------------------------------------|
| <b>Instructor Name</b>     | <b>Courses Taught</b>           | <b>Degree Earned &amp; Year</b>               | <b>Year Hired at Platt College</b> |
| Carnell Borden             | All Business Management Courses | BS, Business Management (2013)<br>MBA, (2015) | 2012                               |

| <b>Veterinary Technology Program</b>                          |  |  |                                    |
|---|--|--|------------------------------------|
| <b>Instructor Name</b>  | <b>Courses Taught</b>  | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
| David Liss, BA, RVT, VTS<br>(ECC, SAIM) -<br>Program Director | Vet Tech Seminar<br>License Preparation<br>Veterinary Externships<br>Veterinary Anesthesia   | BA,(2007)<br>AS, Veterinary Technology (2012)                          | 2011                               |
| Christian Andres, Clinical<br>Director                        | Dentistry<br>Clinicals   | DVM (2003)   | 2013                               |
| Kristy Newman,BS, RVT   | Introduction to Veterinary Technology<br>Veterinary Medical Terminology and<br>Calculations<br>Animal Nutrition<br>Veterinary Clinical Techniques<br>Veterinary Hospital Management<br>Client Communication and Customer Service<br>Veterinary Pharmacology<br>Veterinary Diagnostic Imaging<br>Veterinary Parasitology<br>Veterinary Surgical Nursing | AS, Veterinary Technology, 2007;<br>BS, Business Administration (2013) | 2012                               |
| Sarah Koch, RVT   | Intro to Vet Tech<br>Clinical Techniques I/II<br>Nutrition<br>Lab Animal Medicine  | AS, Math and Science (1993)<br>AS, Veterinary Technology (2000)        | 2012                               |
| Kelly Skaja, BS, RVT  | Veterinary Externship<br>Veterinary Hospital Management  | BS, Animal Science (2006)  | 2013                               |
| Ji Garcia, RVT  | Has not taught courses yet   | BS, Animal Health (2012)   | 2016                               |

| <b>Respiratory Therapy Program</b>                |   |  |                                    |
|---|---|--|------------------------------------|
| <b>Instructor Name</b>                            | <b>Courses Taught</b>   | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
| Nichole C. McZeal, CRT,<br>RRT - Program Director | Respiratory Clinical Care<br>Newborn and Pediatric Respiratory Care<br>Alternative Site and Preventative Care | AA, Social and Behavioral sciences (1996)<br>BS, Human services (2005)<br>MS, Health Administration/Education (2011)                         | 2011                               |
| Allan Gonzalez, RT Clinical<br>Director           | Clinical Courses  | MA in Education (2008)<br>BA in Economic (1998)  | 2016                               |
| Frederick P. Reyes, CRT,<br>RRT                   | Clinical Courses  | AS, Respiratory Therapy (1985)<br>AA, Liberal arts (1985)<br>BS, Respiratory Therapy (2011)  | 2011                               |
| Robert Hummel, CRT, RRT                           | Intro to Respiratory Care, Respiratory<br>Clinical Care   | BA, (1990)<br>AS, Respiratory Therapy (2010)   | 2014                               |
| Matthew Cloutman, CRT,<br>RRT                     | Clinical Courses  | AS, Respiratory Care (2005)<br>NBRC RRT (2005)   | 2012                               |
| Jonaz Mendoza, CRT, RRT                           | Respiratory Clinical Care, Intensive<br>Respiratory Care,<br>Newborn and Pediatric Respiratory Care           | BS, Respiratory Therapy (1998)<br>AS, Respiratory Therapy (2015)   | 2015                               |
| Roland Watlington, CRT,<br>RRT                    | Clinical Courses  | AS, Respiratory Care (2008)<br>BS, Respiratory Therapy (2012)  | 2012                               |
| Taewook Ho  | Clinical Courses  | BA, Political Science (2000)<br>AS, Respiratory Therapy (2006)   | 2016                               |
| Po Chiang   | Clinical Courses  | AS, Certified Respiratory Therapy (2006)<br>AS, Registered Respiratory Therapy (2007)<br>BS, Health Science (2009)<br>MBA, Management (2016) | 2016                               |
| David Monroy                                      | Clinical Courses  | AS, Respiratory Therapy (2006)   | 2016                               |

| <b>Diagnostic Medical Sonography Program</b> |                       |   |                                    |
|--|-----------------------|---|------------------------------------|
| <b>Instructor Name</b>                       | <b>Courses Taught</b> | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Lakhwinder Dhillon                           | All DMS courses       | CAAHEP Accredited Diagnostic Medical<br>Sonography - Sanford Brown Institute , Iselin | 2016                               |

|                                   |   |   |      |
|-----------------------------------|---|---|------|
|                                   |   | BS in Construction Management - CAL State University , Fresno                   |      |
| Romi Derderain                    | All DMS courses   | Diploma, Echocardiography ( 1997)   | 2012 |
| Anula Lorek                       | DMS, except Ultra Sound Physics   | BS, Anthropology (2002)   | 2014 |
| Farzaneh Memarnejad               | Abdomen<br>OBGYN<br>Vascular<br>Lab   | AS, Diagnostic Medical Sonography   | 2014 |
| Kelly Collier – Clinical Director | OBGYN<br>Clinical   | AS, Radiologic Technology (1997)  | 2015 |
| Margarita Licon                   | Patient Care, Medical Terminology,<br>Abdomen and<br>Superficial Structures | AS, Liberal Studies (1992)<br>Certificate, Diagnostic Medical Sonography (1997) | 2015 |

| <b>Vocational Nursing</b> |                        |   |                                    |
|---------------------------|------------------------|---|------------------------------------|
| <b>Instructor Name</b>    | <b>Courses Taught</b>  | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Rosemary Haggins          | All Vocational Nursing | BS, Nursing (1973)<br>MS, Nursing (1994)<br>Doctor, Health Administration, (2011)             | 2015                               |
| James Nichols             | All Vocational Nursing | BS, Computer Information Systemsn & Business Administration (2000)<br>AA, Life Science (1996) | 2015                               |
| Xinia Gomez               | All Vocational Nursing | BS, Public Health   | 2016                               |

| <b>Certified Nursing Assistant</b> |                               |                                 |                                    |
|------------------------------------|-------------------------------|---------------------------------|------------------------------------|
| <b>Instructor Name</b>             | <b>Courses Taught</b>         | <b>Degree Earned &amp; Year</b> | <b>Year Hired at Platt College</b> |
| Karina Feldman                     | All Certified Nurse Assistant | LVN, (2007) RN, (2011)          | 2014                               |
| Margaret Alpuche                   | All Certified Nurse Assistant | LVN, (1984)                     | 2013                               |

| <b>Hemodialysis</b>    |                       |                                 |                                    |
|------------------------|-----------------------|---------------------------------|------------------------------------|
| <b>Instructor Name</b> | <b>Courses Taught</b> | <b>Degree Earned &amp; Year</b> | <b>Year Hired at Platt College</b> |
| Connie Dodd-Latham     | All Hemodialysis      | RN, (1987)                      | 2015                               |
| Jose Rafael Reyes      | All Hemodialysis      | AA, Nursing (2010)              | 2015                               |

|                      |                  |                                    |      |
|----------------------|------------------|------------------------------------|------|
| Mae Billanes Delgado | All Hemodialysis | BSN, (1992) RN, (1997) MSN, (2013) | 2012 |
| Precie-Ann Pahutan   | All Hemodialysis | AA, Nursing (2007)                 | 2016 |

| <b>Veterinary Technician Alternate Route</b> |  |                                 |                                    |
|--|--|---------------------------------|------------------------------------|
| <b>Instructor Name</b>                       | <b>Courses Taught</b>                                    | <b>Degree Earned &amp; Year</b> | <b>Year Hired at Platt College</b> |
| Karl Alon                                    | Medical Calculations/Terminology, Pharmacology           | RVT, (2013)                     | 2013                               |
| Belinda Mason                                | Surgical Nursing/Anesthesia, License Preparation         | DVM, (1983)                     | 2011                               |
| Lillana Balam                                | Anesthesia/Surgical nursing/Clin Path/Diagnostic Imaging | AS, Vet Tech (2002) RVT, (2002) | 2016                               |

| <b>Veterinary Technology AS -DE</b> |  |   |                                    |
|-------------------------------------|--|---|------------------------------------|
| <b>Instructor Name</b>              | <b>Courses Taught</b>  | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Cheryl Olson                        | VTDE 101-200   | AS, Vet Tech (1997) RVT (1997)  | 2015                               |
| Rosa Harmon, RVT                    | VTAR DE 101<br>VTAR DE 102<br>VTAR DE 103<br>VTAR DE 104<br>VTAR DE, 105 | BA, Psychology (1995)<br>AS, Veterinary Technology (2001)<br>MS, Health Administration (2009) | 2013                               |
| Merri Jamison, RVT                  | VTDE 150<br>VTDE 102   | BS, Animal Health Technology (2005)   | 2016                               |
| Alanz Patz                          | Vet Tech DE courses  | AA, Liberal Arts (1990)<br>AA Life Science (1990)<br>AA, Animal Health Tech (1991)            | 2016                               |

| <b>General Education- DE</b> |                           |   |                                    |
|------------------------------|---------------------------|---|------------------------------------|
| <b>Instructor Name</b>       | <b>Courses Taught</b>     | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Damian Lai                   | Mathematics<br>Statistics | BS, Computer Science (1989)<br>MS, Applied Math (1993)MA, Instructional Technology (1996) | 2015                               |

|                   |                                       |  |      |
|-------------------|---------------------------------------|--|------|
| Sheila Casteel    | SPCDE 102                             | MA, Communication Studies (2010)<br>BS, Business Management (2003)<br>AA, Nursing (1984) | 2016 |
| Adwoa Sasu        | Chemistry                             | BS, Chemistry (2011)<br>MS, Chemistry (2013)   | 2015 |
| Kimberly Stephens | Biology                               | BS, Biology (2014)<br>MA, Biology (2015)   | 2016 |
| Bridget Juwah     | SOC 302, ENGDE303, ENGDE305<br>SOC321 | MS, Sociology (1999)<br>MS, Political Science (1996)<br>BA, English (1979)               | 2016 |
| Kirstie Camacho   | ENGDE 102, ENGDE, 303, ENGDE 305      | MA, English (2007)<br>BA, English (2003)   | 2016 |

#### Veterinary Technology Alternate Route - DE

| Instructor Name      | Courses Taught   | Degree Earned & Year   | Year Hired at Platt College |
|----------------------|--|--|-----------------------------|
| Rosa Harmon          | Veterinary Medical Terminology and Calculations  | BA, Psychology (1995)<br>AS, Veterinary Technology (2001), RVT 2002<br>MS, Health Care Administration (2009) | 2015                        |
| Brittany Blanco, RVT | Small and Large Animal Nursing, Emergency/Critical Care Nursing and License Exam Preparation | BS, Animal Health Science (2011)   | 2016                        |

#### Respiratory Therapy - DE

| Instructor Name | Courses Taught                  | Degree Earned & Year   | Year Hired at Platt College |
|-----------------|---------------------------------|--|-----------------------------|
| Kathy DuPray    | All Respiratory Therapy courses | BA, Business Administration (1985)<br>AA, Respiratory Therapy (1981) | 2016                        |

#### Healthcare Management - DE

| Instructor Name | Courses Taught   | Degree Earned & Year                                      | Year Hired at Platt College |
|-----------------|--|---|-----------------------------|
| Nicole Webb     | HCMDE 345<br>BLMDE 303<br>BLMDE 302<br>BLMDE 301 MGTDE 300 | MA, Public Health (2009)<br>BS, Biological Science (2004) | 2016                        |

|  |                               |  |  |
|--|-------------------------------|--|--|
|  | MGTDE315, MGTDE320, BIO, CHEM |  |  |
|--|-------------------------------|--|--|



**PROGRAM ADMISSIONS SUMMARY CHART**

| Program  | High School Diploma or Equivalent | Wonderlic (BST)  | Wonderlic (SLE) | HESI | Interview | Essay | Other |
|--|-----------------------------------|--|-----------------|------|-----------|-------|-------|
| <b>Graphic Design, Diploma*</b>                  | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Graphic Design, AA</b>                        | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Visual Communication 3D Animation, BA</b>     | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Visual Communication Web Design, BA</b>       | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Visual Communication Video Production, BA</b> | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Visual Communication 2-D Print, BA</b>        | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Paralegal Studies, AA</b>                     | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Paralegal Studies, BA</b>                     | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | N/A             | NA   | NA        | NA    |       |
| <b>Criminal Justice, AA</b>                      | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Criminal Justice, BA</b>                      | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | N/A             | NA   | NA        | NA    |       |

| Program                                      | High School Diploma or Equivalent | Wonderlic (BST)   | Wonderlic (SLE) | HESI        | Interview              | Essay   | Other   |
|--|-----------------------------------|---|-----------------|-------------|------------------------|---|---|
| <b>Business Management, AA</b>               | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Business Management, Certificate</b>      | Required                          | Minimum passing score of 12   | N/A             | NA          | NA                     | NA  |   |
| <b>Medical Assisting, Diploma</b>            | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Medical Assisting, AS</b>                 | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Medical Administrative Specialist, AS</b> | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Health &amp; Fitness, AS</b>              | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Information Technology, AS</b>            | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Health Care Management, BA</b>            | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 500</b> | N/A             | NA          | Yes - Academic Dean    | Yes - Maximum of thirty minutes to complete. Must receive a 2.5 or higher out of 4. | Associates Degree                                     |
| <b>Advanced Respiratory Therapy, AS**</b>    | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 500</b> | N/A             | Minimum 70% | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |   |
| <b>Respiratory Therapy, BS**</b>             | Required                          | All requirements for the AS program                                   | N/A             | NA          | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. | Pass the (CRT) NBRC exam. Submit transcripts and GPA. |

| Program   | High School Diploma or Equivalent | Wonderlic (BST)  | Wonderlic (SLE) | HESI                                | Interview              | Essay   | Other                               |
|---|-----------------------------------|--|-----------------|-------------------------------------|------------------------|---|-------------------------------------|
| <b>Diagnostic Medical Sonography, AS</b>          | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | N/A             | Minimum 70%                         | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |                                     |
| <b>Diagnostic Medical Sonography, BS</b>          | Required                          | All requirements for the AS program                                      | N/A             | All requirements for the AS program | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. | All requirements for the AS degree. |
| <b>Vocational Nursing, AS***</b>                  | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 460 | N/A             | Minimum 70%                         | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |                                     |
| <b>Veterinary Technology, AS</b>                  | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | N/A             | NA                                  | Yes - Program Director | NA  |                                     |
| <b>Ophthalmic Medical Assisting, AS*</b>          | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA                                  | NA                     | NA  |                                     |
| <b>Ophthalmic Medical Assisting, Certificate*</b> | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA                                  | NA                     | NA  |                                     |
| <b>Veterinary Technology Alternate Route</b>      | Required                          | NA   | N/A             | NA                                  | Yes - Program Director | NA  |                                     |

| Program                                   | High School Diploma or Equivalent | Wonderlic (BST)   | Wonderlic (SLE)             | HESI        | Interview              | Essay   | Other |
|---|-----------------------------------|---|-----------------------------|-------------|------------------------|---|-------|
| <b>Vocational Nursing, Certificate***</b> | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 460</b> | N/A                         | Minimum 70% | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |       |
| <b>Hemodialysis</b>                       | Required                          | N/A   | Minimum passing score of 12 | NA          | NA                     | NA  |       |
| <b>Nursing Assistant***</b>               | Required                          | N/A   | Minimum passing score of 12 | NA          | NA                     | NA  |       |
| <b>Software Coding, Diploma</b>           | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A                         | NA          | NA                     | NA  | NA    |

\*Offered only at the Ontario Campus

\*\*Offered at the Alhambra and Ontario Campus

\*\*\*Offered only at the Alhambra Campus



# PLATT COLLEGE

— it's all about your future —

## PLATT COLLEGE Catalog Addendum

Anaheim Campus

1551 Douglass Rd. Anaheim, CA 92806

(714) 333-9606 [plattcollege.edu](http://plattcollege.edu)

### Campus Staff

**We're here to help you succeed!**

|                   |  |
|-------------------|--|
| Brad Janis        | Campus President                               |
| Juan Carlos Ponce | Assistant Director of Financial Aid            |
| Ruben Rivera      |  |
| Karen Hartman     | Veterinary Technician Program Director         |
| Mili Mehta        | Diagnostic Medical Sonography Program Director |
| John Rubi         | Career Services Advisor                        |
| Leah Brenier      | Librarian                                      |

### Admissions Staff

**We're here to help you get started!**

|                   |                           |
|-------------------|---------------------------|
| Andy Gulati       | Director of Admissions    |
| Andrea Mojica     | Admissions Representative |
| Veronica Perez    | Admissions Representative |
| Jesus Ruiz        | Admissions Representative |
| Nancy Nguyen      | Admissions Representative |
| Gabriella Pacheco | Receptionist              |
| Alexis Redden     | Receptionist              |

### Class Sessions

**We're working to meet your schedule!**

Classes meet Monday through Friday and are completed in five-week modules.

|                                  |                     |
|----------------------------------|---------------------|
| Morning Classes                  | 7:45 AM to 12:45 PM |
| Morning Classes<br>(DMS/RT/VT)   | 7:45 AM to 1:45 PM  |
| Afternoon Classes<br>(DMS/RT/VT) | 12:45 PM to 8:00 PM |
| Evening Classes                  | 5:45 PM to 10:45PM  |

### Student and Faculty Holidays

Martin Luther King Jr. Day • Memorial Day • Independence Day • Labor Day • Thanksgiving • Winter Break • New Years

### Programs Offered at Platt College

We have four academic departments to help you develop your educational and career skills!

