



Ryon College Course Catalog

January 1, 2017 to December 31, 2017

Rev. 11/22/16

**7028 Indiana Avenue, 2nd Floor
Riverside, CA 92506
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www.ryoncollege.com**

RYON COLLEGE

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GENERAL INFORMATION FOR RYON COLLEGE

MAIN CAMPUS AND ADMINISTRATIVE ADDRESS

7028 Indiana Avenue, 2nd Floor
Riverside, CA 92506
(951) 534-0491

SATELLITE CAMPUS

9631 Alondra Blvd.
Bellflower, CA 90706
(562) 866-1587

APPROVAL DISCLOSURE STATEMENT

Ryon College is a private institution that has been granted approval to operate by the California Bureau for Private Postsecondary Education (BPPE), and offers the following programs:

<u>Program</u>	<u>Clock Hours</u>
Building and Electrical Maintenance	510
Cake Decoration	480
Computer Office Applications	480
Childcare Provider	480
Computer Repair Technician	480
Digital Photography and Video Editing	450
Floral and Bridal Arrangement and Design	480
Medical Assistant	600
Medical Billing and Insurance Coding	450
Property Management	510
Solar Energy Systems Installer	200

Proof of institutional eligibility, licenses and accreditation may be reviewed in the office of the School Director during normal business hours. Ryon College is in good standing and does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, and has not had a petition filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. 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. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the following:

Bureau for Private Postsecondary Education
Department of Consumer Affairs
2535 Capitol Oaks Drive, Suite 400
Sacramento CA 95833
www.bppe.ca.gov
Toll Free Number 888-370-7589 – Fax: (916) 263-1897

COLLEGE ADMINISTRATION

Oswaldo Forero - President, Chief Executive Officer

B.S., Industrial Engineering, Universidad De América, Bogotá, Colombia, SA

Melbe Zepeda - Vice President

General Education, Cerritos College, Cerritos, CA

Carol Hulse - Chief Academic Officer and C.O.O.

B.A. English Literature, University of California at Irvine, CA

Maryvonne Forero - Students Accounts/Finance

Attended Universite de Jussieu, Paris, France

Mariela Cardenas - Director of Admissions

Diploma, Bell Gardens HS, Bell Gardens, CA

Sandy Vargas - Director of Student Services

A.A. Nutrition Candidate, Mt. San Antonio College, Walnut, CA

Jacqueline Aguilar - Registrar/Student Services Coordinator

A.A. Psychology Candidate, Fullerton Community College, Fullerton, CA

Natasha Casas – Academic Coordinator

B.S., Graphic Design, Art Institute of California, Orange County, CA

Brianna Covarrubias - Admissions Representative

Diploma, Medical Assistant and Billing and Insurance Coding, Ryon College, Riverside, CA

Diploma, Rialto Alternative Educational, Rialto, CA

Karina Diaz - Placement Services Coordinator

Diploma, Everest College Medical Assistant Program, San Bernardino, CA

Nancy Rivera – Admissions Coordinator

A.A. Sociology Candidate, Fullerton Community College, Fullerton, CA

FACULTY

Ralph Alvarez Jr. - Medical Assistant Instructor

Diploma, Licensed Vocational Nursing, St. Francis Career College, Lynwood, CA

Certified Medical Assistant and Phlebotomist, Concorde Career College, Garden Grove/Orange, CA

Norberto Alonso – PC Office Applications Instructor

Certified Office Specialist, T.I.D. Computer, Santa Ana, CA

Christina Bustillos - Medical Assistant and Medical Billing and Insurance Coding Instructor

Diploma, Medical Administrative Assistant, Bryman College, Alhambra, CA

Certified Medical Assistant Instructor, National Allied Health Credentialing Association

Instructional Methodology, UEI College

Raul Caicedo - PC Office Applications and PC Repair Technician Instructor

Computer Applications, TID Computer Institute, Santa Ana, CA

Elizabeth Cazares – Cake Decoration and Floral/Bridal Arrangement and Design Instructor

Certificate, Flower Arrangement Design, Riverside Training Center

Martin Chavez - Building Maintenance and Solar Energy Systems Instructor

Photovoltaic Design and Installation, Solar Training Institute, Anaheim, CA

Building Maintenance/Electricity, Sutech Institute, Riverside, CA

Carmen Ham-Fong - Child Care Provider Instructor

B.S. Business Administration, Universidad Autónoma de Sinaloa, Mexico

Juan Carlos Leal - PC Office Applications and Property Management Instructor

B.S. Computer Science, University Piloto of Colombia

Viviana Martinez - Digital Photography/Video Editing Instructor

B.A. Visual Arts, University of Guanajuato, Mexico

Jamie Pace - Medical Billing and Insurance Coding Instructor

Certified Medical Biller/Coder, Riverside City College

Certified Medical Assistant, Kaplan College

Veronica Ruedas - Medical Billing and Insurance Coding Instructor

Certified, Medical Billing, Nova Institute of Health Technology, Whittier, CA

Michelle Tapia – PC Office Applications Instructor

B.A. Sociology, Cal State University in San Bernardino, CA

A.A. Social and Behavioral Science, Moreno Valley Community College, Moreno Valley, CA

Marta Elena Uribe – Child Care Provider Instructor

ESL, Mt. San Antonio College, Walnut, CA

Certified Childcare Provider, Sutech School, Los Angeles, CA

All faculty members have a minimum of three years' experience in their field of instruction and take at least 3 units of Continuing Education annually.

INSTITUTIONAL MISSION, INSTITUTIONAL OBJECTIVE, EDUCATIONAL OBJECTIVE AND POLICIES

MISSION STATEMENT

The mission of Ryon College is to provide access to quality, affordable education, so that students can obtain skills necessary to achieve success in their chosen field of study. Beginning with a commitment to excellence in education, the college focuses on each individual student and strives to provide training programs that promote values and ethical standards which prepare them to become a productive part of their community.

INSTITUTIONAL OBJECTIVE

Ryon College is committed to educating and preparing students with program specific training and technical skills, which include a blend of lecture and laboratory simulation assignments. Ryon College also places emphasis on developing the professional attributes of students by employing mature, industry professionals who create and teach in a work-like environment on campus. Students will receive a maximum amount of personal attention in classes that are limited in size, not to exceed twenty students per classroom.

EDUCATIONAL OBJECTIVE

Ryon College's educational objective is to provide students with basic, entry level knowledge and skills required by companies and agencies within the medical, computer and business industries. The education is intended for adults, high school graduates and non high school graduates who are of compulsory age and can pass an approved "ability to benefit" exam. All programs of study consist of a blend of theoretical and practical training, which include "hands on" laboratory simulations with materials and actual scenarios of the typical industry job assignments. This specific blend of training offers students valuable pre-employment experience. Each graduate will be prepared to enter the workforce and utilize their specialized training to perform their new job assignments and may also experience opportunities for career advancement due to enhanced skills obtained from their training.

HISTORY OF THE SCHOOL

Ryon College was founded in the year 2012 in the city of Riverside, CA. Since its inception, Ryon College has been providing vocational training to the residents of Riverside and surrounding areas of Orange County. To this present day, Ryon College continuously strives to provide quality education and continues its commitment to excellence and service to its students.

PHYSICAL DESCRIPTION OF INSTRUCTIONAL FACILITIES

Ryon College, occupies approximately 4,000 square feet in a traditional campus facility located at 7028 Indiana Ave. Riverside, CA 92506. Facilities include: one women's and one men's restroom, various computer systems, audio/visual equipment, one Student Resource Center with reference texts and manuals, 5 classrooms and one clinical laboratory, one student lounge, and other equipment aids frequently used in class and laboratory studies. The overall capacity of the facility is 100 students at any one time. The satellite facility in Bellflower includes 3 classrooms, 1 clinical laboratory, 2 bathrooms, one student lounge, various computer systems, and audio/visual equipment, and can accommodate up to 30 students at any one time.

ENTRANCE REQUIREMENTS AND ADMISSIONS POLICY

Each student admitted to Ryon College shall possess a high school diploma or its equivalent, or otherwise successfully take and pass an "Ability to Benefit" exam to demonstrate that they meet established "Ability to Benefit" criteria, and will also benefit from the training offered. Ryon College uses an "Ability to Benefit" test, which is approved by the United States Department of Education, as an entrance exam for students who have not completed their high school diploma or a G.E.D. The school will only consider a non-high school graduate for enrollment if they exhibit an ability to benefit from the education and training that is offered; pass the United States Department of Education approved "Ability to Benefit" exam, and have met all other requirements for admission. Each high school/G.E.D. candidate accepted for training must provide a copy of their diploma and complete a "request for transcript form" to be sent to their high school or Postsecondary institutions.

STATEMENT OF NON DISCRIMINATION

Ryon College does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the school's activities. Ryon College will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

ENROLLMENT POLICY AND PROCEDURES

All candidates for all programs will make an appointment to interview with an Admissions Representative. Upon arrival at the school, the applicant will complete an application covering their personal, educational, and employment history, and also indicate their program of interest. During the interview, they will discuss the program of study, the candidates' level of motivation and determination, and the process of enrollment. The Admissions Representative will also determine if the program of study meets the personal goals and career objectives of the candidate.

The candidate will then be given a tour of the campus and shown the facilities and equipment. The tour also includes an explanation of classroom instruction and a review of coursework and materials. The candidate will also be given a brochure that is specific to their program of interest and "School Performance Fact Sheet", and if the candidate determines that they wish to enroll, the representative will continue with the required testing, and will also ensure that the candidate meets all other admissions criteria. Ryon College only offers instruction in an English language format, therefore, all discussions, enrollment agreements, disclosures, and statements are provided solely in English. Recruitment is not conducted in any other language.

