



*picture  
your future*



**Empire  
College**

SINCE 1961

**2018 Course Catalog**

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## Opening doors...Our



# Mission

Empire College's mission is to place students in a **positive, supportive** educational environment that fosters self-esteem and provides them the opportunity to **succeed**. The **focused, practical** curricula and college environment are centered on students' **employability**, thereby addressing our added mission to supply employers with **qualified** graduates whose **job skills** and **work ethic** meet industry requirements.

The Mission Statement is reinforced by the following objectives:

- To produce a graduate employment portfolio which includes: résumé, third-party certifications, service-based learning and volunteer documentation, scholastic and attendance recognition, certificates of completion, extra-curricular activities, sample work products, and any other documents which demonstrate learning outcomes leading to employability in the student's career field.
- To prepare students to be successful with employable skills and to achieve third-party certifications in their career fields, indicating proficiencies that meet or exceed industry standards and provide prospective employers with evidence of graduates' technical skills.
- To provide students the opportunity to experience personal growth by learning their individual strengths, communicating with others effectively, and understanding their own and others' personality styles during their Career Transitions course. Students will then apply these strengths by participating in group projects that help them become valuable team members in their future places of employment.
- To develop in students an understanding of quality customer service and support.
- To introduce and foster the value of service-based learning and volunteerism in order to produce future employees who meet employers' expectations as well as contribute to the community.



# Proud to be a provider of quality career

We at Empire College believe that education is one of the most important assets one acquires during a lifetime. This lifelong learning process is emphasized throughout our curricula. We have dedicated our resources to providing quality business, legal, medical, and technical education that gives our graduates an advantage when they enter the marketplace.



*Roy O. Hurd, President*

Empire College offers an alternative to the traditional two- or four-year college program. Our programs are directed toward practical knowledge and career training designed to get our graduates on the job in as short a time as possible.

We have a strong training emphasis on computer skills in all of our courses. Additionally, our degree programs develop critical thinking, communications, management and decision-making, and human relations skills. Hands-on training, coupled with a curriculum designed for practical application, has produced outstanding successes for our many graduates.

Empire College strives to excel as a career training institution by creating a caring, supportive educational environment that focuses on skills and success. We believe that self-esteem and recognition of achievement play an important part in that success. We strive to build self-confidence in our students, an advantage that allows them to function comfortably and competitively in today's fast-changing world.

Since the school's founding in 1961, hundreds of successful graduates have developed and added to Empire College's reputation as a training institution that cares for its students and produces top graduates.

Empire College, located in Santa Rosa, just one hour north of the San Francisco Bay Area, is centrally located in the heart of Sonoma County. The growth of business and industry throughout the North Bay has provided many exciting opportunities for our graduates.

If you're interested in discovering what a positive, supportive educational environment directed toward practical business training can do for you, I invite you to discover the Empire difference.

A handwritten signature in black ink, which appears to read 'Roy O. Hurd'. The signature is fluid and cursive, with a long, sweeping underline.

Roy O. Hurd, President

# training.

## **Accreditation, Authority, and Approval**

Empire College School of Business is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, and occupational associate's degrees. The Accrediting Council for Independent Colleges and Schools is nationally recognized by the Council for Higher Education Accreditation.

Empire College operates programs approved by the United States Bureau of Indian Affairs and the United States Department of Justice, Immigration and Naturalization Service. Empire College's programs are approved for the training of veterans and eligible persons.

Empire College is a private institution and is approved by the Bureau for Private Postsecondary Education. That approval means compliance with state standards as set forth in the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Empire College under section 94802 (a) of CPPEA, will by operation of law, be approved until December 31, 2017. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at:  
P.O. Box 980818, Sacramento, CA 95798-0818, 888-370-7589.

Prospective or enrolled students are encouraged to make inquiry of school personnel regarding any questions they may have concerning the policies, regulations, and requirements stated in this Catalog. Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to:

|  |                                     |
|--|-------------------------------------|
| Bureau for Private Postsecondary Education           | Accrediting Council for Independent |
| 2535 Capitol Oaks Drive, Suite 400                   | Colleges and Schools (ACICS)        |
| Sacramento, CA 95833                                 | 750 First Street, NE, Suite 980     |
| <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a> | Washington, DC 20002-4241           |
| 888-370-7589 telephone                               | 202-336-6780 telephone              |
| 916-263-1897 fax                                     |                                     |

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

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

Empire College is a privately owned Sub-Chapter S corporation, organized under the laws of the State of California. Empire College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

## Empire College — Business and Law

**School of Business:** Empire College School of Business is on a quarterly system with four major starts per year in the months of February, May, August, and October. Mid-quarter starts occur in March, June, September, and December. Students entering at the mid-quarter starts take a portion of the quarterly work load and are assimilated into the major quarterly system thereafter. A quarter is 12 weeks. The average quarterly load is 12 units per quarter.

In all diploma programs, units are transferable to one of the following degree programs:

- Specialized Associate Degree - Accounting
- Specialized Associate Degree - Business
- Specialized Associate Degree - Guest Services
- Specialized Associate Degree - Information Technology
- Specialized Associate Degree - Medical Assistant
- Specialized Associate Degree - Paralegal

Quarter units are allocated according to the following standards:

|                            |                   |
|----------------------------|-------------------|
| 24 contact hours lecture   | 2.0 quarter units |
| 24 contact hours lab       | 1.0 quarter unit  |
| 30 contact hours practicum | 1.0 quarter unit  |

A contact hour is 50 minutes of instruction. Classes are held on the following schedules:

| DAY                | EVENING                           |
|--------------------|-----------------------------------|
| 8:00 - 08:50       | 5:00 - 5:50 (flexible scheduling) |
| 9:00 - 09:50       | 6:00 - 7:40                       |
| 10:00 - 10:50      | 8:00 - 9:40                       |
| 11:00 - 11:50      |                                   |
| 11:50 -12:20 Lunch |                                   |
| 12:20 - 01:10      |                                   |
| 1:20 - 02:10       |                                   |
| 2:20 - 03:10       |                                   |

All class sessions at Empire College School of Business are held at 3035 Cleveland Avenue, Santa Rosa, California. The campus is comprised of 44,000 square feet which includes 23 lecture and computer lab classrooms, as well as 2 medical wet labs. Empire College reviews equipment and software in scheduled curriculum reviews to ensure that they meet the training needs for gainful employment.



*Empire College School of Law's Moot Court Teams have trophied numerous times at the Annual California Moot Court Competition.*

**School of Law:** In addition to the School of Business, Empire College opened its School of Law in 1973 to serve the needs of residents of the North Bay area. The School of Law is accredited by the Committee of Bar Examiners of the State Bar of California. Students who satisfactorily complete the four-year night law program are awarded a Juris Doctor degree.

Empire College School of Law operates under a trimester system of 15 weeks with starts in August, January, and May. Classes are usually held four nights per week, Monday through Thursday.

For complete information on Empire College School of Law, contact the Law School Admissions Office.

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## Board of Directors

**Roy O. Hurd**, Chairman of the Board, Chief Executive Officer and President

Board member: Sonoma County Workforce Investment Board, Sonoma County Youth Employment Council, Sonoma County Business Education Roundtable

**Brad Bollinger**, Editor in Chief and Associate Publisher, North Bay Business Journal

Board member: North Bay Leadership Council

**Judy L. Coffey, RN**, Senior Vice President/Area Manager, Marin-Sonoma, Kaiser Permanente

Board member: American Heart Association-North Bay Chapter, North Bay Hospital Council, Sonoma County Health Action Council, Sonoma County Workforce Investment Board

**J. Barrie Graham**, Chief Operating Officer, WR Hambrecht & Co.

Board member: Canine Companions for Independence, Sutter Hospital Site Selection Committee

**Allen L. Gummer**, retired executive, University of Oregon Board of Trustees

Board member: University of Oregon College of Business

**Stephen E. Hansel**, President, Hansel Leasing and Prestige Imports

**Alan Milner**, Co-founder, Alternatives to Waste

Board member: Luther Burbank Savings & Loan

**Victor S. Trione**, Chairman of the Board, Luther Burbank Savings and Loan; President, Vimark, Inc.

Board member: United Way of North Bay, Sonoma County Foundation, Sonoma County Food Bank

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## Administration

Roy O. Hurd, Chairman, CEO and President

Sherie L. Hurd, Executive Vice President, Marketing and Operations

Mark Kalagorgevich, Director of Education

Cynthia Hanna, Evening School Dean

### Accounting

David Yarbrough, Controller and Director of Benefits Administration

Georgie Micallef, Bookstore Manager

Natalie O'Donnell, Accounts Receivable Manager

Peggy Ransford, Accounts Payable Manager/Accounting Assistant

### Administrative Services

Karina Nuño, Administrative Services Manager

Ken Castor, Maintenance Supervisor

Michaela DeBiase, Certification Test Administrator

Flavio Farias, Administrative Assistant

Kassandra Villaseñor, Administrative Assistant

### Admissions

Dahnja Schiro, Director of Admissions

Aimee Lute, Admissions Officer

Dede Papa, Admissions Officer

### Career Placement Services

Tammy Sams, Career Placement Advisor

Jennifer Sedna, Career Placement Advisor

### Financial Aid

Mary O'Brien, Financial Aid Director

Samantha Calderon, Financial Aid Advisor

Lea Smith, Financial Aid Advisor

Kass Von der Mehden, Federal Student Loan Repayment Manager

### Student Services

Debbie Benedetti, Registrar

Crystal Frank, Student Success Advisor

Nora Songster, Student Success Advisor/Scheduler

### Tech Support

Trenton Schuttler, Systems Administrator

## Faculty

### Accounting

Department Head:

Carol Reinke, BA, MBA, A+  
Sonoma State University, California  
City University, Washington

Instructors:

Dorothy Beattie, CPA, BS, MBA  
San Jose State University, California  
Columbia University, New York

Erin Harness, BS  
California Polytechnic State University

David Imoto, BS  
University of California, Berkeley

Carl Oeschger, BA, A+  
San Diego University, California  
Empire College, California

Randy Sides, BA  
Middle Tennessee State University,  
Tennessee

Robert Viera, BA, BS  
University of Texas, El Paso, Texas

### Business and Hospitality/Tourism

Department Head:

Cynthia Hanna, BA  
Sonoma State University, California

Instructors:

Rose Batzdorff, BA, MA  
University of Colorado  
University of Northern Colorado

Christopher Brandmeir, BA, MBA, DBA  
University of San Francisco, California  
National University, San Diego, Calif.  
University of Phoenix

Deborah Cain, CLA, AA, B.Ed., M.Ed.  
Empire College, California  
Gonzaga University, Washington  
Holy Names University, California

### Business and Hospitality/Tourism (continued)

Laura Krieg, CLA, BA  
Sonoma State University, California

Karen Longhetto, BA  
San Diego State University, California

Edward Lynch, BA, MA  
Sonoma State University, California  
Niagara University, New York

Carl Oeschger, BA, A+  
San Diego State University, California  
Empire College, California

Cynthia Ott, AA, BS, MS  
Santa Rosa Junior College, California  
University of San Francisco, California  
California State University, East Bay

Evelyn Wilson, BA  
University of Washington

### Information Technology

Department Head:

Ryan Donham, AA, MCP, CCNA, CCAI,  
CCDA, A+, Network+, Security+, SCNP,  
SCNA, SCNS, MCTS  
Empire College, California

Instructors:

Philip Aldrich, AA, A+  
Empire College, California  
Indian Valley College, California

Nathan Jackson, AS, AA, BS, MCSA, A+,  
Network+, Linux+, Security+  
Santa Rosa Junior College, California  
Empire College, California  
ITT Technical Institute, San Francisco,  
California

Brandan Merrick, AA, A+, Network+,  
MCP, MCSA  
Empire College, California



## Faculty

### Legal

#### Department Head:

Monica Lehre, ACP, AA, BA, MLS  
Santa Rosa Junior College, California  
Sonoma State University, California  
Empire College School of Law,  
California

#### Instructors:

Deborah Cain, CLA, AA, B.Ed., M.Ed.  
Empire College, California  
Gonzaga University, Washington  
Holy Names University, California

Rene Casilli, BA, JD  
Sonoma State University, California  
Empire College School of Law,  
California

Laura Krieg, CLA, BA  
Sonoma State University, California

Laura Rosenthal, BA, JD  
University of Denver, Colorado  
University of Denver College of Law,  
Colorado

### Medical

#### Co-Department Heads:

Deborah Barrett, AAMA, CMA, BS  
Kaplan University  
Certificate-Medical Assisting,  
Professional Career Institute

Shannon Tinsley, CCMA-AC  
Empire College, California

#### Instructors:

Theresa Brewer, AA  
City College of San Francisco, California

Alyson Brisco  
Empire College, California

Mariah Brondstetter  
Empire College, California

Ed Carrithers, CCMA-C  
Empire College, California

### Medical (continued)

Paula Gregerson, AA  
Santa Rosa Junior College, California

Barbara Harland  
Empire College, California  
Santa Rosa Junior College, California

Samantha Mineo  
Empire College, California

Leslie Randall-Greenwood, BA, CCMA-AC  
Sonoma State University, California

Kathie Rechin, CCMA-A, CPT-1, CNA  
Boston Reed, California  
Oroville Adult Education Career &  
Technical Center, California

Linda Smith, AA, CCMA-AC  
Empire College, California

Nancy Stuart, CCMA-AC  
Empire College, California

Melissa Vineyard, RN, AB, BS  
University of Nebraska Medical Center

Dawn Wuerthner, CPC, BS  
University of San Francisco, California

### Phlebotomy

#### Program Director:

Jon Drew, BS, CLS, MT (ASCP)  
San Francisco State University,  
California  
Sonoma State University, California

#### Instructors:

Megan Chieppa, CCMA-AC, CPT-1, AA  
Empire College, California

Mary Filshie, CPT-1  
Empire College, California

## Admissions

### Application Requirements

Candidates for admission must submit the following:

1. A completed application for enrollment together with a fee of \$150; AND
2. An official copy of the high school transcript verifying graduation from a high school that is accredited by a USDE-approved agency (or, if unavailable, a copy of the high school diploma); OR

An official report of the General Education Development (GED) Exam scores verifying successful completion of the GED; OR

A High School Proficiency Certificate.

Foreign transcripts must be translated and certified by a credential evaluation service for equivalency.

Applicants who possess none of the above may take individual classes not constituting a full program by passing the Wonderlic Scholastic Level Exam with a minimum score of 16 and meeting any course prerequisites. Less-than-full program students will be assessed an hourly rate based on the courses taken, as well as applicable fees. A certificate of completion, not a diploma, is awarded upon passing the course. Less-than-full program students are not eligible for financial or career services assistance.

3. College transcripts of all work completed if the student wishes to apply for transfer credit.

Students applying for veterans benefits must supply all transcripts from prior colleges before Empire can send their certification to the Veterans Administration.

### Acceptance Criteria – High School Graduates or Equivalent

Several factors are considered in determining a student's acceptability for enrollment in the Business School at Empire

College, such as prior education, personal motivation, goals and attitude toward education, and the student's ability to benefit from the field of training undertaken.

All applicants, except two-year and four-year college graduates, are required to take the Wonderlic Scholastic Level Exam (SLE). Results of this examination will be used to evaluate the applicant's ability to successfully complete Empire's instructional programs. Students scoring below 16 will not be admitted into a full program at the College. The Director of Education has the final authority to accept or reject all applicants.

Some of the programs also have a typing speed prerequisite. Requirements for acceptance into each of Empire College's programs are listed in the following table.

### Admissions Requirements By Program

| PROGRAM   | SLE Score |
|---|-----------|
| <b>Accounting and Bookkeeping</b>                     |           |
| Specialized Associate Degree – Accounting             | 21        |
| Accounting with Computer Applications                 | 21        |
| Accounting Essentials                                 | 17        |
| <b>Business</b>                                       |           |
| Specialized Associate Degree – Business               | 18        |
| Management Business Professional                      | 18        |
| Administrative Business Professional                  | 18        |
| Accelerated Business Essentials *                     | 18        |
| Computerized Business Skills                          | 16        |
| <b>Information Technology</b>                         |           |
| Specialized Associate Degree – Information Technology | 19        |
| Network Specialist                                    | 19        |
| Network Administrator                                 | 19        |
| Computer Support Specialist                           | 19        |
| <b>Legal</b>  |           |
| Specialized Associate Degree – Paralegal              | 20        |
| Legal Office Administration                           | 20        |
| Legal Secretary                                       | 18        |

**Medical**

|   |    |
|---|----|
| Specialized Associate Degree -<br>Medical Assistant | 17 |
| Clinical Medical Assistant                          | 17 |
| Medical Assistant Essentials                        | 17 |
| Medical Administrative Assistant                    | 17 |
| Medical Billing and Coding Technician               | 17 |

**Tourism and Hospitality**

|   |    |
|---|----|
| Specialized Associate Degree - Guest Services               | 18 |
| Tourism, Hospitality and Wine Industries                    | 17 |
| Tourism, Hospitality and Wine Industries<br>(Accelerated) * | 17 |

**Less Than Full Program/  
Individual Classes**

16

\* Keyboarding Prerequisite: 30 NWPM

**Continuing Education**

Empire College offers short-term, non-credit continuing education coursework for individuals and groups that is customizable based on previous experience and the desired learning outcomes. These courses are not degree-applicable and do not apply toward credit needed to graduate in an academic program. Students completing Continuing Education coursework, or completing academic courses on a non-credit basis, must be beyond compulsory age but do not need to meet the other admissions requirements. Permission is required to complete academic courses for non-credit.