| Medical Sciences                         |             |                               | Medical Sciences Continued           |             |                               |
|--|-------------|-------------------------------|--------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b>       | \$25,300.00 | Tuition                       | <b>Bachelor of Science Degree</b>    | \$59,730.00 | Tuition                       |
| <b>Medical Administrative Specialist</b> | \$1,525.00  | Books & Supplies <sup>1</sup> | <b>Diagnostic Medical Sonography</b> | \$3,850.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1210 Clock Hours             | \$75.00     | Registration Fee <sup>4</sup> | 31 Months • 3070 Clock Hours         | \$75.00     | Registration Fee <sup>4</sup> |
| 90 Credit Hours                          | \$0.00      | STRF Fee <sup>3/4</sup>       | 208 Credit Hours                     | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$26,900.00 | Program Total <sup>2</sup>    |                                      | \$63,655.00 | Program Total <sup>2</sup>    |
| <b>Associate of Science Degree</b>       | \$25,300.00 | Tuition                       | <b>Bachelor of Science Degree</b>    | \$18,525.00 | Tuition                       |
| <b>Medical Assisting</b>                 | \$1,525.00  | Books & Supplies <sup>1</sup> | <b>Completion Program</b>            | \$1,325.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1260 Clock Hours             | \$75.00     | Registration Fee <sup>4</sup> | <b>Respiratory Therapy</b>           | \$75.00     | Registration Fee <sup>4</sup> |
| 95 Credit Hours                          | \$0.00      | STRF Fee <sup>3/4</sup>       | 15 Months • 1110 Clock Hours         | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$26,900.00 | Program Total <sup>2</sup>    | 93 Credit Hours*                     | \$19,925.00 | Program Total <sup>2</sup>    |
| <b>Diploma</b>                           | \$17,925.00 | Tuition                       | <b>Associate of Science</b>          | \$21,595.00 | Tuition                       |
| <b>Medical Assisting</b>                 | \$1,000.00  | Books & Supplies <sup>1</sup> | <b>Health and Fitness Trainer</b>    | \$1,830.00  | Books & Supplies <sup>1</sup> |
| 12 months•1010 Clock Hours               | \$75        | Registration Fee <sup>4</sup> | 15 Months • 1055 Clock Hours         | \$75.00     | Registration Fee <sup>4</sup> |
| 70 Credit Hours                          | \$0.00      | STRF Fee <sup>3/4</sup>       | 92 Credit Hours                      | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$19,000.00 | Program Total <sup>2</sup>    |                                      | \$23,500.00 | Program Total                 |
| <b>Associate of Science Degree</b>       | \$35,900.00 | Tuition                       | <b>Associate of Science Degree</b>   | \$26,875.00 | Tuition                       |
| <b>Diagnostic Medical Sonography</b>     | \$2,825.00  | Books & Supplies <sup>1</sup> | <b>Vocational Nursing***</b>         | \$3,000.00  | Books & Supplies <sup>1</sup> |
| 20 Months • 2340 Clock Hours             | \$75.00     | Registration Fee <sup>4</sup> | 16 Months • 1980 Clock Hours         | \$75.00     | Registration Fee <sup>4</sup> |
| 145 Credit Hours                         | \$0.00      | STRF Fee <sup>3/4</sup>       | 120 Credit Hours                     | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$38,800.00 | Program Total <sup>2</sup>    |                                      | \$29,950.00 | Program Total <sup>2</sup>    |
| <b>Associate of Science Degree</b>       | \$42,550.00 | Tuition                       | <b>Certificate</b>                   | \$22,850.00 | Tuition                       |
| <b>Respiratory Therapy</b>               | \$3,150.00  | Books & Supplies <sup>1</sup> | <b>Vocational Nursing***</b>         | \$2,470.00  | Books & Supplies <sup>1</sup> |
| 18 Months • 1675 Clock Hours             | \$75.00     | Registration Fee <sup>4</sup> | 14 Months • 1750 Clock Hours         | \$75.00     | Registration Fee <sup>4</sup> |
| 133.5 Credit Hours                       | \$0.00      | STRF Fee <sup>3/4</sup>       | 96 Credit Hours                      | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$45,775.00 | Program Total <sup>2</sup>    |                                      | \$25,395.00 | Program Total <sup>2</sup>    |

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|                                    |             |                               |
|------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b> | \$30,900.00 | Tuition                       |
| <b>Veterinary Technology</b>       | \$2,900.00  | Books & Supplies <sup>1</sup> |
| 18 Months • 1675 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 125 Credit Hours                   | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$33,875.00 | Program Total <sup>2</sup>    |

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|                                |             |                               |
|--------------------------------|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b> | \$23,310.00 | Tuition                       |
| <b>Completion Program</b>      | \$1,470.00  | Books & Supplies <sup>1</sup> |
| <b>Health Care Management</b>  | \$75.00     | Registration Fee <sup>4</sup> |
| 15 Months • 1200 Clock Hours   | \$0.00      | STRF Fee <sup>3/4</sup>       |
| 100 Credit Hours*              | \$24,855.00 | Program Total <sup>2</sup>    |

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|                               |            |                               |
|-------------------------------|------------|-------------------------------|
| <b>Certificate</b>            | \$6,525.00 | Tuition                       |
| <b>Certified Hemodialysis</b> | \$200.00   | Books & Supplies <sup>1</sup> |
| <b>Technician</b>             | \$150.00   | Registration Fee <sup>4</sup> |
| 3 Months • 280 Clock Hours    | \$0.00     | STRF Fee <sup>3/4</sup>       |
|                               | \$6,875.00 | Program Total <sup>2</sup>    |

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|                                  |            |                               |
|----------------------------------|------------|-------------------------------|
| <b>Certificate</b>               | \$1,520.00 | Tuition                       |
| <b>Certified Nurse Assistant</b> | \$150.00   | Books & Supplies <sup>1</sup> |
| 2 Months • 178 Clock Hours       | \$125.00   | Registration Fee <sup>4</sup> |
|                                  | \$0.00     | STRF Fee <sup>3/4</sup>       |
|                                  | \$1,795.00 | Program Total <sup>2</sup>    |

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|                                |            |                               |
|--------------------------------|------------|-------------------------------|
| <b>Certificate</b>             | \$4,270.00 | Tuition                       |
| <b>Veterinary Tech Alt Rte</b> | \$150.00   | Books & Supplies <sup>1</sup> |
| 7 Months • 325 Clock Hours     | \$75.00    | Registration Fee <sup>4</sup> |
|                                | \$0.00     | STRF Fee <sup>3/4</sup>       |
|                                | \$4,495.00 | Program Total <sup>2</sup>    |

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|                                    |             |                               |
|------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b> | \$25,300.00 | Tuition                       |
| <b>Vision Care Technician**</b>    | \$1,525.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1450 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 96.5 Credit Hours                  | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$26,900.00 | Program Total <sup>2</sup>    |

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|                                 |             |                               |
|---------------------------------|-------------|-------------------------------|
| <b>Diploma</b>                  | \$20,925.00 | Tuition                       |
| <b>Vision Care Technician**</b> | \$1,123.00  | Books & Supplies <sup>1</sup> |
| 12 Months • 1200 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 71.5 Credit Hours               | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | \$22,123.00 | Program Total <sup>2</sup>    |

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|                                 |             |                               |
|---------------------------------|-------------|-------------------------------|
| <b>Associate of Arts Degree</b> | \$27,800.00 | Tuition                       |
| <b>Criminal Justice</b>         | \$2,030.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1150 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 103 Credit Hours                | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | \$29,905.00 | Program Total <sup>2</sup>    |

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|                                 |             |                               |
|---------------------------------|-------------|-------------------------------|
| <b>BUSINESS</b>                 |             |                               |
| <b>Associate of Arts Degree</b> | \$29,895.00 | Tuition                       |
| <b>Business Management</b>      | \$1,830.00  | Books & Supplies <sup>1</sup> |
| 15 Months · 1000 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 100 Credit Hours                | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | 31,800.00   | Program Total <sup>2</sup>    |

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|                             |             |                               |
|-----------------------------|-------------|-------------------------------|
| <b>Certificate</b>          | \$25,520.00 | Tuition                       |
| <b>Business Management</b>  | \$1,373.00  | Books & Supplies <sup>1</sup> |
| 12 Months · 750 Clock Hours | \$75.00     | Registration Fee <sup>4</sup> |
| 75 Credit Hours             | \$0.00      | STRF Fee <sup>3/4</sup>       |

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**LEGAL STUDIES**

|                                 |             |                               |
|---------------------------------|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b>  | \$55,080.00 | Tuition                       |
|                                 |             | Books & Supplies <sup>1</sup> |
| 31 Months • 2350 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 217 Credit Hours                | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | \$58,655.00 | Program Total <sup>2</sup>    |
| <b>Bachelor of Arts Degree</b>  | \$51,185.00 | Tuition                       |
|                                 |             | Books & Supplies <sup>1</sup> |
| 31 Months • 2350 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 214 Credit Hours                | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | \$54,760.00 | Program Total <sup>2</sup>    |
| <b>Associate of Arts Degree</b> | \$31,695.00 | Tuition                       |
|                                 |             | Books & Supplies <sup>1</sup> |
| 15 Months • 1150 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 105 Credit Hours                | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | \$33,800.00 | Program Total <sup>2</sup>    |
| <b>Associate of Science</b>     | \$31,695.00 | Tuition                       |
|                                 |             | Books & Supplies <sup>1</sup> |
| 15 Months • 1200 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 110.50 Credit Hours             | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | \$33,800.00 | Program Total                 |

The registration fee is waived for Platt College AA Graphic Design graduates and Platt College AA Paralegal Graduates returning to take upper division programs less than a

\$26,968.00 Program Total<sup>2</sup>

**VISUAL COMMUNICATION**

|   |             |                               |
|---|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b>                    | \$59,790.00 | Tuition                       |
|   |             | Books & Supplies <sup>1</sup> |
| 31 Months • 2500 Clock Hours                      | \$75.00     | Registration Fee <sup>4</sup> |
| 189 Credit Hours                                  | \$0.00      | STRF Fee <sup>3/4</sup>       |
|   | \$64,490.00 | Program Total <sup>2</sup>    |
| <b>Associate of Arts Degree</b>                   | \$29,905.00 | Tuition                       |
|   |             | Books & Supplies <sup>1</sup> |
| 15 Months • 1200 Clock Hours                      | \$75.00     | Registration Fee <sup>4</sup> |
| 91.5 Credit Hours                                 | \$0.00      | STRF Fee <sup>3/4</sup>       |
|   | \$32,435.00 | Program Total <sup>2</sup>    |
| <b>Diploma Program</b>                            | \$22,795.00 | Tuition                       |
|   |             | Books & Supplies <sup>1</sup> |
| 11 Months • 900 Clock Hours                       | \$75.00     | Registration Fee <sup>4</sup> |
| 63 Credit Hours                                   | \$0.00      | STRF Fee <sup>3/4</sup>       |
|   | \$24,900.00 | Program Total <sup>2</sup>    |
| <b>Certificate in Software Development Coding</b> | \$7394.04   | Tuition                       |
| 5 Months  | \$1306.00   | Books                         |
| 600 Clock Hours                                   | \$75.00     | Registration Fee              |
| 34.50 Quarter Credits                             | \$720.00    | Certification Fees            |

\*Bachelor's degree completion programs require the completion of a minimum of 180 credit hours. Credit hours may be earned through this



year after graduation.

program and the completion of programs prior to enrollment, typically through an Associate's degree program which is a prerequisite for entry.

\*Bachelor's degree completion programs require the completion of a minimum of 180 credit hours. Credit hours may be earned through this program and the completion of programs prior to enrollment, typically through an Associate's degree program which is a prerequisite for entry

<sup>1</sup> In select courses, textbooks and/or supplies are classroom copies, which must be returned in good condition at the end of the course. Additional fees will be assessed for failure to return these books and/or supplies.

<sup>2</sup> Estimated charges for the period of attendance and the entire program.

<sup>3</sup> \$.00 for every \$1,000 rounded to the nearest \$1,000

<sup>4</sup> Non-refundable Fee

Additional Fees, as applicable: \$25.00 return check fee, \$20.00 late payment fee, \$10.00 official transcript fee, \$75.00 course auditing fee, \$0.05 per page printing fee. Students repeating courses will be charged for the specific course or courses.

\*\* Only Offered at the Ontario Campus

\*\*\*Only Offered at the Alhambra Campus

Not all programs, course or class schedules are offered at all locations. Please see an Admissions Representative for detailed information.

Associate of Science Diagnostic Medical Sonography Change to Graduation Requirements Effective for all students starting March 5, 2015 and beyond.

1. Minimum cumulative grade point average of 2.0 (C)
2. Complete 960 hours of externship
3. Meet all required competences during the externship period
- 4. Take and pass the ARDMS Sonographic Principles and Instrumentation examination (SPI)**
5. Meet with Career Services and Financial Aid

The following Certificate Programs are not eligible for Title IV funding: Veterinary Technology Alt Rte, Certified Nurse Assistant, Hemodialysis, and Veterinary Technology Alt Rte DE.

The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) and requires that the program appoint a full-time Program Director, a full-time Director of Clinical Education, and a Medical Director.

| <b>Program Total Charges for First Period of Attendance</b> |                |                             |                         |                               |   |
|---|----------------|-----------------------------|-------------------------|-------------------------------|---|
| <b>Program Title</b>  | <b>Tuition</b> | <b>Books &amp; Supplies</b> | <b>Registration Fee</b> | <b>STRF Fee</b>               | <b>Program Total Charges for First Period of Attendance</b> |
| Medical Administrative Specialist, AS                       | \$4,200.00     | \$254.00                    | \$75.00                 | \$0.00                        | \$4,529.00  |
| Medical Assisting, AS                                       | \$4,200.00     | \$254.00                    | \$75.00                 | \$0.00                        | \$4,529.00  |
| Medical Assisting, Diploma                                  | \$3,585.00     | \$200.00                    | \$75.00                 | \$0.00                        | \$3,860.00  |
| Diagnostic Medical Sonography, AS                           | \$4,488.00     | \$354.00                    | \$75.00                 | \$0.00                        | \$4,917.00  |
| Respiratory Therapy, AS                                     | \$6,079.00     | \$450.00                    | \$75.00                 | \$0.00                        | \$6,604.00  |
| Veterinary Technology, AS                                   | \$4,139.00     | \$389.00                    | \$75.00                 | \$0.00                        | \$4,603.00  |
| Completion Program Health Care Management, BA               | \$3,885.00     | \$245.00                    | \$75.00                 | \$0.00                        | \$4,205.00  |
| Diagnostic Medical Sonography, BS                           | \$4,488.00     | \$354.00                    | \$75.00                 | \$0.00                        | \$4,917.00  |
| Degree Completion Respiratory Therapy, BS                   | \$3,087.50     | \$221.00                    | \$75.00                 | \$0.00                        | \$3,383.50  |
| Paralegal Studies, BA                                       | \$5,282.50     | \$340.00                    | \$75.00                 | \$0.00                        | \$5,697.50  |
| Criminal Justice, BA  | \$4,635.00     | \$340.00                    | \$75.00                 | \$0.00                        | \$5,050.00  |
| Paralegal Studies, AA                                       | \$5,282.50     | \$340.00                    | \$75.00                 | \$0.00                        | \$5,697.50  |
| Criminal Justice, AA  | \$4,635.00     | \$340.00                    | \$75.00                 | \$0.00                        | \$5,050.00  |
| Business Management, AA                                     | \$5,381.00     | \$329.00                    | \$75.00                 | \$0.00                        | \$5,785.00  |
| Business Management, Certificate                            | \$6,380.00     | \$343.00                    | \$75.00                 | \$0.00                        | \$6,798.00  |
| Visual Communication, BA                                    | \$4,985.00     | \$410.00                    | \$75.00                 | \$0.00                        | \$5,470.00  |
| Graphic Design, AA  | \$4,985.00     | \$410.00                    | \$75.00                 | \$0.00                        | \$5,470.00  |
| Graphic Design, Diploma                                     | \$4,559.00     | \$406.00                    | \$75.00                 | \$0.00                        | \$5,040.00  |
| Information Technology, AS                                  | \$5,282.50     | \$340.00                    | \$75.00                 | \$0.00                        | \$5,697.50  |
| Software Development Coding, Certificate                    | \$7394.04      | \$1306.00                   | \$75.00                 | \$720<br>(Certification fees) | \$9495.04   |
| Health & Fitness Trainer, AS                                | \$3,600.00     | \$305.00                    | \$75.00                 | \$0.00                        | \$3,980.00  |
| Certified Nurse Assistant, Certificate                      | \$1,520.00     | \$150.00                    | \$125.00                | \$0.00                        | \$1,795.00  |

|  |            |          |          |        |            |
|--|------------|----------|----------|--------|------------|
| Veterinary Technology Alt Route, Certificate   | \$5,770.00 | \$150.00 | \$75.00  | \$0.00 | \$5,995.00 |
| Certified Hemodialysis Technician, Certificate | \$3,263.00 | \$200.00 | \$150.00 | \$0.00 | \$3,613.00 |
| Vocational Nursing, AS                         | \$5,229.00 | \$512.00 | \$75.00  | \$0.00 | \$5,816.00 |
| Vocational Nursing, Certificate                | \$4,800.00 | \$509.00 | \$75.00  | \$0.00 | \$5,384.00 |
| Vision Care Technician, AS**                   | \$4,200.00 | \$255.00 | \$75.00  | \$0.00 | \$4,530.00 |
| Vision Care Technician, Certificate**          | \$4,185.00 | \$227.00 | \$75.00  | \$0.00 | \$4,487.00 |

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.

**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 in an educational program, 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 students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary 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 costs.
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.

**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 in an educational program, 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 loan, or other method.
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 students in an educational program who are California residents attending certain schools regulated by the Bureau for Private Postsecondary 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 the school's closure.

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 student is responsible 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 student for other costs.
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 of non-compliance was not corrected within 30 days of the school's closure.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**Articulation Agreements:** Platt College currently has an articulation agreement with Trinity Law School.

Information regarding accreditation and comparable programs may be obtained from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard • Suite 302 • Sacramento, CA 95833.

Any questions a student may have regarding this catalog addendum that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Platt College reserves the right to update and modify the Catalog and Catalog Addendum as needed. All modifications and revisions to the Catalog and Catalog Addendum will occur as needed.

\*Platt College now has a 4<sup>th</sup> location in Anaheim, CA. Platt College- Anaheim is accredited by ACCSC and approved to operate by BPPE at 1551 Douglas Rd. Anaheim, CA 92806.

### **Leave of Absence**

Platt College offers accelerated programs of study. As such, Leaves of Absence are discouraged, and are only granted for unusual mitigating circumstances. Written requests that are supported by supporting documentation for the Leaves of Absence must 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 request. A student requesting an LOA must meet with the Registrar, Academic Dean, Financial Aid Office and Student Accounts Office before their request can be reviewed and considered for approval. A maximum of 180 days in any 12-month period. The commonly acceptable reasons for a Leave of Absence are: medical emergency (including pregnancy), family emergency, military service, or other extenuating circumstances. During the leave of absence period, the student is obligated to continue to make their normally scheduled Platt College in-school student payments and maintain contact with campus staff. Student payments as scheduled will be withdrawn from Platt College. Students must have successfully completed two modules and be making satisfactory academic progress to be eligible for a Leave of Absence. After the add/drop period will be treated as a drop request and will be withdrawn from Platt College. The student will be required to re-apply for admission to the program when they return to Platt College.

**Updates effective 10.13.2016**

- Add STA301 and STADE301 to section IX. Course Descriptions (page 166)

**STA301 – Introductory Statistics**

STA301 is a foundational course in statistics that includes topics such as data types, elements of experimental design, central tendency, frequency distributions, dot plots, stem and leaf plots, histograms, and pie charts. STA301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation of data sets and probability distributions along with computing expected values and confidence intervals. Various descriptive and inferential techniques are developed and applied with the aid of appropriate technology tools.