A meeting with a Financial Assistance representative is also held to help the candidate determine how they may be able to afford their tuition and fees. Presuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program, an enrollment agreement between the school and the applicant is then completed and signed, and the registration fee is paid to the college.

When accepted into the college, each prospective new student must arrange their schedule to be at the campus location to attend a "new student orientation" conducted by college staff and faculty; they will be instructed as to the date and time of their orientation by their Admissions Representative. Ryon College will inform candidates of their acceptance or denial status after the entire admissions process has been completed. Ryon College retains the right to accept or reject an applicant based on the candidate's character reference, scholastic record and/or school financial record. Ryon College has not entered into any articulation agreement or transfer agreement with any other college or university.

RE-ENROLLMENT POLICY

Students who wish to re-enroll in the same or another program, should first submit in writing a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls (same program previously canceled or terminated from) must sign a new Enrollment Agreement at the current tuition rate. This procedure is for a "Seven Day Cancellation" as well as program cancellations or terminations. The Registration Fee must be paid prior to an applicant re-enrolling, unless other approved arrangement have been made. All outstanding balance due to program cancellations/terminations must be paid in full, unless approved arrangements are made before they are allowed to re-enroll. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required the student will incur the new textbook cost.

Any student, who re-enrolls from their last date of attendance, must sign a new enrollment agreement. Students re-entering may receive a partial or full credit for any prior Ryon College. School payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. Any increase in the books and/or supplies will be included on the enrollment agreement. The school at its sole discretion will determine the student's re-enrollment. Changes from one program to another are not considered re-enrollment and students must sign a new enrollment contract. Additional information on course changes can found in this catalog under "Changing or Switching Programs". Student's individual tuition and finance matters may differ; therefore it is important that all financial obligations are discussed prior to re-enrolling.

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

Students who have previously attended another school or college (within the past 5 years) may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment. There are no fees for credit evaluation and all appeals shall be directed to the Dean of Education. Procedures for credit evaluation are as follows

- (1) Ryon College may grant credit to a student for prior experiential learning only if:
 - (A) The prior learning is equivalent to a college or university level of learning;
 - (B) The learning experience demonstrates a balance between theory and practice and;
 - (C) The credit awarded for the prior learning experience directly relates to the student's study program and is applied in satisfaction of some of the program requirements.
- (2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
- (3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.
 - (A) Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

- (B) Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
- (C) Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits may be awarded for prior experiential learning.
- (D) Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning.
- (E) No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.

This institution will inquire about a veteran or eligible person’s previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person and DVA will be notified of the evaluation result.

MAXIMUM ENROLLMENT AND CLASSROOM SIZE

Each course has a maximum class size of 20 students per classroom or laboratory study.

DISTANCE EDUCATION

Ryon College does not offer distance education.

ENGLISH AS A SECOND LANGUAGE (ESL)

Ryon College does not offer ESL Classes.

FOREIGN STUDENTS AND STUDENT VISAS

Ryon College does not admit foreign students and does not offer student visas.

FULL TIME STUDENT STATUS

Programs offered by Ryon College are considered as full time programs; therefore, students enrolled in any programs offered by Ryon College are considered full time students.

SCHEDULE, CALENDAR AND HOURS OF OPERATION

Ryon College’s administrative hours of operation are as follows:

Monday – Friday: 8:00am to 5:00pm.
Sat/Sun: Closed

The following holidays are observed:

	2016	2017
Martin Luther King Day	Mon Jan 18	Mon Jan 16
President’s Day	Mon Feb 15	Mon Feb 20
Good Friday	Fri Mar 25	Fri Apr 14
Memorial Day	Mon May 30	Mon May 29
Independence Day	Mon July 04	Tue July 04
Labor Day	Mon Sept 05	Mon Sept 04
Columbus Day	Mon Oct 10	Mon Oct 09
Veteran’s Day	Mon Nov 11	Fri Nov 10
Thanksgiving Day	Thu/Fri Nov 24-25	Thu/Fri Nov 23-24
Holiday Recess	Mon Dec 19 - Mon Jan 02, 2017	Mon Dec 18 – Tue Jan 02, 2018

Holiday recess begins Thursday, December 22, 2016 through Monday, January 02, 2017. Classes will resume on Tuesday, January 3, 2017. Ryon College reserves the right to modify this schedule with reasonable advance notice to students.

SCHEDULE FOR PROGRAMS

The vocational programs are structured modules, which include courses or sections of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are developed.

The teaching, learning methods and materials are competency based and allow an individual to progress as they gain competency in specific subjects. Instructional techniques are employed so that students receive the attention required to reach their objective. This combination of technique and scheduling assures that diligent participants are able to attain their goal in an efficient and effective manner. Using this scheduling method and curriculum structure, along with competency based learning and teaching methods, allows a student to commence classes every four (4) to five (5) weeks on a space availability basis and progress through their program to graduation.

STUDENT SERVICES

STUDENT PARKING

Free student parking is available in a parking facility and/or areas adjacent to the school building. Ryon College is not responsible for parking violations, property theft, property damage, etc. Please keep your vehicle locked at all times.

STUDENT TRANSPORTATION

Ryon College does not offer student transportation.

STUDENT ADVISING

The staff of the school makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for academic, financial assistance, vocational and academic advising. Students experiencing personal problems which require professional counseling will be referred to the appropriate agencies, at the request of the student.

STUDENT LEARNING RESOURCE CENTER

A Student Learning Resource Center is located near the Student Services Office and is available to all students to help provide information which may aid them in their program of study. The center is open during normal school hours of 8:00am – 5:00pm and is access if provided to all students free of charge. Students may also check out reference books by completing a check out form and providing appropriate photo id to the Student Services Coordinator. No fee is charged to borrowers if materials are returned within 30 days, otherwise a late fee may be incurred if materials are returned beyond their due date.

STUDENT LOUNGE

The student lounge is available for the convenience of all students. Students are asked to use care when using the lounge facilities and to also practice cleanliness by disposing of all trash in the appropriate container located in the student lounge.

REFRESHER TRAINING

Graduates who desire refresher training within 2 years of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

TUTORING

The school provides tutoring at no additional charge based on the individual needs of the student and the Instructor's schedule. The student must be in satisfactory attendance status to be eligible for tutoring. Students with a module grade lower than 70% or "D" automatically become eligible for tutoring pending a review of their attendance status. If this should occur, the student is to make an appointment with their instructor or the Education Director to arrange for a tutoring session(s).

CLASSROOM TEMPERATURES

Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain a moderate/average temperature throughout all areas of the campus. It is recommended that students dress appropriately to accommodate outside temperatures.

REFERRAL SERVICES

HOUSING – Ryon College is a non-residential vocational training institution and, as such, dormitory housing is not offered, owned or maintained by Ryon College.

MEDICAL CARE

Ryon College does not have on campus medical care. In the case of a medical emergency, 911 will be called.

CAREER DEVELOPMENT AND EMPLOYMENT ASSISTANCE

Ryon College offers employment preparation and job placement assistance to all graduates in good standing. The process may be on-going throughout training and included in each subject or modules. Ryon College maintains a Placement Services department to assist graduates in contacting companies in order to secure employment. The Placement Services Coordinator acts as a liaison between the graduate and the employment community. Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of local businesses and industries.

Instruction may include areas such as: proper grooming for successful interviews, resume development, successful interviewing techniques and mock interviews. While it is not the intent to provide employment for the student during training, Ryon College does provide part time employment opportunity board which lists temporary employment opportunities for those students in need of a job while in college. This information is posted outside the Student Lounge and is updated periodically.

Ryon College does not guarantee employment upon completion of studies. Ryon College's Placement Services department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. All students will be required to meet with the Placement Services Coordinator to insure personal attention to the student's job seeking needs. Each student shall submit a typed resume to the Placement Services Coordinator.

NOTE: All graduates will be considered in need of placement assistance unless a signed waiver of placement assistance, with a written explanation, is in the student file. Graduates waiving placement assistance may still receive placement assistance by notifying Placement Services that they wish to be placed in an active, placement seeking status. A successful job search is dependent upon a self-confident, well prepared applicant with a pre-planned strategy. The entire staff as well as the Placement Services Coordinator will assist in this effort. While employment is not guaranteed, assuming cooperation on the part of the graduate, Placement Services will make every effort to assist a graduate with their job seeking tasks.

The Placement Services Coordinator helps graduates develop and/or locate positions which best match the student's capabilities and experiences. The Placement Services Coordinator is always available to assist in future years for Ryon College Alumni contemplating a change in employment. Only graduates of Ryon College are eligible for placement services from Ryon College.

In order to effectively utilize Placement Services, the student must agree to the following policies regarding placement assistance:

1. An initial meeting with the Placement Services Coordinator.
2. Completion and submission of the Employment Questionnaire to the Placement Services Coordinator.
3. Completion and submission of a typed resume to the Placement Services Coordinator in an acceptable format.
4. Weekly communication with the Placement Services Coordinator. If an appointment with an employer or with the Placement Services Coordinator cannot be kept, prior to the appointment, a call must be made to the Placement Services department and/or employer to reschedule.
5. Notify the Placement Services department immediately of the results of each interview and when a job is offered and/or accepted.
6. Graduates must keep the Placement Services department advised on any changes in name (in case of marriage), address, telephone number, temporary absence from the area, and of course, employment status.
7. Adhere to dress standards when with the Placement Services office and/or prospective employer.
8. Full completion of externship (required for graduation).

Ryon College's primary objective is to provide its students with adequate training and assistance with employment in their chosen field and cooperation in the aforementioned process may assure a positive result.

RETENTION OF STUDENT RECORDS

All student records are retained by the institution for a minimum of five years and are maintained in fire retardant storage files. Permanent transcripts of the student's progress record are maintained by the school and are available upon written request by the student. There is a \$5.00 charge for education transcripts. A fee of \$10.00 will be charged if the last day of attendance was more than three years from the date of the request. Under state regulations, the college is required to maintain a student's educational record for a period of not less than 5 years from the student's last date of attendance; all transcripts are permanently kept on campus.