**Foreign Student Admission**

The College does not offer programs to foreign students with M-1 or F-1 visas nor does it offer English language services. All instruction occurs in English. English language proficiency is determined by results of the Test of English as a Foreign Language (TOEFL).

**Equal Opportunity Policy**

Empire College grants students of any race, color, ethnic origin, age, sex, or sexual orientation all rights, privileges, programs, and activities generally made available to students at the School. The College does not discriminate in administration of its

educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

**New Student Orientation and  
Registration**

A New Student Orientation is held during the week before each Start Date to familiarize students with the College and its facilities, policies, and procedures. Students will have the opportunity to meet other new students, as well as members of the staff. During orientation, students receive their schedules and other materials that acquaint them with the College. In addition, photographs are taken at orientation and are used to create Student Identification Cards.

New students should plan to arrive 20 minutes prior to their first class on the starting day of classes. They will receive books and a complimentary bookbag before starting class. A new student must complete the Registration process before attending class.

**Credit for Previous College Training/  
Experiential Learning**

A student may receive credit for certain classes by successfully passing the examinations with a grade of A, by demonstrating keyboarding or 10-key speed requirements, or by providing a transcript of credits from an approved college indicating successful completion of the class. Some classes at Empire College have requirements which cannot be satisfied by examination or transfer credit. For example:

MDN163A-Injections and Surgical Assisting  
MDN163B-Injections and Surgical  
Assisting Skills Lab A

MDN163C-Injections/Surgical Asst. Skills Lab B

MDN164A-EKGs and Capillary Puncture

MDN164B-EKGs/Cap. Puncture Skills Lab A

MDN164C-EKGs/Cap. Puncture Skills Lab B

MDN166A-Phlebotomy and Urinalysis

MDN166B-Phlebotomy/Urinalysis Skills Lab A  
MDN166C-Phlebotomy/Urinalysis Skills Lab B  
MNN331-Professional Portfolio Project.

The Director of Education has the final authority in determining which classes can be satisfied by transfer or examination.

Interested students should see the Director of Education or Department Head at Orientation for scheduling of exams. The Director of Education or Assistant Director of Education will determine applicability on an individual basis, depending in part upon an evaluation of prior course work as well as a transcript of the grades received. There is no fee for this assessment.

The College does not award credit for experiential learning.

If class requirements are satisfied by transfer of credit from another college, tuition will be adjusted accordingly. Transfer of credit should take place prior to the student entering school and must be substantiated with an official college transcript.

If class requirements are satisfied by examination, a student will be entitled to class substitution at no charge, provided that the substitute class is of equal or lesser class hours and that space is available in a scheduled class. Substituted classes must be completed within the regular enrollment period of the student's program. No more than 50 percent of coursework from another institution may be transferred into the School of Business. The Director of Education has the final authority to determine transferability and applicability of credit in the general education area including the natural sciences, social sciences, humanities, English, and mathematics/analytical thinking.

For all veterans and VA eligible persons, the Director of Education will conduct an evaluation of previous education and

training, grant credit, and shorten the training period proportionately. The Director of Financial Aid notifies the Veterans Administration and student accordingly.

### **Student Responsibility**

It is the student's responsibility to read and understand the provisions of this Catalog. Any questions regarding College policies should be addressed and satisfied prior to starting classes.



## Student Services

### Advising and Guidance

Guidance is considered one of the College's most important services. Vocational and personal guidance begins at the time a prospective student indicates an interest in Empire College, and continues throughout and beyond the term of education. Our goal is to support our students and assist them in reducing any barriers which might interfere with their studies.

**Vocational Guidance:** Our Admissions Office offers vocational guidance to help students set career goals and to select the most suitable educational programs. The SLE Self-Administering Test of Mental Ability and the Career Placement Aptitude Test are used. Students wishing to pursue a double major must have the prior approval of the Director of Education.

**Educational Advising:** The Director of Education, Assistant Director of Education, Evening School Dean, and Student Success Advisors are available to assist students with academic advising. Any student having difficulty with a particular class or scheduling should see the Education Department.

**Instructional Assistance:** Instructors are available during school hours to assist students in making arrangements for special help. Students needing an instructor's help should meet with the instructor, the Department Head, or the Education Department to discuss their individual needs.

**Tutoring:** An on-campus tutoring center, located in Room 219, is available to all students at no additional charge. Hours are Monday through Thursday from 8:00 to 9:00 a.m. and 3:15 to 5:15 p.m. (Additional Tuesday/Thursday afternoon hours will be available during some modules.) The tutoring center is staffed by current student(s) under the supervision of an instructor. Some programs provide additional tutoring if a student tutor is

available. Students may be enrolled in GBN099, a non-credit/no-cost class that provides additional academic resources for students.

**Personal Guidance and Referral:** Students with personal problems are encouraged to talk with the Student Success Advisor, the Director of Education, the Assistant Director of Education, or Evening School Dean. Since the College maintains an open-door policy, all members of the staff are accessible and encouraged to help students in any way they can. Many students find that the support, assistance, and referral services received can reduce or eliminate problems which, if addressed, might improve progress in school.

**Satisfactory Progress Advising:** Students who are not achieving Satisfactory Progress, as defined on page 18 of this Catalog, may be required to meet with the Director of Education, Assistant Director of Education, Evening School Dean, or Student Success Advisor to review their progress and develop a plan for improvement.

### Career Placement Assistance

Empire College is as successful as its graduates. Our reputation and ultimate growth are dependent upon producing high-caliber employees and placing them in meaningful employment. For this reason, we maintain a vital interest in the job placement of our graduates and matriculating students.

Students who have completed a program of 600 hours or more (or a modified program as approved by the Director of Education) and have achieved a 2.0 overall grade point average and 80 percent attendance are eligible to receive placement assistance after satisfying all financial obligations to the



*A full-time staff guides graduates with job placement assistance.*

College. Job notices are posted and résumés are accepted from qualified graduates to be forwarded to employers. Résumé preparation and interview techniques are directly addressed in all basic class work.

Full-time students who need to work while they are attending school and who are able to maintain satisfactory academic progress are assisted in securing part-time employment.

Placement assistance is available to all past graduates. Your success is our concern when you leave school and throughout your future.

### **Brush-Up Privileges**

The College encourages graduates to return for review and brush up in keyboarding skill. This service is provided at no cost to all graduates on a space-available basis.

In addition, a student who has successfully completed any one of the computer software courses may retake the latest version of the software. The only cost will be for books and supplies.

Arrangements for brush-up classes should be made with the Director of Education.

### **Housing**

Empire College does not have on-campus housing nor does it assist students in finding housing. However, the College is centrally located in Santa Rosa with many apartment complexes nearby. The approximate monthly cost of an apartment ranges from \$800 to \$1350. Housing resource information is available to all prospective students from the Admissions Office.

### **Transportation and Parking**

Golden Gate Transit serves the campus and connects with Sonoma County Transit and Santa Rosa City Transit in the downtown area, making it possible to commute by bus to school from many locations within

Sonoma County. The bus stop is conveniently located in front of the College.

Freeway access is convenient. Parking space at the College is ample.

### **Eating Facilities**

Vending machines and microwave ovens are provided in the College's student lounge, and many restaurants are located within a short distance as well.

### **Americans with Disabilities Act**

Empire College acknowledges that the building provides facilities which meet city, state, and federal regulations. The services provided are specially designed restroom facilities, drinking fountains, parking stalls, handrails, and ramps.

Empire College will make a reasonable accommodation to all individuals with disabilities to attend unless it imposes an undue hardship on the College's operation. A copy of the College's Americans with Disabilities Act Policy is available from the Director of Education.

### **Bookstore**

For the convenience of students and faculty, the College operates a bookstore which stocks texts and supplies needed for study at the College. Students are not required to purchase their materials from Empire College, however.

### **Lockers**

Locker space is available to students within the College premises. Generally students receive locker assignments during the first week of class. Students must provide their own locks.

### **Study Groups**

The College fosters study groups in several of its classes. The purpose of the groups is to provide student interaction and teamwork as well as build leadership qualities and

reliance on the group to solve problems and generate ideas.

### Student Activities

Empire College hosts a variety of open houses and holiday parties throughout the year for students and their families. Easter festivities include an egg hunt for the children. Halloween can be an extremely colorful day, as both students and staff vie for showing their most original disguises and costumes. Everyone is invited to join the Holiday Party and Raffle, held before winter vacation, at which youngsters are able to visit with Santa Claus.

The College holds Graduation Ceremonies in the summer, honoring all students who have completed their programs. These events, with guest speakers and presentation of awards, give everyone a chance to celebrate our students' success.

Participation and membership in student and professional organizations provide students the opportunity for community service and networking in the following organizations:

- Institute of Management Accountants
- International Association of Administrative Professionals
- Tech Club
- Empire Legal Student Association (in affiliation with Redwood Empire Association of Paralegals)
- California Medical Assistants Association.

### Library

The College maintains a 1,000 square foot law library (one of two in the county) for use principally by law students as well as business students in the legal programs. The library meets or exceeds requirements for the California Committee of Bar Examiners.

The library facilities include computer access to Lexis/Nexis, Westlaw, and a variety of legal software programs.

The College also maintains an electronic library (e-library), centered around ProQuest Online Services, which is an on-line library database containing over 1,000 periodical publications, most of them in full-text. Because the e-library is Web-based, all resources can be accessed from any Internet-enabled computer, either on- or off-campus. All proprietary College material is password-protected, thus preventing unauthorized access. All Business School students are provided the password upon commencing their studies at Empire College.

In addition, instructional resource materials are distributed throughout the College in the various classrooms. Material content and types of resources are unique to the specialty areas that are being taught in each classroom. These materials are readily accessible to students as well as faculty, who are encouraged to use them as part of the learning and teaching system. Each department has a uniform system for checking out books.

Computers are used as an integral part of the learning environment and are considered a part of the library facilities. High-speed and wireless Internet access is used as a library resource in several courses and classrooms. The College maintains a website at [www.empcol.edu](http://www.empcol.edu).



*The Law Library houses over 10,000 volumes along with extensive computerized legal resources.*

## Policies and Regulations

### Appearance Guidelines

A future in the business community is the goal of every student at the College. Part of the process of training for a career is developing a businesslike attitude toward your appearance. It is recommended that students begin to develop that attitude by dressing appropriately at school and by choosing clothing carefully in order to start or improve a business wardrobe.

Students' attire should be comfortable for a learning environment yet build toward their future career. The following attire is not considered appropriate at school: head coverings, shorts, jogging suits or sweats, bare midriff tops, revealing clothing, micro-mini skirts, tank tops, bare feet, flip flops, untidy clothing, and piercing jewelry other than earrings. The College reserves the right to determine the appropriateness of appearance consistent with professional standards.

Display of gang colors, clothing, insignia, or hand signals is strictly forbidden and a violation of the Student Conduct Policy (see page 16).

All Medical programs have appearance guidelines appropriate to those professions.

### Definition of Credit

For all purposes, 12 contact hours of direct instruction with an additional 16.5 hours of out-of-class student work = 1 quarter credit; 24 contact hours of work in laboratory activities = 1 quarter credit; and 30 hours of practicum (or externship) = 1 quarter credit. A contact hour is equal to 50 minutes of instruction.

### Class Hours

Full-time day students attend College five or six hours per day, Monday through Thursday. Day classes may start as early as 8 a.m. and may end as late as 3:10 p.m. Evening classes are scheduled from 5:00 p.m. to 9:40 p.m. Monday through Thursday.

Instructors are available for meetings and help on Fridays. Lab instructors are available on Fridays from 8:00 a.m. to 3:00 p.m.

and Saturdays from 9:00 a.m. to 1:00 p.m.

The College reserves the right to alter class schedules and make changes at any time, as necessary.

### Out-of-Class Student Work Expectation (Homework Policy)

In addition to class time, students should plan to spend two hours per week for each hour of lecture class on homework assignments.

### Make-Up Work

Students who have been absent must make arrangements with their instructor immediately upon returning to maintain course material in appropriate sequence and make up all required work. In special circumstances, these same courses may be delivered in an alternative style.

### Class Size

Class size will vary. The maximum scheduled for laboratory classes is 40, and the maximum scheduled for lecture classes is 48 students.

### Class Substitution

The Director of Education or Assistant Director of Education has the right to substitute appropriate classes. Substitutions are predicated on student employability, graduation deadline, or when deemed to be in the best interest of the student.

### Class Scheduling

Students will receive a new schedule every six weeks. Students who take additional classes outside of their programs as designated on their enrollment agreements may do so only with the approval of the Director of Education or Assistant Director of Education.

The factors that will be taken into consideration in allowing students to take these additional classes are:

1. Student is progressing on schedule;
2. The additional classes do not conflict with required classes;
3. The classroom has space availability;
4. Student is not currently in grace period.



Students who take these approved additional classes will be charged tuition along with the cost of books and supplies.

### **Adding and Dropping Classes**

Any student wishing to add or drop a class must do so with the approval of the Director of Education, Assistant Director of Education, or Evening School Dean. Students may request to drop a class during the first week of each module. During weeks 2 and 3 of each module, students may request to be withdrawn from a class and will have a "W" posted on their transcript. During Week 4, a student may withdraw from class only with instructor permission. During Weeks 5 and 6, the student will receive the grade earned.

Adding or dropping a class may affect Satisfactory Progress, Graduation Requirements, and disbursement of financial aid. Students will be advised of the implications of such a change.

### **Program Change**

Counseling is provided for students who wish to change their programs. Application and approval for such changes rest with the Director of Education, Assistant Director of Education, and Financial Aid Officer.

New students wishing to change their programs during the first module of classes will have their tuition adjusted to the new program rate.

For students who wish to change their programs after the first module of school, the tuition of the new program will be based upon the hours to be completed, together with the cost of the previously scheduled hours in the old program.

If a student requests or is required to change programs, Satisfactory Academic Progress will apply to all classes in the new program.

In the event a student is enrolled in a program and subsequently wishes to change to another program with a higher entrance test requirement, the student must have the approval of the Director of Education or Assistant Director of Education.

### **Honors Program**

The College has established an Honors Program to recognize students with outstanding academic and attendance achievements. President's Honors are awarded to students with GPAs from 3.85 to 4.0 and no Incomplete or F grades. Dean's Honors are awarded for GPAs from 3.45 to 3.84 and no Incomplete or F grades. Attendance Honors are awarded to students who achieve 97 to 100 percent attendance.

Honors Lists are published in the school newspaper. Students who are on the Honors List after completion of two quarters, as well as at the end of their programs, are awarded an Honors Pin and Letter of Recognition.

### **Graduation Requirements**

Students will be eligible to graduate and receive a Diploma or Degree if the following requirements have been met:

1. All required classes in the student's program have been satisfactorily completed; and
2. An overall academic grade point average of 2.0 has been achieved; and
3. An overall attendance of at least 80 percent has been attained; and
4. Keyboarding speed requirements have been attained; and
5. All financial obligations due the College have been satisfied.

Students not qualifying for a diploma in their major may petition for a diploma in another program if they have met the requirements for that program.

### **Certificates of Completion**

Students who are not eligible to receive a Diploma or Degree because of non-completion of all required classes in the program, attendance below 80 percent, failure to attain keyboarding speed requirements, or completion beyond the maximum time frame may be entitled to receive a Certificate of Completion listing those classes which have been successfully completed if the following requirements have been met:

1. The student attended school through his/her scheduled graduation date; and

2. An overall academic grade point average of 2.0 in the subjects completed has been achieved; and
3. All financial aid obligations due the College have been satisfied.

### **Student Records**

Student records, which include grades, attendance, prior education and training, personal achievements, etc., are kept for a period of not less than five (5) years on the school premises. Academic transcripts are kept permanently.

### **Transcripts**

Upon written request to the Registrar, transcripts will be sent to other schools, employers, or individuals.

Official transcripts of scholastic record will not be released if students have not fulfilled their financial obligations to the College or if their student loans are delinquent or in default.

It is the policy of the institution to maintain all records at its primary administrative location for a minimum of five years. Additionally, it is the policy of the College to maintain student transcripts indefinitely.

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

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

which you may seek to transfer after attending Empire College to determine if your credits or degree, diploma or certificate will transfer.

Empire College has established articulation agreements with the University of Phoenix and Kaplan University which provide Empire graduates the opportunity to petition for credit that will apply toward elective and general education areas within those institutions' under-graduate degree programs.

Graduates of Empire's Specialized Associate Degree programs (Accounting, Business, Guest Services, Information Technology, Paralegal, Medical Assistant) may transfer credits into Bachelor Degree programs offered at University of Phoenix and Kaplan University.

### **Student Conduct**

All students at Empire College are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter by being thoughtful, courteous, and considerate to others.

Empire College reserves the right to suspend or dismiss any student whose conduct in the opinion of the Administration is disruptive or in any way interferes with the learning process of other students. The College further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the College. Unlawful activities on the campus will be grounds for immediate dismissal.

### **Drug-Free Awareness/Drug Prevention Program**

Empire College has developed a five-point program, in compliance with federal regulations, to inform all students and employees about its policies concerning illicit drugs and alcohol, the legal sanctions relating to unlawful drug and alcohol possession or distribution, the health risks

associated with substance abuse, counseling programs available, and the penalty that will be imposed if found in violation of Empire College policies.

### **Harassment Policy**

Verbal, physical, visual, and sexual harassment of students and employees of Empire College is absolutely forbidden. It is expected that all students will be sensitive to the feelings of others and will not act in a way that might be considered harassment by someone else.

If you think you or one of your fellow students has been the victim of harassment, you must report it immediately to the Director of Education, Assistant Director of Education, Evening School Dean, or the Student Success Advisor so that your report may be investigated.