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

**STADE301 – Introductory Statistics**

STADE301 is a foundational course in statistics that includes topics such as data types, elements of experimental design, central tendency, frequency distributions, dot plots, stem and leaf plots, histograms, and pie charts. STA301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation of data sets and probability distributions along with computing expected values and confidence intervals. Various descriptive and inferential techniques are developed and applied with the aid of appropriate technology tools.

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

- Correction in Quarter Credit Hours – Diploma in Graphic Design Program (page 11)  
**900 Hours / 66.5 Quarter Credit Hours / Approximately 11 months**

- Update Diploma in Medical Assisting Degree (page 44)

- Remove following courses:

|   |                     |
|---|---------------------|
| MA103 – First Aid and Emergency Care / CPR                              | 4.0 Quarter Credits |
| MA104 – Cardiovascular Anatomy, Electrocardiography and Cardiopulmonary | 4.0 Quarter Credits |
| MA151 – Nutrition, Immune and Digestive Systems                         | 4.0 Quarter Credits |

- Add following courses:

|   |                     |
|---|---------------------|
| MA107 – First Aid / CPR and Nutrition                                 | 4.0 Quarter Credits |
| MA108 – Cardiovascular Anatomy, Electrocardiography & Cardiopulmonary | 8.0 Quarter Credits |

- New program “Certificate in Software Development Coding” added to section Vii. School of Information Technology (page 62) and section IX. Course Descriptions (page 114)

**Certificate in Software Development Coding**

*Note: This program is only offered at Platt College’s Anaheim Campus.*

Upon successful completion of this program, students will be prepared to work in the competitive field of software coding. Students will have an

understanding of the foundations of coding, including but not limited to languages such as CSS, C++, Python and JavaScript. They will also be introduced to front-end development and APIs. They will also branch out and become familiar with frameworks and computer programs that include, but are not limited to HTML, PHP, Swift, Bootstrap, MDL and CMS.

**Certificate in Software Development Coding Program Information**  
**600 Hours / 34.50 Quarter Credit Hours / Approximately 5 months**

|        |                           |                     |
|--------|---------------------------|---------------------|
| COD101 | Foundations of Coding I   | 3.5 Quarter Credits |
| COD102 | Foundations of Coding II  | 3.5 Quarter Credits |
| COD103 | Foundations of Coding III | 3.5 Quarter Credits |
| COD104 | Front-End Development I   | 3.5 Quarter Credits |
| COD105 | Front-End Development II  | 3.5 Quarter Credits |
| COD110 | Front-End Development III | 3.5 Quarter Credits |
| COD111 | APIs I                    | 3.5 Quarter Credits |
| COD112 | APIs II                   | 3.5 Quarter Credits |
| COD113 | Frameworks I              | 3.5 Quarter Credits |
| COD114 | Frameworks II             | 3.5 Quarter Credits |
| COD120 | Coding Capstone           | 1.5 Quarter Credits |

**Course Descriptions**

**COD101 Foundations of Coding I**

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: none                      60 Hours                      3.5 Quarter Credits**

**COD102 Foundations of Coding II**

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: none                      60 Hours                      3.5 Quarter Credits**

**COD103 Foundations of Coding III**

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours                      3.5 Quarter Credits**

**COD104 Front-End Development I**

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**

**3.5 Quarter Credits**

COD105 Front-End Development II

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**

**3.5 Quarter Credits**

COD110 Front End Development III

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**

**3.5 Quarter Credits**

COD111 APIs I

In this course, students gain familiarity with common application programming interfaces (APIs). The focus of the course is on the integration of integrate third-party APIs in an application.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**

**3.5 Quarter Credits**

COD112 APIs II

In this course, students gain familiarity with common application programming interfaces (APIs). The focus of the course is on the integration of integrate third-party APIs in an application.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**

**3.5 Quarter Credits**

COD114 Frameworks I

This course provides an overview of the design of front-end systems. Students gain familiarity with such popular languages and frameworks as: Python, PHP 7 Go, and Swift. Bootstrap, Foundation, MDL, and CMS frameworks are also introduced, as well as basic database formats. Emphasis is placed on building secure full-stack web applications according to common design patterns.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**

**3.5 Quarter Credits**

COD114 Frameworks II

This course provides an overview of the design of front-end systems. Students gain familiarity with such popular languages and frameworks as: Python, PHP 7 Go, and Swift. Bootstrap, Foundation, MDL, and CMS frameworks are also introduced, as well as basic database formats. Emphasis is placed on building secure full-stack web applications according to common design patterns.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**

**3.5 Quarter Credits**

## COD120 Coding Capstone

This course synthesizes content learned in the Software Development Coding program. Emphasis is placed on refining coding projects to provide the student with a portfolio of completed coding work.

**Prerequisite: all Software Coding coursework**

**30 Hours**

**1.5 Quarter Credits**

### **Updates effective as of 10/28/2016**

- Add information in II. Admissions Procedures and Requirements (page 4)  
“Not all programs are offered at all Platt College locations. Program availability is subject to change at the discretion of the College. Please see the Campus President for current program offerings at each Platt College location.
- Add Pennsylvania to list of approved states to VIII. Platt College Distance Education (DE) (page 63)
- Changes made to Associate of Science in Vocational Nursing program (page 50)
  - Hours – from 2124 to 1715
  - Quarter Credits – from 120 to 119
  - Removed PHS101 - Physics – 6 credits
  - Added PSY101 – Psychology – 5 credits

### **Updates effective as of 11/03/2016**

- Change wording for section Revisions found on page 83:
  - Delete following verbiage:
    - 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.
  - Replace with the following:
    - Platt College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes. All Platt College programs are not available at all locations, please see an Admissions Representative for more information on specific enrollment information. Platt College reserves the right to cancel programs of study, modes of delivery, upcoming start dates or individual courses as it deems necessary. If a course or program is cancelled, the school may schedule course completion at a later date or refund all monies paid for the cancelled course or program.

### **Updates effective as of 11/16/2016**

- Correction to Diploma in Medical Assisting program description found on page 43:
  - Removed “Upon successful completion of a program of instruction, the graduate will be awarded an Associates of Science in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained.
  - Changed “Upon successful completion of a program of instruction, the graduate will be awarded a Diploma in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained.”



- Update Associate of Science in Medical Assisting Degree (page 44)
  - Remove following courses:
 

|   |                     |
|---|---------------------|
| MA103 – First Aid and Emergency Care / CPR                              | 4.0 Quarter Credits |
| MA104 – Cardiovascular Anatomy, Electrocardiography and Cardiopulmonary | 4.0 Quarter Credits |
| MA151 – Nutrition, Immune and Digestive Systems                         | 4.0 Quarter Credits |
  - Add following courses:
 

|   |                     |
|---|---------------------|
| MA107 – First Aid / CPR and Nutrition                                 | 4.0 Quarter Credits |
| MA108 – Cardiovascular Anatomy, Electrocardiography & Cardiopulmonary | 8.0 Quarter Credits |
- Update Associate of Science in Medical Administrative Specialist (page 46)
  - Remove following courses:
 

|  |                     |
|--|---------------------|
| MAS161 – Specialty Medical Office Procedures: Dental, Optometric and DME | 4.0 Quarter Credits |
| MAS157 – Medical Transcription 2 – Physician’s Office                    | 3.5 Quarter Credits |
  - Add following courses:
 

|                               |                     |
|-------------------------------|---------------------|
| MAS107 – Advanced HER         | 4.0 Quarter Credits |
| IT101 – Computer Applications | 4.5 Quarter Credits |

**Updates effective 01/03/2017:**

- Update prerequisite for VCA301 – Physics of Animation and VCA303 – Inorganic Modeling from MM404 to MM304 (page 166)
- Correction to General Education Course listing for Associate of Science in Vocational Nursing (page 50)
  - Deleted PHS101 – Physics
  - Replaced with PSY101 – Psychology

**Campus Faculty - We offer teaching quality and industry experience!**

**Full-time and Adjunct Faculty including:**

| <b>General Education Department</b> |   |   |                                    |
|-------------------------------------|---|---|------------------------------------|
| <b>Instructor Name</b>              | <b>Courses Taught</b>   | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Manpreet Rai                        | Math, Ethics, English   | MBA, University of Redlands, 2014<br>Bachelor of Arts, Sociology, Cal State San Bernardino, 2010  | 2014                               |
| Manjari Murali                      | Biology   | PhD, Brown University, 2010<br>BS, Lock Heaven University, 2001   | 2016                               |
| Andrea Citati                       | Physics   | BS – Physics, Florida Institute of Technology, 2013   | 2016                               |
| Scarlett Chiros                     | Psychology  | Masters of Arts – Clinical Psychology, CSUDominguez Hills (2014)  | 2016                               |
| Hal Marlow                          | Anatomy & Physiology<br>Microbiology<br>Chemistry                         | Ph.D. in Biology from Loma Linda University (2006)<br>Master of Science in Environmental Science from Rice University (1991)<br>Bachelor of Science in Zoology from Weber State University (1986) | 2010                               |
| Jennifer Sutliff                    | English<br>English Composition<br>College Writing<br>Advanced Composition | MA – Writing, Missouri State University (2015)<br>BA – Writing, Drury University (2013)   | 2016                               |
| Jared Triscuizzi                    | Math<br>Chemistry<br>Speech   | Master of Science, Chemistry – University of California, Riverside, (2015)<br>Bachelor of Science, Chemistry – Cal Poly Pomona (2013)   | 2016                               |
| Jill Forie                          | Humanities  | MA, New York University, 2014<br>BA, Hofstra University, 2011   | 2016                               |
| Carlo Provanzano                    | Speech  | MA – Humanities, CA State University – Dominguez Hills, 2009<br>BA – History, Ambassador College, 1973  | 2016                               |

|               |   |  |      |
|---------------|---|--|------|
| Edward Ussery | Math<br>Physics<br>Anatomy and Physiology | Master of Medical Science – Harvard Medical School, 2008<br>BS – Mechanical Engineering – University of California,<br>Los Angeles, 1989 | 2015 |
|---------------|---|--|------|

| <b>Medical Assisting and Medical Administrative Specialist Program</b> |                       |   |                                    |
|--|-----------------------|---|------------------------------------|
| <b>Instructor Name</b>   | <b>Courses Taught</b> | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Lisa Gayles  | All MA/MAS Courses    | BA Healthcare Administration, University of Phoenix, 2014<br>Medical Assisting Diploma, Waterson College, 1992  | 2014                               |
| Judith Vasquez   | All MA and MAS Course | Associates of Applied Science, Medical Administrative<br>Assistant<br>Southwestern College of Business 1997<br>Bachelor of Arts, Organization Leadership<br>Cal Baptist University Riverside 2015 | 2014                               |

| <b>Paralegal &amp; Criminal Justice Program</b> |                              |   |                                    |
|---|------------------------------|---|------------------------------------|
| <b>Instructor Name</b>                          | <b>Courses Taught</b>        | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Rogelio Ramirez                                 | All Criminal Justice Courses | MS, Emergency Services Administration, CA State<br>University Long Beach, 2007<br>BS, Occupational Studies Vocational Arts, CA State<br>University Long Beach, 2004 | 2016                               |

| <b>Information Technology and Software Development Coding Program</b> |                                      |  |                                    |
|---|--------------------------------------|--|------------------------------------|
| <b>Instructor Name</b>  | <b>Courses Taught</b>                | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
| Octavio Echeverria  | All IT courses<br>All Coding courses | Master of Science- Information Insurance, Norwich<br>University, 2006<br>BA Business Management- University of Phoenix, 1997 | 2016                               |

| <b>Healthcare Management Program</b> |                                   |  |                                    |
|--------------------------------------|-----------------------------------|--|------------------------------------|
| <b>Instructor Name</b>               | <b>Courses Taught</b>             | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
| Manpreet Rai                         | All Healthcare Management courses | MBA, University of Redlands, 2014<br>Bachelor of Arts, Sociology, Cal State San Bernardino, 2010 | 2014                               |

| <b>Small Business Management</b> |                                       |  |                                    |
|----------------------------------|---------------------------------------|--|------------------------------------|
| <b>Instructor Name</b>           | <b>Courses Taught</b>                 | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
| Manpreet Rai                     | All Small Business Management Courses | MBA, University of Redlands, 2014<br>Bachelor of Arts, Sociology, Cal State San Bernardino, 2010 | 2014                               |

| <b>Veterinary Technology Program</b> |  |   |                                    |
|--------------------------------------|--|---|------------------------------------|
| <b>Instructor Name</b>               | <b>Courses Taught</b>  | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Karen Hartman, BS,<br>MA, LAT, RVT   | All Veterinary Technology core coursework  | Master of Arts, Theological Studies, 2005<br>Bachelor of Science, Animal Science, 1994<br>Associate of Science, Veterinary Technician, 2014 | 2016                               |
| Christopher Jordan,<br>DVM           | Anatomy and Physiology<br>Pharmacology<br>Clinical Pathology<br>Exotic Animal Care | DVM, 1999<br>MA BA, 1995  | 2013                               |

| <b>Diagnostic Medical Sonography Program</b> |                       |   |                                    |
|--|-----------------------|---|------------------------------------|
| <b>Instructor Name</b>                       | <b>Courses Taught</b> | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Mina Tohid                                   | All DMS courses       | BS, Biology – Tehran University, 1980<br>Diploma, DMS, Nova Institute of Health Technology, 1991            | 2016                               |
| Mili Mehta                                   | All DMS courses       | MS – Education / Secondary Teacher Education, 2013<br>BS – Business Management, 2013<br>Diploma – DMS, 2013 | 2016                               |

| <b>Health and Fitness Program</b> |                        |  |                                    |
|-----------------------------------|------------------------|--|------------------------------------|
| <b>Instructor Name</b>            | <b>Courses Taught</b>  | <b>Degree Earned &amp; Year</b>                                | <b>Year Hired at Platt College</b> |
| Erich Moreno                      | All courses in program | BS – Kinesiology / pre-physical therapy, CSU Long Beach (1989) | 2016                               |

**PROGRAM ADMISSIONS SUMMARY CHART**

| Program  | High School Diploma or Equivalent | Wonderlic (BST)  | Wonderlic (SLE) | HESI | Interview | Essay | Other |
|--|-----------------------------------|--|-----------------|------|-----------|-------|-------|
| <b>Graphic Design, Diploma*</b>                  | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Graphic Design, AA</b>                        | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Visual Communication 3D Animation, BA</b>     | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Visual Communication Web Design, BA</b>       | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Visual Communication Video Production, BA</b> | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Visual Communication 2-D Print, BA</b>        | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Paralegal Studies, AA</b>                     | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Paralegal Studies, BA</b>                     | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | N/A             | NA   | NA        | NA    |       |
| <b>Criminal Justice, AA</b>                      | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA   | NA        | NA    |       |
| <b>Criminal Justice, BA</b>                      | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | N/A             | NA   | NA        | NA    |       |

| Program                                      | High School Diploma or Equivalent | Wonderlic (BST)   | Wonderlic (SLE) | HESI        | Interview              | Essay   | Other   |
|--|-----------------------------------|---|-----------------|-------------|------------------------|---|---|
| <b>Business Management, AA</b>               | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Business Management, Certificate</b>      | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Medical Assisting, Diploma</b>            | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Medical Assisting, AS</b>                 | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Medical Administrative Specialist, AS</b> | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Health &amp; Fitness, AS</b>              | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Information Technology, AS</b>            | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Health Care Management, BA</b>            | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 500</b> | N/A             | NA          | Yes - Academic Dean    | Yes - Maximum of thirty minutes to complete. Must receive a 2.5 or higher out of 4. | Associates Degree                                     |
| <b>Advanced Respiratory Therapy, AS**</b>    | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 500</b> | N/A             | Minimum 70% | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |   |
| <b>Respiratory Therapy, BS**</b>             | Required                          | All requirements for the AS program                                   | N/A             | NA          | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. | Pass the (CRT) NBRC exam. Submit transcripts and GPA. |

| Program   | High School Diploma or Equivalent | Wonderlic (BST)  | Wonderlic (SLE) | HESI                                | Interview              | Essay   | Other                               |
|---|-----------------------------------|--|-----------------|-------------------------------------|------------------------|---|-------------------------------------|
| <b>Diagnostic Medical Sonography, AS</b>          | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | N/A             | Minimum 70%                         | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |                                     |
| <b>Diagnostic Medical Sonography, BS</b>          | Required                          | All requirements for the AS program                                      | N/A             | All requirements for the AS program | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. | All requirements for the AS degree. |
| <b>Vocational Nursing, AS***</b>                  | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 460 | N/A             | Minimum 70%                         | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |                                     |
| <b>Veterinary Technology, AS</b>                  | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | N/A             | NA                                  | Yes - Program Director | NA  |                                     |
| <b>Ophthalmic Medical Assisting, AS*</b>          | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA                                  | NA                     | NA  |                                     |
| <b>Ophthalmic Medical Assisting, Certificate*</b> | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA                                  | NA                     | NA  |                                     |
| <b>Veterinary Technology Alternate Route</b>      | Required                          | NA   | N/A             | NA                                  | Yes - Program Director | NA  |                                     |



| Program                                   | High School Diploma or Equivalent | Wonderlic (BST)   | Wonderlic (SLE)             | HESI        | Interview              | Essay   | Other |
|---|-----------------------------------|---|-----------------------------|-------------|------------------------|---|-------|
| <b>Vocational Nursing, Certificate***</b> | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 460</b> | N/A                         | Minimum 70% | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |       |
| <b>Hemodialysis</b>                       | Required                          | N/A   | Minimum passing score of 12 | NA          | NA                     | NA  |       |
| <b>Nursing Assistant***</b>               | Required                          | N/A   | Minimum passing score of 12 | NA          | NA                     | NA  |       |
| <b>Software Coding, Diploma</b>           | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A                         | NA          | NA                     | NA  | NA    |

**\*Offered only at the Ontario Campus**

**\*\*Offered at the Alhambra and Ontario Campus**

**\*\*\*Offered only at the Alhambra Campus**



**PLATT COLLEGE**

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**PLATT COLLEGE Catalog Addendum**

Ontario Campus

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**Campus Staff**

**We're here to help you succeed!**

|                  |                               |
|------------------|-------------------------------|
| Richard Kwon     | Campus President              |
| Alma Perez       | Assistant to Campus President |
| Olivia Madrigal  | Academic Dean                 |
| Tiffani Barajas  | Assistant to Dean             |
| Norma Lopez      | Registrar                     |
| Kathy Lulofs     | Librarian                     |
| Charise Oliva    | Career Services Director      |
| John Rubi        | Career Services Advisor       |
| Jesus Avina      | Career Services Advisor       |
| Daniel Ramos     | Financial Aid Director        |
| Heather Valdez   | Financial Aid Officer         |
| Stephanie Nguyen | Financial Aid Officer         |
| Maricela Macias  | Student Accounts              |

**Admissions Staff**

**We're here to help you get started!**

|                     |                           |
|---------------------|---------------------------|
| Omar Meza           | Director of Admissions    |
| Steven Williams     | Admissions Representative |
| Christine Adrouni   | Admissions Representative |
| Jacqueline Loutfy   | Admissions Representative |
| Melissa Medina      | Admissions Representative |
| Kevin Macias        | Admissions Representative |
| Merceditas miller   | Admissions Representative |
| Debbie Price        | High School Presenter     |
| Gabrielle Dominguez | Receptionist              |

**Class Sessions**

**We're working to meet your schedule!**

Classes meet Monday through Thursday and are completed in five-week modules.

|                             |                     |
|-----------------------------|---------------------|
| Morning Classes             | 7:45 AM to 12:45 PM |
| Morning Classes (DMS/RT/VT) | 7:45 AM to 1:45 PM  |
| Afternoon Classes (RT/VT)   | 2:30 PM to 8:30 PM  |
| Evening Classes             | 5:45 PM to 10:45PM  |

*Student and Faculty Holidays*

Martin Luther King Jr. Day • Memorial Day • Independence Day • Labor Day • Thanksgiving • Winter Break • New Years

**Programs Offered at Platt College**

We have four academic departments to help you develop your educational and career skills!