DISCLOSURE OF EDUCATION RECORDS

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Ryon College protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files, and inspect, review, and challenge information contained in their education records. Students under the compulsory age may not review the tax information of the parents.

Parents of students or parents of tax dependent students, with the student's written approval, may inspect, review and challenge information contained in the students records.

Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the Institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the Student Services Coordinator or College Registrar. All appointments must be made during regular business hours. At no time may the student remove, destroy and or damage any documents or contents in the file. Certain documents may be photocopied and a fee may be charged, depending on the specific documents to be photocopied.

Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files. Student records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

COLLECTION OF TUITION AND FINANCIAL ASSISTANCE

At the student's option, Ryon College may accept payment in full for tuition and fees; including funds received from a third party, after the student has been accepted and enrolled, and has an enrollment agreement that states the first date of the class session. Ryon College does not participate in federal and state financial aid programs. To assist students with their educational costs, the school provides a student the opportunity to make monthly tuition payments while attending school. Students may also apply for financial assistance through private lending institutions. In order for a student to remain eligible for financial assistance, the student must maintain satisfactory academic and attendance progress. Prior to graduation, each student must complete an "exit interview", so that they may review any remaining obligations and have the opportunity to discuss them with college administration.

Note: If you obtain a loan, you will have to repay the full amount of the loan plus interest, less the amount of any refund. If you receive federal financial aid funds, you will be entitled to a refund of the money not paid from the federal financial aid funds. Ryon College complies with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

ATTENDANCE AND ACADEMIC POLICIES

ATTENDANCE

It is important that the school have a record of attendance for each student. Instructors will take daily attendance/roll call at any time during class hours. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

EXCUSED ABSENCES

Students are expected to be on time to class every day and complete the required work to the best of their ability. When students must be absent from class, the student should call Student Services prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return. Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. **All other absences will be considered unexcused.**

Regulations will permit excused absences of up to 10% (clock hours) of a program. The 10% allowed is the total amount allowed throughout the entire program of study.

The following maximum excused absences are:

120 hour programs	2 school days/ 1 day in each payment period
200 hour programs	3 school days/ 2 day in each payment period
254 hour programs	5 school days/2.5 day in each payment period
480 hour programs	8 school days/ 5 day in each payment period
510 hour programs	8.5 school days/ 5.5 day in each payment period

Communication must be made with your instructor or college administration for an absence to considered "excused". This information will be provided to the Student Services department, which will then be documented as excused. Leave of absences are not considered excused but are deemed a temporary leave. The excused absence policy was implemented for students who may experience unexpected or unforeseen problems. This time is not required to be made-up; however, you must still maintain the minimum cumulative grade point average for completion of your studies.

UNSATISFACTORY ATTENDANCE AND UNEXCUSED ABSENCES

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a 70% attendance performance or better (Maximum program length) in order to be considered doing "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted. Due to the nature and scope of the training, the school does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 30% of the maximum time frame of the program. Excessive unsatisfactory attendance will lead to "probation" status and could lead to more severe attendance matters. A student is removed off probation status whenever they have brought his/her attendance to the required 70%, this would include any make-up hours and or make up assignments and any tests. Excessive absences may also result in suspension or termination of classes.

TARDINESS

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she **ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS**. A tardy student will be marked daily as being tardy. Any combination of four documented events of unexcused tardiness will be considered as one (1) absence.

CUTTING CLASSES – LEAVING EARLY

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she **LEAVES EARLIER THAN 30 MINUTES PRIOR TO THE CLOSE OF CLASS**. The Instructor should be notified prior for an early departure to be approved and considered an excused absence. Deliberate acts of cutting classes will be considered as unexcused absences.

MAKE-UP WORK AND ATTENDANCE

Make-up work must be requested from and scheduled with your instructor to assure proper credit. Students must make up work/attendance for proper credit towards graduation. All work and attendance must be completed on the school premises. Make-up assignments and/or tests will be administered by the appropriate instructor or appointed staff member for those who need to make up for academic grades/ credit units.

LEAVE OF ABSENCE POLICY

All "Leave of Absence" (LOA), requests must be submitted in writing to the Student Services Department. The request must include the reason for the leave of absence (in general), the expected return date and the student's signature. Submission of an LOA request does not automatically reflect the school's approval. An LOA may be limited to a specific amount of days (NOT TO EXCEED 60 DAYS). Only one LOA will be granted for a student during any 12 month enrollment period. If the student's leave of absence is not approved, the student should then discuss remaining options with college administration. If the LOA is approved, the student may return prior to or at the end of the LOA and resume training without paying any additional tuition. During the approved LOA, no student financial assistance will be disbursed. Students requesting LOA's must understand that upon return, a revised course completion date will be established, which will delay their graduation date.

At no time can the school back date a leave of absence. Therefore, it is important that you carefully plan any LOA prior to taking time off from college. Time taken on a leave of absence does not count in the satisfactory academic and attendance formula; unexcused absences do.

GRADING SYSTEM

All classes are graded based on the grading format noted below reflecting the performance evaluation by Ryon College. It is recommended that if a student receives an "I" (Incomplete), they complete the make-up coursework prior to completion of their program. Students should check with their Instructor to arrange any/or all make-up course work. Incomplete (I) grades are used in calculating the cumulative grade point average and carry a value of zero (0). If the incomplete grade is made up, the two grades will be averaged for a final grade. This grade will be used in calculating the cumulative grade point average. Weekly grades reflect attendance, class participation, quizzes and tests. Students must complete, at a minimum, 70% of the program and their cumulative grade point average must be at a minimum 70% or "D". The overall grading system is as follows:

A	EXCELLENT	93-100
B	ABOVE AVERAGE	85-92
C	AVERAGE	77-84
D	BELOW AVERAGE	70-76
F	UNSATISFACTORY	69- BELOW
I	INCOMPLETE	
W	WITHDRAWAL	

If a student withdraws from a course before the completion of a module, the student will receive a "W" for the module. If the student returns to school, all course work graded "I" (Incomplete) may be successfully completed within a 30 day period or training may be interrupted. If the student returns to school, all course work graded "W" must be completed. Any grade of "Incomplete" and "Withdrawal" will be counted as 0 in the overall cumulative grade point average. It is important that the student makes up an Incomplete or Withdrawal as soon as possible so that it does not affect their graduation status.

Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given this opportunity at the discretion of the College, and is subject to the availability of space, to repeat, remediate or make up lost work. This work shall be given full credit with respect to the student maintaining of satisfactory progress.

SATISFACTORY ACADEMIC POLICY FOR CONTINUED ENROLLMENT AND GRADUATION

In addition to completion time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 70% = D or better. For determining satisfactory progress, each course is broken down into three (3) evaluation periods, 25%, 50% and 75% of the student's training period. A student achieving a cumulative grade point average below 70% or a "D" at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation until such time as their cumulative grade point average reaches a minimum 70% or "D" however, may not exceed two evaluation periods (unless extenuating circumstances is established). At the end of this period of probation, the student must maintain, at a minimum, an academic grade point average of 70% or "D" or better.

If the student is unable to bring his or her grade up to 70% or "D" or better during the probation period, the Dismissal Policy will be in effect. Once a student is terminated from their training program, all appropriate agencies including the VA will be notified accordingly. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

GRADUATION REQUIREMENTS

Students must have at a minimum, an accumulative grade point average of 70% or "D" grade, along with a minimum of 70% of the total scheduled program hours attended, in order to be considered for graduation. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma verifying the fact. Ryon College awards its' graduates a diploma as an acknowledgment of their successful accomplishment and graduation from their program of study. Diplomas will be made available to graduates not later than 30 days from last day of attendance unless Student Services receives a written request for an earlier availability.

Early graduation: This policy is at the sole discretion of the school. The school encourages all students to complete the entire program. A student must request this option to the administrator. The school administrator will evaluate the student academic file and make a preliminary determination. A final decision will be made by school administrator in conjunction with all relevant departments.

UNSATISFACTORY PROGRESS AND DISMISSAL POLICY

Any student failing to maintain a minimum 70% , or "D" within any time of an evaluation period of the program hours shall be, at a minimum, placed on "Academic Probation" (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of grade of 70%, or "D" however, in no event shall exceed one evaluation period. Also, any student failing to maintain a minimum of 70% attendance at anytime of an evaluation period shall be, at a minimum, placed on "Attendance Probation" (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of 70% of the scheduled class hours however, in no event shall exceed one evaluation period. The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation. No more than two probationary terms will be allowed per student.

Ryon College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the school's standards, and/or, one who fails to abide by the rules and regulations. Also, if a student does not improve the attendance average to the required minimum by the end of their probationary period, the student will be terminated from the training program. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Students, who have been dismissed for lack of satisfactory academic progress from any program, may apply to the School Director, in writing, to be re-admitted to the school by following the "Reentrance and Reenrollment Policy" outlined in this catalog. A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the "Student Appeals Procedure" outlined in this catalog.

ACADEMIC PROBATION

As indicated under the section pertaining to “Unsatisfactory Progress and Dismissal Policy”, if a student fails to achieve a cumulative grade point average of 70% or “D”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 70% or “D”. At the end of the probationary period, the student must continue to maintain a minimum cumulative grade point average of 70% or “D” for completion of the program.