### **Sexual Assault**

Students, staff, and faculty are required to report any sexual assault, either actual or attempted, immediately to the Director of Education, Assistant Director of Education, Evening School Dean, or Student Success Advisor. An immediate investigation will be made and will involve the local law enforcement authorities as required. Assault victims will be counseled and given information on local agencies that will provide support services. If applicable, the alleged offender will be placed on administrative leave of absence until a determination of guilt or innocence is reached.

The College adheres to guidelines relating to sexual assault as defined by the U.S. Office of Education.

### **Smoke-Free Campus**

It is the objective of Empire College to promote a safe and healthful atmosphere for students, faculty, staff and visitors on our facility by reducing the health risks associated with tobacco smoke and related

products and minimizing discomfort and inconvenience to all concerned. To meet this obligation, the College has implemented a smoke-free campus.

Smoking and all other uses of tobacco are prohibited on all property in all indoor and outdoor spaces owned and controlled by Empire College. The only designated smoking area is at the kiosk located at the south end of the parking lot. Everyone is asked not to smoke in any location on campus except the specified designated smoking area.

### **Student Tuition Recovery Fund**

Pursuant to California Education Code §94923; Title 5, California Code of Regulations §76020-76140 Empire College School of Business participates in the state-mandated Student Tuition Recovery Fund (STRF). In the event of the school's closure, students who are California residents or enrolled in a residency program and who timely file a claim with the Bureau may be entitled to a recovery of money from the fund.

Effective January 1, 2015, the STRF assessment rate is \$0.00 per \$1,000 of tuition and fees. Empire College is required to collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments. If a student is a recipient of third-party payer tuition and course costs, that student is not eligible for protection under the STRF for those amounts paid by the third party.

Additional information concerning the STRF can be obtained in the Catalog Addenda and from the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818; telephone 888-370-7589.

## Satisfactory Progress Standards

### Satisfactory Progress Statement

Empire College has specific standards students are expected to achieve in order to maintain Satisfactory Academic Progress (SAP) in their programs of study. These standards are based on grades and the completion of program requirements within a maximum time frame. Compliance with Satisfactory Progress standards has a substantial effect on the disbursement of Title IV financial aid funds. All students will be requested to acknowledge receipt of the Satisfactory Progress Statement, which outlines these standards, at the time they meet with Financial Aid Office personnel and/or during their first two weeks of classes.

At Empire College, satisfactory progress for ALL students is defined by the following criteria:

1. Students are permitted to attempt up to 1.5 times the number of credit hours (units) in their program of study (maximum timeframe).
2. Failure of two or more major courses at any required evaluation point may result in withdrawal from the program, at the discretion of the Director of Education. If the student has demonstrated satisfactory progress in other coursework, a program change may be allowed. Such changes must be approved by the Director of Education.
3. Students must successfully meet or exceed the minimum GPA 2.0 and be on pace. Pace is defined as the progress through the student's educational program that will ensure completion within maximum timeframe.

All students (full- and part-time) must meet the following minimum standards of Satisfactory Academic Progress to be successful at Empire College. The student's progress will be reviewed at the end of each quarter to determine satisfactory academic

progress. Lack of satisfactory progress can seriously jeopardize a student's enrollment.

### Rate of Progress Calculation

Rate of progress is reviewed at the end of each quarter. Full-time students must successfully complete a minimum percentage of units each quarter (66.67% of total program units divided by the number of quarters in the program) to ensure that they do not exceed the maximum time frame. Students on less than full-time status for any quarter must still successfully complete 66.67% of units attempted.

In addition, students must successfully complete 36 units at the end of each academic year and have a minimum of 2.0 GPA to progress to the next year's higher loan amounts. For financial aid purposes, an academic year is defined as at least 36 weeks and at least 36 units for all students. At the end of the third quarter the student must have completed at least 36 units to be eligible for second-year loan amounts.

Students not making satisfactory academic progress are subject to the following:

**End of First Quarter Not Meeting SAP – Academic Warning:** The first time any student who is not meeting SAP at the end of any academic quarter will be placed on Warning Status and continue to be financial aid eligible. These students will meet with the Director of Education, Assistant Director of Education, or Evening School Dean to create a Student Success Plan.

**End of Second Consecutive Quarter Not Meeting SAP – Academic Probation:** A student who does not maintain satisfactory progress will be placed on probation for the next quarter and has two alternatives:

1. Request an appeal with the Director of Education, or designee, to develop an academic plan that will ensure the



student is able to meet SAP standards by a specific time frame. The student's academic plan will be reviewed with the student during the probationary period as stated in the plan. If approved, student remains eligible for Financial Aid.

2. Student does not appeal, remains in school, and becomes ineligible for financial aid until such time as the student makes satisfactory progress.

**End of Third Consecutive Quarter Not Meeting SAP – Academic Dismissal:**

Students not making satisfactory academic progress at the end of a third consecutive quarter will be dismissed.

**Appeals:** A student is allowed one (1) appeal of probation status for the length of their program.

Students on Probationary Status may appeal within five (5) days of notification of their change in status, and request to be placed on an academic plan. In order for an appeal to be considered, the student must provide the Academic Review Committee a letter that includes:

- information about the circumstances or events which prevented the student from attaining SAP. Circumstances may include death of a relative, illness or injury, or other special circumstances outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance.
- what has changed in order for the student to be successful.

The Director of Education will review appeals to determine whether they include the necessary information and documentation. The Director of Education will then determine whether the student is eligible for an academic plan and can regain SAP within maximum timeframe and will

submit the findings to the Academic Review Committee for a final determination. The student will be notified and meet with the Director of Education or Assistant Director of Education regarding the appeal decision, within five (5) days, of the final decision. There are no additional appeals processes.

**Academic Review Committee:** The Academic Review Committee is composed of the President (or Executive Vice President), Director of Education (or Assistant Director of Education or Evening School Dean), Financial Aid Director, and the Student Success Advisor.

The purpose of the Academic Review Committee is to review students whose academic performance do not meet Satisfactory Progress Standards and approve requests to return to school from students who attended earlier. The Academic Review Committee also reviews students whose inappropriate conduct may result in dismissal. The Committee reviews appeals and petitions for readmission.

**Transfer Credit and Change of Program/ Additional Degree:** Program changes and transfer credits will affect the overall program length and the maximum program length. When an Empire College student reenrolls, changes programs or pursues an additional degree, all grades earned in the previous enrollment(s) that apply to the new program will be reviewed. Only classes that transfer into the new program will be counted towards the College's Satisfactory Academic Progress standards to determine whether the student's progress is satisfactory.

If it is determined that the student is returning on probation, eligibility for Federal Student Aid is contingent upon repeating the classes which have caused the probation status. See "Academic Probation" above.

**Academic Probation – Veterans or VA**

**Eligible Persons:** A veteran or VA eligible person placed on probation for unsatisfactory progress shall be dismissed if his or her academic progress remains below published standards after two quarters. If the veteran or eligible person is allowed to remain on probation beyond this period, he or she will have all veteran's benefits discontinued and any further certification of benefits terminated.

A veteran or VA eligible person whose attendance is below 90 percent after two consecutive quarters will have all veteran's benefits discontinued.

**Grading System:** Students will receive a progress report of their grades at the end of every module. Progress reports are generated and available the first Thursday of the new module. All class work is reported in terms of a letter grade as described below.

| Grade | Ranking         | Grade Points                   |
|-------|-----------------|--------------------------------|
| A     | Excellent       | 4.0                            |
| B     | Above Average   | 3.0                            |
| C     | Satisfactory    | 2.0                            |
| D     | Barely Passing  | 1.0                            |
| P     | Pass            | 0.0                            |
| F     | Failure         | 0.0                            |
| NG    | No Grade        | 0.0                            |
| I     | Incomplete      | N/A                            |
| R     | Repetition      | See "Repeating a Course" Below |
| W     | Withdrawal      | N/A                            |
| TC    | Transfer Credit | N/A                            |
| __T   | Transfer Grade  | *                              |

\* Any grade ending in a T indicates a grade transferred from a prior program taken at Empire College; the grade points are calculated based upon the letter grade preceding the T.

Plus (+) or minus (-) do not affect grade point average and are used only to indicate a higher or lower ranking within the grade category. For classes wherein students

receive a pass/fail grade, these pass/fail grades do not affect grade point average. Credit hours are earned for "Pass" grades and no credit hours are earned for "Fail" grades. All incomplete work must be submitted no later than six weeks from the end of a class, or a final grade will be assigned for the work completed.

At the completion of all subject matter in each program, the student is eligible to receive a degree, diploma, or a certificate provided each subject has been completed with no less than a "D" and a 2.0 cumulative grade point average. The grade point average for the quarter is determined by multiplying the number of credit hours (units) for each course by the number of points identified for each grade outlined above and dividing by the total number of credits for the quarter.

**Incompletes:** Students receiving a grade of "I" will be evaluated according to the minimum standards for academic progress and will be re-evaluated at the end of the following module. This grade is not included in the calculation of CGPA (cumulative grade point average), but will count as credit hours (units) attempted for the purposes of calculating the successful course completion percentage. Courses indicating an "I" at the end of the subsequent module will automatically become an "F" and will be calculated in the CGPA.

**Withdrawal from a Course:** Students who wish to change their schedule by dropping a course may do so only with the permission of the Director of Education, Assistant Director of Education, Evening School Dean, or Student Success Advisor/Scheduler. Students may request to drop a class during the first week of each module. Dropping a class during the first week of the module will result in no grade or credits attempted being assigned for the course. During the second and third weeks of the module, students may request to be withdrawn from a class and the

grade of “W” will be assigned. Students may withdraw during Week 4 only with instructor approval. “W” grades are not calculated into the CGPA, but will be considered credits attempted if the student has incurred a financial obligation for the quarter and will affect the successful course completion percentage.

**Repeating a Course:** Students are required to repeat any course in which they have received a grade of “F” or have withdrawn from prior to completion. The new grade will replace the original grade for the purposes of the calculation of the cumulative grade point average. However, both courses will be considered credit hours (units) attempted for the purpose of determining successful course completion percentages. Note: repeating classes may affect the completion time of the student’s program.

**Grace Period/Continuing Students:** Students who do not satisfactorily complete all of the courses in their programs by their graduation dates may attend up to 50% more time (i.e. grace period) with the approval of the Director of Education or Assistant Director of Education at no cost to meet graduation requirements. Specifically, the maximum additional time allowed to complete all programs requirements is:

| Program Length | Additional Quarters |
|----------------|---------------------|
| 7 quarters     | 3.5                 |
| 5 quarters     | 2.5                 |
| 4 quarters     | 2.0                 |
| 3 quarters     | 1.5                 |
| 2.5 quarters   | 1.0                 |

Financial aid is not available during grace periods.

Any student who requires additional time beyond the maximum time frame will receive a Certificate of Completion and is not eligible to receive a Diploma/Degree even though the student has completed all course requirements for that Diploma/Degree.

Students attending during their grace periods must comply with the standards set forth in the Catalog.

### **Attendance**

Since students at Empire are training for their employment future, it is expected that they be in regular attendance. Students enrolling make a commitment to participate fully in their education by attending classes and communicating about any absence. It is the student’s responsibility to address the issues related to his/her absenteeism, whatever the circumstances, and for obtaining material covered during an absence.

Students must attain overall attendance of 80 percent or better to meet graduation requirements. If a student does not successfully maintain a minimum of 80 percent attendance for one quarter, the student will be placed on Attendance Probation. The terms of the probation will define the next attendance review date. If at that time the student is maintaining 80 percent attendance, the Attendance Probation will be removed. If the terms of Attendance Probation have not been met, the student may be dismissed from the College.

On each day of absence, the student is required to call one of the Student Success Advisors. If the student does not call, the Student Success Advisor will contact the student. If the Student Success Advisor is unable to reach a student, the person designated to be notified in case of an emergency may be called.

### **Breaks – Standard Period of Non-Enrollment (Leaves of Absence)**

Guidelines from the U.S. Department of Education state that students who are Title IV recipients and who have completed at least one module may take a break (sometimes referred to as a leave of absence) for up to one quarter. Students taking a break of longer than one quarter must withdraw

and re-enroll at a later date. Please see the Student Success Advisor if you are requiring a leave of absence.

### **Withdrawal from School**

Students considering withdrawal from the College should contact the Student Success Advisor. A student who is a Title IV recipient must see the Financial Aid Officer to be aware of the possible consequences a withdrawal may have on loan repayment terms, change in financial aid refunds (return of Title IV funds), and the resulting change in amounts owed to the College.

Should the student decide to withdraw from school, an exit interview with the Accounts Receivable Manager and/or Federal Student Loan Repayment Manager is required to complete withdrawal paperwork and to discuss student aid and financial obligations due the College. In addition, any student who withdraws or is dismissed from the College meets with the Student Loan Repayment Advisor to complete loan exit counseling.

### **Grievance Procedure**

Students who believe they have a grievance with the College are encouraged to first discuss the matter with the Director of Education, Assistant Director of Education, Evening School Dean, or Student Success Advisor prior to filing a grievance petition with the Academic Review Committee. All petitions will be reviewed. The decision made by the Academic Review Committee will be final.

If any questions have not been satisfactorily answered by the College, the student should contact the Accrediting Council for Independent Colleges and Schools or the Bureau for Private Postsecondary Education, Department of Consumer Affairs. (See page 3 of this catalog for contact information.)

Except in the case of a loan made or originated by the institution, the student's

dissatisfaction with, or non-receipt of, the educational services being offered by the institution does not excuse the borrower from repayment of any Federal Subsidized/Unsubsidized Stafford, Federal Direct Loan Program, Federal PLUS, or Federal Perkins Loan made to the borrower for enrollment at the institution.



## Financial Aid and Tuition Assistance Programs

### Scholarships

#### Dean's Scholarship – High School Seniors:

Each year Empire College offers scholarships to high school seniors who are interested in any of the Business School programs. These scholarships range from \$250 to \$1,500 in any program. Books and registration fees are the full responsibility of the student. The total amount of the annual scholarships is \$7,000, awarded as follows:

- 4 Scholarships at \$250 each
- 2 Scholarships at \$500 each
- 2 Scholarships at \$1,000 each
- 2 Scholarships at \$1,500 each.

Students may apply for the Dean's Scholarship from January 1 to April 15 (to be recognized at a high school senior awards event), as well as throughout the year for students planning to enroll and begin classes between June and the following May.

These awards are based on academic achievements (60 percent), the applicant's letter of intent (20 percent), extra-curricular activities (10 percent), and letters of recommendation (10 percent). A committee of faculty and staff determines the points assigned to each applicant's qualifications, and the final awardees are determined by a committee chaired by one of the College's Board of Directors.

Scholarships are credited prorata each month to a student's account over the life of his or her program. In the event of withdrawal from the College, any sum not yet credited to the account will be returned to the Scholarship Fund.

**Service Organization Scholarships:** A variety of service organizations provide scholarships to high school seniors and other applicants. High school counseling offices have information on the range of awards available and the necessary application forms. You may also contact the Empire College Financial Aid Office for further information.

### Grant Programs

**Institutional Grants:** The College sets aside up to \$150,000 annually for institutional grants for the Business School.

**Educational Opportunity Grants** (\$3,690-\$25,830): The Business School periodically awards Educational Opportunity Grants which are announced on local radio stations, in the newspaper, and online. Applicants submit a written statement to the Opportunity Grant Committee, which is comprised of the President, Executive Vice President, Director of Education, and Director of Admissions. The statement must show the person's commitment to their education, a goal to succeed, as well as a financial need. Out of all the applicants, the top 10% are chosen, and they have a verbal interview with one of the committee members. One person is chosen to win free tuition for the program of their choice. The remaining applicants are then offered a grant of \$1,000 per quarter.

**GED Opportunity Grant** (\$1,000-\$2,000): This grant is available to students who successfully complete Empire's free GED preparation program and pass the GED exam. The GED preparation program is run under the auspices of the Empire College Foundation, a non-profit 501c(3) educational foundation. The GED Opportunity Grant is \$1,000 for diploma programs that are a minimum of one-year in academic length and \$2,000 for specialized associate degree programs.

**Phlebotomy Achievement Grant** (\$2,000-\$3,000): This grant is available to students who successfully complete Empire's 100 hour Phlebotomy Technician certificate program and enroll in either a specialized associate degree or diploma program at Empire. The grants range from \$2,000 for diploma programs that are a minimum of one-year in academic length to \$3,000 for specialized associate degree programs.

**Federal Pell Grant** (Awards up to \$5,920): Considered the ground floor program of all need-based financial aid, this program provides grant money to eligible students which requires no repayment after graduation.

**Federal Supplemental Education Opportunity Grant (FSEOG)** (Awards up to \$500): This federally funded program is designed to assist economically deprived students attain higher education. The program differs from the Pell Grant program in that the College determines eligibility. Grants are based on financial need and do not require repayment.

### Loan Programs

A student may borrow under the William D. Ford Federal Direct Loan Program. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund; and, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

**Federal Direct Subsidized Loan** (Loans up to \$3500 for first-year undergraduate students): Available at relatively low interest rates through the U.S. Department of Education, these loans are guaranteed by the U.S. Department of Education. Federal Direct Loans are based on financial need. No repayment is required when in school at least half-time or during grace or deferment periods. Interest is paid by the Federal Government while the student is in school at least half-time. Monthly payments begin six months after the student graduates, drops below half-time or withdraws from school. Students receiving Federal Direct Loan funds must maintain at least half-time status and Satisfactory Progress.