**Medical Sciences**

|  |             |                               |
|--|-------------|-------------------------------|
| <b>Associate of Science Degree</b>       | \$25,300.00 | Tuition                       |
| <b>Medical Administrative Specialist</b> | \$1,525.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1210 Clock Hours             | \$75.00     | Registration Fee <sup>4</sup> |
| 90 Credit Hours                          | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$26,900.00 | Program Total <sup>2</sup>    |

|                                    |             |                               |
|------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b> | \$25,300.00 | Tuition                       |
| <b>Medical Assisting</b>           | \$1,525.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1260 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 95 Credit Hours                    | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$26,900.00 | Program Total <sup>2</sup>    |

|                            |             |                               |
|----------------------------|-------------|-------------------------------|
| <b>Diploma</b>             | \$17,925.00 | Tuition                       |
| <b>Medical Assisting</b>   | \$1,000.00  | Books & Supplies <sup>1</sup> |
| 11 Months•1010 Clock Hours | \$75        | Registration Fee <sup>4</sup> |
| 70 Credit Hours            | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                            | \$19,000.00 | Program Total <sup>2</sup>    |

|                                      |             |                               |
|--------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b>   | \$35,900.00 | Tuition                       |
| <b>Diagnostic Medical Sonography</b> | \$2,825.00  | Books & Supplies <sup>1</sup> |
| 20 Months • 2340 Clock Hours         | \$75.00     | Registration Fee <sup>4</sup> |
| 145 Credit Hours                     | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                      | \$38,800.00 | Program Total <sup>2</sup>    |

|                                    |             |                               |
|------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b> | \$42,550.00 | Tuition                       |
| <b>Respiratory Therapy</b>         | \$3,150.00  | Books & Supplies <sup>1</sup> |
| 18 Months • 1675 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 133.5 Credit Hours                 | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$45,775.00 | Program Total <sup>2</sup>    |

|                                    |             |                               |
|------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b> | \$30,900.00 | Tuition                       |
| <b>Veterinary Technology</b>       | \$2,900.00  | Books & Supplies <sup>1</sup> |
| 18 Months • 1675 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 125 Credit Hours                   | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$33,875.00 | Program Total <sup>2</sup>    |

|                                |             |                               |
|--------------------------------|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b> | \$23,310.00 | Tuition                       |
| <b>Completion Program</b>      | \$1,470.00  | Books & Supplies <sup>1</sup> |

**Medical Sciences Continued**

|                                      |             |                               |
|--------------------------------------|-------------|-------------------------------|
| <b>Bachelor of Science Degree</b>    | \$59,730.00 | Tuition                       |
| <b>Diagnostic Medical Sonography</b> | \$3,850.00  | Books & Supplies <sup>1</sup> |
| 31 Months • 3070 Clock Hours         | \$75.00     | Registration Fee <sup>4</sup> |
| 208 Credit Hours                     | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                      | \$63,655.00 | Program Total <sup>2</sup>    |

|                                   |             |                               |
|-----------------------------------|-------------|-------------------------------|
| <b>Bachelor of Science Degree</b> | \$18,525.00 | Tuition                       |
| <b>Completion Program</b>         | \$1,325.00  | Books & Supplies <sup>1</sup> |
| <b>Respiratory Therapy</b>        | \$75.00     | Registration Fee <sup>4</sup> |
| 15 Months • 1110 Clock Hours      | \$0.00      | STRF Fee <sup>3/4</sup>       |
| 93 Credit Hours*                  | \$19,925.00 | Program Total <sup>2</sup>    |

|                                   |             |                               |
|-----------------------------------|-------------|-------------------------------|
| <b>Associate of Science</b>       | \$21,595.00 | Tuition                       |
| <b>Health and Fitness Trainer</b> | \$1,830.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1055 Clock Hours      | \$75.00     | Registration Fee <sup>4</sup> |
| 92 Credit Hours                   | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                   | \$23,500.00 | Program Total                 |

|                                    |             |                               |
|------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b> | \$26,875.00 | Tuition                       |
| <b>Vocational Nursing**</b>        | \$3,000.00  | Books & Supplies <sup>1</sup> |
| 16 Months • 1980 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 120 Credit Hours                   | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$29,950.00 | Program Total <sup>2</sup>    |

|                              |             |                               |
|------------------------------|-------------|-------------------------------|
| <b>Certificate</b>           | \$22,850.00 | Tuition                       |
| <b>Vocational Nursing**</b>  | \$2,470.00  | Books & Supplies <sup>1</sup> |
| 14 Months • 1750 Clock Hours | \$75.00     | Registration Fee <sup>4</sup> |
| 96 Credit Hours              | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                              | \$25,395.00 | Program Total <sup>2</sup>    |

|                                    |             |                               |
|------------------------------------|-------------|-------------------------------|
| <b>Associate of Science Degree</b> | \$25,300.00 | Tuition                       |
| <b>Vision Care Technician**</b>    | \$1,525.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1450 Clock Hours       | \$75.00     | Registration Fee <sup>4</sup> |
| 96.5 Credit Hours                  | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                    | \$26,900.00 | Program Total <sup>2</sup>    |

|                                 |             |                               |
|---------------------------------|-------------|-------------------------------|
| <b>Diploma</b>                  | \$20,925.00 | Tuition                       |
| <b>Vision Care Technician**</b> | \$1,123.00  | Books & Supplies <sup>1</sup> |

|                               |             |                               |
|-------------------------------|-------------|-------------------------------|
| <b>Health Care Management</b> | \$75.00     | Registration Fee <sup>4</sup> |
| 15 Months • 1200 Clock Hours  | \$0.00      | STRF Fee <sup>3/4</sup>       |
| 100 Credit Hours*             | \$24,855.00 | Program Total <sup>2</sup>    |

|  |            |                               |
|--|------------|-------------------------------|
| <b>Certificate</b>                       | \$6,525.00 | Tuition                       |
| <b>Certified Hemodialysis Technician</b> | \$200.00   | Books & Supplies <sup>1</sup> |
|  | \$150.00   | Registration Fee <sup>4</sup> |
| 3 Months • 280 Clock Hours               | \$0.00     | STRF Fee <sup>3/4</sup>       |
|  | \$6,875.00 | Program Total <sup>2</sup>    |

|                                  |            |                               |
|----------------------------------|------------|-------------------------------|
| <b>Certificate</b>               | \$1,520.00 | Tuition                       |
| <b>Certified Nurse Assistant</b> | \$150.00   | Books & Supplies <sup>1</sup> |
| 2 month • 178 Clock Hours        | \$125.00   | Registration Fee <sup>4</sup> |
|                                  | \$0.00     | STRF Fee <sup>3/4</sup>       |
|                                  | \$1,795.00 | Program Total <sup>2</sup>    |

|                                      |            |                               |
|--------------------------------------|------------|-------------------------------|
| <b>Certificate</b>                   | \$4,270.00 | Tuition                       |
| <b>Veterinary Technology Alt Rte</b> | \$150.00   | Books & Supplies <sup>1</sup> |
| 7 Months • 325 Clock Hours           | \$75.00    | Registration Fee <sup>4</sup> |
|                                      | \$0.00     | STRF Fee <sup>3/4</sup>       |
|                                      | \$4,495.00 | Program Total <sup>2</sup>    |

#### **LEGAL STUDIES**

|                                |             |                               |
|--------------------------------|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b> | \$55,080.00 | Tuition                       |
| <b>Paralegal Studies</b>       | \$3,500.00  | Books & Supplies <sup>1</sup> |
| 31 Months • 2350 Clock Hours   | \$75.00     | Registration Fee <sup>4</sup> |
| 217 Credit Hours               | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                | \$58,655.00 | Program Total <sup>2</sup>    |

|                                |             |                               |
|--------------------------------|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b> | \$51,185.00 | Tuition                       |
| <b>Criminal Justice</b>        | \$3,500.00  | Books & Supplies <sup>1</sup> |
| 31 Months • 2350 Clock Hours   | \$75.00     | Registration Fee <sup>4</sup> |
| 214 Credit Hours               | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                | \$54,760.00 | Program Total <sup>2</sup>    |

|                                 |             |         |
|---------------------------------|-------------|---------|
| <b>Associate of Arts Degree</b> | \$31,695.00 | Tuition |
|---------------------------------|-------------|---------|

|                              |             |                               |
|------------------------------|-------------|-------------------------------|
| 12 Months • 1200 Clock Hours | \$75.00     | Registration Fee <sup>4</sup> |
| 71.5 Credit Hours            | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                              | \$22,123.00 | Program Total <sup>2</sup>    |

|                                 |             |                               |
|---------------------------------|-------------|-------------------------------|
| <b>Associate of Arts Degree</b> | \$27,800.00 | Tuition                       |
| <b>Criminal Justice</b>         | \$2,030.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1150 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 103 Credit Hours                | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | \$29,905.00 | Program Total <sup>2</sup>    |

|                                 |          |                               |
|---------------------------------|----------|-------------------------------|
| <b>Business</b>                 |          |                               |
| <b>Associate of Arts Degree</b> | \$29,895 | Tuition                       |
| <b>Business Management</b>      | \$1,830  | Books & Supplies <sup>1</sup> |
| 15 Months • 1000 Clock Hours    | \$75     | Registration Fee <sup>4</sup> |
| 100 Credit Hours                | \$0.00   | STRF Fee <sup>3/4</sup>       |
|                                 | \$31,800 | Program Total <sup>2</sup>    |

|                             |            |                               |
|-----------------------------|------------|-------------------------------|
| <b>Certificate</b>          | \$25,520   | Tuition                       |
| <b>Business Management</b>  | \$1,373.00 | Books & Supplies <sup>1</sup> |
| 12 Months • 750 Clock Hours | \$75       | Registration Fee <sup>4</sup> |
| 75 Credit Hours             | \$0.00     | STRF Fee <sup>3/4</sup>       |
|                             | \$26,968   | Program Total <sup>2</sup>    |

#### **VISUAL COMMUNICATION**

|                                |             |                               |
|--------------------------------|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b> | \$59,790.00 | Tuition                       |
| <b>Visual Communication</b>    | \$4,625.00  | Books & Supplies <sup>1</sup> |
| 31 Months • 2500 Clock Hours   | \$75.00     | Registration Fee <sup>4</sup> |
| 189 Credit Hours               | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                | \$64,490.00 | Program Total <sup>2</sup>    |

|                                 |             |                               |
|---------------------------------|-------------|-------------------------------|
| <b>Associate of Arts Degree</b> | \$29,905.00 | Tuition                       |
| <b>Graphic Design</b>           | \$2,455.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1200 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 91.5 Credit Hours               | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                                 | \$32,435.00 | Program Total <sup>2</sup>    |

|                        |             |         |
|------------------------|-------------|---------|
| <b>Diploma Program</b> | \$22,795.00 | Tuition |
|------------------------|-------------|---------|

|                              |             |                               |
|------------------------------|-------------|-------------------------------|
| <b>Paralegal Studies</b>     | \$2,030.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1150 Clock Hours | \$75.00     | Registration Fee <sup>4</sup> |
| 105 Credit Hours             | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                              | \$33,800.00 | Program Total <sup>2</sup>    |

|   |                  |                      |
|---|------------------|----------------------|
| <b>Certificate in Software Development Coding</b> | \$7394.04        | Tuition              |
| 5 Months  | \$1306.00        | Books                |
| 600 Clock Hours                                   | \$75.00          | Registration Fee     |
| 34.50 Quarter Credits                             | \$720.00         | Certification Fees   |
|   | <b>\$9495.04</b> | <b>Program Total</b> |

|                             |             |                               |
|-----------------------------|-------------|-------------------------------|
| <b>Graphic Design</b>       | \$2,030.00  | Books & Supplies <sup>1</sup> |
| 11 Months • 900 Clock Hours | \$75.00     | Registration Fee <sup>4</sup> |
| 63 Credit Hours             | \$0.00      | STRF Fee <sup>3/4</sup>       |
|                             | \$24,900.00 | Program Total <sup>2</sup>    |

|  |             |                               |
|--|-------------|-------------------------------|
| <b>Associate of Science Information Technology</b> | \$31,695.00 | Tuition                       |
| 15 Months • 1200 Clock Hours                       | \$2,030.00  | Books & Supplies <sup>1</sup> |
| 110.50 Credit Hours                                | \$75.00     | Registration Fee <sup>4</sup> |
|  | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$33,800.00 | Program Total <sup>2</sup>    |

The registration fee is waived for Platt College AA Graphic Design graduates and Platt College AA Paralegal Graduates returning to take upper division programs less than a year after graduation.

\*Bachelor's degree completion programs require the completion of a minimum of 180 credit hours. Credit hours may be earned through this program and the completion of programs prior to enrollment, typically through an Associate's degree program which is a prerequisite for entry.

<sup>1</sup> In select courses, textbooks and/or supplies are classroom copies, which must be returned in good condition at the end of the course. Additional fees will be assessed for failure to return these books and/or supplies.

<sup>2</sup> Estimated charges for the period of attendance and the entire program.

<sup>3</sup> \$.00 for every \$1,000 rounded to the nearest \$1,000

<sup>4</sup> Non-refundable Fee

Additional Fee, as applicable: \$25.00 return check fee, \$20.00 late payment fee, \$10.00 official transcript fee, \$75.00 course auditing fee, \$0.05 per page printing fee. Students repeating courses will be charged for the specific course or courses.

\*\*Only offered at the Ontario Campus

\*\*\*Only offered at the Alhambra Campus

Associate of Science Diagnostic Medical Sonography Change to Graduation Requirements Effective for all students starting March 5, 2015 and beyond.

1. Minimum cumulative grade point average of 2.0 (C)
2. Complete 960 hours of externship
3. Meet all required competences during the externship period
- 4. Take and pass the ARDMS Sonographic Principles and Instrumentation examination (SPI)**
5. Meet with Career Services and Financial Aid

The following Certificate Programs are not eligible for Title IV funding: Veterinary Technology Alt Rte, Certified Nurse Assistant, Hemodialysis, and Veterinary Technology Alt Rte DE.

The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) and requires that the program appoint a full-time Program Director, a full-time Director of Clinical.

**Program Total Charges for First Period of Attendance**

| <b>Program Title</b>                          | <b>Tuition</b> | <b>Books &amp; Supplies</b> |          |                               |            |
|---|----------------|-----------------------------|----------|-------------------------------|------------|
|   |                |                             | \$75.00  | \$0.00                        | \$4,603.00 |
| Medical Administrative Specialist, AS         | \$4,200.00     | \$254.00                    | \$75.00  | \$0.00                        | \$4,205.00 |
| Medical Assisting, AS                         | \$4,200.00     | \$254.00                    | \$75.00  | \$0.00                        | \$4,917.00 |
| Medical Assisting, Diploma                    | \$3,585.00     | \$200.00                    | \$75.00  | \$0.00                        | \$3,383.50 |
| Diagnostic Medical Sonography, AS             | \$4,488.00     | \$354.00                    | \$75.00  | \$0.00                        | \$5,697.50 |
| Respiratory Therapy, AS                       | \$6,079.00     | \$450.00                    | \$75.00  | \$0.00                        | \$5,050.00 |
| Veterinary Technology, AS                     | \$4,139.00     | \$389.00                    | \$75.00  | \$0.00                        | \$5,697.50 |
| Completion Program Health Care Management, BA | \$3,885.00     | \$245.00                    | \$75.00  | \$0.00                        | \$5,050.00 |
| Diagnostic Medical Sonography, BS             | \$4,488.00     | \$354.00                    | \$75.00  | \$0.00                        | \$5,785.00 |
| Degree Completion Respiratory Therapy, BS     | \$3,087.50     | \$221.00                    | \$75.00  | \$0.00                        | \$6,798.00 |
| Paralegal Studies, BA                         | \$5,282.50     | \$340.00                    | \$75.00  | \$0.00                        | \$5,470.00 |
| Criminal Justice, BA                          | \$4,635.00     | \$340.00                    | \$75.00  | \$0.00                        | \$5,470.00 |
| Paralegal Studies, AA                         | \$5,282.50     | \$340.00                    | \$75.00  | \$0.00                        | \$5,040.00 |
| Criminal Justice, AA                          | \$4,635.00     | \$340.00                    | \$75.00  | \$0.00                        | \$5,697.50 |
| Business Management, AA                       | \$5,381.00     | \$329.00                    | \$75.00  | \$720<br>(Certification fees) | \$9495.04  |
| Business Management, Certificate              | \$6,380.00     | \$343.00                    | \$75.00  | \$0.00                        | \$5,785.00 |
| Visual Communication, BA                      | \$4,985.00     | \$410.00                    | \$125.00 | \$0.00                        | \$1,795.00 |
| Graphic Design, AA                            | \$4,985.00     | \$410.00                    | \$75.00  | \$0.00                        | \$5,995.00 |
| Graphic Design, Diploma                       | \$4,559.00     | \$406.00                    | \$150.00 | \$0.00                        | \$3,613.00 |
| Information Technology, AS                    | \$5,282.50     | \$340.00                    | \$75.00  | \$0.00                        | \$5,816.00 |
| Software Development Coding, Certificate      | \$7394.04      | \$1306.00                   | \$75.00  | \$0.00                        | \$5,384.00 |
| Health & Fitness Trainer, AS                  | \$3,600.00     | \$305.00                    | \$75.00  | \$0.00                        | \$3,980.00 |
| Certified Nurse Assistant, Certificate        | \$1,520.00     | \$150.00                    | \$75.00  | \$0.00                        | \$4,487.00 |

|  |            |          |         |        |            |
|--|------------|----------|---------|--------|------------|
| Veterinary Technology Alt Route, Certificate   | \$5,770.00 | \$150.00 | \$75.00 | \$0.00 | \$4,530.00 |
| Certified Hemodialysis Technician, Certificate | \$3,263.00 | \$200.00 | \$75.00 | \$0.00 | \$4,487.00 |
| Vocational Nursing, AS                         | \$5,229.00 | \$512.00 | \$75.00 | \$0.00 | \$4,530.00 |
| Vocational Nursing, Certificate                | \$4,800.00 | \$509.00 | \$75.00 | \$0.00 | \$4,487.00 |
| Vision Care Technician, AS**                   | \$4,200.00 | \$255.00 | \$75.00 | \$0.00 | \$4,487.00 |
| Vision Care Technician, Certificate**          | \$4,185.00 | \$227.00 | \$75.00 | \$0.00 | \$4,487.00 |

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.