If a student maintains a grade point average of 70% or “D” and/or achieves a cumulative grade point average of 70% or “D”, probation will be removed. However, if the student has failed to maintain a 70% or “D” grade point average and/or will be unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

MAXIMUM TIME FRAME FOR COURSE COMPLETION

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as within 150% of the published program length, as illustrated below. Leave of Absences, holidays, excused non-attendance, winter break, in-service days, and school closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

MAXIMUM TIME FRAMES ALLOWED

	Program Length	Maximum Time Frame
Medical Assistant	20 weeks	24.00 weeks
Medical Billing and Insurance Coding	15 weeks	22.50 weeks
Solar Energy Systems Installers	10 weeks	15.00 weeks
Building and Electrical Maintenance	17 weeks	25.50 weeks
Property Management	17 weeks	25.50 weeks
Digital Photography	15 weeks	22.50 weeks
Computer Office Applications	16 weeks	24.00 weeks
Computer Repair Technician	16 weeks	24.00 weeks
Child Care Provider	16 weeks	24.00 weeks
Cake Decoration	16 weeks	24.00 weeks
Floral & Bridal Arrangement and Design	16 weeks	24.00 weeks

RE-ENTRANCE AND RE-ENROLLMENT POLICY

A prior student requesting to be reinstated as an active student should do so in writing. The request should be addressed to School Director and all supportive documentation and/or information concerning any extenuating circumstances should be noted in the request. The School Director will then chair a meeting with an Appeals Board which shall consist of School Administrator and also consist of, but not limited to, a representative from the Education Department, Financial Assistance Department, Admissions Department and/or Placement Department. The student will be notified of the board’s decision within 48 hours following the meeting. The decision of the school shall be final.

CHANGING OR SWITCHING PROGRAMS

At times, a student may wish to change their career goals. The institution reserves the right to allow or disallow a transfer from one program to another offered at this institution. In the event that a change of programs is permitted, the student will sign a new enrollment agreement and an addendum may be added to their financial assistance contract. The student will still be obligated to pay for any balance remaining from the prior program, and will incur the total charges for the new program. The student must first notify the Admissions office or Student Services of their request to change programs, and await a determination from the college. College Instructors, alone, are not allowed to authorize such a transfer as these changes will affect the student’s academic status, financial balances and graduation dates.

MEASUREMENTS OF UNITS

Units are calculated weekly. Attendance is considered critical and a student must attend a minimum of three (3) days in order to earn those units assigned to that specific week’s work. Any days missed beyond two (2), the work must be made up to earn units. The instructor may give a progress report, verbal or written, to the Director/Student Services in order to monitor a student’s progress. If the instructor indicates there are special needs, additional services such as tutoring or lab instruction may be scheduled to assist the student.

SEMESTER CREDIT HOUR MEASURE

A Semester Credit Hour (Unit) equals one or any combination of 30 hours in Theory/Lecture/Demonstration/Supervised Practice (Lab) externship. A clock hour is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break.

CREDIT HOUR DEFINITION

A Semester Credit Hour (unit) equals fifteen (15) hours of classroom contact.

A Semester Credit Hour (unit) equals thirty (30) hours of supervised lab.

A Semester Credit Hour (unit) equals forty five (45) hours of externship.

Academic Year Definition: An academic year is defined as 30 weeks, 24 semester Credit Units.

STUDENT CONDUCT POLICY

An important part of the training at Ryon College includes the development of professional attitudes and behaviors. Therefore, Ryon College has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a professional business like manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. Students arriving for class directly from work may be permitted to wear their work clothes to evening classes unless uniforms are required. Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with instructors and administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct. Students are also encouraged to pursue the development of their personal characters and behaviors as it may serve in their best interest when seeking employment. Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal. The administration of the school reserves the right to dismiss a student on any of the following grounds, but not limited to:

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, profanity.
5. Failure to meet Financial Assistance Department requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the school.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of school enrollment agreement.
10. Deliberate plagiarism and/or cheating.
11. Falsifying school records.
12. Carrying a canceled or potentially dangerous weapon.
13. Disorderly conduct which interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the school and/or its student(s).
15. Solicitation which reflects unfavorably upon the school and/or its students.
16. Vandalism of school property.
17. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any college staff and/or student

Disciplinary action may include, but not be limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re-admittance into their program by following the procedure set forth under "Reentrance and Reenrollment Policy" as noted in this catalog.

PROFESSIONAL DRESS POLICY

Professional dress is recommended at all times, and for some programs, specific uniforms are required. Ryon College's "Professional Dress Policy" was established to enable our students to become comfortable with the type of apparel expected by industry and employers who hire our graduates. In all Allied Health programs, students are required by local and state ordinances to wear uniforms; failure to adhere to these regulations may result in dismissal or suspension from class or clinical externship studies.

Students should have discussions with their instructor and/or the Placement Office, in order to understand the typical type of clothing they should expect to wear in their proposed line of work. Also, Ryon College will occasionally hold a prospective employers day, where companies will visit the campus and speak with students provide them with an outlook on current industry trends and expectations.

Ryon College reserves the right to interpret this policy and enforce it based upon the professional expectations of Administration, Staff, Faculty and employers who hire our graduates.

PROFESSIONAL DRESS ATTIRE GUIDELINES

WOMEN

Recommended

Dresses
Skirt and Blouse
Pant Suits
Dress Jeans/Denims
Dress Slacks and Blouse
Sandals with Stockings
Dress Shoes/Boots
Sweater
Limited jewelry (1 pair of earrings,
wedding/engagement ring, watch)
Prescribed Uniforms
(Medical Assistant Students Only)
Athletic Shoes
(Clean and in good condition)
Hair must be groomed

Not Recommended

Backless Attire
Bare Midriff/low cut tops
Tank Tops/Halters
Tattered Jeans/Denims
Leggings
Sandals without Stockings
Hat/Cap/Hair Net
Shorts, Athletic Attire
Heels over 2"
See through clothing
Ragged, Frayed Clothing
Spandex Pants
Half Leg Pants
Lack of appropriate under garments

MEN

Recommended

Dress Shirt/Tie
Dress Slacks
Dress Jeans/Denims
Sport Shirt
Sweater
Suit or Sport Coat
Clean Shaven/Trimmed Beard
Limited jewelry (watch, wedding ring)
Prescribed Uniforms
(Medical Assistant Students Only)
Athletic Shoes (clean/good condition)
Hair must be well groomed

Not Recommended

T-Shirts/Tank Tops
Shorts/Athletic Attire
Tattered Jeans/Denim
Sandals
Shoes without socks
Hat/Cap/Hair Net
Ragged, Frayed Clothes

Students who are not dressed appropriately may be sent home and counted absent for the day and incur a reduction in their required attendance hours. Ryon College will not allow any students to wear attire which is considered to be known as gang attire, gang colors or gang related clothing. Any student who is considered to be dressed in such attire will be excused from their class; continuous disobedience of the dress code may result in suspension and/or expulsion from college.

Personal items such as cellular phones, pagers, iPods and walkman radios will not be allowed during class or at any time while a student is on school property, as this could interfere with the learning process and safety of others. Anyone in violation may have their property confiscated by a school official until class is over or the student leaves the class. The school is not responsible for any personal property that is lost, stolen or damaged.

EATING, DRINKING AND SMOKING

Eating or drinking beverages is strictly prohibited in any classrooms. Smoking is not permitted anywhere inside the school facilities or building, and is only allowed outside the premises in designated areas. Students must use the appropriate disposal containers for all used cigarettes.

TELEPHONES

The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.

OFFICE EQUIPMENT

Students are not permitted to use any office telephones, copy machines, or other office equipment.

STUDENT GRIEVANCE PROCEDURES

Students who encounter difficulties, problems, or have complaints should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student is to meet with the Student Services Coordinator or Student Services Director for resolution. If the matter is still not resolved, it will be brought to the attention of the school Director for final resolution.

COMPLAINT PROCEDURE

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance letter, addressed to the School Director, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of the report.

All documentation must be submitted with the report which is to be signed and dated by the student. The School Director will chair a committee meeting which will consist of not less than 3 representatives, but not limited to, the following:

- A. Associate Director
- B. Education Department
- C. Placement Services Department
- D. Student Services Department
- E. Admissions Department
- F. Finance/Student Accounts Department
- G. Security/Enforcement Personnel

In addition, all persons involved with the incident must be present at the time of the hearing. The committee shall hear all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must, within 24 hours, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

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 web site www.bppe.ca.gov

STUDENT APPEAL PROCEDURES

A student, who wishes to appeal any disciplinary action and/or decision made by the college, must submit a written letter to the School Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any extenuating circumstances that may have existed. This Appeals Board shall not consist of less than three (3) attending members. The Appeals Board shall be chaired by a School Administrator and consist of, but not limited to, a representative from the Education Department, Financial Assistance Department, and Placement Department. The student will be notified of the Appeals Board decision within 48 hours following the receipt of the student's appeal. The decision of the school shall be final.

DRUG FREE SCHOOL AND COMMUNITY STATEMENT - CONTROLLED SUBSTANCE, ALCOHOL AND DRUG ABUSE POLICY

Ryon College complies with the Drug Free Schools and Communities Act Amendment of 1989, of section 1213, of the Higher Education Act of 1965, which states the following;

1. Any unlawful possession, use or distribution of non-prescription or illicit drugs or alcohol on school property or in connection with any school activity is strictly prohibited. This applies to all students and employees of the institution.
2. Any employee or student who is a drug or alcohol offender will have disciplinary action imposed by the school; refer to the student or employee handbook for specific disciplinary guidelines. The disciplinary action may include discharge from employment or expulsion from the school.
3. The following legal sanctions are applicable for the unlawful possession and distribution of illicit drugs and alcohol:

LOCAL – Penalties vary based on the severity of the offence and the number of offenses committed. Sanctions for possession of an illegal substance for the first time range from a fine of up to \$70.00, and up to one year in State Prison (Health and Safety Code 11350). For further offenses and/or larger quantities of illegal substances, penalties may include up to life imprisonment.

STATE – Penalties vary based on the nature of the illegal substance, the offense and whether there is a prior offense. First time offenders may receive up to life imprisonment while repeat offenders could receive life imprisonment without the possibility of parole.