**Federal Direct Unsubsidized Loan** (Loans up to \$6000 for first-year undergraduate students): The Federal Direct Unsubsidized Loan is similar to the above; however, this loan is not based on financial need. The interest payments on a Federal Direct Unsubsidized Loan begin immediately after the loan is fully disbursed or may be added to the principal balance. Repayment is the same as above.

A student may borrow under both the Federal Direct Subsidized and Unsubsidized Loan program, but the total may not exceed the annual loan limits.

**Federal Direct Plus Loan (Parent Loans for Students)** (Loans up to the cost of education less any other financial aid): These loans enable parents to borrow on behalf of dependent undergraduates. Repayment commences as early as 60 days after the loans are made. Parents can defer payments until students are out of school.

**College Work Study:** The Federal Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study.

All first-time borrowers are required to attend a loan counseling session *before* any funds are disbursed. All student borrowers also attend a loan counseling session at the end of their program. Disbursement of any grant and/or loan proceeds during the course of a student's enrollment requires maintenance of Satisfactory Progress, as defined on page 18 of this Catalog.

### Private Loan Programs

Empire College participates in a number of alternative loan programs including the Career and Community College Loan administered by Wells Fargo Bank. Information on this loan may be obtained from the

Student Loan Repayment Manager or the Accounts Receivable Department.

**Other Financial Assistance**

Empire College offers modified programs at a discounted tuition rate to dislocated workers who qualify for training under the Workforce Investment Act and other agencies, as well as those who may qualify for benefits at California community colleges under Deferred Action for Childhood Arrivals (DACA) or the Dream Act. A certificate of completion is awarded upon successful completion of a modified program.

Empire College programs have been funded by the following agencies:

- The State Department of Rehabilitation

- Private Rehabilitation Agencies

- The United States Bureau of Indian Affairs

- The California Indian Manpower Corporation

- The Workforce Investment Board which administers Individual Training Accounts.

Empire College's programs are approved for the training of veterans and eligible persons.

Many of our students receive assistance from these organizations. Students seeking benefits should contact the appropriate agency as early as possible for information and assistance in determining eligibility.

## Tuition Policies

### Program Tuition and Fees

Please refer to the enclosed Catalog Addenda.

### Tuition Policies

The College reserves the right to preclude students from starting classes if financial arrangements have not been finalized.

Methods of payment include:

1. Financial aid;
2. Cash;
3. Empire College promissory note (Retail Installment Contract);
4. MasterCard or VISA;
5. Scholarships;
6. Private loans;
7. Other financial assistance as described on page 25 of this Catalog.

If the methods of payment include a monthly payment to cover a remaining balance, a promissory note must be signed, and interest of 1 percent per month will be charged on the unpaid balance.

Students may be suspended from classes if they fail to meet financial obligations to the College. If a monthly payment is not made within 30 calendar days of the due date, a student may be suspended from classes. If payment becomes 60 calendar days past due, a student may be subject to dismissal from the College.

### Cancellation Policy - Degree and Vocational Programs

Students have the right to cancel their enrollment for a program of instruction, without any penalty or obligations, through the third week of scheduled instruction after the first class session. After the end of the cancellation period, students have the right to stop school at any time and have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program through the last day of attendance.

Cancellation may occur when the student provides a verbal notification or a written notice of cancellation (via email, mail, or hand delivery) at the following address: Empire College, 3035 Cleveland Avenue, Santa Rosa, California 95403.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### Books and Supplies

The Empire College Bookstore is open Monday through Thursday for students to purchase supplies for their classes.

The College has a policy of repurchasing used texts from students who wish to do so if the same text will be used for future classes and is in good condition. Used workbooks cannot be returned to the Bookstore. The College maintains a complete roster of all texts required for each program.

### Modification of Program Requirements

Empire College reserves the right to modify the course requirements of its programs as necessary.



# Graduates of Empire's Accounting Programs are prepared



for positions as full-charge bookkeepers, junior-level accountants, office bookkeepers, payroll clerks, AR/AP clerks, and/or accounting/bookkeeping assistants. They are knowledgeable of accounting systems, cycles, theories, and concepts.

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## Specialized Associate Degree—Accounting

**Objective:** This program is designed to prepare the graduate for a position as a full-charge bookkeeper or junior-level accountant, as well as as accounting or bookkeeping assistants/ clerks, and to expand a student's potential for assumption of supervisory or management responsibilities within a company. Cost, financial, and tax accounting are the foundation of this program. The general education classes emphasize critical thinking, human relations, and decision-making skills required of well-qualified accounting personnel. In addition, the program has a strong emphasis on computerized spreadsheets, word processing, and computerized accounting. A 120-hour internship is included for those students who meet certain requirements. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The student is prepared for NBA (National Bookkeepers Association) certifications in bookkeeping, payroll, and QuickBooks, as well as the IRS VITA (Volunteer Income Tax Assistance) certification in income tax preparation and the MOS (Microsoft Office Specialist) certificate in Excel.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks and 43-3051.00 - Payroll and Timekeeping Clerks

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Accounting program, students will have demonstrated:

1. The ability to maintain a set of accounting records for a business and complete the year-end financial reporting requirements.
2. The critical thinking skills required to analyze business transactions and make the necessary judgment to ensure accounting records are maintained in accordance with Generally Accepted Accounting Principles (GAAP).
3. The ability to assist or prepare budgets and provide management advisory services on assessing costs and how they can be controlled.
4. The understanding of the Income Tax rules and regulations as they pertain to individuals and businesses and the ability to assist in preparing tax returns and assisting in the tax planning as it relates to planning future transactions.
5. A solid theoretical grasp of Generally Accepted Accounting Principles and an introduction to International Financial Reporting Standards, which will assist the student/graduate in dealing with future unfamiliar accounting situations.
6. Enhanced proficiency with the QuickBooks, Sage Peachtree, and Great Plains accounting software programs.
7. An understanding of the importance in the workplace of various forms of communications and other human relations skills.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

## Specialized Associate Degree—Accounting

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                  | Hours | Qtr.<br>Units | Class No.  | Class Title                        | Hours | Qtr.<br>Units |
|-----------|--|-------|---------------|--|------------------------------------|-------|---------------|
| ACN160A   | Fundamentals of Accounting IA                | 24    | 2.0           | CMN240A  | Sage 50 I                          | 24    | 1.0           |
| ACN160B   | Fund. of Accounting IB                       | 24    | 2.0           | CMN240B  | Sage 50 II                         | 24    | 1.0           |
| ACN160C   | Fund. of Accounting IC                       | 24    | 2.0           | CMN250A  | Great Plains I                     | 24    | 1.0           |
| ACN160D   | Fund. of Accounting ID                       | 24    | 2.0           | CMN320B  | Excel Certification Preparation    | 24    | 1.0           |
| ACN16LA   | Fundamentals of Accounting IA Lab            | 24    | 1.0           | ENN100A  | Business English IA - Grammar      | 24    | 2.0           |
| ACN16LB   | Fund. of Accounting IB Lab                   | 24    | 1.0           | ENN100B  | Business English IB - Grammar      | 24    | 2.0           |
| ACN16LC   | Fund. of Accounting IC Lab                   | 24    | 1.0           | ENN200A  | Business English IIA - Punctuation | 24    | 2.0           |
| ACN16LD   | Fund. of Accounting ID Lab                   | 24    | 1.0           | ENN200B  | Business English IIB - Punctuation | 24    | 2.0           |
| ACN170A   | Fundamentals of Accounting IIA               | 24    | 2.0           | ENN300A  | Business Correspondence I          | 24    | 1.0           |
| ACN170B   | Fund. of Accounting IIB                      | 24    | 2.0           | GBN101   | Career Transitions                 | 24    | 2.0           |
| ACN170C   | Fund. of Accounting IIC                      | 24    | 2.0           | LGN130A  | Business Law I                     | 24    | 2.0           |
| ACN170D   | Fund. of Accounting IID                      | 24    | 2.0           | LGN130B  | Business Law II                    | 24    | 2.0           |
| ACN180A   | Payroll Accounting                           | 24    | 2.0           | LGN130C  | Business Law III                   | 24    | 2.0           |
| ACN180B   | Payroll Certification Preparation            | 24    | 1.0           | LGN130D  | Business Law IV                    | 24    | 2.0           |
| ACN185    | Professional Certification Preparation       | 24    | 1.0           | <b>General Education</b>   |                                    |       |               |
| ACN190A   | Federal Income Tax I                         | 24    | 2.0           | CMN100   | Computer Literacy                  | 24    | 1.0           |
| ACN190B   | Federal Income Tax II                        | 24    | 2.0           | ENN303A  | Management Communications I        | 24    | 2.0           |
| ACN190C   | Federal Income Tax III                       | 24    | 2.0           | ENN303B  | Management Communications II       | 24    | 2.0           |
| ACN190D   | Federal Income Tax IV                        | 24    | 1.0           | GBN050   | Information Literacy               | 24    | 2.0           |
| ACN274A   | Intermediate Accounting I                    | 24    | 2.0           | GBN200A  | Human Relations I                  | 24    | 2.0           |
| ACN274B   | Intermediate Accounting II                   | 24    | 2.0           | GBN200B  | Human Relations II                 | 24    | 2.0           |
| ACN274C   | Intermediate Accounting III                  | 24    | 2.0           | GBN200C  | Human Relations III                | 24    | 2.0           |
| ACN274D   | Intermediate Accounting IV                   | 24    | 2.0           | MAN101   | Introduction to Algebra            | 24    | 2.0           |
| ACN280A   | Managerial Accounting I                      | 24    | 2.0           | PHN101   | Ethics in Technology and Society   | 24    | 2.0           |
| ACN280B   | Managerial Accounting II                     | 24    | 2.0           | <b>Electives (4 units required)</b>                                      |                                    |       |               |
| ACN280C   | Managerial Accounting III                    | 24    | 2.0           | ACN400 *   | Accounting Internship              | 120   | 4.0           |
| ACN280D   | Managerial Accounting IV                     | 24    | 2.0           | OR   |                                    |       |               |
| ACN290A   | Cost Accounting I                            | 24    | 2.0           | ACN350A  | Ethics in Accounting I             | 24    | 2.0           |
| ACN290B   | Cost Accounting II                           | 24    | 2.0           | ACN350B  | Ethics in Accounting II            |       |               |
| BMN142    | Business Math                                | 24    | 2.0           | (or 4 units as determined by the student and Accounting Department Head) |                                    |       |               |
| BMN143    | Financial Math                               | 24    | 2.0           |  |                                    | 24    | 2.0           |
| BMN195A   | 10-Key Keypad                                | 24    | 1.0           | Total: 1680 110.0  |                                    |       |               |
| CMN127B   | Introduction to Word I                       | 24    | 1.0           | Total Weeks/Quarters: 84/7   |                                    |       |               |
| CMN166A   | Beginning Excel                              | 24    | 1.0           | <b>Keyboarding Speed Graduation Requirement:</b>                         |                                    |       |               |
| CMN166B   | Intermediate Excel                           | 24    | 1.0           | 35 NWPM  |                                    |       |               |
| CMN166C   | Advanced Excel                               | 24    | 1.0           | * See eligibility requirements under "Class Descriptions."               |                                    |       |               |
| CMN170    | Microsoft Office 2013 Fundamentals           | 24    | 1.0           |  |                                    |       |               |
| CMN185A   | QuickBooks Pro I                             | 24    | 1.0           |  |                                    |       |               |
| CMN185B   | QuickBooks Pro II                            | 24    | 1.0           |  |                                    |       |               |
| CMN185C   | QuickBooks Pro III                           | 24    | 1.0           |  |                                    |       |               |
| CMN192A   | Office: An Overview of Word and Excel        | 24    | 1.0           |  |                                    |       |               |
| CMN192B   | Office: An Overview of Access and PowerPoint | 24    | 1.0           |  |                                    |       |               |

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## Accounting with Computer Applications

**Objective:** This program is designed to prepare the graduate for an entry-level account clerk or bookkeeping position or as a full-charge bookkeeper. Accounting systems, cycles, theories, and concepts are studied with a strong emphasis on computerized spreadsheets, word processing, and computerized accounting to meet the demands of the employer. Emphasis on marketable skills is consistent with the mission of the College.

The student is prepared for the NBA (National Bookkeepers Association) certifications in bookkeeping and payroll, as well as the IRS VITA (Volunteer Income Tax Assistance) certification in income tax preparation.

Note: All units in this program are transferable to the Specialized Associate Degree – Accounting program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks and 43-3051.00 - Payroll and Timekeeping Clerks

**Expected Educational Outcomes:** Upon completing the Accounting with Computer Applications program, students will have demonstrated:

1. The ability to maintain a set of accounting records for a business and complete the year-end financial reporting requirements.
2. The critical thinking skills required to analyze business transactions and make the necessary judgment to ensure accounting records are maintained in accordance with Generally Accepted Accounting Principles (GAAP).
3. The ability to assist or prepare budgets and provide management advisory services on assessing costs and how they can be controlled.
4. The understanding of the Income Tax rules and regulations as they pertain to individuals and businesses and the ability to assist in preparing tax returns and in tax planning as it relates to planning future transactions.

**Diploma** awarded upon successful completion of all graduation requirements.



## Accounting with Computer Applications

### Program Outline: Requirements for Graduation

| Class No. | Class Title                            | Qtr.  |       | Class No. | Class Title                                  | Qtr.  |       |
|-----------|--|-------|-------|-----------|--|-------|-------|
|           |  | Hours | Units |           |  | Hours | Units |
| ACN160A   | Fundamentals of Accounting IA          | 24    | 2.0   | CMN170    | Microsoft Office 2013 Fundamentals           | 24    | 1.0   |
| ACN160B   | Fund. of Accounting IB                 | 24    | 2.0   | CMN185A   | QuickBooks Pro I                             | 24    | 1.0   |
| ACN160C   | Fund. of Accounting IC                 | 24    | 2.0   | CMN185B   | QuickBooks Pro II                            | 24    | 1.0   |
| ACN160D   | Fund. of Accounting ID                 | 24    | 2.0   | CMN192A   | Office: An Overview of Word and Excel        | 24    | 1.0   |
| ACN161A   | Fundamentals of Accounting IA Lab      | 24    | 1.0   | CMN192B   | Office: An Overview of Access and PowerPoint | 24    | 1.0   |
| ACN161B   | Fund. of Accounting IB Lab             | 24    | 1.0   | CMN240A   | Sage 50 I                                    | 24    | 1.0   |
| ACN161C   | Fund. of Accounting IC Lab             | 24    | 1.0   | CMN240B   | Sage 50 II                                   | 24    | 1.0   |
| ACN161D   | Fund. of Accounting ID Lab             | 24    | 1.0   | CMN250A   | Great Plains I                               | 24    | 1.0   |
| ACN170A   | Fundamentals of Accounting IIA         | 24    | 2.0   | ENN100A   | Business English IA - Grammar                | 24    | 2.0   |
| ACN170B   | Fund. of Accounting IIB                | 24    | 2.0   | ENN100B   | Business English IB - Grammar                | 24    | 2.0   |
| ACN170C   | Fund. of Accounting IIC                | 24    | 2.0   | ENN200A   | Business English IIA - Punctuation           | 24    | 2.0   |
| ACN170D   | Fund. of Accounting IID                | 24    | 2.0   | ENN200B   | Business English IIB - Punctuation           | 24    | 2.0   |
| ACN180A   | Payroll Accounting                     | 24    | 2.0   | ENN300A   | Business Correspondence I                    | 24    | 1.0   |
| ACN180B   | Payroll Certification Preparation      | 24    | 1.0   | GBN050    | Information Literacy                         | 24    | 2.0   |
| ACN185    | Professional Certification Preparation | 24    | 1.0   | GBN101    | Career Transitions                           | 24    | 2.0   |
| ACN190A   | Federal Income Tax I                   | 24    | 2.0   | GBN200A   | Human Relations I                            | 24    | 2.0   |
| ACN190B   | Federal Income Tax II                  | 24    | 2.0   | LGN130A   | Business Law I                               | 24    | 2.0   |
| ACN190C   | Federal Income Tax III                 | 24    | 2.0   | LGN130B   | Business Law II                              | 24    | 2.0   |
| ACN190D   | Federal Income Tax IV                  | 24    | 1.0   | LGN130C   | Business Law III                             | 24    | 2.0   |
| ACN280A   | Managerial Accounting I                | 24    | 2.0   | PHN101    | Ethics in Technology and Society             | 24    | 2.0   |
| ACN280B   | Managerial Accounting II               | 24    | 2.0   |           | Total:                                       | 1200  | 78.0  |
| ACN280C   | Managerial Accounting III              | 24    | 2.0   |           | Total Weeks/Quarters:                        | 60/5  |       |
| BMN142    | Business Math                          | 24    | 2.0   |           |  |       |       |
| BMN143    | Financial Math                         | 24    | 2.0   |           |  |       |       |
| BMN195A   | 10-Key Keypad                          | 24    | 1.0   |           |  |       |       |
| CMN100    | Computer Literacy                      | 24    | 1.0   |           |  |       |       |
| CMN127B   | Introduction to Word I                 | 24    | 1.0   |           |  |       |       |
| CMN166A   | Beginning Excel                        | 24    | 1.0   |           |  |       |       |
| CMN166B   | Intermediate Excel                     | 24    | 1.0   |           |  |       |       |
| CMN166C   | Advanced Excel                         | 24    | 1.0   |           |  |       |       |

#### Keyboarding Speed Graduation Requirement:

35 NWPM

## Accounting Essentials

**Objective:** This is a short-term, entry-level program designed to prepare graduates for employment as accounting or bookkeeping assistants, office bookkeepers, payroll clerks, AR/AP clerks, or data entry clerks. The graduate has a variety of accounting, computer, and general office skills to meet the needs of employers. Employable skills, vocationally directed, are in keeping with the mission of the College.