**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 in an educational program, 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 students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary 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 costs.
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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.



**Articulation Agreements:** Platt College currently has an articulation agreement with Trinity Law School.

Information regarding accreditation and comparable programs may be obtained from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard • Suite 302 • Arlington • VA • 22201, 703.247.4212

Any questions a student may have regarding this catalog addendum 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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Platt College reserves the right to update and modify the Catalog and Catalog Addendum as needed. All modifications and revisions to the Catalog and Catalog Addendum will occur annually, each summer.

\*Platt College now has a 4<sup>th</sup> location in Anaheim; CA. Platt College- Anaheim is accredited by ACCSC and approved to operate by BPPE at 1551 Douglas Rd. Anaheim, CA 92806.

### **Leave of Absence**

Platt College offers accelerated programs of study. As such, Leaves of Absence are discouraged, and are only granted for unusual mitigating circumstances. Written requests that are signed and dated and accompanied by all supporting documentation for the Leaves of Absence must 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. Students requesting an LOA must meet with the Registrar, Academic Dean, Financial Aid Office and Student Accounts Office before their request can be reviewed and considered for approval. A Leave of Absence may be granted for a maximum of 180 days in any 12-month period. The commonly acceptable reasons for a Leave of Absence are: medical emergency (including pregnancy), family emergency, military service, and course scheduling. During the leave of absence period, the student is obligated to continue to make their normally scheduled Platt College in-school student payments and maintain contact with campus staff. Students failing to return from a Leave of Absence as scheduled will be withdrawn from Platt College. Students must have successfully completed two modules and be making satisfactory academic progress to be 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 will be withdrawn from Platt College. The student will be required to re-apply for admission to the program when he/she is ready to re-enroll in Platt College.

### ***Updates effective 10.13.2016***

- Add STA301 and STADE301 to section IX. Course Descriptions (page 166)

#### **STA301 – Introductory Statistics**

STA301 is a foundational course in statistics that includes topics such as data types, elements of experimental design, central tendency, frequency distributions, dot plots, stem and leaf plots, histograms, and pie charts. STA301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation of data sets and probability distributions along with computing expected values and confidence intervals. Various descriptive and inferential techniques are developed and applied with the aid of appropriate technology tools.

**Prerequisite: none**

**50 Hours**

**5 Quarter Credits**

#### **STADE301 – Introductory Statistics**

STADE301 is a foundational course in statistics that includes topics such as data types, elements of experimental design, central tendency, frequency distributions, dot plots, stem and leaf plots, histograms, and pie charts. STA301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation of data sets and probability distributions along with computing expected values and confidence intervals. Various descriptive and inferential techniques are developed and applied with the aid of appropriate technology tools.

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

- Correction in Quarter Credit Hours – Diploma in Graphic Design Program (page 11)  
**900 Hours / 66.5 Quarter Credit Hours / Approximately 11 months**
  
- Update Diploma in Medical Assisting Degree (page 44)
  - Remove following courses:
 

|   |                     |
|---|---------------------|
| MA103 – First Aid and Emergency Care / CPR                              | 4.0 Quarter Credits |
| MA104 – Cardiovascular Anatomy, Electrocardiography and Cardiopulmonary | 4.0 Quarter Credits |
| MA151 – Nutrition, Immune and Digestive Systems                         | 4.0 Quarter Credits |
  
  - Add following courses:
 

|   |                     |
|---|---------------------|
| MA107 – First Aid / CPR and Nutrition                                 | 4.0 Quarter Credits |
| MA108 – Cardiovascular Anatomy, Electrocardiography & Cardiopulmonary | 8.0 Quarter Credits |
  
- New program “Certificate in Software Development Coding” added to section Vii. School of Information Technology (page 62) and section IX. Course Descriptions (page 114)

**Certificate in Software Development Coding**

*Note: This program is only offered at Platt College’s Anaheim Campus.*

Upon successful completion of this program, students will be prepared to work in the competitive field of software coding. Students will have an understanding of the foundations of coding, including but not limited to languages such as CSS, C++, Python and JavaScript. They will also be introduced to front-end development and APIs. They will also branch out and become familiar with frameworks and computer programs that include, but are not limited to HTML, PHP, Swift, Bootstrap, MDL and CMS.

**Certificate in Software Development Coding Program Information**

**600 Hours / 34.50 Quarter Credit Hours / Approximately 5 months**

|        |                           |                     |
|--------|---------------------------|---------------------|
| COD101 | Foundations of Coding I   | 3.5 Quarter Credits |
| COD102 | Foundations of Coding II  | 3.5 Quarter Credits |
| COD103 | Foundations of Coding III | 3.5 Quarter Credits |
| COD104 | Front-End Development I   | 3.5 Quarter Credits |
| COD105 | Front-End Development II  | 3.5 Quarter Credits |
| COD110 | Front-End Development III | 3.5 Quarter Credits |

|        |                 |                     |
|--------|-----------------|---------------------|
| COD111 | APIs I          | 3.5 Quarter Credits |
| COD112 | APIs II         | 3.5 Quarter Credits |
| COD113 | Frameworks I    | 3.5 Quarter Credits |
| COD114 | Frameworks II   | 3.5 Quarter Credits |
| COD120 | Coding Capstone | 1.5 Quarter Credits |

## Course Descriptions

### COD101 Foundations of Coding I

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: none**                      **60 Hours**                      **3.5 Quarter Credits**

### COD102 Foundations of Coding II

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: none**                      **60 Hours**                      **3.5 Quarter Credits**

### COD103 Foundations of Coding III

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours**                      **3.5 Quarter Credits**

### COD104 Front-End Development I

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours**                      **3.5 Quarter Credits**

### COD105 Front-End Development II

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours**                      **3.5 Quarter Credits**

### COD110 Front End Development III

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**                      **3.5 Quarter Credits**

**COD111 APIs I**

In this course, students gain familiarity with common application programming interfaces (APIs). The focus of the course is on the integration of integrate third-party APIs in an application.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**                      **3.5 Quarter Credits**

**COD112 APIs II**

In this course, students gain familiarity with common application programming interfaces (APIs). The focus of the course is on the integration of integrate third-party APIs in an application.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**                      **3.5 Quarter Credits**

**COD114 Frameworks I**

This course provides an overview of the design of front-end systems. Students gain familiarity with such popular languages and frameworks as: Python, PHP 7 Go, and Swift. Bootstrap, Foundation, MDL, and CMS frameworks are also introduced, as well as basic database formats. Emphasis is placed on building secure full-stack web applications according to common design patterns.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**                      **3.5 Quarter Credits**

**COD114 Frameworks II**

This course provides an overview of the design of front-end systems. Students gain familiarity with such popular languages and frameworks as: Python, PHP 7 Go, and Swift. Bootstrap, Foundation, MDL, and CMS frameworks are also introduced, as well as basic database formats. Emphasis is placed on building secure full-stack web applications according to common design patterns.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours**                      **3.5 Quarter Credits**

**COD120 Coding Capstone**

This course synthesizes content learned in the Software Development Coding program. Emphasis is placed on refining coding projects to provide the student with a portfolio of completed coding work.

**Prerequisite: all Software Coding coursework**                      **30 Hours**                      **1.5 Quarter Credits**

**Updates effective as of 10/28/2016**

- Add information in II. Admissions Procedures and Requirements (page 4)  
“Not all programs are offered at all Platt College locations. Program availability is subject to change at the discretion of the College. Please see the Campus President for current program offerings at each Platt College location.
- Add Pennsylvania to list of approved states to VIII. Platt College Distance Education (DE) (page 63)

- Changes made to Associate of Science in Vocational Nursing program (page 50)
  - Hours – from 2124 to 1715
  - Quarter Credits – from 120 to 119
  - Removed PHS101 - Physics – 6 credits
  - Added PSY101 – Psychology – 5 credits

***Updates effective as of 11/03/2016***

- Change wording for section Revisions found on page 83:
  - Delete following verbiage:
    - 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.
  - Replace with the following:
    - Platt College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes. All Platt College programs are not available at all locations, please see an Admissions Representative for more information on specific enrollment information. Platt College reserves the right to cancel programs of study, modes of delivery, upcoming start dates or individual courses as it deems necessary. If a course or program is cancelled, the school may schedule course completion at a later date or refund all monies paid for the cancelled course or program.

***Updates effective as of 11/16/2016***

- Correction to Diploma in Medical Assisting program description found on page 43:
  - Removed “Upon successful completion of a program of instruction, the graduate will be awarded an Associates of Science in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained.
  - Changed “Upon successful completion of a program of instruction, the graduate will be awarded a Diploma in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained.”
  
- Update Associate of Science in Medical Assisting Degree (page 44)
  - Remove following courses:
 

|   |                     |
|---|---------------------|
| MA103 – First Aid and Emergency Care / CPR                              | 4.0 Quarter Credits |
| MA104 – Cardiovascular Anatomy, Electrocardiography and Cardiopulmonary | 4.0 Quarter Credits |
| MA151 – Nutrition, Immune and Digestive Systems                         | 4.0 Quarter Credits |
  
  - Add following courses:
 

|   |                     |
|---|---------------------|
| MA107 – First Aid / CPR and Nutrition                                 | 4.0 Quarter Credits |
| MA108 – Cardiovascular Anatomy, Electrocardiography & Cardiopulmonary | 8.0 Quarter Credits |

- Update Associate of Science in Medical Administrative Specialist (page 46)
  - Remove following courses:
 

|  |                     |
|--|---------------------|
| MAS161 – Specialty Medical Office Procedures: Dental, Optometric and DME | 4.0 Quarter Credits |
| MAS157 – Medical Transcription 2 – Physician’s Office                    | 3.5 Quarter Credits |
  - Add following courses:
 

|                               |                     |
|-------------------------------|---------------------|
| MAS107 – Advanced HER         | 4.0 Quarter Credits |
| IT101 – Computer Applications | 4.5 Quarter Credits |

***Updates effective 01/03/2017:***

- Update prerequisite for VCA301 – Physics of Animation and VCA303 – Inorganic Modeling from MM404 to MM304 (page 166)
- Correction to General Education Course listing for Associate of Science in Vocational Nursing (page 50)
  - Deleted PHS101 – Physics
  - Replaced with PSY101 – Psychology

**Campus Faculty - We offer teaching quality and industry experience!**

**Full-time and Adjunct Faculty including:**

**General Education Department**

| <b>Instructor Name</b> | <b>Courses Taught</b>   | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
|------------------------|---|--|------------------------------------|
| Kimberly O'Hara Nunez  | All English Courses<br>Speech<br>All Ethics Courses<br>American Government<br>History of Business<br>Psychology | Master of Art in History from Cal Poly Pomona (2003)<br>BA in Speech Communication from Emerson College (1994)   | 2005                               |
| Stephen Richardson     | College Math<br>College Math Principles<br>College Algebra and Geometry<br>Physics                              | Master of Arts in Mathematics Education from CSU San Bernardino (2011)<br>Bachelor of Arts in Mathematics from CSU San Bernardino (2000)<br>California Teaching Credential, Cleared Single Subject – Mathematics                           | 2007                               |
| Cassandra Nguyen       | Psychology  | Ph.D. in Clinical Psychology from California School of Professional Psychology (2003)<br>Master of Science from California School of Professional Psychology (1995)<br>Bachelor of Science in Psychology from University of Houston (1992) | 2007                               |
| Hal Marlow             | Anatomy and Physiology<br>Microbiology<br>Chemistry   | Ph.D. in Biology from Loma Linda University (2006)<br>Master of Science in Environmental Science from Rice University (1991)<br>Bachelor of Science in Zoology from Weber State University (1986)  | 2010                               |
| Carina Aguirre         | All English Courses<br>Speech<br>All Ethics Courses<br>American Government<br>All Paralegal Courses             | Juris Doctorate from Texas Tech University (2003)<br>Bachelor of Art in Journalism from Texas A&M (2000)   | 2008                               |
| John LeDell            | Art History<br>Government<br>All Ethics Courses<br>All English Courses  | Master of Art in Art History from CSU Northridge (2003)<br>Bachelor of Art in Religious Studies from CSU Northridge (2001)   | 2004                               |

|  |  |   |  |
|--|--|---|--|
|  |  | Bachelor of Art in Art from CSU Northridge (1999) |  |
|--|--|---|--|

| <b>Medical Assisting and Medical Administrative Specialist Program</b> |                       |  |                                    |
|--|-----------------------|--|------------------------------------|
| <b>Instructor Name</b>   | <b>Courses Taught</b> | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
| Rita McDowell  | All MA Courses        | Bachelor of Art in Health Care Management from Platt College (2012)<br>Associate of Science in Medical Assisting from Platt College (2008) | 2009                               |
| Lisa Gayles  | All MA/MAS Courses    | Bachelor of Art in Health Care Administration from University of Phoenix (2014)<br>Medical Assisting Diploma from Waterson College (1992)  | 2014                               |
| Ghada Alfred   | All MA/MAS Courses    | Medical Bachelor of Science and Surgery from Ain Shama University (2004)   | 2013                               |
| Alfred Amgad   | All MA/MAS Courses    | Medical Bachelor of Science and Surgery, Ain Shams University (2004)   | 2016                               |

| <b>Healthcare Management Program</b> |   |   |                                    |
|--------------------------------------|---|---|------------------------------------|
| <b>Instructor Name</b>               | <b>Courses Taught</b>   | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Fermin Fierro                        | All Healthcare Management Courses<br>Small Business Management Courses<br>English<br>Math | MBA in Healthcare Management from Loma Linda University (2008)<br>MPH in Healthcare Education from Loma Linda University (2006)<br>Bachelor of Art in Wellness Management from Loma Linda University (2003) | 2010                               |

| <b>Veterinary Technology Program</b> |                       |  |                                    |
|--------------------------------------|-----------------------|--|------------------------------------|
| <b>Instructor Name</b>               | <b>Courses Taught</b> | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
| Dean Raines –<br>Program Director    | All VT Courses        | Registered Veterinary Technician (2012)<br>Associate of Science in Veterinary Technology from Platt College (2015) | 2013                               |



|                 |                |  |      |
|-----------------|----------------|--|------|
| Margery Moore   | All VT Courses | Licensed Vet for the state of California<br>DVM from UC Davis (1984)<br>Bachelor of Art in Biology from San Francisco State University | 2012 |
| Kristen White   | All VT Courses | Bachelor of Arts in Animal Health Science from Cal Poly Pomona (2009)  | 2015 |
| Tiffany Barraza | All VT Courses | Associate of Science in Registered Vet Technology from Mt. SAC (2010)  | 2013 |

### Respiratory Therapy Program

| Instructor Name                  | Courses Taught | Degree Earned & Year  | Year Hired at Platt College |
|----------------------------------|----------------|---|-----------------------------|
| Robert Wandel – Program Director | All RT Courses | Master of Art in Divinity from Hope National Institute (2012)<br>Bachelor of Art in Political Science from Queens University (1970)<br>Certificate of completion in Respiratory Therapy from East Los Angeles City College (1974)<br>Certification of completion in Neonatal Intensive Care Therapy from Rio Hondo College (1978) | 2009                        |
| John Ynami                       | All RT Courses | Associate of Science in Respiratory Therapy from El Camino College (1995)   | 2011                        |
| Jose Monsale                     | All RT Courses | Associate of Science in Respiratory Therapy from Crafton Hills Community College (2000)   | 2011                        |
| Regina Pierce                    | All RT Courses | Associate of Science in Respiratory Therapy from Victor Valley College (1997)   | 2012                        |
| Mark Sousa                       | All RT Courses | Bachelor of Science in Health Care Management from California Coast University (2009)<br>Associate of Science in Respiratory Therapy from Long Beach City College (1980)  | 2012                        |

| <b>Diagnostic Medical Sonography Program</b> |                       |  |                                    |
|--|-----------------------|--|------------------------------------|
| <b>Instructor Name</b>                       | <b>Courses Taught</b> | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
| Muna Buser –<br>Program Director             | All DMS Courses       | Bachelor of Science from Addis Adaba University (1990)<br>Certificate in Diagnostic Medical Sonography from<br>Charles Drew University (1997)<br>Registered Abdomen, OB/GYN, and Breast (1997) | 2009                               |
| Manuneet Virk                                | All DMS Courses       | Bachelor of Art degree from CHD India (1998)<br>Diploma in Diagnostic Medical Sonography from<br>American Career College (2007)<br>Registered Diagnostic Medical Sonographer for OB/GYN        | 2011                               |
| Trinh (Ryan) Le                              | All DMS Courses       | Bachelor of Science in Chemical Engineering from Cal<br>Poly Pomona (1996)<br>Diploma in Diagnostic Medical Sonography from<br>Newbridge/Northwest College (2003)                              | 2015                               |
| Loretta Warrington                           | All DMS Courses       | Bachelor of Science in Diagnostic Medical Sonography<br>from Platt College (2012)<br>Associate of Science in Diagnostic Medical Sonography<br>from Platt College (2011)                        | 2014                               |
| Jorge Diaz                                   | All DMS Courses       | Diploma in Diagnostic Medical Ultrasound/Vascular<br>Technology from Modern Technology School (2005)   | 2016                               |

| <b>Paralegal &amp; Criminal Justice Program</b> |                       |   |                                    |
|---|-----------------------|---|------------------------------------|
| <b>Instructor Name</b>                          | <b>Courses Taught</b> | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Ugo Nwaoha                                      | All Paralegal Courses | Juris Doctorate from University of West Los Angeles<br>School of Law (1997)<br>Bachelor of Art in Legal Studies from UC Berkeley (1987) | 2000                               |

|                     |                                      |  |      |
|---------------------|--------------------------------------|--|------|
| Constance Leftridge | All Paralegal Courses<br>SBM Courses | Juris Doctorate from Western State University College of Law (1998)<br>Bachelor of Arts in Business Administration from University of La Verne (1994)  | 2007 |
| Peter Chow          | All Paralegal Courses                | Juris Doctorate and Bachelor of Science in Law from Western State University College of Law (1993)   | 2016 |
| Brent Ferguson      | All Criminal Justice Courses         | Associate of Science from Long Beach Community College (1976)  | 2010 |
| Lawrence Savoy      | All Criminal Justice Courses         | Master of Art in Security Management from Webster University (1998)<br>Bachelor of Art in Business from National University (1978)<br>Associate of Science in Criminal Justice from Miramar College (1977) | 2014 |