FEDERAL – Penalties for unlawful manufacturing, distribution and dispensing of a controlled substance are provided under the Federal Controlled Substance Act. The penalties are determined by the nature of the drug or substance, the amount of drug or substance involved and the number of offenses committed.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school attendance.

There are local agencies that provide assistance to our employees, students, and their families.

Drug Information Hot Lines	(800) 662-HELP
National Institute on Drug Abuse	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept. of Education, South West Regional	(213) 598-7661
U.S. Dept. of Education Task Force	(202) 7089069

As stated above, students and employees are subject to termination for violation of this policy. In addition, anyone distributing drugs to employees or students will be referred to the local authorities and risk legal action. All schools are required to have a program or plan of drug prevention in effect. This program must be available to students as well as to staff members.

STANDARDS FOR PROGRAM ADMISSION

All program candidates must: conduct an interview with a college representative; review college performance fact sheet and program brochure; and attend college orientation. The following requirements must also be met by all candidates prior to admission:

Proof of high school diploma, G.E.D, or its equivalent:

- Building and Electrical Maintenance
- Cake Decoration

Proof of high school diploma, or otherwise pass an “ATB” exam:

- PC Office Applications
- Child Care Provider
- PC Repair Technician
- Medical Assistant
- Medical Billing and Insurance Coding
- Property Management
- Solar Energy Systems Installer
- Digital Photography and Video Editing
- Floral and Bridal Arrangement and Design

PROGRAM DESCRIPTION

BUILDING AND ELECTRICAL MAINTENANCE

Program Description

This 510 clock hour program requires the completion of 17 weeks (days), or 17 weeks (evenings) of study. This program will familiarize the students with fundamentals of repair and maintenance of commercial, industrial and residential buildings. Students will learn basic fundamentals of how to repair and maintain plumbing, woodwork, painting and electrical switches of commercial, industrial and residential establishments such as factories, office buildings, apartments and homes. Emphasis is also placed on the proper usage of required hand tools and power tools.

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform the functions of a Building and Electrical Maintenance worker including usage of structural and woodwork repair, painting, basic electrical repair and plumbing.

Occupational Objectives

Graduates of the program may qualify for entry-level residential or commercial Building and Electrical Maintenance positions.

Program Length/Class Hours

6 hours a day, 5 days a week, 17 weeks, 510 hours

<u>Module Title:</u>		Total	Lecture	Clinical/Lab
		<u>Hours</u>	<u>Hours</u>	<u>Hours</u>
Module ABM	Theory, Terminology and Safety	60	30	30
Module BBM	Usage of Power and Hand Tools	60	30	30
Module CBM	Basic Electricity	60	30	30
Module DBM	Electrical Switches	60	30	30
Module EBM	Structure Repair	90	40	50
Module FBM	Plumbing	60	20	40
Module GBM	Flooring	60	20	40
Module HBM	Basic Home Improvement	60	30	30
Total		510	230	280

Module Description:

Module ABM Theory, Terminology and Safety - Students will learn basic theory regarding building maintenance, including professional communication, positive attitude, honesty, self-confidence, work ethic, time management, as well as Cal/OSHA safety regulations that govern the workplace.

Module BBM Usage of Power and Hand Tools - Students will learn how to identify and use the correct tools when preparing perform maintenance or repair task. Students will also understand how to properly use the required hand tools or power tools with strict regard to safety in accordance with Cal/OSHA regulations.

Module CBM Basic Electricity – Students will learn how to work with building electricity safely, and learn basic items such as how to test a circuit breaker using a voltage tester, how to reset a breaker panel; students will also learn how to identify “hot wires” by use of colored wire. Emphasis will be place on safety in accordance with Cal/OSHA safety guidelines.

Module DBM Electrical Switches – Students will learn how to safely replace a basic, a three-way and a four-way light switch in a building. Students will also learn how to replace an electrical outlet. Emphasis will be place on safety in accordance with Cal/OSHA safety guidelines.

Module EBM Structure Repair – Students will learn fundamental repair of wood work and drywall, and how to plaster and paint finished surfaces in a commercial and residential setting. Students will also learn how to use common hand and power tools when performing these types of repairs.

Module FBM Plumbing – Students will learn how to perform basic plumbing repairs in a commercial or residential building.

Module GBM Flooring – Students will learn how to lay tiling and install carpeting in a commercial or residential building.

Module HBM Basic Home Improvement - Students will learn how to perform basic home repairs including painting and decorating, plumbing, electrical and carpentry tasks. Students will also learn how to identify with hand or power tools are required to safely and successfully perform the maintenance.

PROGRAM DESCRIPTION

CAKE DECORATION

Program Description

This 480 clock hour program requires the completion of 16 weeks (days), or 16 weeks (evenings) of study. This program will familiarize the students with fundamentals of cake baking, cake decorating and usage of decorating tools. Students also learn how to prepare a cake for decorating and how to create cake icings and fillings. Importance is placed on the texture and makeup of the icings and usage of icing tips.

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform cake decorations using various methods including usage of icing and fillings, hard candies and piping bags and spatulas in order to achieve the desired décor effect.

Occupational Objectives

Graduates of the program may qualify for entry-level positions as a Cake Decorator in a commercial or retail bakery setting.

Program Length/Class Hours

6 hours a day, 5 days a week, 16 weeks, 480 hours

<u>Module Title:</u>		<u>Total Hours</u>	<u>Lecture Hours</u>	<u>Clinical/Lab Hours</u>
Module ACD	Equipment, Utensils, Tools and Preparations	50	30	20
Module BCD	Decorating Techniques	40	10	30
Module CCD	Working with Icing, Glazes and Filling Choices	70	30	40
Module DCD	How to Make and Use a Piping Bag	70	30	40
Module ECD	Decorating with Sugar Flowers	40	10	30
Module FCD	Making and Decorating Wedding Cakes	70	30	40
Module GCD	Creating Decorative Children's Cakes	70	30	40
Module HCD	Holiday Cakes and Celebration Cakes	70	30	40
Total		480	200	280

Module Description:

Module ACD Equipment, Utensils, Tools and Preparations - Students will learn how to identify and properly select the correct equipment and utensils used for cake decorating. Students will also learn how to prepare cakes of various layers for decoration.

Module BCD Decorating Techniques – Students will demonstrate knowledge of various cake decorating techniques using icing offset spatulas to apply icing, glazes and powdered candies. Emphasis is placed on usage of different shapes and sizes of icing tips to achieve the desired décor effect.

Module CCD Working with Icing, Glazes and Filling Choices - Students will learn how to correctly apply icing, glazes and fillings onto cakes of various layers. Students will also learn how to prepare various flavors and colors to achieve the desired décor effect.

Module DCD How to Make and Use a Piping Bag - Students will learn how to make and use a Piping Bag for cake décor purposes. Students will also learn how to use various icing tips which allow them to create lines, dots, flowers and scripting.

Module ECD Decorating with Sugar Flowers - Students will learn how to decorate a cake using sugar flowers. Students will also learn how to create basic sugar flowers from scratch and apply them onto cakes of various layers to achieve the desired décor effect.

Module FCD Making and Decorating Wedding Cakes - Students will learn how to make multi-tier wedding cakes and also learn common techniques and trends used for their decoration.

Module GCD Creating Decorative Children's Cakes - Students will learn how to decorate cakes that appeal to children by using common techniques and decorative styles.

Module HCD Holiday Cakes and Celebration Cakes - Students will learn how to prepare and decorate cakes for holiday themes and special events such as celebrations.

PROGRAM DESCRIPTION

COMPUTER OFFICE APPLICATIONS

Program Description

This 480 Clock hour program requires the completion of 16 weeks (days), or 16 weeks (afternoons), or 16 weeks (evenings) of study. This program familiarizes students with fundamental PC, MS Office and accounting skills for an entry level position as an office clerk/administrative assistant.

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform office administration duties utilizing a personal computer and various MS Office software programs including Word, Excel, PowerPoint, and also prepare letters and emails via the Internet.

Occupational Objectives

Graduates of the program may qualify for entry-level positions as an Office Receptionist or Administrator in a business office setting.

Program Length/Class Hours

6 hours a day, 5 days a week, 16 weeks, 480 hours

<u>Module Title:</u>		<u>Total Hours</u>	<u>Lecture Hours</u>	<u>Clinical/Lab Hours</u>
Module ACA	Introduction to Computers	50	30	20
Module BCA	Word Processing and Keyboarding	50	20	30
Module CCA	Microsoft Windows Operating System	60	30	30
Module DCA	MS Word	90	30	60
Module ECA	MS Excel	90	40	50
Module FCA	MS Power Point	90	30	60
Module GCA	Introduction to the Internet	50	20	30
Total		480	200	280

Module Description:

Module ACA Introduction to Computers – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs.

Module BCA Word Processing and Keyboarding - Students will learn keyboarding skills and techniques to improve keyboarding speed, they will also how to create documents on a PC and know how to edit, save, retrieve, merge and format common business documents. Students will also learn how to add, remove and edit basic graphics and pictures on documents. Student will also learn to create and manage a database by editing, sorting, indexing and merging files. Finally, they will learn how to create and print reports related to specific database projects.

Module CCA Microsoft Windows Operating System - Student will learn common MS Windows tasks, including managing files, applications, media, and how to access the Internet. Students will also learn how to navigate the Windows interface, customize the computers desktop, and work with the file system. Versions are updated as needed based on the needs of the marketplace and business office market penetration.

Module DCA MS Word – Students will learn how to use MS Word on a PC including how to create, store and manage documents. Students will also learn how to use various styles, formats and insert images onto a document.

Module ECA MS Excel – Student will learn how to create spreadsheets along with assigning particular functions to individual cells, including adding graphs, text and numerous data entry functions associated with spreadsheets.