The student is prepared for the NBA (National Bookkeepers Association) certifications in bookkeeping and payroll, as well as the IRS VITA (Volunteer Income Tax Assistance) certification in income tax preparation.

Note: All units in this program are transferable to the Specialized Associate Degree – Accounting program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks and 43-3051.00 - Payroll and Timekeeping Clerks

**Expected Educational Outcomes:** Upon completing the Accounting Essentials program, students will have demonstrated:

1. The ability to maintain a set of accounting records for a business and complete the year-end financial reporting requirements.
2. The critical thinking skills required to analyze business transactions and make the necessary judgment to ensure accounting records are maintained in accordance with Generally Accepted Accounting Principles (GAAP).

**Diploma** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

| Class No. | Class Title                            | Hours | Qtr.  |  | Class No. | Class Title                                  | Hours | Qtr.  |  |
|-----------|--|-------|-------|--|-----------|--|-------|-------|--|
|           |  |       | Units |  |           |  |       | Units |  |
| ACN160A   | Fundamentals of Accounting IA          | 24    | 2.0   |  | CMN166C   | Advanced Excel                               | 24    | 1.0   |  |
| ACN160B   | Fund. of Accounting IB                 | 24    | 2.0   |  | CMN185A   | QuickBooks Pro I                             | 24    | 1.0   |  |
| ACN160C   | Fund. of Accounting IC                 | 24    | 2.0   |  | CMN185B   | QuickBooks Pro II                            | 24    | 1.0   |  |
| ACN160D   | Fund. of Accounting ID                 | 24    | 2.0   |  | CMN192A   | Office: An Overview of Word & Excel          | 24    | 1.0   |  |
| ACN16LA   | Fundamentals of Accounting IA Lab      | 24    | 1.0   |  | CMN192B   | Office: An Overview of Access and PowerPoint | 24    | 1.0   |  |
| ACN16LB   | Fund. of Accounting IB Lab             | 24    | 1.0   |  | CMN240A   | Sage 50 I                                    | 24    | 1.0   |  |
| ACN16LC   | Fund. of Accounting IC Lab             | 24    | 1.0   |  | CMN240B   | Sage 50 II                                   | 24    | 1.0   |  |
| ACN16LD   | Fund. of Accounting ID Lab             | 24    | 1.0   |  | ENN100A   | Business English IA - Grammar                | 24    | 2.0   |  |
| ACN170A   | Fund. of Accounting IIA                | 24    | 2.0   |  | ENN100B   | Business English IB - Grammar                | 24    | 2.0   |  |
| ACN170B   | Fund. of Accounting IIB                | 24    | 2.0   |  | ENN200A   | Business English IIA - Punctuation           | 24    | 2.0   |  |
| ACN180A   | Payroll Accounting                     | 24    | 2.0   |  | ENN200B   | Business English IIB - Punctuation           | 24    | 2.0   |  |
| ACN180B   | Payroll Certification Preparation      | 24    | 1.0   |  | ENN300A   | Business Correspondence I                    | 24    | 1.0   |  |
| ACN185    | Professional Certification Preparation | 24    | 1.0   |  | GBN050    | Information Literacy                         | 24    | 2.0   |  |
| ACN190A   | Federal Income Tax I                   | 24    | 2.0   |  | GBN101    | Career Transitions                           | 24    | 2.0   |  |
| ACN190B   | Federal Income Tax II                  | 24    | 2.0   |  | GBN200A   | Human Relations I                            | 24    | 2.0   |  |
| ACN190C   | Federal Income Tax III                 | 24    | 2.0   |  | PHN101    | Ethics in Technology and Society             | 24    | 2.0   |  |
| ACN190D   | Federal Income Tax IV                  | 24    | 1.0   |  |           | Total:                                       | 960   | 60.0  |  |
| BMN142    | Business Math                          | 24    | 2.0   |  |           | Total Weeks/Quarters:                        | 48/4  |       |  |
| BMN143    | Financial Math                         | 24    | 2.0   |  |           |  |       |       |  |
| BMN195A   | 10-Key Keypad                          | 24    | 1.0   |  |           |  |       |       |  |
| CMN100    | Computer Literacy                      | 24    | 1.0   |  |           |  |       |       |  |
| CMN127B   | Introduction to Word I                 | 24    | 1.0   |  |           |  |       |       |  |
| CMN166A   | Beginning Excel                        | 24    | 1.0   |  |           |  |       |       |  |
| CMN166B   | Intermediate Excel                     | 24    | 1.0   |  |           |  |       |       |  |

**Keyboarding Speed Graduation Requirement:**  
40 NWPM

# Graduates of Empire's Business Programs



**have acquired comprehensive administrative skills and are prepared to assume responsible positions where self-initiative and top-quality computer software and communications skills are important.**

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## Specialized Associate Degree — Business

**Objective:** This program is designed to prepare the graduate to be a leader and decision maker in business and other organizations. The emphasis on entrepreneurship includes creating, financing, marketing and managing a business. Special emphasis is placed on the accounting essentials and the legal aspects in business. The classes will prepare the student for assumption of supervisory or management responsibility within an organization. This multi-disciplined program concentrates on critical thinking and decision-making skills with special emphasis on business management, software certifications, event and meeting planning, marketing, project management, leadership, and motivation. Other current topics include social media marketing, human resource management, e-commerce, and green business practices. A comprehensive 120-hour internship is included for those students who qualify.

Graduates are prepared for positions in office management, administrative management, guest service management, or entrepreneurship in a variety of career fields, as well as administrative specialist/assistant or administrative support positions. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The Specialized Associate Degree – Business program prepares the student for a variety of certifications from Microsoft, the National Bookkeepers Association (NBA), and several hospitality industry professional organizations that can include Supervision, Management, Marketing and Sales, and other industry-relevant topics.

**Certifications:** Microsoft Office Specialist (MOS) in Word, Excel, Outlook, and PowerPoint  
National Bookkeepers Association (NBA) payroll certification.

Note: Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-6011.00 - Executive Secretaries and Executive Administrative Assistants; 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; and 43-9061.00 - Office Clerks, General



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## Specialized Associate Degree — Business

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree - Business program, students will have demonstrated:

1. A working knowledge of entrepreneurship principles including the process to create, finance, market, and manage businesses or other organizations.
2. A comprehensive portfolio with a small business plan including online components.
3. An in-depth understanding of the software utilized in the business setting including word processing, spreadsheet, desktop publishing, Outlook, and presentations.
4. A competence in using language arts to produce professional documents and correspondence.
5. An ability to apply accounting essentials, business law concepts, planning, presentation, critical thinking, and decision-making management skills.
6. An understanding of ethical and professional practices and appropriate business etiquette.
7. An understanding of event, meeting, and convention planning.
8. A basic knowledge of the wine industry including grape growing, vocabulary, and wine tasting skills.
9. An ability to provide, express, and achieve exceptional service.
10. An understanding of payroll procedures to prepare for the NBA certification.
11. An understanding of the advanced software features of Word, Excel, PowerPoint, and Outlook including Microsoft certification preparation.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

## Specialized Associate Degree — Business

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                  | Qtr.  |       | Class No. | Class Title  | Qtr.  |       |
|-----------|--|-------|-------|-----------|--|-------|-------|
|           |  | Hours | Units |           |  | Hours | Units |
| ACN160A   | Fundamentals of Accounting IA                | 24    | 2.0   | ENN200B   | Business English IIB - Punctuation                   | 24    | 2.0   |
| ACN161A   | Fundamentals of Accounting IA Lab            | 24    | 1.0   | ENN300A   | Business Correspondence I                            | 24    | 1.0   |
| ACN160B   | Fundamentals of Accounting IB                | 24    | 2.0   | ENN300B   | Business Correspondence II                           | 24    | 1.0   |
| ACN161B   | Fundamentals of Accounting IB Lab            | 24    | 1.0   | GBN101    | Career Transitions                                   | 24    | 2.0   |
| ACN180A   | Payroll Accounting                           | 24    | 2.0   | GBN132A   | Administration: Office Management                    | 24    | 2.0   |
| ACN180B   | Payroll Certification Preparation            | 24    | 1.0   | GBN132B   | Administration: Records Management                   | 24    | 2.0   |
| BMN141    | Math Review                                  | 24    | 1.0   | GBN132C   | Administration: Project Management                   | 24    | 2.0   |
| BMN142    | Business Math                                | 24    | 2.0   | HMN105    | Introduction to the California Wine Country          | 24    | 2.0   |
| BMN143    | Financial Math                               | 24    | 2.0   | HMN110    | Convention Management                                | 24    | 2.0   |
| BMN195A   | 10-Key Keypad                                | 24    | 1.0   | HMN115    | Meeting Planning                                     | 24    | 2.0   |
| CMN127A   | Beginning Keyboarding                        | 24    | 1.0   | HMN135    | Event Planning for the Wine Country                  | 24    | 2.0   |
| CMN127B   | Introduction to Word I                       | 24    | 1.0   | HMN145    | Supervision in the Hospitality Industry              | 24    | 2.0   |
| CMN127C   | Introduction to Word II                      | 24    | 1.0   | HMN150    | Marketing  | 24    | 2.0   |
| CMN166A   | Beginning Excel                              | 24    | 1.0   | HMN210    | Certified Guest Service Professional                 | 24    | 2.0   |
| CMN166B   | Intermediate Excel                           | 24    | 1.0   | LGN130A   | Business Law I                                       | 24    | 2.0   |
| CMN166C   | Advanced Excel                               | 24    | 1.0   | LGN130B   | Business Law II                                      | 24    | 2.0   |
| CMN185A   | QuickBooks Pro I                             | 24    | 1.0   | LGN130C   | Business Law III                                     | 24    | 2.0   |
| CMN185B   | QuickBooks Pro II                            | 24    | 1.0   | LGN130D   | Business Law IV                                      | 24    | 2.0   |
| CMN186A   | Publisher I                                  | 24    | 1.0   | MNN230A   | Entrepreneurship: Creating a Business                | 24    | 2.0   |
| CMN186B   | Publisher II                                 | 24    | 1.0   | MNN230B   | Entrepreneurship: Financing and Marketing a Business | 24    | 2.0   |
| CMN192A   | Office: An Overview of Word and Excel        | 24    | 1.0   | MNN230C   | Entrepreneurship: Managing a Business                | 24    | 2.0   |
| CMN192B   | Office: An Overview of Access and PowerPoint | 24    | 1.0   | MNN331    | Professional Portfolio Project                       | 24    | 1.0   |
| CMN310P   | Comprehensive PowerPoint                     | 24    | 1.0   | MNN335A   | Presentation Skills                                  | 24    | 2.0   |
| CMN310W   | Comprehensive Word                           | 24    | 1.0   | TRN137B   | Tour Planning II                                     | 24    | 2.0   |
| CMN320A   | Word Certification Preparation               | 24    | 1.0   |           |  |       |       |
| CMN320B   | Excel Certification Preparation              | 24    | 1.0   |           |  |       |       |
| CMN320D   | PowerPoint Certification Preparation         | 24    | 1.0   |           |  |       |       |
| CMN320E   | Outlook Certification Preparation            | 24    | 1.0   |           |  |       |       |
| CSN225A   | Electronic Messaging with Virus Protection   | 24    | 1.0   |           |  |       |       |
| ENN100A   | Business English IA - Grammar                | 24    | 2.0   |           |  |       |       |
| ENN100B   | Business English IB - Grammar                | 24    | 2.0   |           |  |       |       |
| ENN200A   | Business English IIA - Punctuation           | 24    | 2.0   |           |  |       |       |

## Specialized Associate Degree — Business

### Program Outline: Requirements for Graduation

| Class No.                           | Class Title  | Hours | Qtr. | Units |
|-------------------------------------|--|-------|------|-------|
| <b>General Education</b>            |  |       |      |       |
| CMN100                              | Computer Literacy  | 24    |      | 1.0   |
| ENN303A                             | Management Communica-<br>tions I   | 24    |      | 2.0   |
| ENN303B                             | Management Communica-<br>tions II  | 24    |      | 2.0   |
| GBN050                              | Information Literacy   | 24    |      | 2.0   |
| GBN200A                             | Human Relations I  | 24    |      | 2.0   |
| GBN200B                             | Human Relations II   | 24    |      | 2.0   |
| GBN200C                             | Human Relations III  | 24    |      | 2.0   |
| MAN101                              | Introduction to Algebra  | 24    |      | 2.0   |
| PHN101A                             | Ethics in Technology and<br>Society  | 24    |      | 2.0   |
| <b>Electives (4 units required)</b> |  |       |      |       |
| MNN330A*                            | Professional Develop-<br>ment I - Internship                                 | 30    |      | 1.0   |
| MNN330B*                            | Professional Develop-<br>ment II - Internship                                | 30    |      | 1.0   |
| MNN330C*                            | Professional Develop-<br>ment III - Internship                               | 30    |      | 1.0   |
| MNN330D*                            | Professional Develop-<br>ment IV - Internship                                | 30    |      | 1.0   |
| OR                                  |  |       |      |       |
| MNN430A                             | Professional Development I<br>Simulated Projects                             | 30    |      | 1.0   |
| MNN430B                             | Professional Development II<br>Simulated Projects                            | 30    |      | 1.0   |
| MNN430C                             | Professional Development III<br>Simulated Projects                           | 30    |      | 1.0   |
| MNN430D                             | Professional Development IV<br>Simulated Projects                            |       |      |       |
|                                     | (or 4 units as determined by<br>the student and Business<br>Department Head) | 30    |      | 1.0   |
|                                     | Program Total:   | 1680  |      | 106.0 |
|                                     | Total Weeks/Quarters:  | 84/7  |      |       |

#### Keyboarding Speed Graduation Requirement:

40 NWPM

\* See eligibility requirements under "Class Descriptions."

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## Management Business Professional

**Objective:** This program is designed to produce a business professional with a range of computer, communication, organizational, marketing, and management skills. These careers require a high degree of initiative, critical thinking skills, leadership, and motivation. Classes in the program include entrepreneurship, advanced computer applications, accounting essentials, and business law concepts. Special emphasis will be on management training and professional business practices. Graduates are prepared for positions in office management, administrative management, guest service management, or entrepreneurship in a variety of career fields, as well as administrative specialist/assistant or administrative support positions. A 120-hour internship is included for those students who qualify. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The student is prepared for two Microsoft Office Specialist (MOS) certifications: Word and Excel. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-6011.00 - Executive Secretaries and Executive Administrative Assistants; 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; and 43-9061.00 - Office Clerks, General

**Expected Educational Outcomes:** Upon completing the Management Business Professional program, students will have demonstrated:

1. An understanding of entrepreneurship, which involves creating, financing, marketing, and managing a business.
2. An ability to apply accounting essentials, business law concepts, planning, presentation, critical thinking, and decision-making management skills in business.
3. A working knowledge of the software utilized in the business setting including word processing and spreadsheets.
4. A competence in using language arts to produce professional documents and correspondence.
5. An understanding of ethical and professional practices and appropriate business etiquette.
6. An ability to provide, express, and achieve exceptional customer service.
7. An understanding of accounting procedures including payroll and QuickBooks.