### Business Management

| Instructor Name | Courses Taught  | Degree Earned & Year  | Year Hired at Platt College |
|-----------------|---|---|-----------------------------|
| Manpreet Rai    | All SBM Courses<br>HCM Courses<br>All English Courses<br>All Math Courses | MBA from University of Redlands (2014)<br>Bachelor of Art in Sociology from CSU San Bernardino (2010) | 2014                        |

### Visual Communication Program

| Instructor Name | Courses Taught  | Degree Earned & Year   | Year Hired at Platt College |
|-----------------|---|--|-----------------------------|
| Patti Denys     | Typography and Advanced Typography<br>Introduction to Design Concepts<br>Fundamentals of Drawing<br>Art History<br>History of Graphic Design and Advertising<br>Commercial Illustration<br>Life Drawing<br>Branding, Logos, and Packaging<br>Marketing Dynamics and Strategies<br>Art Direction and Team Projects | Master of Fine Arts from Vermont College (2003)<br>Bachelor of Fine Arts from University of Texas (1975) | 2008                        |

|                 |   |  |      |
|-----------------|---|--|------|
| Stephen Collins | Web Courses<br>Multimedia Courses<br>Illustration                                 | Bachelor of Science in Computer Science from CSU San Bernardino (2003)     | 2005 |
| Karlie Kawa     | Foundation Studies<br>Computer Graphics<br>Life Drawing                           | Bachelor of Art in Illustration from Rowan University of New Jersey (1984) | 1994 |
| Jon Kawa        | Foundation Studies<br>Computer Graphics<br>Life Drawing<br>Illustration Portfolio | Bachelor of Art in Art from CSU Los Angeles (1981)                         | 1993 |
| Fang Li         | All 3D Courses  | Master of Fine Arts from Claremont Graduate University (2014)              | 2016 |

**PROGRAM ADMISSIONS SUMMARY CHART**

| <b>Program</b>                                   | <b>High School Diploma or Equivalent</b> | <b>Wonderlic (BST)</b>  | <b>Wonderlic (SLE)</b> | <b>HESI</b> | <b>Interview</b> | <b>Essay</b> | <b>Other</b> |
|--|--|---|------------------------|-------------|------------------|--------------|--------------|
| <b>Graphic Design, Diploma*</b>                  | Required                                 | Minimum passing score of 12   | N/A                    | NA          | NA               | NA           |              |
| <b>Graphic Design, AA</b>                        | Required                                 | Verbal: 205<br>Quantitative: 215                                      | N/A                    | NA          | NA               | NA           |              |
| <b>Visual Communication 3D Animation, BA</b>     | Required                                 | Verbal: 205<br>Quantitative: 215                                      | N/A                    | NA          | NA               | NA           |              |
| <b>Visual Communication Web Design, BA</b>       | Required                                 | Verbal: 205<br>Quantitative: 215                                      | N/A                    | NA          | NA               | NA           |              |
| <b>Visual Communication Video Production, BA</b> | Required                                 | Verbal: 205<br>Quantitative: 215                                      | N/A                    | NA          | NA               | NA           |              |
| <b>Visual Communication 2-D Print, BA</b>        | Required                                 | Verbal: 205<br>Quantitative: 215                                      | N/A                    | NA          | NA               | NA           |              |
| <b>Paralegal Studies, AA</b>                     | Required                                 | Verbal: 205<br>Quantitative: 215                                      | N/A                    | NA          | NA               | NA           |              |
| <b>Paralegal Studies, BA</b>                     | Required                                 | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 500</b> | N/A                    | NA          | NA               | NA           |              |
| <b>Criminal Justice, AA</b>                      | Required                                 | Verbal: 205<br>Quantitative: 215                                      | N/A                    | NA          | NA               | NA           |              |
| <b>Criminal Justice, BA</b>                      | Required                                 | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 500</b> | N/A                    | NA          | NA               | NA           |              |

| Program                                      | High School Diploma or Equivalent | Wonderlic (BST)   | Wonderlic (SLE) | HESI        | Interview              | Essay   | Other   |
|--|-----------------------------------|---|-----------------|-------------|------------------------|---|---|
| <b>Business Management, AA</b>               | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Business Management, Certificate</b>      | Required                          | Minimum passing score of 12   | N/A             | NA          | NA                     | NA  |   |
| <b>Medical Assisting, Diploma</b>            | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Medical Assisting, AS</b>                 | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Medical Administrative Specialist, AS</b> | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Health &amp; Fitness, AS</b>              | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Information Technology, AS</b>            | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A             | NA          | NA                     | NA  |   |
| <b>Health Care Management, BA</b>            | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 500</b> | N/A             | NA          | Yes - Academic Dean    | Yes - Maximum of thirty minutes to complete. Must receive a 2.5 or higher out of 4. | Associates Degree                                     |
| <b>Advanced Respiratory Therapy, AS**</b>    | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 500</b> | N/A             | Minimum 70% | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |   |
| <b>Respiratory Therapy, BS**</b>             | Required                          | All requirements for the AS program                                   | N/A             | NA          | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. | Pass the (CRT) NBRC exam. Submit transcripts and GPA. |

| Program   | High School Diploma or Equivalent | Wonderlic (BST)  | Wonderlic (SLE) | HESI                                | Interview              | Essay   | Other                               |
|---|-----------------------------------|--|-----------------|-------------------------------------|------------------------|---|-------------------------------------|
| <b>Diagnostic Medical Sonography, AS</b>          | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | N/A             | Minimum 70%                         | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |                                     |
| <b>Diagnostic Medical Sonography, BS</b>          | Required                          | All requirements for the AS program                                      | N/A             | All requirements for the AS program | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. | All requirements for the AS degree. |
| <b>Vocational Nursing, AS***</b>                  | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 460 | N/A             | Minimum 70%                         | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |                                     |
| <b>Veterinary Technology, AS</b>                  | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | N/A             | NA                                  | Yes - Program Director | NA  |                                     |
| <b>Ophthalmic Medical Assisting, AS*</b>          | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA                                  | NA                     | NA  |                                     |
| <b>Ophthalmic Medical Assisting, Certificate*</b> | Required                          | Verbal: 205<br>Quantitative: 215   | N/A             | NA                                  | NA                     | NA  |                                     |
| <b>Veterinary Technology Alternate Route</b>      | Required                          | NA   | N/A             | NA                                  | Yes - Program Director | NA  |                                     |

| Program                                   | High School Diploma or Equivalent | Wonderlic (BST)   | Wonderlic (SLE)             | HESI        | Interview              | Essay   | Other |
|---|-----------------------------------|---|-----------------------------|-------------|------------------------|---|-------|
| <b>Vocational Nursing, Certificate***</b> | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall Minimum: 460</b> | N/A                         | Minimum 70% | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |       |
| <b>Hemodialysis</b>                       | Required                          | N/A   | Minimum passing score of 12 | NA          | NA                     | NA  |       |
| <b>Nursing Assistant***</b>               | Required                          | N/A   | Minimum passing score of 12 | NA          | NA                     | NA  |       |
| <b>Software Coding, Diploma</b>           | Required                          | Verbal: 205<br>Quantitative: 215                                      | N/A                         | NA          | NA                     | NA  | NA    |

**\*Offered only at the Ontario Campus**

**\*\*Offered at the Alhambra and Ontario Campus**

**\*\*\*Offered only at the Alhambra Campus**





**PLATT COLLEGE**

— it's all about your future —

**PLATT COLLEGE Catalog Addendum**

Riverside Campus

6465 Sycamore Canyon Blvd., Suite 100, Riverside, CA 92507

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**Campus Staff**

**We're here to help you succeed!**

|                   |                               |
|-------------------|-------------------------------|
| Michael Nielsen   | Campus President              |
| Crystal Anguiano  | Assistant to Campus President |
| Carlina Payne     | Academic Dean                 |
| Lizbeth Herrarte  | Registrar                     |
| Libby Taylor      | Student Accounts              |
| Arica Hardyman    | Director of Financial Aid     |
| Karla Lopez       | Financial Aid Officer         |
| Coleen Pila       | Financial Aid Officer         |
| Cary LaLonde      | Director of Career Services   |
| Luci Payne        | Career Services Advisor       |
|                   | Career Services Advisor       |
| Sharol Caw        | Librarian                     |
| Tatiana Navarrete | Receptionist                  |
| Jessica Zarate    | Receptionist                  |

**Admissions Staff**

**We're here to help you get started!**

|                          |                               |
|--------------------------|-------------------------------|
| Luis Sanchez             | Director of Admissions        |
| Alma Lopez               | Admissions Representative     |
| Joi Fleming              | Admissions Representative     |
| Ronald Wise              | Admissions Representative     |
| Stephanie Avina Sandoval | Admissions Representative     |
| Christopher Lopez        | Admissions Representative     |
| Demarius Carmichael      | Inland Empire H.S Coordinator |
| Shama Khan               | H.S. Administrative Assistant |

**Class Sessions**

**We're working to meet your schedule!**

Classes meet Monday through Thursday and are completed in five-week modules.

|                         |                     |
|-------------------------|---------------------|
| Morning Classes         | 7:45 AM to 12:45 PM |
| Morning Classes (DMS)   | 7:45 AM to 1:45 PM  |
| Afternoon Classes (VT)  | 1:30 PM to 6:30 PM  |
| Afternoon Classes (DMS) | 4:00 PM to 10:00 PM |
| Evening Classes         | 5:45 PM to 10:45PM  |

*Student and Faculty Holidays*

Martin Luther King Jr. Day • Memorial Day • Independence Day • Labor Day • Thanksgiving • Winter Break • New Years

## Programs Offered at Platt College

We have four academic departments to help you develop your educational and career skills!

| <b>Medical Sciences</b>  |   |  | <b>Medical Sciences Continued</b>  |   |  |
|--|---|--|--|---|--|
| <b>Associate of Science Degree<br/>Medical Administrative<br/>Specialist</b><br>15 Months • 1210 Clock<br>Hours<br>90 Credit Hours | \$25,300.00<br>\$1,525.00<br>\$75.00<br>\$0.00<br>\$26,900.00 | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup><br>Program Total <sup>2</sup> | <b>Bachelor of Science Degree</b><br><b>Diagnostic Medical Sonography</b><br>31 Months • 3070 Clock Hours<br>200 Credit Hours              | \$59,730.00<br>\$3,850.00<br>\$75.00<br>\$0.00<br>\$63,655.00 | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup><br>Program Total <sup>2</sup> |
| <b>Associate of Science Degree<br/>Medical Assisting</b><br>15 Months • 1260 Clock<br>Hours<br>95 Credit Hours                     | \$25,300.00<br>\$1,525.00<br>\$75.00<br>\$0.00<br>\$26,900.00 | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup><br>Program Total <sup>2</sup> | <b>Bachelor of Science Degree<br/>Completion Program</b><br><b>Respiratory Therapy</b><br>15 Months • 1110 Clock Hours<br>93 Credit Hours* | \$18,525.00<br>\$1,325.00<br>\$75.00<br>\$0.00<br>\$19,925.00 | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup><br>Program Total <sup>2</sup> |
| <b>Diploma<br/>Medical Assisting</b><br>11 Months•1010 Clock Hours<br>70 Credit Hours  | \$17,925.00<br>\$1,000.00<br>\$75.00<br>\$0.00<br>\$19,000.00 | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup><br>Program Total <sup>2</sup> | <b>Associate of Science<br/>Health and Fitness Trainer</b><br>15 Months • 1055 Clock Hours<br>92 Credit Hours                              | \$21,595.00<br>\$1,830.00<br>\$75.00<br>\$0.00<br>\$23,500.00 | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup><br>Program Total              |
| <b>Associate of Science Degree<br/>Diagnostic Medical<br/>Sonography</b><br>20 Months•2340 Clock Hours<br>145 Credit Hours         | \$35,900.00<br>\$2,825.00<br>\$75.00<br>\$0.00<br>\$38,800.00 | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup><br>Program Total <sup>2</sup> | <b>Associate of Science Degree<br/>Vocational Nursing</b><br>16 Months • 2124 Clock Hours<br>120 Credit Hours                              | \$26,875.00<br>\$3,000.00<br>\$75.00<br>\$0.00<br>\$29,950.00 | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup><br>Program Total <sup>2</sup> |
| <b>Associate of Science Degree<br/>Respiratory Therapy</b><br>18 Months•1780 Clock Hours<br>133.5 Credit Hours                     | \$42,550.00<br>\$3,150.00<br>\$75.00<br>\$0.00<br>\$45,775.00 | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup><br>Program Total <sup>2</sup> | <b>Certificate<br/>Vocational Nursing</b><br>14 Months • 1884 Clock Hours<br>96 Credit Hours   | \$22,850.00<br>\$2,470.00<br>\$75.00<br>\$0.00<br>\$25,395.00 | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup><br>Program Total <sup>2</sup> |
| <b>Associate of Science<br/>Veterinary Technology</b><br>18 Months•1675 Clock Hours<br>125 Credit Hours                            | \$30,900.00<br>\$2,900.00<br>\$75.00<br>\$0.00                | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup>                               | <b>Associate of Science Degree<br/>Vision Care Technician**</b><br>15 Months • 1450 Clock Hours<br>96.5 Credit Hours                       | \$25,300.00<br>\$1,525.00<br>\$75.00<br>\$0.00                | Tuition<br>Books & Supplies <sup>1</sup><br>Registration Fee <sup>4</sup><br>STRF Fee <sup>3/4</sup>                               |

|  |             |                               |                                 |             |                               |
|--|-------------|-------------------------------|---------------------------------|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b>               | \$33,875.00 | Program Total <sup>2</sup>    |                                 | \$26,900.00 | Program Total <sup>2</sup>    |
| <b>Completion Program</b>                    | \$23,310.00 | Tuition                       | <b>Diploma</b>                  | \$20,925.00 | Tuition                       |
| <b>Health Care Management</b>                | \$1,470.00  | Books & Supplies <sup>1</sup> | <b>Vision Care Technician**</b> | \$1,123.00  | Books & Supplies <sup>1</sup> |
| 15 Months • 1200 Clock Hours                 | \$75.00     | Registration Fee <sup>4</sup> | 12 Months • 1200 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
| 100 Credit Hours*                            | \$0.00      | STRF Fee <sup>3/4</sup>       | 71.5 Credit Hours               | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$24,855.00 | Program Total <sup>2</sup>    |                                 | \$22,123.00 | Program Total <sup>2</sup>    |
| <b>Certificate</b>                           | \$6,525.00  | Tuition                       | <b>Associate of Arts Degree</b> | \$27,800.00 | Tuition                       |
| <b>Certified Hemodialysis Technician</b>     | \$200.00    | Books & Supplies <sup>1</sup> | <b>Criminal Justice</b>         | \$2,030.00  | Books & Supplies <sup>1</sup> |
| 3 Months • 320 Clock Hours                   | \$150.00    | Registration Fee <sup>4</sup> | 15 Months • 1150 Clock Hours    | \$75.00     | Registration Fee <sup>4</sup> |
|  | \$0.00      | STRF Fee <sup>3/4</sup>       | 103 Credit Hours                | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$6,875.00  | Program Total <sup>2</sup>    |                                 | \$29,905.00 | Program Total <sup>2</sup>    |
| <b>Certified Nurse Assistant Certificate</b> | \$1,520.00  | Tuition                       | <b>Associate of Arts Degree</b> | \$29,895.00 | Tuition                       |
| 2 Month • 178 Clock Hours                    | \$150.00    | Books & Supplies <sup>1</sup> | <b>Business Management</b>      | \$1,830.00  | Books & Supplies <sup>1</sup> |
|  | \$125.00    | Registration Fee <sup>4</sup> | 15 Months                       | \$75.00     | Registration Fee <sup>4</sup> |
|  | \$0.00      | STRF Fee <sup>3/4</sup>       | • 1000 Clock Hours              | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$1,795.00  | Program Total <sup>2</sup>    | 100 Credit Hours                | \$31,800    | Program Total <sup>2</sup>    |
| <b>Certificate</b>                           | \$4,270.00  | Tuition                       | <b>Certificate</b>              | \$25,520.00 | Tuition                       |
| <b>Veterinary Technology Alt Rte.</b>        | \$150.00    | Books & Supplies <sup>1</sup> | <b>Business Management</b>      | \$1,373.00  | Books & Supplies <sup>1</sup> |
| 7 Months • 325 Clock Hours                   | \$75.00     | Registration Fee <sup>4</sup> | 10 Months • 750 Clock Hours     | \$75.00     | Registration Fee <sup>4</sup> |
|  | \$0.00      | STRF Fee <sup>3/4</sup>       | 75 Credit Hours                 | \$0.00      | STRF Fee <sup>3/4</sup>       |
|  | \$4,495.00  | Program Total <sup>2</sup>    |                                 | \$26,968.00 | Program Total <sup>2</sup>    |

| <b>LEGAL STUDIES</b>                              |             |                               |
|---|-------------|-------------------------------|
| <b>Bachelor of Arts Degree</b>                    | \$55,080.00 | Tuition                       |
| <b>Paralegal Studies</b>                          | \$3,500.00  | Books & Supplies <sup>1</sup> |
| 31 Months • 2350 Clock Hours                      | \$75.00     | Registration Fee <sup>4</sup> |
| 217 Credit Hours                                  | \$0.00      | STRF Fee <sup>3/4</sup>       |
|   | \$58,655.00 | Program Total <sup>2</sup>    |
| <hr/>   |             |                               |
| <b>Bachelor of Arts Degree</b>                    | \$51,185.00 | Tuition                       |
| <b>Criminal Justice</b>                           | \$3,500.00  | Books & Supplies <sup>1</sup> |
| 31 Months • 2350 Clock Hours                      | \$75.00     | Registration Fee <sup>4</sup> |
| 214 Credit Hours                                  | \$0.00      | STRF Fee <sup>3/4</sup>       |
|   | \$54,760.00 | Program Total <sup>2</sup>    |
| <hr/>   |             |                               |
| <b>Associate of Arts</b>                          | \$31,695.00 | Tuition                       |
| <b>Paralegal Studies</b>                          | \$2,030.00  | Books & Supplies <sup>1</sup> |
| 15 Months•1150 Clock Hours                        | \$75.00     | Registration Fee <sup>4</sup> |
| 105 Credit Hours                                  | \$0.00      | STRF Fee                      |
|   | \$33,800.00 | Program Total <sup>2</sup>    |
| <hr/>   |             |                               |
| <b>Certificate in Software Development Coding</b> | \$7394.04   | Tuition                       |
| 5 months  | \$1306.00   | Books and Supplies            |
| 600 clock hours                                   | \$75.00     | Registration Fee              |
| 34.50 Credit Hours                                | \$720.00    | Certification Fee             |
|   | \$9495.04   | Program Total                 |

| <b>VISUAL COMMUNICATION</b>     |             |                                 |
|---------------------------------|-------------|---------------------------------|
| <b>Bachelor of Arts Degree</b>  |             |                                 |
| <b>Visual Communication</b>     | \$59,790.00 | Tuition                         |
| 31 Months • 2500 Clock Hours    | \$4,625.00  | Books & Supplies <sup>1</sup>   |
| 189 Credit Hours                | \$75.00     | Registration Fee <sup>4</sup>   |
|                                 | \$0.00      | STRF Fee <sup>3/4</sup>         |
|                                 | \$64,490.00 | Program Total <sup>2</sup>      |
| <hr/>                           |             |                                 |
| <b>Associate of Arts Degree</b> |             |                                 |
| <b>Graphic Design</b>           | \$29,905.00 | Tuition                         |
| 15 Months • 1200 Clock Hours    | \$2,455.00  | Books & Supplies <sup>1</sup>   |
| 91.5 Credit Hours               | \$75.00     | Registration Fee <sup>4</sup>   |
|                                 | \$0.00      | STRF Fee <sup>3/4</sup>         |
|                                 | \$32,435.00 | Program Total <sup>2</sup>      |
| <hr/>                           |             |                                 |
| <b>Graphic Design Diploma</b>   | \$22,795.00 | Tuition                         |
|                                 | \$2,030.00  | Books and Supplies <sup>1</sup> |
| 11 Months •900 Clock Hours      | \$75.00     | Registration Fee <sup>4</sup>   |
| 63 Credit Hours                 | \$0.00      | STRF Fee <sup>3/4</sup>         |
|                                 | \$24,900.00 | Program Total <sup>2</sup>      |
| <hr/>                           |             |                                 |
| <b>Associate of Science</b>     | \$31,695.00 | Tuition                         |
| <b>Information Technology</b>   | \$2,030.00  | Books and Supplies <sup>1</sup> |
| 15 Months•1200 Clock Hours      | \$75.00     | Registration Fee <sup>4</sup>   |
| 110.5 Credit Hours              | \$0.00      | STRF Fee <sup>3/4</sup>         |
|                                 | \$33,800.00 | Program Total <sup>2</sup>      |

The registration fee is waived for Platt College AA Graphic Design graduates and Platt College AA Paralegal Graduates returning to take upper division programs less than a year after graduation.