Module FCA MS Power Point – Students will learn the basic functions of the Power Point software including how to create slides and insertion of text and graphics.

Module GCA Introduction to the Internet – Students will learn how to sign-on to an Internet connection on a PC, and will also learn search engine, email and upload/download protocols.

PROGRAM DESCRIPTION

CHILDCARE PROVIDER

Program Description

This 480 clock hour program requires the completion of 16 weeks (days), or 16 weeks (evenings) of study. This program will familiarize students with the fundamentals of childcare as a provider. Students will learn how to care for infants, young children, and older children, usually while the children's parents or guardians are at work or away for other reason. They learn to work individually with one child or with groups of children to create a safe, comfortable, and creative environment.

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform duties of a Childcare Provider including providing care for infants and children of various ages. Emphasis is placed on social, physical, cognitive and creative development and learning.

Occupational Objectives

Graduates of the program may qualify for entry-level position as a Childcare Provider in a private scholastic setting.

Program Length/Class Hours

6 hours a day, 5 days a week, 16 weeks, 480 hours

<u>Module Title:</u>		<u>Total Hours</u>	<u>Lecture Hours</u>	<u>Clinical/Lab Hours</u>
Module ACP	Learning Development for Infants	30	20	10
Module BCP	Learning Development for 2 and 3 year olds	50	40	10
Module CCP	Learning Development for Preschool Children	50	30	20
Module DCP	Emotional and Self Development	20	15	05
Module ECP	Social, Physical and Cognitive Development	60	50	10
Module FCP	Language and Creative Development	50	40	10
Module GCP	Learning through Observation	20	15	05
Module HCP	Families and Communities	40	30	10
Module ICP	Guidance, Health, Safety and Nutrition	40	30	10
Module JCP	Program Management and Externship	120	00	00
Total		480	270	90

Module Description:

Module ACP Learning Development for Infants - Students will learn how to care for infants including handling feeding, bathing, and sleeping routines as well as how to provide the right stimuli for optimal progress in their development.

Module BCP Learning Development for 2 and 3 Year Olds - Students will learn to identify and understand the major motor, intellectual, social and emotional changes of a 2 and 3 year old child. Students will also learn how to effectively communicate with children to help ease frustration and misbehavior.

Module CCP Learning Development for Preschool Children – Students will learn how to create a learning environment for preschool aged children which promotes educational learning and helps develop social skills.

Module DCP Emotional and Self-Development – Students will learn how provide development in physical, emotional, and social development areas of young children. Students will also learn how to assist in developing social awareness and communication skills in young children to relieve stressful situations and misbehavior.

Module ECP Social, Physical and Cognitive Development – Students will learn how to establish an environment to promotes social, physical and cognitive development in young children. This may include learning devices, toys and equipment that promotes child development.

Module FCP Language and Creative Development – Students will learn how to establish a learning environment that promotes

learning of language and the creativity of a young child and how it aides in their cognitive development.

Module GCP Learning Through Observation – Students will learn how to create a learning environment that promotes positive learning by observation. Students will also learn how to use effective creativity through the use of visual aides and simple communication with young children.

Module HCP Families and Communities – Students will learn how to understand the needs of working families and communities, and also learn how to adapt to specific care needs such as scheduling, age specific diets, or other special care needs a family may require.

Module ICP Guidance, Health, Safety and Nutrition – Students will learn how to correctly provide guidance to those in their care, while also establishing a safe care environment. Students will also learn about nutrition and health needs of infants and young children.

Module JCP Program Management and Internship – Students will conduct a 150 hour internship at a childcare facility where they will apply their knowledge and skills learned. Upon completion of their internship, students will have satisfactorily completed their program.

PROGRAM DESCRIPTION

COMPUTER REPAIR TECHNICIAN

Program Description

This 480 clock hour program requires the completion of 16 weeks (days), or 16 weeks (afternoons), or 28 weeks (evenings) of study. This program will familiarize the students with skills pertaining to DOS, Windows operating systems and utility programs (both current industry standard version and legacy versions commonly used in the marketplace).

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform basic repair and maintenance duties on a PC containing an MS Operating System, including performing maintenance on a single computer or a networked system of computers.

Occupational Objectives

Graduates of the program may qualify for entry-level positions as a Computer Repair Technician in a business office setting.

Program Length/Class Hours

6 hours a day, 5 days a week, 16 weeks, 480 hours

<u>Module Title:</u>		<u>Total Hours</u>	<u>Lecture Hours</u>	<u>Clinical/Lab Hours</u>
Module ACR	Introduction to Computers	60	20	40
Module BCR	Word Processing and Keyboarding	40	10	30
Module CCR	Microsoft Windows Operating System	80	30	50
Module DCR	Installation, Diagnostics and Configuration	160	60	100
Module ECR	Computer Troubleshooting and Repair	100	30	70
Module FCR	Internet and Browsing	40	10	30
Total		480	160	320

Module Description:

Module ACA Introduction to Computers – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs.

Module BCA Word Processing and Keyboarding - Students will learn keyboarding skills and techniques to improve keyboarding speed, they will also how to create documents on a PC and know how to edit, save, retrieve, merge and format common business documents. Students will also learn how to add, remove and edit basic graphics and pictures on documents. Student will also learn to create and manage a database by editing, sorting, indexing and merging files. Finally, they will learn how to create and print reports related to specific database projects.

Module CCA Microsoft Windows Operating System - Student will learn common MS Windows tasks, including managing files, applications, media, and how to access the Internet. Students will also learn how to navigate the Windows interface, customize the computers desktop, and work with the file system. Versions are updated as needed based on the needs of the marketplace and business office market penetration.

Module DCA Installation, Diagnostics and Configuration – Students will learn the basic DOS operating system and commands for computer repair. Students will also learn advanced microprocessor troubleshooting. Students will also learn to replace power supplies, perform memory upgrades, and install drivers and basic PC assembly. Emphasis is placed on A+ certification.

Module ECA Computer Troubleshooting and Repair – Students will learn troubleshooting techniques in order to maintain a PC which is in a standalone or networked environment. Student will also learn how to optimize system performance in both the hardware and software functions of the PC.

Module FCA Internet and Browsing – Students will learn how to sign-on to an Internet connection on a PC, and will also learn search engine, email and upload/download protocols.

PROGRAM DESCRIPTION

DIGITAL PHOTOGRAPHY AND VIDEO EDITING

Program Description

This 450 clock hour program requires the completion of 15 weeks (days), or 15 weeks (afternoons), or 15 weeks (evenings) of study. This program prepares students with skills and knowledge in photographic digital imaging including the scanning of images, digital retouching, color manipulation, special effects and printing using computer output devices.

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to perform the duties of a Digital Photographer and Video Editor including how to use digital photography and video recording equipment and editing software to create digital imagery and videos.

Occupational Objectives

Graduates of the program may qualify for entry-level position as a Digital Photographer and Video Editor in a commercial setting.

Program Length/Class Hours

6 hours a day, 5 days a week, 15 weeks, 450 hours

<u>Module Title:</u>		<u>Total Hours</u>	<u>Lecture Hours</u>	<u>Clinical/Lab Hours</u>
Module ADP	DSLR Camera Basics	60	20	40
Module BDP	Photography Lighting and Composition	90	30	60
Module CDP	Working with Digital Image Files	30	10	20
Module DDP	Intro to Photoshop, Tools and Image Editing	60	20	40
Module EDP	Photo Retouching and Manipulation Techniques	60	20	40
Module FDP	Special Effects of Images	30	10	20
Module GDP	Output Devices and Printing	30	10	20
Module HDP	Introduction to Video Editing and Mixing	30	10	20
Module IDP	Audio and Video Inserts	60	20	40
Total		450	150	300

Module Description:

Module ADP DSLR Camera Basics – Students will learn the principles and mechanics of the DSLR camera, its key features, and operation.

Module BDP Photography Lighting and Composition – Students learn about lighting and composition as the core elements of good photography.

Module CDP Working with Digital Image Files – Students learn the basics of working with image files and develop an understanding of storage formats for various purposes.

Module DDP Intro to Photoshop, Tools and Image Editing – Students will learn full basic functions of Adobe Photoshop imaging editor including scanning images, basic image editing skills, changing the number of pixels in an image, defining colors using the Color Palette, blurring the edges of a selected area, and applying filter effects.

Module EDP Photo Retouching and Color Manipulation Techniques – Students will learn how to: retouch photographs by applying various forms of filters from the Photoshop tools window, e.g. removing red eye, blurring edges and enhancing resolution; manipulate colors of an image using the color palette and painting tools; and, applying other custom filter settings onto an image.

Module FDP Special Effects of Images – Students will learn how to apply special effects onto images using the tools window including background textures, bevels, and text effects.

Module GDP Output Devices and Printing – Students will learn how to utilize devices for printing completed projects in high resolution format from a PC.

Module HDP Introduction to Video Editing and Mixing – Students will learn basic digital video editing techniques including the understanding of timecode, organizing and previewing clips, and assembling clips in Storyboard and Timeline. Additionally, they will learn how to mix video using various methods and editing software into the storyboard and timeline of a master video copy.

Module IDP Audio and Video Inserts – Students will learn how to perform video inserts, like inserting transitions, titles, and special effects, and audio inserts like narration, movie soundtracks, and other special effects.

PROGRAM DESCRIPTION

FLORAL AND BRIDAL ARRANGEMENT AND DESIGN

Program Description

This 480 clock hour requires the completion of 16 weeks (days), or 16 weeks (evenings) of study. This program will familiarize students with the fundamental skills to perform the duties of a Floral and Bridal Arrangement Designer in a flower shop working with various types of flowers and foliage. Students also learn to create arrangements using artificial plants and balloons.