**Certification Preparations:** Microsoft Office Specialist (MOS) in Word and Excel.

**Diploma** awarded upon successful completion of all graduation requirements.

# Management Business Professional

## Program Outline: Requirements for Graduation

| Class No. | Class Title                                | Qtr.  |       | Class No.  | Class Title  | Qtr.  |       |
|-----------|--|-------|-------|--|--|-------|-------|
|           |  | Hours | Units |  |  | Hours | Units |
| ACN160A   | Fundamentals of Accounting IA              | 24    | 2.0   | GBN132A  | Administration: Office Management                    | 24    | 2.0   |
| ACN16LA   | Fundamentals of Accounting IA Lab          | 24    | 1.0   | GBN132B  | Administration: Records Management                   | 24    | 2.0   |
| ACN160B   | Fundamentals of Accounting IB              | 24    | 2.0   | GBN132C  | Administration: Project Management                   | 24    | 2.0   |
| ACN16LB   | Fundamentals of Accounting IB Lab          | 24    | 1.0   | LGN130A  | Business Law I                                       | 24    | 2.0   |
| ACN180A   | Payroll Accounting                         | 24    | 2.0   | LGN130B  | Business Law II                                      | 24    | 2.0   |
| BMN141    | Math Review                                | 24    | 1.0   | LGN130C  | Business Law III                                     | 24    | 2.0   |
| BMN142    | Business Math                              | 24    | 2.0   | LGN130D  | Business Law IV                                      | 24    | 2.0   |
| BMN195A   | 10-Key Keypad                              | 24    | 1.0   | MNN230A  | Entrepreneurship: Creating a Business                | 24    | 2.0   |
| CMN100    | Computer Literacy                          | 24    | 1.0   | MNN230B  | Entrepreneurship: Financing and Marketing a Business | 24    | 2.0   |
| CMN127A   | Beginning Keyboarding                      | 24    | 1.0   | MNN230C  | Entrepreneurship: Managing a Business                | 24    | 2.0   |
| CMN127B   | Introduction to Word I                     | 24    | 1.0   | MNN331   | Professional Portfolio Project                       | 24    | 1.0   |
| CMN127C   | Introduction to Word II                    | 24    | 1.0   | MNN335A  | Presentation Skills                                  | 24    | 2.0   |
| CMN166A   | Beginning Excel                            | 24    | 1.0   | TRN137B  | Tour Planning II                                     | 24    | 2.0   |
| CMN166B   | Intermediate Excel                         | 24    | 1.0   | <b>Electives (4 units required)</b>                                    |  |       |       |
| CMN166C   | Advanced Excel                             | 24    | 1.0   | MNN330A*   | Professional Development I - Internship              | 30    | 1.0   |
| CMN185A   | QuickBooks Pro I                           | 24    | 1.0   | MNN330B*   | Professional Development II - Internship             | 30    | 1.0   |
| CMN185B   | QuickBooks Pro II                          | 24    | 1.0   | MNN330C*   | Professional Development III - Internship            | 30    | 1.0   |
| CMN192A   | Office: An Overview of Word and Excel      | 24    | 1.0   | MNN330D*   | Professional Development IV - Internship             | 30    | 1.0   |
| CMN310W   | Comprehensive Word                         | 24    | 1.0   | OR   |  |       |       |
| CMN320A   | Word Certification Preparation             | 24    | 1.0   | MNN430A  | Professional Development I Simulated Projects        | 30    | 1.0   |
| CMN320B   | Excel Certification Preparation            | 24    | 1.0   | MNN430B  | Professional Development II Simulated Projects       | 30    | 1.0   |
| CSN225A   | Electronic Messaging with Virus Protection | 24    | 1.0   | MNN430C  | Professional Development III Simulated Projects      | 30    | 1.0   |
| ENN100A   | Business English IA - Grammar              | 24    | 2.0   | MNN430D  | Professional Development IV Simulated Projects       |       |       |
| ENN100B   | Business English IB - Grammar              | 24    | 2.0   | (or 4 units as determined by the student and Business Department Head) |  |       |       |
| ENN200A   | Business English IIA - Punctuation         | 24    | 2.0   | Total:   |  | 1200  | 73.0  |
| ENN200B   | Business English IIB - Punctuation         | 24    | 2.0   | Total Weeks/Quarters:  |  | 60/5  |       |
| ENN300A   | Business Correspondence I                  | 24    | 1.0   | <b>Keyboarding Speed Graduation Requirement:</b>                       |  |       |       |
| ENN300B   | Business Correspondence II                 | 24    | 1.0   | 40 NWPM  |  |       |       |
| ENN303A   | Management Communications I                | 24    | 2.0   | * See eligibility requirements under "Class Descriptions."             |  |       |       |
| ENN303B   | Management Communications II               | 24    | 2.0   |  |  |       |       |
| GBN050    | Information Literacy                       | 24    | 2.0   |  |  |       |       |
| GBN101    | Career Transitions                         | 24    | 2.0   |  |  |       |       |



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## Administrative Business Professional

**Objective:** This program is designed to prepare the graduate for a business career that requires a high degree of initiative. Students will gain the skills necessary to fill administrative positions that utilize organizational, and project planning skills. They will also be prepared to evaluate business problems and utilize critical thinking to determine practical solutions. Skills attained in the program offer excellent opportunities for career advancement. This program is designed to prepare graduates for employment as administrative specialists, administrative assistants, project manager assistants, or administrative support in a variety of career fields. A 120-hour internship is included for those students who qualify. Employable skills are in keeping with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-6011.00 - Executive Secretaries and Executive Administrative Assistants; 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; and 43-9061.00 - Office Clerks, General

**Expected Educational Outcomes:** Upon completing the Administrative Business Professional program, students will have demonstrated:

1. A working knowledge of entrepreneurship principles including the process to create, finance, market, and manage businesses or other organizations.
2. An understanding of accounting essentials including QuickBooks.
3. An in-depth understanding of the software utilized in the business setting including word processing and spreadsheets.
4. A competence in using language arts to produce professional documents and correspondence.
5. An ability to apply business law concepts, planning, presentation, critical thinking, and decision-making management skills in business.
6. An understanding of ethical and professional practices and appropriate business etiquette.
7. An understanding of leadership, high-performance teams, employee empowerment, and employee supervision.

**Diploma** awarded upon successful completion of all graduation requirements.

## Administrative Business Professional

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                | Qtr.  |       | Class No.  | Class Title  | Qtr.  |       |
|-----------|--|-------|-------|--|--|-------|-------|
|           |  | Hours | Units |  |  | Hours | Units |
| ACN160A   | Fundamentals of Accounting IA              | 24    | 2.0   | LGN130A  | Business Law I                                       | 24    | 2.0   |
| ACN16LA   | Fundamentals of Accounting IA Lab          | 24    | 1.0   | LGN130B  | Business Law II                                      | 24    | 2.0   |
| ACN160B   | Fundamentals of Accounting IB              | 24    | 2.0   | LGN130C  | Business Law III                                     | 24    | 2.0   |
| ACN16LB   | Fundamentals of Accounting IB Lab          | 24    | 1.0   | LGN130D  | Business Law IV                                      | 24    | 2.0   |
| BMN141    | Math Review                                | 24    | 1.0   | MNN230A  | Entrepreneurship: Creating a Business                | 24    | 2.0   |
| BMN142    | Business Math                              | 24    | 2.0   | MNN230B  | Entrepreneurship: Financing and Marketing a Business | 24    | 2.0   |
| CMN100    | Computer Literacy                          | 24    | 1.0   | MNN230C  | Entrepreneurship: Managing a Business                | 24    | 2.0   |
| CMN127A   | Beginning Keyboarding                      | 24    | 1.0   | MNN331   | Professional Portfolio Project                       | 24    | 1.0   |
| CMN127B   | Introduction to Word I                     | 24    | 1.0   | <b>Electives (4 units required)</b>                                    |  |       |       |
| CMN127C   | Introduction to Word II                    | 24    | 1.0   | MNN330A*   | Professional Development I - Internship              | 30    | 1.0   |
| CMN166A   | Beginning Excel                            | 24    | 1.0   | MNN330B*   | Professional Development II - Internship             | 30    | 1.0   |
| CMN185A   | QuickBooks Pro I                           | 24    | 1.0   | MNN330C*   | Professional Development III - Internship            | 30    | 1.0   |
| CMN192A   | Office: An Overview of Word and Excel      | 24    | 1.0   | MNN330D*   | Professional Development IV - Internship             | 30    | 1.0   |
| CSN225A   | Electronic Messaging with Virus Protection | 24    | 1.0   | OR   |  |       |       |
| ENN100A   | Business English IA - Grammar              | 24    | 2.0   | MNN430A  | Professional Development I Simulated Projects        | 30    | 1.0   |
| ENN100B   | Business English IB - Grammar              | 24    | 2.0   | MNN430B  | Professional Development II Simulated Projects       | 30    | 1.0   |
| ENN200A   | Business English IIA - Punctuation         | 24    | 2.0   | MNN430C  | Professional Development III Simulated Projects      | 30    | 1.0   |
| ENN200B   | Business English IIB - Punctuation         | 24    | 2.0   | MNN430D  | Professional Development IV Simulated Projects       |       |       |
| ENN300A   | Business Correspondence I                  | 24    | 1.0   | (or 4 units as determined by the student and Business Department Head) |  |       |       |
| ENN300B   | Business Correspondence II                 | 24    | 1.0   | Total:   |  | 960   | 60.0  |
| ENN303A   | Management Communications I                | 24    | 2.0   | Total Weeks/Quarters:  |  | 48/4  |       |
| ENN303B   | Management Communications II               | 24    | 2.0   | <b>Keyboarding Speed Graduation Requirement:</b>                       |  |       |       |
| GBN050    | Information Literacy                       | 24    | 2.0   | 40 NWPM  |  |       |       |
| GBN101    | Career Transitions                         | 24    | 2.0   | * See eligibility requirements under "Class Descriptions."             |  |       |       |
| GBN132A   | Administration: Office Management          | 24    | 2.0   |  |  |       |       |
| GBN132B   | Administration: Records Management         | 24    | 2.0   |  |  |       |       |
| GBN132C   | Administration: Project Management         | 24    | 2.0   |  |  |       |       |

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## Computerized Business Skills

**Objective:** This short-term, vocationally directed program is designed to prepare graduates for employment as office assistants, word processors, administrative support, or data entry clerks in a variety of career fields. Technical and professional skills are learned as necessary components to function in today's business. Students are introduced to accounting, Microsoft Office, project management, and leadership. Emphasis on vocational training is consistent with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-9061.00 - Office Clerks, General; 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; and 43-6011.00 - Executive Secretaries and Executive Administrative Assistants

**Expected Educational Outcomes:** Upon completing the Computerized Business Skills program, students will have demonstrated:

1. Document processing skills needed to create and edit documents.
2. Computer skills needed for today's technology.
3. English skills to communicate effectively.
4. File management skills.
5. Basic accounting skills including QuickBooks.

**Diploma** awarded upon successful completion of all graduation requirements.

## Computerized Business Skills

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                | Qtr.  |       | Class No. | Class Title                        | Qtr.  |       |
|-----------|--|-------|-------|-----------|------------------------------------|-------|-------|
|           |  | Hours | Units |           |                                    | Hours | Units |
| ACN160A   | Fundamentals of Accounting IA              | 24    | 2.0   | ENN300A   | Business Correspondence I          | 24    | 1.0   |
| ACN16LA   | Fundamentals of Accounting IA Lab          | 24    | 1.0   | ENN300B   | Business Correspondence II         | 24    | 1.0   |
| ACN160B   | Fundamentals of Accounting IB              | 24    | 2.0   | GBN050    | Information Literacy               | 24    | 2.0   |
| ACN16LB   | Fundamentals of Accounting IB Lab          | 24    | 1.0   | GBN101    | Career Transitions                 | 24    | 2.0   |
| BMN141    | Math Review                                | 24    | 1.0   | GBN132A   | Administration: Office Management  | 24    | 2.0   |
| BMN142    | Business Math                              | 24    | 2.0   | GBN132B   | Administration: Records Management | 24    | 2.0   |
| BMN195A   | 10-Key Keypad                              | 24    | 1.0   | GBN132C   | Administration: Project Management | 24    | 2.0   |
| CMN100    | Computer Literacy                          | 24    | 1.0   | GBN200A   | Human Relations I                  | 24    | 2.0   |
| CMN127A   | Beginning Keyboarding                      | 24    | 1.0   | GBN200B   | Human Relations II                 | 24    | 2.0   |
| CMN127B   | Introduction to Word I                     | 24    | 1.0   | MNN331    | Professional Portfolio Project     | 24    | 1.0   |
| CMN127C   | Introduction to Word II                    | 24    | 1.0   |           | Total:                             | 720   | 44.0  |
| CMN166A   | Beginning Excel                            | 24    | 1.0   |           | Total Weeks/Quarters:              | 36/3  |       |
| CMN185A   | QuickBooks Pro I                           | 24    | 1.0   |           |                                    |       |       |
| CMN186A   | Publisher I                                | 24    | 1.0   |           |                                    |       |       |
| CMN192A   | Office: An Overview of Word and Excel      | 24    | 1.0   |           |                                    |       |       |
| CSN225A   | Electronic Messaging with Virus Protection | 24    | 1.0   |           |                                    |       |       |
| ENN100A   | Business English IA - Grammar              | 24    | 2.0   |           |                                    |       |       |
| ENN100B   | Business English IB - Grammar              | 24    | 2.0   |           |                                    |       |       |
| ENN200A   | Business English IIA - Punctuation         | 24    | 2.0   |           |                                    |       |       |
| ENN200B   | Business English IIB - Punctuation         | 24    | 2.0   |           |                                    |       |       |

**Keyboarding Speed Graduation Requirement:**  
40 NWPM

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## Accelerated Business Essentials

**Objective:** This short-term, accelerated program is designed to prepare graduates for employment as administrative specialists, project manager assistants, office assistants, or other administrative support positions in a variety of career fields. This program is tailored for those with previous college education and/or work experience to meet the demands of today's employer. In keeping with the philosophy of the College, the emphasis in this program is placed on vocational skills.

**Prerequisites:** (1) Net keyboarding speed of 30 WPM on a 5-minute timing, and (2) College transcript indicating completion of 30 semester units or résumé outlining three years of office work experience.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 43-6011.00 - Executive Secretaries and Executive Administrative Assistants; 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; and 43-9061.00 - Office Clerks, General

**Expected Educational Outcomes:** Upon completing the Accelerated Business Essentials program, students will have demonstrated:

1. A working knowledge of entrepreneurship principles including the process to create, finance, market, and manage businesses or other organizations.
2. A working knowledge of computer programs used in business including word processing and spreadsheets.
3. Competence in using language arts to write and/or produce professional documents and correspondence.
4. The ability to use management skills, critical thinking, and leadership in the business setting.
5. An understanding of ethical and professional practices of the modern office.

**Diploma** awarded upon successful completion of all graduation requirements.



## Accelerated Business Essentials

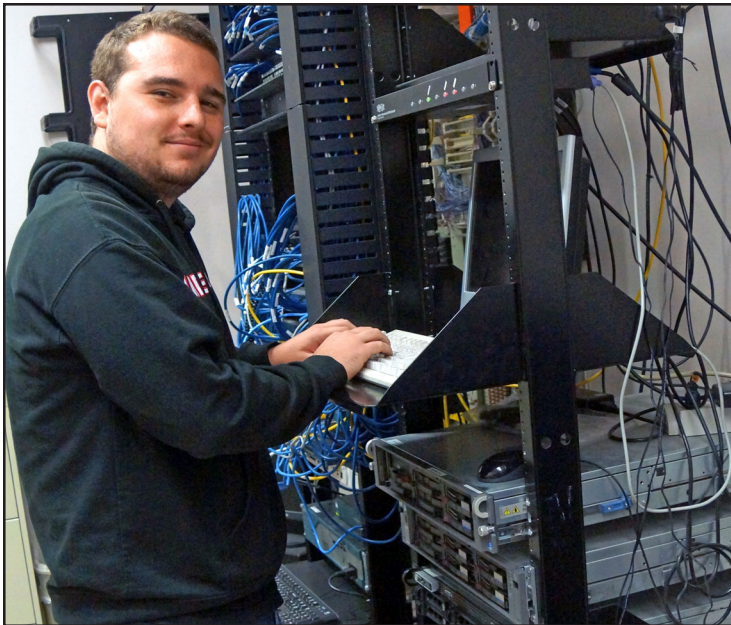
### Program Outline: Requirements for Graduation

| Class No. | Class Title                                | Qtr.  |       | Class No. | Class Title  | Qtr.   |       |
|-----------|--|-------|-------|-----------|--|--------|-------|
|           |  | Hours | Units |           |  | Hours  | Units |
| ACN160A   | Fundamentals of Accounting IA              | 24    | 2.0   | ENN200B   | Business English IIB - Punctuation                   | 24     | 2.0   |
| ACN161A   | Fundamentals of Accounting IA Lab          | 24    | 1.0   | ENN300A   | Business Correspondence I                            | 24     | 1.0   |
| ACN160B   | Fundamentals of Accounting IB              | 24    | 2.0   | GBN050    | Information Literacy                                 | 24     | 2.0   |
| ACN1BLB   | Fundamentals of Accounting IB Lab          | 24    | 1.0   | GBN101    | Career Transitions                                   | 24     | 2.0   |
| BMN141    | Math Review                                | 24    | 1.0   | GBN132A   | Administration: Office Management                    | 24     | 2.0   |
| BMN142    | Business Math                              | 24    | 2.0   | GBN132B   | Administration: Records Management                   | 24     | 2.0   |
| CMN100    | Computer Literacy                          | 24    | 1.0   | GBN132C   | Administration: Project Management                   | 24     | 2.0   |
| CMN127B   | Introduction to Word I                     | 24    | 1.0   | MNN230A   | Entrepreneurship: Creating a Business                | 24     | 2.0   |
| CMN127C   | Introduction to Word II                    | 24    | 1.0   | MNN230B   | Entrepreneurship: Financing and Marketing a Business | 24     | 2.0   |
| CMN166A   | Beginning Excel                            | 24    | 1.0   | MNN230C   | Entrepreneurship: Managing a Business                | 24     | 2.0   |
| CMN185A   | QuickBooks Pro I                           | 24    | 1.0   |           | Total:   | 600    | 40.0  |
| CSN225A   | Electronic Messaging with Virus Protection | 24    | 1.0   |           | Total Weeks/Quarters:                                | 30/2.5 |       |
| ENN100A   | Business English IA - Grammar              | 24    | 2.0   |           |  |        |       |
| ENN100B   | Business English IB - Grammar              | 24    | 2.0   |           |  |        |       |
| ENN200A   | Business English IIA - Punctuation         | 24    | 2.0   |           |  |        |       |
|           |  |       |       |           | <b>Keyboarding Speed Graduation Requirement:</b>     |        |       |
|           |  |       |       |           | 40 NWPM  |        |       |



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# **Hands-on experience places graduates of Information Technology Programs in demand in virtually any industry.**



**With hands-on experience in computer systems configuration as well as operating systems, graduates of Empire's IT programs are prepared for positions in hardware installation and customer support. In the advanced programs, students are trained to assume the role of network administrator.**

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## Specialized Associate Degree—Information Technology

**Objective:** The Specialized Associate Degree - Information Technology program is intended to give the student knowledge of a wide array of network technologies. From the program, students learn to build and troubleshoot a computer and learn the terminologies, setup, and configuration of several different network technologies. This provides students with a solid foundation from which they can then specialize in a specific field. After completion of 1200 hours of core classes which prepare students for eight certifications, students may choose from three elective groups in Microsoft, Linux, or Security. A 120-hour internship is included for those students who meet certain requirements. Graduates are prepared for entry-level positions as network administrators, network consultants, network engineers, network technicians, or systems engineers.