\*Bachelor's degree completion programs require the completion of a minimum of 180 credit hours. Credit hours may be earned through this program and the completion of programs prior to enrollment, typically through an Associate's degree program which is a prerequisite for entry.

\*The Phlebotomy Program is no longer offered at Platt College.

<sup>1</sup> In select courses, textbooks and/or supplies are classroom copies, which must be returned in good condition at the end of the course. Additional fees will be assessed for failure to return these books and/or supplies.

<sup>2</sup> Estimated charges for the period of attendance and the entire program.

<sup>3</sup> \$.00 for every \$1,000 rounded to the nearest \$1,000

<sup>4</sup> Non-refundable Fee

Additional Fee, as applicable: \$25.00 return check fee, \$20.00 late payment fee, \$10.00 official transcript fee, \$75.00 course auditing fee, \$0.05 per page printing fee.

Students repeating courses will be charged for the specific course or courses.

\*\*Only Offered at the Ontario Campus

\*\*\*Only Offered at the Alhambra Campus

Not all programs, course or class schedules are offered at all locations. Please see an Admissions Representative for detailed information.

Associate of Science Diagnostic Medical Sonography Change to Graduation Requirements Effective for all students starting March 5, 2015 and beyond.

1. Minimum cumulative grade point average of 2.0 (C)
2. Complete 960 hours of externship
3. Meet all required competences during the externship period
- 4. Take and pass the ARDMS Sonographic Principles and Instrumentation examination (SPI)**
5. Meet with Career Services and Financial Aid

**Program Total Charges for First Period of Attendance**

| <b>Program Title</b>                          | <b>Tuition</b> | <b>Books &amp; Supplies</b> | <b>Registration Fee</b> | <b>STRF Fee</b>               | <b>Program Total Charges for First Period of Attendance</b> |
|---|----------------|-----------------------------|-------------------------|-------------------------------|---|
| Medical Administrative Specialist, AS         | \$4,200.00     | \$254.00                    | \$75.00                 | \$0.00                        | \$4,529.00  |
| Medical Assisting, AS                         | \$4,200.00     | \$254.00                    | \$75.00                 | \$0.00                        | \$4,529.00  |
| Medical Assisting, Diploma                    | \$3,585.00     | \$200.00                    | \$75.00                 | \$0.00                        | \$3,860.00  |
| Diagnostic Medical Sonography, AS             | \$4,488.00     | \$354.00                    | \$75.00                 | \$0.00                        | \$4,917.00  |
| Respiratory Therapy, AS                       | \$6,079.00     | \$450.00                    | \$75.00                 | \$0.00                        | \$6,604.00  |
| Veterinary Technology, AS                     | \$4,139.00     | \$389.00                    | \$75.00                 | \$0.00                        | \$4,603.00  |
| Completion Program Health Care Management, BA | \$3,885.00     | \$245.00                    | \$75.00                 | \$0.00                        | \$4,205.00  |
| Diagnostic Medical Sonography, BS             | \$4,488.00     | \$354.00                    | \$75.00                 | \$0.00                        | \$4,917.00  |
| Degree Completion Respiratory Therapy, BS     | \$3,087.50     | \$221.00                    | \$75.00                 | \$0.00                        | \$3,383.50  |
| Paralegal Studies, BA                         | \$5,282.50     | \$340.00                    | \$75.00                 | \$0.00                        | \$5,697.50  |
| Criminal Justice, BA                          | \$4,635.00     | \$340.00                    | \$75.00                 | \$0.00                        | \$5,050.00  |
| Paralegal Studies, AA                         | \$5,282.50     | \$340.00                    | \$75.00                 | \$0.00                        | \$5,697.50  |
| Criminal Justice, AA                          | \$4,635.00     | \$340.00                    | \$75.00                 | \$0.00                        | \$5,050.00  |
| Business Management, AA                       | \$5,381.00     | \$329.00                    | \$75.00                 | \$0.00                        | \$5,785.00  |
| Business Management, Certificate              | \$6,380.00     | \$343.00                    | \$75.00                 | \$0.00                        | \$6,798.00  |
| Visual Communication, BA                      | \$4,985.00     | \$410.00                    | \$75.00                 | \$0.00                        | \$5,470.00  |
| Graphic Design, AA                            | \$4,985.00     | \$410.00                    | \$75.00                 | \$0.00                        | \$5,470.00  |
| Graphic Design, Diploma                       | \$4,559.00     | \$406.00                    | \$75.00                 | \$0.00                        | \$5,040.00  |
| Information Technology, AS                    | \$5,282.50     | \$340.00                    | \$75.00                 | \$0.00                        | \$5,697.50  |
| Software Development Coding, Certificate      | \$7394.04      | \$1306.00                   | \$75.00                 | \$720<br>(Certification fees) | \$9495.04   |

|  |            |          |          |        |            |
|--|------------|----------|----------|--------|------------|
| Health & Fitness Trainer, AS                   | \$5,381.00 | \$329.00 | \$75.00  | \$0.00 | \$5,785.00 |
| Certified Nurse Assistant, Certificate         | \$1,520.00 | \$150.00 | \$125.00 | \$0.00 | \$1,795.00 |
| Veterinary Technology Alt Route, Certificate   | \$5,770.00 | \$150.00 | \$75.00  | \$0.00 | \$5,995.00 |
| Certified Hemodialysis Technician, Certificate | \$3,263.00 | \$200.00 | \$150.00 | \$0.00 | \$3,613.00 |
| Vocational Nursing, AS***                      | \$5,229.00 | \$512.00 | \$75.00  | \$0.00 | \$5,816.00 |
| Vocational Nursing, Certificate***             | \$4,800.00 | \$509.00 | \$75.00  | \$0.00 | \$5,384.00 |
| Vision Care Technician, AS**                   | \$4,200.00 | \$255.00 | \$75.00  | \$0.00 | \$4,530.00 |
| Vision Care Technician, Certificate**          | \$4,185.00 | \$227.00 | \$75.00  | \$0.00 | \$4,487.00 |

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.

**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 in an educational program, 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 students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary 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 costs.
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.

**Articulation Agreements:** Platt College currently has an articulation agreement with Trinity Law School.

Information regarding accreditation and comparable programs may be obtained from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard • Suite 302 • Arlington • VA • 22201, 703.247.4212

Any questions a student may have regarding this catalog addendum 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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Platt College reserves the right to update and modify the Catalog and Catalog Addendum as needed. All modifications and revisions to the Catalog and Catalog Addendum will occur annually, each summer.

\*Platt College now has a 4<sup>th</sup> location in Anaheim, CA. Platt College- Anaheim is accredited by ACCSC and approved to operate by BPPE at 1551 Douglas Rd. Anaheim, CA 92806.

### **Leave of Absence**

Platt College offers accelerated programs of study. As such, Leaves of Absence are discouraged, and are only granted for unusual mitigating circumstances. Written requests that are signed and dated and accompanied by all supporting documentation for the Leaves of Absence must 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. Students requesting an LOA must meet with the Registrar, Academic Dean, Financial Aid Office and Student Accounts Office before their request can be reviewed and considered for approval. A Leave of Absence may be granted for a maximum of 180 days in any 12-month period. The commonly acceptable reasons for a Leave of Absence are: medical emergency (including pregnancy), family emergency, military service, and course scheduling. During the leave of absence period, the student is obligated to continue to make their normally scheduled Platt College in-school student payments and maintain contact with campus staff. Students failing to return from a Leave of Absence as scheduled will be withdrawn from Platt College. Students must have successfully completed two modules and be making satisfactory academic progress to be 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 will be withdrawn from Platt College. The student will be required to re-apply for admission to the program when he/she is ready to re-enroll in Platt College.

### ***Updates effective 10.13.2016***

- Add STA301 and STADE301 to section IX. Course Descriptions (page 166)

#### **STA301 – Introductory Statistics**

STA301 is a foundational course in statistics that includes topics such as data types, elements of experimental design, central tendency, frequency distributions, dot plots, stem and leaf plots, histograms, and pie charts. STA301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation of data sets and probability distributions along with computing expected values and confidence intervals. Various descriptive and inferential techniques are developed and applied with the aid of appropriate technology tools.

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

#### **STADE301 – Introductory Statistics**

STADE301 is a foundational course in statistics that includes topics such as data types, elements of experimental design, central tendency, frequency distributions, dot plots, stem and leaf plots, histograms, and pie charts. STA301 includes counting principles, basic probability, conditional probability, and probability distributions. The course contains an emphasis on computing the variance and standard deviation of data



sets and probability distributions along with computing expected values and confidence intervals. Various descriptive and inferential techniques are developed and applied with the aid of appropriate technology tools.

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

- Correction in Quarter Credit Hours – Diploma in Graphic Design Program (page 11)  
**900 Hours / 66.5 Quarter Credit Hours / Approximately 11 months**
  
- Update Diploma in Medical Assisting Degree (page 44)
  - Remove following courses:
 

|   |                     |
|---|---------------------|
| MA103 – First Aid and Emergency Care / CPR                              | 4.0 Quarter Credits |
| MA104 – Cardiovascular Anatomy, Electrocardiography and Cardiopulmonary | 4.0 Quarter Credits |
| MA151 – Nutrition, Immune and Digestive Systems                         | 4.0 Quarter Credits |
  
  - Add following courses:
 

|   |                     |
|---|---------------------|
| MA107 – First Aid / CPR and Nutrition                                 | 4.0 Quarter Credits |
| MA108 – Cardiovascular Anatomy, Electrocardiography & Cardiopulmonary | 8.0 Quarter Credits |
  
- New program “Certificate in Software Development Coding” added to section VII. School of Information Technology (page 62) and section IX. Course Descriptions (page 114)

**Certificate in Software Development Coding**

*Note: This program is only offered at Platt College’s Anaheim Campus.*

Upon successful completion of this program, students will be prepared to work in the competitive field of software coding. Students will have an understanding of the foundations of coding, including but not limited to languages such as CSS, C++, Python and JavaScript. They will also be introduced to front-end development and APIs. They will also branch out and become familiar with frameworks and computer programs that include,

but are not limited to HTML, PHP, Swift, Bootstrap, MDL and CMS.

**Certificate in Software Development Coding Program Information**

**600 Hours / 34.50 Quarter Credit Hours / Approximately 5 months**

|        |                           |                     |
|--------|---------------------------|---------------------|
| COD101 | Foundations of Coding I   | 3.5 Quarter Credits |
| COD102 | Foundations of Coding II  | 3.5 Quarter Credits |
| COD103 | Foundations of Coding III | 3.5 Quarter Credits |
| COD104 | Front-End Development I   | 3.5 Quarter Credits |
| COD105 | Front-End Development II  | 3.5 Quarter Credits |
| COD110 | Front-End Development III | 3.5 Quarter Credits |
| COD111 | APIs I                    | 3.5 Quarter Credits |
| COD112 | APIs II                   | 3.5 Quarter Credits |

|        |                 |                     |
|--------|-----------------|---------------------|
| COD113 | Frameworks I    | 3.5 Quarter Credits |
| COD114 | Frameworks II   | 3.5 Quarter Credits |
| COD120 | Coding Capstone | 1.5 Quarter Credits |

## Course Descriptions

### COD101 Foundations of Coding I

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: none**                      **60 Hours**                      **3.5 Quarter Credits**

### COD102 Foundations of Coding II

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: none**                      **60 Hours**                      **3.5 Quarter Credits**

### COD103 Foundations of Coding III

This course provides students with the fundamentals of software coding. Topics include an introduction to programming structures, and industry-standard programming languages such as HTML, CSS, Java, and Javascript.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours**                      **3.5 Quarter Credits**

### COD104 Front-End Development I

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours**                      **3.5 Quarter Credits**

### COD105 Front-End Development II

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours**                      **3.5 Quarter Credits**

### COD110 Front End Development III

This course provides students with the opportunity to develop web application using common programming languages. Emphasis is placed on developing specific projects that progressively build front-end programming skills.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**  
**60 Hours**                      **3.5 Quarter Credits**

#### COD111 APIs I

In this course, students gain familiarity with common application programming interfaces (APIs). The focus of the course is on the integration of integrate third-party APIs in an application.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours                      3.5 Quarter Credits**

#### COD112 APIs II

In this course, students gain familiarity with common application programming interfaces (APIs). The focus of the course is on the integration of integrate third-party APIs in an application.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours                      3.5 Quarter Credits**

#### COD114 Frameworks I

This course provides an overview of the design of front-end systems. Students gain familiarity with such popular languages and frameworks as: Python, PHP 7 Go, and Swift. Bootstrap, Foundation, MDL, and CMS frameworks are also introduced, as well as basic database formats.

Emphasis is placed on building secure full-stack web applications according to common design patterns.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours                      3.5 Quarter Credits**

#### COD114 Frameworks II

This course provides an overview of the design of front-end systems. Students gain familiarity with such popular languages and frameworks as: Python, PHP 7 Go, and Swift. Bootstrap, Foundation, MDL, and CMS frameworks are also introduced, as well as basic database formats.

Emphasis is placed on building secure full-stack web applications according to common design patterns.

**Prerequisite: COD101 – Foundations of Coding I and COD102 – Foundations of Coding II**

**60 Hours                      3.5 Quarter Credits**

#### COD120 Coding Capstone

This course synthesizes content learned in the Software Development Coding program. Emphasis is placed on refining coding projects to provide the student with a portfolio of completed coding work.

**Prerequisite: all Software Coding coursework**

**30 Hours**

**1.5 Quarter Credits**

#### **Updates effective as of 10/28/2016**

- Add information in II. Admissions Procedures and Requirements (page 4)  
“Not all programs are offered at all Platt College locations. Program availability is subject to change at the discretion of the College. Please see the Campus President for current program offerings at each Platt College location.
- Add Pennsylvania to list of approved states to VIII. Platt College Distance Education (DE) (page 63)
- Changes made to Associate of Science in Vocational Nursing program (page 50)

- Hours – from 2124 to 1715
- Quarter Credits – from 120 to 119
- Removed PHS101 - Physics – 6 credits
- Added PSY101 – Psychology – 5 credits

**Updates effective as of 11/03/2016**

- Change wording for section Revisions found on page 83:
  - Delete following verbiage:
    - 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.
  - Replace with the following:
    - Platt College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes. All Platt College programs are not available at all locations, please see an Admissions Representative for more information on specific enrollment information. Platt College reserves the right to cancel programs of study, modes of delivery, upcoming start dates or individual courses as it deems necessary. If a course or program is cancelled, the school may schedule course completion at a later date or refund all monies paid for the cancelled course or program.