Program Objectives

This program is designed to provide students with the fundamental skills and knowledge to create floral decorations with live flowers and foliage or artificial flowers or balloons for special events such as birthdays, weddings, holidays or other types.

Occupational Objectives

Graduates of the program may qualify for entry-level positions as a Floral and Bridal Arrangement and Designer in flower shop setting.

Program Length/Class Hours

6 hours a day, 5 days a week, 16 weeks, 480 hours

<u>Module Title:</u>	Total <u>Hours</u>	Lecture <u>Hours</u>	Clinical/Lab <u>Hours</u>
Module AFB Introduction to Decorations	30	10	20
Module BFB Natural Floral Arranging	60	10	50
Module CFB Artificial Floral Arranging	60	10	50
Module DFB Album Decoration	60	10	50
Module EFB Balloon Decoration	60	10	50
Module FFB Porcelain Decoration	60	10	50
Module GFB Seasonal Decoration	60	10	50
Module HFB Bridal Accessories and Arrangements	60	10	50
Module IFB Career Development	30	10	20
Total	480	90	390

Module Title:

Module AFB Introduction to Decorations - Students will learn the fundamentals of decoration and the different types of material that are used to create decorations in the floral industry.

Module BFB Natural Floral Arranging - Students will learn to identify natural flowers and foliage commonly used when creating arrangements. Students will also learn how to properly care for and handle these types of flowers and foliage.

Module CFB Artificial Floral Arranging - Students will learn how to utilize artificial flowers and foliage that are commonly used to create arrangements.

Module DFB Album Decoration – Students will learn how to create arrangements that may be used as special décor or in photos for memoir albums.

Module EFB Balloon Decoration – Students will learn how to use Mylar and Latex balloon to create decorations that will accent floral arrangements. Students will also learn how to use helium gas to inflate the balloons in a safe manner.

Module FFB Porcelain Decoration – Students will learn how to decorate porcelain items used for accenting floral arrangements. Students will also learn how to paint and enhance porcelain items for décor purposes.

Module GFB Seasonal Decoration – Students will learn how to arrange various types of flowers and foliage to create arrangements that have a seasonal theme, including holidays and events.

Module HFB Bridal Accessories and Arrangements – Students will learn how to utilize bridal accessories in order to create a bridal arranged theme for wedding events. Students will also learn how to decorate rooms for wedding celebrations utilizing balloons and other accessories.

Module IFB Career Development – Students will apply their knowledge and skills learned in a practical hands-on environment and also seek entry level employment in the field related to their program of study.

PROGRAM DESCRIPTION

MEDICAL ASSISTANT

Program Description

This 480 Clock hour program requires the completion of 20 weeks (days), or 20 weeks (evenings) of study. This program familiarizes students with theory, practical and clinical knowledge so that they may obtain entry-level employment as a medical assistant or medical administrator.

Program Objectives

This program is designed to provide students with the knowledge, skills, and techniques needed to function in a medical front office or back office setting. Students will be introduced to medical procedures such as phlebotomy, venipuncture, EKG monitoring, minor surgical techniques, laboratory techniques, and emergency first aid. Students will also learn medical billing and insurance coding, medical law and ethics and medical office management procedures.

Occupational Objectives

Graduates of the program may qualify for entry-level positions in the Medical Assistant field performing duties such as, clinical medical assistants, medical administrative assistants, medical record clerks, medical office managers, medical insurance billing clerks, medical receptionists, and also work directly with physicians.

Program Length/Class Hours

6 hours a day, 5 days a week, 16 weeks, 480 hours

<u>Module Title:</u>		<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
		<u>Hours</u>	<u>Hours</u>	<u>Hours</u>
Module AMA	Anatomy and Physiology	120	100	20
Module BMA	Clinical Procedures	120	60	60
Module CMA	Medical Office Procedures	40	10	30
Module DMA	Word Processing and Keyboarding	40	10	30
Module FMA	Medical Office Software	80	30	50
Module GMA	Healthcare Law and Ethics	80	60	20
Total		480	270	210
Module HMA	Externship	120	0	0

Module Title:

Module AMA Anatomy and Physiology - The student will learn the basic concepts of human anatomy, including the body as a whole, its functions, tissues and major organ systems. The student will also learn medical terminology including areas such as pronunciation, spelling origin and construction.

Module BMA Clinical Procedures – Students will learn the fundamental principles of patient care, such as; patient assessment and charting, vital signs and EKG monitoring. The student will also learn basic protocols of patient care, including; assisting with primary physical examinations and emergency medical treatment in various scenarios, including the treatment of infants, children and adults.

Module CMA Medical Office Procedures – The student will learn how to create patient records, and organizing them manually and electronically. Students will also learn records management systems and develop skills in alphabetic filing and indexing. Students will develop speed and accuracy in computer keyboarding and learn medical terminology.

Module DMA Word Processing and Keyboarding - Students will learn keyboarding skills and techniques to improve keyboarding speed, they will also how to create documents on a PC and know how to edit, save, retrieve, merge and format common business documents. Students will also learn how to add, remove and edit basic graphics and pictures on documents. Student will also learn to create and manage a database by editing, sorting, indexing and merging files. Finally, they will learn how to create and print reports related to specific database projects.

Module EMA Medical Office Software - The student will learn how to create patient records, and organizing them manually and electronically. Students will also learn records management systems and develop skills in alphabetic filing and indexing. Students will develop speed and accuracy in computer keyboarding and learn medical terminology.

Module FMA Health Care Law and Ethics – Students will learn current laws that regulate the health care industry including those pertaining to patients’ rights and privacy. The student will also learn standard Cal/OSHA rules and regulations that pertain to the health care industry.

Module JMA Externship – Student will participate in a 120 hour externship position in a field related to their program of study. They will experience “on the job training” and perform duties using their skills they have acquired from their training.

PROGRAM DESCRIPTION

MEDICAL BILLING AND INSURANCE CODING

Program Description

This 450-clock hour program requires the completion of 15 weeks (days), or 15 weeks (evenings) of study. This program familiarizes students with theory and hands-on skills necessary for entry-level positions in the Medical Billing and Insurance Coding field.

Program Objectives

The program is designed to provide comprehensive training in Medical Billing and Insurance Coding. The student will receive theory and practical training in processing payments for a medical facility. Students will gain knowledge of ICD-10 and CPT-Plus insurance coding and billing procedures. Students will also learn to use medical office software used to process billing claims, and will practice medical administration procedures.

Occupational Objectives

These skills will enable graduates to qualify for entry level positions as administrative medical assistants, medical record clerks, medical office managers, medical insurance billing clerks, medical receptionists, and also work directly with physicians.

Program Length/Class Hours

6 hours a day, 5 days a week, 15 weeks, 450 hours

<u>Module Title:</u>		Total Hours	Lecture Hours	Lab Hours
Module AMB	Word Processing and Keyboarding	30	10	20
Module BMB	Introduction to Computers	30	10	20
Module CMB	MS Word	40	10	30
Module DMB	MS Excel	40	10	30
Module EMB	Medical Terminology and Anatomy	120	60	60
Module FMB	MediSoft Medical Billing Software	80	20	60
Module GMB	Medical Billing, Insurance Coding	100	50	50
Module HMB	Professional Development	10	5	5
Totals:		450	175	275

Module Title:

Module AMB Word Processing and Keyboarding - Students will learn keyboarding skills and techniques to improve keyboarding speed, they will also how to create documents on a PC and know how to edit, save, retrieve, merge and format common business documents. Students will also learn how to add, remove and edit basic graphics and pictures on documents. Student will also learn to create and manage a database by editing, sorting, indexing and merging files. Finally, they will learn how to create and print reports for specific database projects.

Module BMB Introduction to Computers – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs.

Module CMB MS Word – Students will learn how to use MS Word on a PC including how to create, store and mange documents. Students will also learn how to use various styles, formats and insert images onto a document.

Module DMB MS Excel – Student will learn how to create spreadsheets along with assigning particular functions to individual cells, including adding graphs, text and numerous data entry functions associated with spreadsheets.

Module EMB Medical Terminology and Anatomy - The student will learn the basic concepts of human anatomy, including the body as a whole, its functions, tissues and major organ systems. The student will also learn medical terminology including areas such as pronunciation, spelling origin and construction.

Module FMB MediSoft Medical Billing Software – Students will learn how to use MediSoft billing software and how to initiate a patient record in a database. Students will also learn how to navigate through the software and use common functions of the software for medical billing purposes.

Module GMB Medical Billing and Insurance Coding – The student will learn the aspects of the collection process including collection-servicing agencies. The student will also learn insurance programs, including; HMO, PPOS and Workers' Compensation plans and the national coding systems used for claims processing. Students will develop speed and accuracy on the computer keyboard as well as the 10-key pad. The student will also learn how to integrate MediSoft software to process claims.

Module HMB Professional Development – Student will participate in a class review and practice professional office etiquette regarding proper office attire, professional demeanor, motivation and customer service.

PROGRAM DESCRIPTION

PROPERTY MANAGEMENT

Program Description

This 510 clock hour program requires the completion of 17 weeks (days) of study. This program will familiarize students with the fundamentals of Property Management and how to perform these functions for residential or commercial buildings including multi-unit type properties.

Program Objectives

The program is designed to provide students with the knowledge to perform the duties of a property manager including collecting rents, conducting maintenance on properties using third party servicers or employees, and maintaining financial records of the property.

Occupational Objectives

Graduates of the program will be able to qualify for entry-level positions as Property Manager in a residential or commercial setting.

Program length/Class hours

6 hours a day, 5 days a week, 17 weeks, 510 hours, 17 Semester Credit Hours

<u>Module Title:</u>	Total Hours	Lecture Hours	Lab Hours
Module APM Introduction to Computers	80	20	60
Module BPM Accounting	150	80	70
Module CPM Introduction to Tenant Pro Software	95	45	50
Module DPM Landlord and Tenant; Rights and Responsibilities	95	45	50
Module EPM Class Summary and Review	90	90	00
Total	510	280	230

Module Description:

Module APM Introduction to Computers – Students will learn full working knowledge of a PC in a MS Windows environment, and learn how to operate MS Office programs.