Certification Preparations (Core Classes):

- CompTIA A+ Technician

- CompTIA Network+

- Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in four areas:

  - Windows 10 Professional, Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services

  - MCSA (Microsoft Certified Solutions Associate) Windows Server 2012: With completion of the three MCP certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services) , the student will have achieved the highly regarded MCSA: Windows Server 2012 certification.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 15-1142.00 - Network and Computer Systems Administrators; 15-1151.00 - Computer User Support Specialists; 11-1152.00 - Computer Network Support Specialists

## Specialized Associate Degree—Information Technology

### Program Outline: Core Classes

| Class No.                | Class Title                                 | Hours | Units | Qtr. |
|--------------------------|---|-------|-------|------|
| CMN190A                  | Web Authoring I                             | 24    | 1.0   |      |
| CMN190B                  | Web Authoring II                            | 24    | 1.0   |      |
| CMN210A                  | Photoshop                                   | 24    | 1.0   |      |
| CSN100                   | Introduction to Computer Hardware           | 72    | 5.0   |      |
| CSN111A                  | Powershell                                  | 24    | 1.0   |      |
| CSN111B                  | Advanced Powershell                         | 24    | 1.0   |      |
| CSN120                   | Computer Configuration and Troubleshooting  | 72    | 5.0   |      |
| CSN140                   | Advanced Computer Set-up and Communications | 72    | 5.0   |      |
| CSN150                   | Ticketing and Troubleshooting               | 24    | 1.0   |      |
| CSN160                   | Network Plus                                | 72    | 5.0   |      |
| CSN175A                  | Wiring Hardware                             | 24    | 2.0   |      |
| CSN183                   | Green Information Technology Strategies     | 24    | 1.0   |      |
| CSN191A                  | Certification Preparation I                 | 24    | 1.0   |      |
| CSN191B                  | Certification Preparation II                | 24    | 1.0   |      |
| CSN205                   | Windows Server                              | 72    | 5.0   |      |
| CSN212                   | Windows Server Network Infrastructure       | 72    | 5.0   |      |
| CSN218                   | Windows Server Active Directory             | 72    | 5.0   |      |
| CSN225A                  | Electronic Messaging with Virus Protection  | 24    | 1.0   |      |
| CSN242                   | Windows Operating System Configuration      | 72    | 5.0   |      |
| CSN250A                  | Introduction to Routers I                   | 24    | 2.0   |      |
| CSN250B                  | Introduction to Routers II                  | 24    | 2.0   |      |
| CSN260                   | Basic Linux                                 | 72    | 5.0   |      |
| CSN270A                  | Technical Drawing with Visio                | 24    | 1.0   |      |
| GBN101                   | Career Transitions                          | 24    | 2.0   |      |
| <b>General Education</b> |   |       |       |      |
| ENN303A                  | Management Communications I                 | 24    | 2.0   |      |
| ENN303B                  | Management Communications II                | 24    | 2.0   |      |
| GBN050                   | Information Literacy                        | 24    | 2.0   |      |
| GBN200A                  | Human Relations I                           | 24    | 2.0   |      |
| GBN200B                  | Human Relations II                          | 24    | 2.0   |      |
| GBN200C                  | Human Relations III                         | 24    | 2.0   |      |
| MAN101                   | Introduction to Algebra                     | 24    | 2.0   |      |
| PHN101A                  | Ethics in Technology and Society            | 24    | 2.0   |      |

**Keyboarding Speed Graduation Requirement:**  
25 NWPM

### Program Outline: Electives

| Class No.   | Class Title  | Hours | Units | Qtr. |
|---|--|-------|-------|------|
| <b>Elective Group A – Linux (29 units required)</b>     |  |       |       |      |
| CSN236  | Exchange Server  | 72    | 5.0   |      |
| CSN365  | Linux System Administration  | 72    | 5.0   |      |
| CSN375  | Linux Networking   | 72    | 5.0   |      |
| CSN385  | Linux Security, Ethics and Privacy   | 72    | 5.0   |      |
| CSN395  | Linux in the Enterprise  | 72    | 5.0   |      |
| CSN400*   | Information Technology Internship (or 4 units as determined by the student and Information Technology Department Head) | 120   | 4.0   |      |
| Program Total:  |  | 1680  | 109.0 |      |
| Total Weeks/Quarters:                                   |  | 84/7  |       |      |
| <b>Elective Group B – Microsoft (29 units required)</b> |  |       |       |      |
| CSN219  | Windows Server Applications Infrastructure   | 72    | 5.0   |      |
| CSN231  | Enterprise Administrator   | 72    | 5.0   |      |
| CSN232  | Windows SharePoint Server  | 72    | 5.0   |      |
| CSN236  | Exchange Server  | 72    | 5.0   |      |
| CSN325  | Security Plus  | 72    | 5.0   |      |
| CSN400*   | Information Technology Internship (or 4 units as determined by the student and Information Technology Department Head) | 120   | 4.0   |      |
| Program Total:  |  | 1680  | 109.0 |      |
| Total Weeks/Quarters:                                   |  | 84/7  |       |      |
| <b>Elective Group C – Security (29 units required)</b>  |  |       |       |      |
| CSN313  | Tactical Perimeter Defense   | 72    | 5.0   |      |
| CSN323  | Strategic Infrastructure Security  | 72    | 5.0   |      |
| CSN325  | Security Plus  | 72    | 5.0   |      |
| CSN332  | Advanced Security Implementation   | 72    | 5.0   |      |
| CSN342  | Enterprise Security Solutions  | 72    | 5.0   |      |
| CSN400*   | Information Technology Internship (or 4 units as determined by the student and Information Technology Department Head) | 120   | 4.0   |      |
| Program Total:  |  | 1680  | 109.0 |      |
| Total Weeks/Quarters:                                   |  | 84/7  |       |      |

\* See eligibility requirements under "Class Descriptions."



## Elective Group A – Linux

**Objective:** During the Linux electives, students will be able to implement various Linux platforms and fully deploy their capabilities. These courses are designed to provide the student with the fundamental knowledge of the Linux operating system, installation, configuration, system management and troubleshooting.

There is also a study of the basic concepts of Linux File systems, Redundant Array of Independent Disks (RAID) design, backup procedures, SAMBA (Windows interconnectivity), IP routing, Domain Name Service (DNS), Postfix and Dovecot email servers, Apache Web Server, network file system, security models and standards, authentication, and KVM virtualization. Students will also learn the basics of Cisco routers including setup and configuration of many LAN (Local Area Network) and WAN (Wide Area Network) technologies, as well as the basics of web design.

The student is prepared for ten certifications:

CompTIA A+ Technician, Network+ and Linux+

Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in four areas:

Windows 10 Professional, Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services

MCSA (Microsoft Certified Solutions Associate) Windows Server 2012: With completion of three MCP certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services), the student will have achieved the highly regarded MCSA: Windows Server 2012 certification.

Linux Professional Institute Certification (LPIC Level I)

Red Hat Certified Systems Administrator (RHCSA)

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. All exams except Red Hat may be taken at the on-campus VUE Testing Center and are included in the program fees. Red Hat certification exams are offered at Red Hat Testing Centers; contact them for pricing.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Information Technology (Linux electives) program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Linux cross platform connectivity, and numerous software products.
2. The ability to create a network infrastructure using Linux Workstation and Server software.
3. An understanding of Unix/Linux operating systems including setup, configuration, and file user management.
4. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
5. The ability to use the internet as a resource to facilitate the use of unknown systems and new types of servers.
6. The ability to interact with users/customers in a professional, businesslike manner.
7. Proficiency with Open Office Suites.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

## Elective Group B – Microsoft

**Objective:** The Microsoft electives are designed to give the student experience in designing, deploying, and administering network infrastructure using Microsoft Windows. At the end of the program the student should be prepared to achieve the Microsoft Certified Solutions Expert (MCSE: Server Infrastructure) certification. In addition, students are introduced to the Linux/Unix operating system. Students will also learn the basics of Cisco routers including setup and configuration of many LAN (Local Area Network) and WAN (Wide Area Network) technologies, as well as the basics of web design.

Empire College is a Microsoft Imagine Academy member and uses a teaching program prescribed by Microsoft to prepare graduates for certification as Microsoft IT Professionals. The student is prepared for 11 certifications:

CompTIA A+ Technician, Network+ and Security+

Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in six areas:

Windows 10 Professional, Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services, Designing and Implementing a Server Infrastructure, Implementing an Advanced Server Infrastructure

MCSA (Microsoft Certified Solutions Associate) Windows Server 2012: With completion of three MCP certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services), the student will have achieved the highly regarded MCSA: Windows Server 2012 certification.

MCSE (Microsoft Certified Solutions Expert) Server Infrastructure: With completion of five MCP certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services, Designing and Implementing a Server Infrastructure, Implementing an Advanced Server Infrastructure), the student will have achieved the highly regarded MCSE: Server Infrastructure certification.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Information Technology (Microsoft electives) program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows client and server operating systems, cross platform connectivity, and numerous software products.
2. The ability to create a complete network infrastructure using Microsoft client and server operating systems.
3. An understanding of Microsoft Windows operating systems including setup, configuration, file and user management, as well as router configuration.
4. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
5. The ability to interact with users/customers in a professional, businesslike manner.
6. Proficiency with web authoring.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

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## Elective Group C – Security

**Objective:** The Security electives are designed to give the student experience recognizing network vulnerabilities and maximizing network security. In addition, students are introduced to the Unix/Linux operating systems including setup, configuration, and user management. Students will also learn the basics of Cisco routers including setup and configuration of many LAN (Local Area Network) and WAN (Wide Area Network) technologies, as well as the basics of web design.

The student is prepared for eight certifications:

CompTIA A+ Technician, Network+ and Security+

Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in four areas:

Windows 10 Professional, Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services

MCSA (Microsoft Certified Solutions Associate) Windows Server 2012: With completion of the three MCP certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services), the student will have achieved the highly regarded MCSA: Windows Server 2012 certification.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Information Technology (Security electives) program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Linux cross platform connectivity, and numerous software products.
2. An understanding of Microsoft Windows operating systems including setup, configuration, and file and user management, as well as router configuration.
3. An ability to design and configure a PKI (Public Key Infrastructure).
4. An understanding of network data packets, the ability to create and design network firewalls and intrusion detection systems.
5. An understanding of strong authentication including the use of biometric, key fobs, and smart cards.
6. An understanding of various types of network vulnerabilities and the types of attacks used to penetrate a network.
7. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
8. The ability to interact with users/customers in a professional, businesslike manner.
9. Proficiency with web authoring.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.



## Network Specialist

**Objective:** The Network Specialist program is designed to give students the ability to configure and troubleshoot computer hardware and administer and configure Microsoft and Linux networks. In addition, the program is designed to give the students the ability to design Network Infrastructure and Active Directory, as well as configure Cisco routers. Web authoring with HTML and Adobe Creative Suite, along with ethics in technology and society, are introduced. Graduates are prepared to assume positions as entry-level network administrators or technicians.

Empire College is a Microsoft Imagine Academy member and uses a teaching program prescribed by Microsoft to prepare graduates for certification as Microsoft Certified Professionals (MCPs) at the product level.

The student is prepared for eight certifications:

CompTIA A+ Technician

CompTIA Network+

CompTIA Security+

Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in four areas:

Windows 10 Professional, Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services

MCSA (Microsoft Certified Solutions Associate) Windows Server 2012: With completion of the three MCP certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services), the student will have achieved the highly regarded MCSA: Windows Server 2012 certification.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

Note: All units in this program are transferable to the Specialized Associate Degree – Information Technology (Microsoft Concentration) program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 15-1142.00 - Network and Computer Systems Administrators; 15-1151.00 - Computer User Support Specialists; 11-1152.00 - Computer Network Support Specialists

**Expected Educational Outcomes:** Upon completing the Network Specialist program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Linux cross platform connectivity, and numerous software products.
2. An understanding of Microsoft Windows operating systems including setup, configuration, and file and user management, as well as router configuration.
3. The critical thinking skills required to analyze network connectivity problems and make necessary judgments to troubleshoot hardware and software.
4. The ability to interact with users/customers in a professional, businesslike manner.
5. Proficiency in web authoring.

**Diploma** awarded upon successful completion of all graduation requirements.



## Network Specialist

### Program Outline: Requirements for Graduation

| <b>Class No.</b> | <b>Class Title</b>                             | <b>Hours</b> | <b>Qtr.</b><br><b>Units</b> |
|------------------|--|--------------|-----------------------------|
| CMN190A          | Web Authoring I                                | 24           | 1.0                         |
| CMN190B          | Web Authoring II                               | 24           | 1.0                         |
| CMN210A          | Photoshop                                      | 24           | 1.0                         |
| CSN100           | Introduction to Computer<br>Hardware           | 72           | 5.0                         |
| CSN111A          | Powershell                                     | 24           | 1.0                         |
| CSN120           | Computer Configuration<br>and Troubleshooting  | 72           | 5.0                         |
| CSN140           | Advanced Computer Set-up<br>and Communications | 72           | 5.0                         |
| CSN150           | Ticketing and<br>Troubleshooting               | 24           | 1.0                         |
| CSN160           | Network Plus                                   | 72           | 5.0                         |
| CSN175A          | Wiring Hardware                                | 24           | 2.0                         |
| CSN183           | Green Information<br>Technology Strategies     | 24           | 1.0                         |
| CSN191A          | Certification Preparation I                    | 24           | 1.0                         |
| CSN191B          | Certification Preparation II                   | 24           | 1.0                         |
| CSN205           | Windows Server                                 | 72           | 5.0                         |
| CSN212           | Windows Server Network<br>Infrastructure       | 72           | 5.0                         |
| CSN218           | Windows Server Active<br>Directory             | 72           | 5.0                         |
| CSN231           | Enterprise Administrator                       | 72           | 5.0                         |
| CSN242           | Windows Operating System<br>Configuration      | 72           | 5.0                         |
| CSN250A          | Introduction to Routers I                      | 24           | 2.0                         |
| CSN260           | Basic Linux                                    | 72           | 5.0                         |
| CSN270A          | Technical Drawing with<br>Visio                | 24           | 1.0                         |
| CSN325           | Security Plus                                  | 72           | 5.0                         |
| ENN303A          | Management Communica-<br>tions I               | 24           | 2.0                         |
| GBN101           | Career Transitions                             | 24           | 2.0                         |
| GBN200A          | Human Relations I                              | 24           | 2.0                         |
| GBN200B          | Human Relations II                             | 24           | 2.0                         |
| MAN101           | Introduction to Algebra                        | 24           | 2.0                         |
| PHN101A          | Ethics in Technology and<br>Society            | 24           | 2.0                         |
|                  | <b>Total:</b>                                  | 1200         | 80.0                        |
|                  | <b>Total Weeks/Quarters:</b>                   | 60/5         |                             |

**Keyboarding Speed Graduation Requirement:**  
25 NWPM

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## Network Administrator

**Objective:** The Network Administrator program is designed to give students the ability to configure and troubleshoot computer hardware and administer and configure Linux and Microsoft networks. In addition, the program is designed to give the student additional experience with Network Infrastructure Administration and Active Directory Services in a theory and laboratory setting. Students are also introduced to Visio Technical Drawing and wiring. Graduates are prepared to assume entry-level positions as network administrators or network technicians.

Empire College is a Microsoft Imagine Academy member and uses a teaching program prescribed by Microsoft to prepare graduates for certification as Microsoft Certified Professionals (MCPs) at the product level.

The student is prepared for seven certifications:

CompTIA A+ Technician

CompTIA Network+

Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in four areas:

Windows 10 Professional, Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services

MCSA (Microsoft Certified Solutions Associate) Windows Server 2012: With completion of the three MCP certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services), the student will have achieved the highly regarded MCSA: Windows Server 2012 certification.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

Note: All units in this program are transferable to the Specialized Associate Degree - Information Technology program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 15-1142.00 - Network and Computer Systems Administrators; 15-1151.00 - Computer User Support Specialists; 11-1152.00 - Computer Network Support Specialists

**Expected Educational Outcomes:** Upon completing the Network Administrator program, students will have demonstrated:

1. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows, Linux cross platform connectivity, and numerous software products.
2. An understanding of Microsoft Windows operating systems including setup, configuration, and file and user management, as well as router configuration.
3. The ability to interact with users/customers in a professional, businesslike manner.