**Updates effective as of 11/16/2016**

- Correction to Diploma in Medical Assisting program description found on page 43:
  - Removed “Upon successful completion of a program of instruction, the graduate will be awarded an Associates of Science in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained.
  - Changed “Upon successful completion of a program of instruction, the graduate will be awarded a Diploma in Medical Assisting, provided all financial obligations to the school have been met and a minimum grade point average has been attained.”
- Update Associate of Science in Medical Assisting Degree (page 44)
  - Remove following courses:
 

|   |                     |
|---|---------------------|
| MA103 – First Aid and Emergency Care / CPR                              | 4.0 Quarter Credits |
| MA104 – Cardiovascular Anatomy, Electrocardiography and Cardiopulmonary | 4.0 Quarter Credits |
| MA151 – Nutrition, Immune and Digestive Systems                         | 4.0 Quarter Credits |
  - Add following courses:
 

|   |                     |
|---|---------------------|
| MA107 – First Aid / CPR and Nutrition                                 | 4.0 Quarter Credits |
| MA108 – Cardiovascular Anatomy, Electrocardiography & Cardiopulmonary | 8.0 Quarter Credits |
- Update Associate of Science in Medical Administrative Specialist (page 46)
  - Remove following courses:

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

4.0 Quarter Credits

MAS157 – Medical Transcription 2 – Physician’s Office

3.5 Quarter Credits

- Add following courses:

MAS107 – Advanced HER

4.0 Quarter Credits

IT101 – Computer Applications

4.5 Quarter Credits

***Updates effective 01/03/2017:***

- Update prerequisite for VCA301 – Physics of Animation and VCA303 – Inorganic Modeling from MM404 to MM304 (page 166)
- Correction to General Education Course listing for Associate of Science in Vocational Nursing (page 50)
  - Deleted PHS101 – Physics
  - Replaced with PSY101 – Psychology

**Campus Faculty - We offer teaching quality and industry experience!**

**Full-time and Adjunct Faculty including:**

| <b>General Education Department</b> |  |  |                                    |
|-------------------------------------|--|--|------------------------------------|
| <b>Instructor Name</b>              | <b>Courses Taught</b>                            | <b>Degree Earned &amp; Year</b>  | <b>Year Hired at Platt College</b> |
| LaTania Alvarez                     | Art History<br>English                           | Bachelor of Fine Arts, Cal State Fullerton 2009<br>Master of Fine Arts, Claremont Graduate University 2010   | 2014                               |
| Jared Trisciuzzi                    | Math, Chemistry, Speech                          | Bachelor of Science, Chemistry- Cal Poly Pomona 2013<br>Master of Science, Chemistry- University of California, Riverside 2015   | 2016                               |
| Robert Carey                        | Psychology<br>Ethics<br>Business Courses         | Bachelor of Science, Business Management<br>University of Phoenix 2007<br>Master of Business Administration<br>University of Phoenix 2009<br>Doctorate of Psychology, Clinical Forensic Psychology<br>The Chicago School of Professional Psychology 2015 | 2016                               |
| Tamara Gwinn                        | English<br>Art History                           | Bachelor of Arts, Creative Writing<br>University of California, Riverside 2011<br>Master of Fine Arts, Creative Writing<br>Chapman University 2015   | 2016                               |
| Rachel Irish                        | Psychology<br>Organizational Sociology<br>Ethics | Bachelor of Arts, Psychology<br>Cal State San Bernadino 2003<br>Master of Art, Organizational Consulting<br>Phillips Graduate Institute 2005   | 2016                               |
| Linda Baidoo-Jackson                | All Math Courses                                 | Bachelor of Science, Math and Statistic<br>University of Cape Coast, Ghana 2007<br>Master of Science , Education<br>Cal Baptist University, Riverside 2015<br>Master of Science, Mathematics for Educators<br>National University 2015                   | 2015                               |
| George Maurer                       | Speech Courses                                   | Bachelor of Science, Organizational Leadership<br>Azusa Pacific University 2012  | 2016                               |

|                       |  |   |      |
|-----------------------|--|---|------|
| Willetta Toole-Simms  | Biology/Microbiology<br>Anatomy Physiology | Bachelor of Science<br>Stillman College 1982<br>Doctor of Philosophy, Biological Science<br>Purdue University 1988  | 2015 |
| Jacqui Proctor-Miller | Psychology<br>Speech                       | Bachelor of Arts, Psychology<br>Queens College<br>Master Of Education, Curriculum & Instruction<br>Concordia University 2013  | 2015 |
| Edward Ussery         | Math<br>Physics<br>Anatomy Physiology      | Bachelor of Science, Mechanical Engineering<br>University of California, Los Angeles 1989<br>Master of Medical Science<br>Harvard Medical School 2008   | 2015 |
| Asongu Tambo          | Math<br>Physics                            | Bachelor of Arts, Physics<br>University of Minnesota<br>Bachelor of Arts, Computer Science<br>University of Minnesota<br>Master of Science, Electrical Engineering<br>California State University, Northridge<br>Doctorate of Philosophy (PhD), Electrical<br>Engineering<br>University of California Riverside | 2014 |
| Michael Turner        | Math                                       | Bachelor of Art, Mathematics<br>California State University, San Bernardino<br>Master of Art, Mathematics Education<br>Western Governors University   | 2016 |

**Medical Assisting and Medical Administrative Specialist Program**

| <b>Instructor Name</b> | <b>Courses Taught</b>  | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
|------------------------|------------------------|---|------------------------------------|
| Annie Martinez         | All MA courses         | Associates of Science, Sociology Moreno Valley<br>College, 2016   | 2016                               |
| Flory Barillas         | All MA and MAS Courses | Bachelor of Science, Applied Management Everest<br>College 2014<br>Associates of Arts, Liberal Arts and Sciences<br>Chaffey College, 2007 | 2015                               |
| Herman Elliott         | All MA and MAS Courses | Bachelor of Arts, English<br>Allen University 2002  | 2014                               |

|                  |   |  |      |
|------------------|---|--|------|
| Christina Ibarra | All MA and MAS Courses                    | Bachelor of Science in Health Administration<br>University of Phoenix 2011<br>Master of Health Administration/Education<br>University of Phoenix 2013  | 2013 |
| Carilu Mejia     | Medical Assisting Courses                 | Kaplan College- Medical Assisting 1997   | 2013 |
| Alice Moreno     | Medical Administrative Specialist Courses | Associate of Applied Science, Medical Office Management<br>Kaplan University 2012  | 2016 |
| Judith Vasquez   | All MA and MAS Course                     | Associates of Applied Science, Medical Administrative Assistant<br>Southwestern College of Business 1997<br>Bachelor of Arts, Organization Leadership<br>Cal Baptist University Riverside 2015 | 2014 |

#### Healthcare Management Program

| Instructor Name         | Courses Taught                | Degree Earned & Year   | Year Hired at Platt College |
|-------------------------|-------------------------------|--|-----------------------------|
| Jessica Juarez-Gonzalez | Healthcare Management Courses | Associate of Arts Healthcare Management<br>University of Phoenix 2011<br>Bachelor of Science in Health Administration<br>University of Phoenix 2014  | 2016                        |
| Melinda Muganzo         | Healthcare Management Courses | Bachelor of Science, Business Administration<br>Oakwood College 1984<br>Master of Business Administration<br>Florida Metropolitan University, 1992<br>Certificate of Executive Leadership<br>Claremont Graduate University, 2006 | 2016                        |

#### Veterinary Technology Program

| Instructor Name                     | Courses Taught                    | Degree Earned & Year   | Year Hired at Platt College |
|-------------------------------------|-----------------------------------|--|-----------------------------|
| Amanda Barr                         | All Veterinary Technology Courses | Bachelors of Art, Child Development<br>Point Loma Nazarene 2001<br>Certificate Veterinary Technician<br>Mt. San Antonio College 2008 | 2013                        |
| Jennifer Bench,<br>Program Director | All Veterinary Technology Courses | Associates of Applied Science, Veterinary Technology<br>Bel-Rae Institute of Veterinary Technical Training<br>2002                   | 2013                        |



|                       |                                   |  |      |
|-----------------------|-----------------------------------|--|------|
| Samantha Musa,<br>DVM | All Veterinary Technology Courses | Bachelor of Science, Veterinary<br>University of Illinois 1991<br>Doctor of Veterinary Medicine<br>University of Illinois 1993 | 2013 |
| Bernice Ponce         | All Veterinary Technology Courses | Bachelor of Science, Animal Health Science<br>Cal Polytechnic University of Pomona 2009  | 2015 |

### Diagnostic Medical Sonography Program

| Instructor Name                       | Courses Taught  | Degree Earned & Year  | Year Hired at Platt College |
|---------------------------------------|-----------------|---|-----------------------------|
| Mahjabeen<br>Basheer                  | All DMS Courses | Bachelor of Medicine and Surgery<br>University of Peshawar, Pakistan 1980   | 2014                        |
| Sanaa Mustafa,<br>Program<br>Director | All DMS Courses | Doctor of Medicine - Bangalore University 1993  | 2012                        |
| Mark Yousef                           | All DMS Courses | Bachelor of Medicine and Surgery Ain Shams<br>University, Cairo Egypt 1976<br>Ultrasound Technology Certification 2009  | 2016                        |
| Syed Shah                             | All DMS Courses | Bachelor of Science - University of Punjab 1994   | 2013                        |
| Deanna Williams                       | All DMS Courses | Associate of Science, Diagnostic Medical<br>Sonography<br>Austin Community College 2001<br>Bachelor of Science, Animal Science<br>California State Polytechnic University, Pomona<br>2000<br>Master of Arts, Secondary Education<br>Grand Canyon University, Phoenix 2013 | 2013                        |

### Paralegal & Criminal Justice Program

| Instructor Name     | Courses Taught               | Degree Earned & Year  | Year Hired at Platt College |
|---------------------|------------------------------|---|-----------------------------|
| Kent Broersma       | All Criminal Justice Courses | Associates of Arts, Liberal Arts - Crafton Hills<br>College 1998<br>Associates of Science, Administration of Justice<br>Crafton Hills College 1999            | 2013                        |
| Hugo<br>Bustamantee | All Criminal Justice Courses | Associate of Arts, Business Administration<br>East Los Angeles College 1992<br>Bachelors of Science, Aviation Management<br>Southern Illinois University 2007 | 2013                        |

|                          |                              |   |      |
|--------------------------|------------------------------|---|------|
| Patricia Keller          | All Paralegal Courses        | Bachelor of Science, Paralegal Studies<br>University of Laverne 1996<br>Bachelor of Science, Law - Pacific West College<br>of Law 1999<br>Doctorate of Jurisprudence - Pacific West College<br>of Law 2000  | 2013 |
| Susan Middleton<br>Poole | All Paralegal Courses        | Bachelor of Science Business<br>University of Cal Berkley 1967<br>Doctorate of Jurisprudence<br>Western State University, College of Law 1986   | 2014 |
| Timothy Harris           | All Criminal Justice Courses | Associates of Arts, Criminal Justice<br>Los Angeles Southwest Junior College, 1985<br>Bachelor of Science, Public Administration<br>Criminal Justice<br>California State University, Dominguez Hills 1990<br>Master of Science, Organizational Leadership<br>National University 2007 | 2016 |
| Robert Watts             | All Criminal Justice Courses | Bachelor of Science, Criminal Justice<br>Administration, 2015   | 2016 |
| Joseph<br>McDonald       | All Criminal Justice Courses | Bachelor of Science, Criminal Justice<br>California State University Long Beach   | 2016 |
| Thomas Watkins           | All Paralegal Courses        | Bachelor of Science, Business Administration<br>California State Polytechnic, Pomona 198<br>Doctorate of Jurisprudence<br>Western State University, Fullerton 1992  | 2014 |
| Thomas<br>Greenthaner    | All Paralegal Courses        | Certificate in Paralegal Studies<br>University of La Verne, 1994  | 2013 |

**Small Business Management**

| <b>Instructor<br/>Name</b> | <b>Courses Taught</b> | <b>Degree Earned &amp; Year</b> | <b>Year Hired at Platt College</b> |
|----------------------------|-----------------------|---------------------------------|------------------------------------|
|----------------------------|-----------------------|---------------------------------|------------------------------------|

|                  |                     |  |       |
|------------------|---------------------|--|-------|
| Samuel Gibbs     | Business Management | Bachelor of Science, Business Management<br>University of Phoenix 2006<br>Master of Administration<br>University of Phoenix 2007<br>Doctorate of Management in Organizational<br>Leadership University of Phoenix 2011 | 2015  |
| Steve Romo       | Business Management | Bachelor of Science, Administration Accounting<br>Cal State University San Bernardino 2011   | 2015  |
| Jonathan Serafin | Business Management | Associate of Arts, Graphic design<br>PLATT College Ontario 2006<br>Bachelor of Arts, Visual Communication Video<br>PLATT College Ontario 2008  | 2013  |
| Hisham Shilleh   | Business Management | Bachelor of Arts in Business Administration<br>University of California Riverside 2008<br>Master of Business Administration<br>University of LaVerne 2012  | 2015. |
| Merrill Melvin   | Business Management | Bachelor of Science ,Business<br>University of Phoenix 2012<br>Master of Science, Organizational Leadership<br>National University 2014  | 2016  |

| <b>Visual Communication Program</b> |  |   |                                    |
|-------------------------------------|--|---|------------------------------------|
| <b>Instructor Name</b>              | <b>Courses Taught</b>  | <b>Degree Earned &amp; Year</b>   | <b>Year Hired at Platt College</b> |
| Perry Marks                         | Visual Communication 3D Animation<br>Courses<br>Graphic Design Courses     | Associate of Science, Art, Design & Animation<br>San Antonio College 2007<br>Bachelor of Fine Arts, Studio Art - Pitzer College<br>2010<br>Master of Fine Art - Claremont Graduate<br>University 2011 | 2012                               |
| Humberto<br>Vergara                 | Visual Communication 3D Animation<br>Courses<br>Graphic Design Courses     | Associate of Arts, Graphic Design - Platt College,<br>Ontario 2009<br>Bachelor of Arts, Visual Communications - Platt<br>College, Ontario 2010  | 2016                               |
| Pamela Weaver                       | Visual Communication 2D Print and Web<br>Courses<br>Graphic Design Courses | Associate of Arts, Graphic Design<br>Platt College, Ontario 1996<br>Bachelor of Arts, Visual Communication Web<br>Design<br>Platt College, Ontario 2006   | 2012                               |

|                |  |  |      |
|----------------|--|--|------|
| Adrian Aguirre | Visual Communication Courses<br>Graphic Design Courses | Associate of Science, Graphic Design<br>The Art Institute of California, Inland Empire 2007<br>Bachelor of Science, Graphic Design<br>The Art Institute of California, Inland Empire<br>2011 | 2016 |
|----------------|--|--|------|

**PROGRAM ADMISSIONS SUMMARY CHART**

| <b>Program</b>                                   | <b>High School Diploma or Equivalent</b> | <b>Wonderlic (BST)</b>   | <b>HESI</b> | <b>Interview</b> | <b>Essay</b> | <b>Other</b> |
|--|--|--|-------------|------------------|--------------|--------------|
| <b>Graphic Design, Diploma*</b>                  | Required                                 | Verbal: 205<br>Quantitative: 215                                   | NA          | NA               | NA           |              |
| <b>Graphic Design, AA</b>                        | Required                                 | Verbal: 205<br>Quantitative: 215                                   | NA          | NA               | NA           |              |
| <b>Visual Communication 3D Animation, BA</b>     | Required                                 | Verbal: 205<br>Quantitative: 215                                   | NA          | NA               | NA           |              |
| <b>Visual Communication Web Design, BA</b>       | Required                                 | Verbal: 205<br>Quantitative: 215                                   | NA          | NA               | NA           |              |
| <b>Visual Communication Video Production, BA</b> | Required                                 | Verbal: 205<br>Quantitative: 215                                   | NA          | NA               | NA           |              |
| <b>Visual Communication 2-D Print, BA</b>        | Required                                 | Verbal: 205<br>Quantitative: 215                                   | NA          | NA               | NA           |              |
| <b>Paralegal Studies, AA</b>                     | Required                                 | Verbal: 205<br>Quantitative: 215                                   | NA          | NA               | NA           |              |
| <b>Paralegal Studies, BA</b>                     | Required                                 | Verbal: 205<br>Quantitative: 215 <b>Total Overall Minimum: 500</b> | NA          | NA               | NA           |              |
| <b>Criminal Justice, AA</b>                      | Required                                 | Verbal: 205<br>Quantitative: 215                                   | NA          | NA               | NA           |              |

| Program                                      | High School Diploma or Equivalent | Wonderlic (BST)  | HESI | Interview           | Essay   | Other             |
|--|-----------------------------------|--|------|---------------------|---|-------------------|
| <b>Criminal Justice, BA</b>                  | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | NA   | NA                  | NA  |                   |
| <b>Business Management, AA</b>               | Required                          | Verbal: 205<br>Quantitative: 215   | NA   | NA                  | NA  |                   |
| <b>Business Management, Certificate</b>      | Required                          | Verbal: 205<br>Quantitative: 215   | NA   | NA                  | NA  |                   |
| <b>Medical Assisting, Diploma</b>            | Required                          | Verbal: 205<br>Quantitative: 215   | NA   | NA                  | NA  |                   |
| <b>Medical Assisting, AS</b>                 | Required                          | Verbal: 205<br>Quantitative: 215   | NA   | NA                  | NA  |                   |
| <b>Medical Administrative Specialist, AS</b> | Required                          | Verbal: 205<br>Quantitative: 215   | NA   | NA                  | NA  |                   |
| <b>Health and Fitness, AS</b>                | Required                          | Verbal: 205<br>Quantitative: 215   | NA   | NA                  | NA  |                   |
| <b>Information Technology, AS</b>            | Required                          | Verbal: 205<br>Quantitative: 215   | NA   | NA                  | NA  |                   |
| <b>Health Care Management, BA</b>            | Required                          | Verbal: 205<br>Quantitative: 215<br><b>Total Overall</b><br>Minimum: 500 | NA   | Yes - Academic Dean | Yes - Maximum of thirty minutes to complete. Must receive a 2.5 or higher out of 4. | Associates Degree |

| Program                                   | High School Diploma or Equivalent | Wonderlic (BST)   | HESI                                | Interview              | Essay   | Other   |
|---|-----------------------------------|---|-------------------------------------|------------------------|---|---|
| <b>Advanced Respiratory Therapy, AS**</b> | Required                          | Verbal: 205<br>Quantitative: 215 <b>Total Overall</b><br>Minimum: 500 | Minimum 70%                         | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |   |
| <b>Respiratory Therapy, BS**</b>          | Required                          | All Wonderlic requirements for the AS program                         | NA                                  | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. | Must have passed the (CRT) NBRC exam. Submit transcripts and GPA. |
| <b>Diagnostic Medical Sonography, AS</b>  | Required                          | Verbal: 205<br>Quantitative: 215 <b>Total Overall</b><br>Minimum: 500 | Minimum 70%                         | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |   |
| <b>Diagnostic Medical Sonography, BS</b>  | Required                          | All requirements for the AS program                                   | All requirements for the AS program | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. | All requirements for the AS degree.                               |
| <b>Vocational Nursing, AS</b>             | Required                          | Verbal: 205<br>Quantitative: 215 <b>Total Overall</b><br>Minimum: 460 | Minimum 70%                         | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |   |
| <b>Veterinary Technology, AS</b>          | Required                          | Verbal: 205<br>Quantitative: 215 <b>Total Overall</b><br>Minimum: 500 | NA                                  | Yes - Program Director | NA  |   |
| <b>Ophthalmic Medical Assisting, AS*</b>  | Required                          | Verbal: 205<br>Quantitative: 215                                      | NA                                  | NA                     | NA  |   |

|   |          |   |             |                        |   |    |
|---|----------|---|-------------|------------------------|---|----|
| <b>Ophthalmic Medical Assisting, Certificate*</b> | Required | Verbal: 205<br>Quantitative: 215                                      | NA          | NA                     | NA  |    |
| <b>Veterinary Technology Alternate Route</b>      | Required | NA  | NA          | Yes - Program Director | NA  |    |
| <b>Vocational Nursing, Certificate***</b>         | Required | Verbal: 205<br>Quantitative: 215 <b>Total Overall</b><br>Minimum: 460 | Minimum 70% | Yes - Program Director | Yes - Maximum of thirty minutes to complete. Must receive a 2.0 or higher out of 4. |    |
| <b>Hemodialysis***</b>                            | Required | Verbal: 205<br>Quantitative: 215                                      | NA          | NA                     | NA  |    |
| <b>Nursing Assistant**</b>                        | Required | Verbal: 205<br>Quantitative: 215                                      | NA          | NA                     | NA  |    |
| <b>Software Coding, Diploma</b>                   | Required | Verbal: 205<br>Quantitative: 215                                      | NA          | NA                     | NA  | NA |

**\*Offered only at the Ontario Campus**

**\*\*Offered at the Alhambra and Ontario Campus**

**\*\*\*Offered only at the Alhambra Campus**