Module BPM Accounting – Students will learn basic accounting principles including manual accounting, terminologies to classify and record transactions, prepare adjusting and closing entries, and prepare financial statements. Students will also learn computerized accounting and methods of analyzing and controlling cash receipts and disbursements.

Module CPM Introduction to Tenant Pro Software - Students will learn how to utilize Tenant Pro software to perform accounting, tenant management, and lease management functions for a multi-unit rental building.

Module DPM Landlord and Tenant; Rights and Responsibilities – Students will learn basic rights of a tenant and the responsibilities of a landlord regarding property rental and leasing, Students will also learn basic laws that pertain to rental and lease agreements, how to serve eviction notices and resolving tenant complaints.

Module EPM Class Summary and Review – Students will summarize and review their skills and knowledge obtained by creating fictitious rental and lease agreements utilizing Tenant Pro Software. Students will also practice resolving tenant complaints, accounting methods during rent collection and servicing properties utilizing third party service providers.

PROGRAM DESCRIPTION

SOLAR ENERGY SYSTEMS INSTALLER

Program Description

This 200 clock hour program requires the completion of 10 weeks (days) of study. This program prepares students with skills and knowledge to install and repair solar-energy systems designed to collect and store energy from the sun for residential, commercial and industrial use.

Program Objectives

The program is designed to provide comprehensive training to become Solar Energy Installer in a residential or commercial building.

Occupational Objectives

Graduates from this program may obtain employment in the solar energy installer field working in residential or commercial building setting installing equipment that may enhance the conservation of energy in a building.

Program Length/Class Hours

4 hours a day, 5 days a week, 10 weeks, 200 hours

<u>Module Title:</u>		Total Hours	Lecture Hours	Lab Hours
Module ASE	ASE Terminology and Safety Basics	20	15	5
Module BSE	Electricity Basics	40	20	20
Module CSE	Electrical Circuits	40	20	20
Module DSE	Solar Energy Fundamentals	10	10	0
Module ESE	PV Modules and System Components	10	5	5
Module FSE	Maintenance and Troubleshooting	10	5	5
Module GSE	Site Assessment	10	5	5
Module HSE	Installation of PV System	60	30	30
Totals:		200	110	90

Module Title:

Module ASE ASE Terminology and Safety Basics – Students will learn basic theory regarding solar energy, including professional communication, positive attitude, honesty, self-confidence, work ethic, time management, as well as Cal/OSHA/ASE safety regulations that govern the workplace.

Module BSE Electricity Basics – Students will learn how to work safely with electricity, how to test a circuit breaker using a voltage tester, and how to reset a breaker panel; students will also learn how to identify “hot wires” by use of colored wire. Emphasis will be place on safety in accordance with Cal/OSHA/ASE safety guidelines.

Module CSE Electrical Circuits – Students will learn how to safely replace a basic three-way or four-way light switch. Students will also learn how to replace an electrical outlet. Emphasis will be place on safety in accordance with Cal/OSHA/ASE safety guidelines.

Module DSE Solar Energy Fundamentals - Students will learn basic knowledge of solar energy systems and how their use provides for efficient energy management in a residential or commercial building. Students will also learn of current federal, state, and local regulations, laws, and tax incentives that seek to make solar-power adoption more feasible.

Module ESE PV Modules and System Components - Student will learn the makeup of a PV module (Photovoltaic module), also known as a solar panel and their main function in a solar energy system. Students will also learn various types of PV modules including Crystalline Silicone, Thin-film, Rigid thin-film and Flexible thin-film panels, and mounting components used for ground or roof mounted systems.

Module FSE Maintenance and Troubleshooting – Students will learn how to conduct routine maintenance, evaluate performance output including correct pressure and non-leakage checks, and troubleshoot a solar energy and thermal energy system.

Module GSE Site Assessment – Students will learn how to conduct site assessments to properly evaluate the type of solar energy system that is suitable for installation in a residential or commercial building.

Module HSE Installation of the PV System – Students will learn how to properly install a full PV system in a residential and commercial building to exact specifications of the original plan.

TUITION AND FEES

Students may pay tuition in full, or establish a payment plan at the time of enrollment. It is not necessary for a student to pay for more than 4 months of tuition in advance, prior to entering into college. If the tuition is not paid full upon completion of studies, a continued payment plan must be approved and in place for a student to be classified as a graduate and be eligible to receive a diploma and placement assistance. However, the Certified Nursing Assistant program requires full payment prior to completion of the study.

Course Title	Tuition	Registration	Books & Supplies	STRF Fees	Total Fees
Solar Energy Systems Installers	\$4,975	\$75	\$500	\$15	\$5,565
Building and Electrical Maintenance	\$4,975	\$75	\$500	\$15	\$5,565
Property Management	\$4,975	\$75	\$500	\$15	\$5,565
Digital Photography/Video Editing	\$4,825	\$75	\$650	\$15	\$5,565
Computer Office Applications	\$4,975	\$75	\$500	\$15	\$5,565
Computer Repair Technician	\$4,975	\$75	\$500	\$15	\$5,565
Medical Assistant	\$4,729	\$75	\$746	\$15	\$5,565
Child Care Provider	\$4,975	\$75	\$500	\$15	\$5,565
Medical Billing and Insurance Coding	\$4,825	\$75	\$650	\$15	\$5,565
Cake Decoration	\$4,825	\$75	\$650	\$15	\$5,565
Floral & Bridal Arrangement Design	\$4,825	\$75	\$650	\$15	\$5,565

*Cost of tuition includes all books and supplies that are required in the program. Job placement assistance is provided which includes resume preparation, job seeking skills and employment support.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Ryon College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma and certificates you earn in our programs of study are also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some of all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Ryon College to determine if your credits will transfer.

WITHDRAWAL AND CANCELLATION POLICY

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when a written notice of cancellation is delivered to the college campus. Students may deliver a notice by mail, in person or by Fax or telegram. The notice of cancellation, if mailed, is effective when postmarked, properly addressed with postage prepaid. The notice does not have to be in any particular format; it only needs state the intention or desire to cancel. Students will be given two "notice of cancellation" forms on the first day of class, and any refunds owed to a student due to cancellation will be reimbursed within 30 days after the notice is received.

REFUND POLICY - (STUDENT'S RIGHT TO CANCEL)

Ryon College provides a 100% Pro-rata refund policy, if a student decides to withdraw from school. Students have the right to withdraw from the college at any time. If a student withdraws from the college after the cancellation period as stated in the "Withdrawal Policy", the college will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$10.00 within 30 days following your withdrawal. Students are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount paid for instruction multiplied by a fraction i.e. the numerator of which is the number of hours of instruction which have not been received, but have been paid and, the denominator of which is the total number of hours of instruction that have been provided.

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges and that the length of the completed portion of the course should bear to its total length.

If the college has provided students with any equipment, it must be returned in unused condition to the college within 30 days following the date of cancellation or withdrawal. If the equipment has been used, or is not returned within the 30 day period, the college may retain that portion of payment paid by the student, up to a lesser amount of the documented cost or the pro rated portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to the student. Once a student pays for any equipment, it is the student's to keep without any further obligation.

If a student obtains books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on the Enrollment Agreement, and return it in good condition within 30 days following the date of withdrawal, the school shall refund the amount paid for equipment. If a student fails to return equipment in good condition, within 30 days, the college may retain the lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment, (for 2nd term or re-enrolled students, "the documented cost"). Students are liable for the amount, if any, by which the pro rata or documented cost for equipment exceeds the refund amount. If the amount paid is more than the amount owed, then a refund will be made within 30 days of withdrawal. If the amount that owed is more than the amount paid, then students will have to make arrangements to pay the balance.

HYPOTHETICAL REFUND EXAMPLE:

Assume you, upon enrollment in a 400 hour course, pay \$2,000 for tuition, \$75.00 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

\$2075 (\$2,000 Tuition + \$75.00 Registration Fee) Amount Paid (minus) \$75.00 Registration Fee Retained by the School. The calculation would be as follows: $X = (.75) \times 300$ Hours of Instruction Paid for & Not Received (Divided by) 400 Hours of Instruction for which you have paid = \$1,500.00 Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be $(\$1500.00 + \$150) = \$1650.00$.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- (a) You notify School of your withdrawal or the actual date of withdrawal;
- (b) School terminates your enrollment;
- (c) You fail to attend classes for a three week period (15 school days);
- (d) You fail to return from a leave of absence. In this case, the last date of recorded attendance shall be deemed the date of withdrawal.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any other student financial assistance programs from which you received benefits. Any remaining amount thereafter will be paid to you.

REFUNDS OF \$10 OR LESS AND REPAYMENTS UNDER \$100

The school is not required to pay a refund of \$10 or less. However, because a refund returned to student loan program would reduce the amount of the loan that a student would have to repay, a college may not keep any portion of a refund that would be distributed to the student loan program, unless the school has written authorization from the student in the enrollment agreement to do so. The enrollment agreement must explain clearly that the student is permitting the school to keep the funds, rather than having the funds used to reduce the student's debt, should the student withdraw.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (and E) 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 of 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 educational programs 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 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 the 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.

If you have any questions regarding the Student Tuition Recovery Fund you may contact the Bureau for Private Postsecondary Education at the following address and telephone number:

Bureau for Private Postsecondary Education
Department of Consumer Affairs
2535 Capitol Oaks Drive, Suite 400
Sacramento CA 95833
www.bppe.ca.gov
Toll Free Number 888-370-7589 – Fax: (916) 263-1897