**Diploma** awarded upon successful completion of all graduation requirements.

## Network Administrator

### Program Outline: Requirements for Graduation

| <b>Class No.</b> | <b>Class Title</b>                          | <b>Hours</b> | <b>Qtr.</b><br><b>Units</b> |
|------------------|---|--------------|-----------------------------|
| CSN100           | Introduction to Computer Hardware           | 72           | 5.0                         |
| CSN111A          | Powershell                                  | 24           | 1.0                         |
| CSN120           | Computer Configuration and Troubleshooting  | 72           | 5.0                         |
| CSN140           | Advanced Computer Set-up and Communications | 72           | 5.0                         |
| CSN160           | Network Plus                                | 72           | 5.0                         |
| CSN175A          | Wiring Hardware                             | 24           | 2.0                         |
| CSN183           | Green Information Technology Strategies     | 24           | 1.0                         |
| CSN191A          | Certification Preparation I                 | 24           | 1.0                         |
| CSN191B          | Certification Preparation II                | 24           | 1.0                         |
| CSN205           | Windows Server                              | 72           | 5.0                         |
| CSN212           | Windows Network Infrastructure              | 72           | 5.0                         |
| CSN218           | Windows Server Active Directory             | 72           | 5.0                         |
| CSN242           | Windows Operating System Configuration      | 72           | 5.0                         |
| CSN260           | Basic Linux                                 | 72           | 5.0                         |
| CSN270A          | Technical Drawing with Visio                | 24           | 1.0                         |
| ENN303A          | Management Communications I                 | 24           | 2.0                         |
| ENN303B          | Management Communications II                | 24           | 2.0                         |
| GBN101           | Career Transitions                          | 24           | 2.0                         |
| GBN200A          | Human Relations I                           | 24           | 2.0                         |
| GBN200B          | Human Relations II                          | 24           | 2.0                         |
| GBN200C          | Human Relations III                         | 24           | 2.0                         |
| MAN101           | Introduction to Algebra                     | 24           | 2.0                         |
|                  | Total:                                      | 960          | 66.0                        |
|                  | Total Weeks/Quarters:                       | 48/4         |                             |

#### Keyboarding Speed Graduation Requirement:

25 NWPM

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## Computer Support Specialist

**Objective:** The Computer Support Specialist program was developed to give the student classroom instruction, lab, and real work experience to prepare a student for a career in the technical side of personal computers. Training in hardware support and services including basic electronic theory, terminology, and computer system assembly complete with software installation, troubleshooting techniques, and solutions. There is an introduction to LAN cabling and design, installation, and maintenance. The Computer Support Specialist program provides a student with basic networking skills, which includes Microsoft Windows Clients Operating systems and servers. Graduates are prepared to assume positions as computer consultants or computer technicians.

In keeping with the philosophy of the College, courses are included in management communications and career transitions designed with the Computer Support Specialist program in mind. The emphasis in this program is placed on marketable skills (employability).

Empire College is a Microsoft Imagine Academy member and uses a teaching program prescribed by Microsoft to prepare graduates for certification as Microsoft Certified Professionals (MCPs) at the product level.

The student is prepared for four certifications:

- CompTIA A+ Technician

- CompTIA Network+

- Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in Windows 10 Professional and Installing and Configuring Windows Server 2012.

Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center. Exam fees vary, ranging from \$60 to \$225.

Note: All units in this program are transferable to the Specialized Associate Degree – Information Technology program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 15-1151.00 - Computer User Support Specialists; 11-1152.00 - Computer Network Support Specialists

**Expected Educational Outcomes:** Upon completing the Computer Support Specialist program, students will have demonstrated competency in the following areas:

1. The ability to diagnose and repair microcomputers (IBM compatibles) using standard diagnostic techniques.
2. Installation and configuration of internal and external computer components.
3. Installation and configuration of application software.
4. The ability to provide customer and user support for computer systems and networking products including Microsoft Windows and numerous software products.
5. The ability to interact with users/customers in a professional, businesslike manner.

**Diploma** awarded upon successful completion of all graduation requirements.

## Computer Support Specialist

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                    | Hours | Qtr.<br>Units |
|-----------|--|-------|---------------|
| CSN100    | Introduction to Computer<br>Hardware           | 72    | 5.0           |
| CSN111A   | Powershell                                     | 24    | 1.0           |
| CSN120    | Computer Configuration<br>and Troubleshooting  | 72    | 5.0           |
| CSN140    | Advanced Computer Set-up<br>and Communications | 72    | 5.0           |
| CSN160    | Network Plus                                   | 72    | 5.0           |
| CSN175A   | Wiring Hardware                                | 24    | 2.0           |
| CSN183    | Green Information Technology<br>Strategies     | 24    | 1.0           |
| CSN191A   | Certification Preparation I                    | 24    | 1.0           |
| CSN212    | Windows Server Network<br>Infrastructure       | 72    | 5.0           |
| CSN242    | Windows Operating System<br>Configuration      | 72    | 5.0           |
| CSN260    | Basic Linux                                    | 72    | 5.0           |
| ENN303A   | Management Communica-<br>tions I               | 24    | 2.0           |
| GBN101    | Career Transitions                             | 24    | 2.0           |
| GBN200A   | Human Relations I                              | 24    | 2.0           |
| GBN200B   | Human Relations II                             | 24    | 2.0           |
| GBN200C   | Human Relations III                            | 24    | 2.0           |
|           | Total:   | 720   | 50.0          |
|           | Total Weeks/Quarters:                          | 36/3  |               |

#### Keyboarding Speed Graduation Requirement:

25 NWPM





## Graduates of the Legal Programs have been trained in the many skills



required to establish their careers as paralegals, law office administrators, or legal secretaries in law offices, government agencies, or corporate legal departments. Classes in legal research, litigation assistance, and paralegal studies enhance their skills.

## Specialized Associate Degree—Paralegal

**Objective:** This program is designed to prepare graduates to assume positions as paralegals, legal secretaries, or administrative support staff in a law office. Emphasis is placed on the development of legal office skills such as: case management, legal research, discovery, calendaring, drafting and analyzing legal documents, and alternative dispute resolution. A 120-hour internship is included for those students who meet certain requirements. Further concentration on critical thinking and decision making, human relations, and communications coupled with general education classes is designed to produce well-qualified paralegals who, under the supervision of an attorney, can perform such tasks as managing complex files, developing legal practice systems, research and writing, and case management. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

This program fully complies with the paralegal education requirements of California Business and Professions Code § 6450, et seq.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 23-2011.00 - Paralegals and Legal Assistants; 23-2099.00 - Legal Support Workers, All Other; and 43-6012.00 - Legal Secretaries

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Paralegal program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and transcription.
2. Competence in the daily functions of a law office including calendaring, correspondence, basic bookkeeping, and preparation of legal documents.
3. Knowledge and understanding of managerial duties required in a law office.
4. An understanding of a wide range of computer software programs specifically designed for law offices in the areas of legal research, docketing and calendaring, and accounting software.
5. An ability to interpret and understand contemporary business literature.
6. The capability to further learn management concepts, communications, and human relations principles as they relate to career success and productivity.
7. An understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

| Class No. | Class Title                       | Qtr.  |       | Class No. | Class Title             | Qtr.  |       |
|-----------|-----------------------------------|-------|-------|-----------|-------------------------|-------|-------|
|           |                                   | Hours | Units |           |                         | Hours | Units |
| ACN160A   | Fundamentals of Accounting IA     | 24    | 2.0   | BMN141    | Math Review             | 24    | 1.0   |
| ACN16LA   | Fundamentals of Accounting IA Lab | 24    | 1.0   | BMN142    | Business Math           | 24    | 2.0   |
| ACN160B   | Fundamentals of Accounting IB     | 24    | 2.0   | CMN127A   | Beginning Keyboarding   | 24    | 1.0   |
| ACN16LB   | Fundamentals of Accounting IB Lab | 24    | 1.0   | CMN127B   | Introduction to Word I  | 24    | 1.0   |
|           |                                   |       |       | CMN127C   | Introduction to Word II | 24    | 1.0   |
|           |                                   |       |       | CMN144A   | Beginning Word          | 24    | 1.0   |
|           |                                   |       |       | CMN144B   | Intermediate Word       | 24    | 1.0   |
|           |                                   |       |       | CMN166A   | Beginning Excel         | 24    | 1.0   |



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## Legal Office Administration

**Objective:** This program is designed to prepare graduates to assume positions as law office managers, legal administrative support staff, or legal secretaries. A number of procedures, principles, and skills important in a law office are studied including an introduction to law office management. By preparing a variety of legal documents and using computerized legal programs, students become proficient in law office procedures. Emphasis on marketable skills is consistent with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Paralegal program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 23-2099.00 - Legal Support Workers, All Other; and 43-6012.00 - Legal Secretaries

**Expected Educational Outcomes:** Upon completing the Legal Office Administration program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and transcription.
2. Competence in the daily functions of a law office including calendaring, correspondence, basic bookkeeping, and preparation of legal documents.
3. Knowledge and understanding of managerial duties required in a law office.
4. An understanding of a wide range of computer software programs specifically designed for law offices in the areas of legal research, docketing and calendaring, and accounting software.
5. An understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

**Diploma** awarded upon successful completion of all graduation requirements.

## Legal Office Administration

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                | Hours | Qtr. | Units | Class No.  | Class Title                         | Hours | Qtr. | Units |
|-----------|--|-------|------|-------|--|-------------------------------------|-------|------|-------|
| ACN160A   | Fundamentals of Accounting IA              | 24    |      | 2.0   | LGN130A  | Business Law I                      | 24    |      | 2.0   |
| ACN16LA   | Fundamentals of Accounting IA Lab          | 24    |      | 1.0   | LGN130B  | Business Law II                     | 24    |      | 2.0   |
| BMN141    | Math Review                                | 24    |      | 1.0   | LGN130C  | Business Law III                    | 24    |      | 2.0   |
| CMN100    | Computer Literacy                          | 24    |      | 1.0   | LGN130D  | Business Law IV                     | 24    |      | 2.0   |
| CMN127A   | Beginning Keyboarding                      | 24    |      | 1.0   | LGN231A  | Introduction to Civil Litigation I  | 24    |      | 2.0   |
| CMN127B   | Introduction to Word I                     | 24    |      | 1.0   | LGN231B  | Introduction to Civil Litigation II | 24    |      | 2.0   |
| CMN127C   | Introduction to Word II                    | 24    |      | 1.0   | LGN231C  | Civil Litigation Procedures         | 24    |      | 2.0   |
| CMN144A   | Beginning Word                             | 24    |      | 1.0   | LGN231D  | Real Property                       | 24    |      | 2.0   |
| CMN144B   | Intermediate Word                          | 24    |      | 1.0   | LGN231E  | Family Law                          | 24    |      | 2.0   |
| CMN166A   | Beginning Excel                            | 24    |      | 1.0   | LGN231F  | Estate Planning and Probate         | 24    |      | 2.0   |
| CMN185A   | QuickBooks Pro I                           | 24    |      | 1.0   | LGN312   | Law Office Simulation - Torts       | 24    |      | 1.0   |
| CMN185B   | QuickBooks Pro II                          | 24    |      | 1.0   | LGN320A  | Calendaring for the Law Office I    | 24    |      | 1.0   |
| CMN192A   | Office: An Overview of Word and Excel      | 24    |      | 1.0   | LGN320B  | Calendaring for the Law Office II   | 24    |      | 1.0   |
| CSN225A   | Electronic Messaging with Virus Protection | 24    |      | 1.0   | LGN331A  | Law Office Management I             | 24    |      | 2.0   |
| ENN100A   | Business English IA - Grammar              | 24    |      | 2.0   | LGN331B  | Law Office Management II            | 24    |      | 2.0   |
| ENN100B   | Business English IB - Grammar              | 24    |      | 2.0   | LGN360A  | Technology in the Law Office I      | 24    |      | 2.0   |
| ENN200A   | Business English IIA - Punctuation         | 24    |      | 2.0   | LGN380A  | Mediation/Conflict Management       | 24    |      | 2.0   |
| ENN200B   | Business English IIB - Punctuation         | 24    |      | 2.0   | LGN420A  | Legal Transcription I               | 24    |      | 1.0   |
| ENN300A   | Business Correspondence I                  | 24    |      | 1.0   | LGN421A  | Legal Terminology                   | 24    |      | 1.0   |
| ENN300B   | Business Correspondence II                 | 24    |      | 1.0   | PLN240A  | Legal Research I                    | 24    |      | 2.0   |
| ENN303A   | Management Communications I                | 24    |      | 2.0   | PLN240L  | Legal Research I Lab                | 24    |      | 1.0   |
| ENN303B   | Management Communications II               | 24    |      | 2.0   | PLN240B  | Legal Research II                   | 24    |      | 2.0   |
| GBN050    | Information Literacy                       | 24    |      | 2.0   | TYN225A  | Keyboarding Speed Development I     | 24    |      | 1.0   |
| GBN101    | Career Transitions                         | 24    |      | 2.0   | Total:   |                                     | 1200  |      | 78.0  |
| GBN132B   | Administration: Records Management         | 24    |      | 2.0   | Total Weeks/Quarters:                            |                                     | 60/5  |      |       |
| GBN200A   | Human Relations I                          | 24    |      | 2.0   | <b>Keyboarding Speed Graduation Requirement:</b> |                                     |       |      |       |
| GBN200B   | Human Relations II                         | 24    |      | 2.0   | 50 NWPM  |                                     |       |      |       |

## Legal Secretary

**Objective:** This program is designed to prepare graduates to assume positions as legal secretaries or legal administrative support staff. A number of procedures, principles, and skills important in law offices are studied. By preparing a variety of legal documents, the students master procedures and practical applications to meet the demands of law offices. Entry-level employability in a secretarial position is in keeping with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Paralegal program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 23-2099.00 - Legal Support Workers, All Other; and 43-6012.00 - Legal Secretaries

**Expected Educational Outcomes:** Upon completing the Legal Secretary program, students will have demonstrated:

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and transcription.
2. Competence in the daily functions of a law office including calendaring, correspondence, basic bookkeeping, and preparation of legal documents.
3. An understanding of the responsibilities necessary to implement and maintain professional standards of document production and the proper usage of legal terminology.
4. Complete comprehension of the ethical principles of working in a law office and, more particularly, working as a legal secretary.

**Diploma** awarded upon successful completion of all graduation requirements.



## Legal Secretary

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                | Hours | Qtr. | Units | Class No. | Class Title                         | Hours | Qtr. | Units |
|-----------|--|-------|------|-------|-----------|-------------------------------------|-------|------|-------|
| ACN160A   | Fundamentals of Accounting IA              | 24    |      | 2.0   | LGN231A   | Introduction to Civil Litigation I  | 24    |      | 2.0   |
| ACN16LA   | Fundamentals of Accounting IA Lab          | 24    |      | 1.0   | LGN231B   | Introduction to Civil Litigation II | 24    |      | 2.0   |
| BMN141    | Math Review                                | 24    |      | 1.0   | LGN231C   | Civil Litigation Procedures         | 24    |      | 2.0   |
| CMN100    | Computer Literacy                          | 24    |      | 1.0   | LGN231D   | Real Property                       | 24    |      | 2.0   |
| CMN127A   | Beginning Keyboarding                      | 24    |      | 1.0   | LGN231E   | Family Law                          | 24    |      | 2.0   |
| CMN127B   | Introduction to Word I                     | 24    |      | 1.0   | LGN231F   | Estate Planning and Probate         | 24    |      | 2.0   |
| CMN127C   | Introduction to Word II                    | 24    |      | 1.0   | LGN312    | Law Office Simulation - Torts       | 24    |      | 1.0   |
| CMN144A   | Beginning Word                             | 24    |      | 1.0   | LGN320A   | Calendaring for the Law Office I    | 24    |      | 1.0   |
| CMN144B   | Intermediate Word                          | 24    |      | 1.0   | LGN320B   | Calendaring for the Law Office II   | 24    |      | 1.0   |
| CMN166A   | Beginning Excel                            | 24    |      | 1.0   | LGN420A   | Legal Transcription I               | 24    |      | 1.0   |
| CMN185A   | QuickBooks Pro I                           | 24    |      | 1.0   | LGN421A   | Legal Terminology                   | 24    |      | 1.0   |
| CMN192A   | Office: An Overview of Word and Excel      | 24    |      | 1.0   | TYN225A   | Keyboarding Speed Development I     | 24    |      | 1.0   |
| CSN225A   | Electronic Messaging with Virus Protection | 24    |      | 1.0   |           | Total:                              | 960   |      | 60.0  |
| ENN100A   | Business English IA - Grammar              | 24    |      | 2.0   |           | Total Weeks/Quarters:               | 48/4  |      |       |
| ENN100B   | Business English IB - Grammar              | 24    |      | 2.0   |           |                                     |       |      |       |
| ENN200A   | Business English IIA - Punctuation         | 24    |      | 2.0   |           |                                     |       |      |       |
| ENN200B   | Business English IIB - Punctuation         | 24    |      | 2.0   |           |                                     |       |      |       |
| ENN300A   | Business Correspondence I                  | 24    |      | 1.0   |           |                                     |       |      |       |
| ENN300B   | Business Correspondence II                 | 24    |      | 1.0   |           |                                     |       |      |       |
| GBN050    | Information Literacy                       | 24    |      | 2.0   |           |                                     |       |      |       |
| GBN101    | Career Transitions                         | 24    |      | 2.0   |           |                                     |       |      |       |
| GBN132B   | Administration: Records Management         | 24    |      | 2.0   |           |                                     |       |      |       |
| GBN200A   | Human Relations I                          | 24    |      | 2.0   |           |                                     |       |      |       |
| GBN200B   | Human Relations II                         | 24    |      | 2.0   |           |                                     |       |      |       |
| LGN130A   | Business Law I                             | 24    |      | 2.0   |           |                                     |       |      |       |
| LGN130B   | Business Law II                            | 24    |      | 2.0   |           |                                     |       |      |       |
| LGN130C   | Business Law III                           | 24    |      | 2.0   |           |                                     |       |      |       |
| LGN130D   | Business Law IV                            | 24    |      | 2.0   |           |                                     |       |      |       |

**Keyboarding Speed Graduation Requirement:**  
50 NWPM



## **With hands-on skills, graduates of Medical Programs have attained desired competencies**



**for back office assisting (phlebotomy, EKGs, injections, and sterile surgical techniques) and/or front office assisting (medical billing, scheduling appointments, and interacting with patients) positions. Programs in medical billing/coding and concentrations in Health Information and Phlebotomy prepare graduates for those specialty fields. Students are trained in Electronic Health Records (EHR).**

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## Specialized Associate Degree—Medical Assistant

**Objective:** This program is designed to train students to become medical administrative assistants and/or clinical assistants with a solid foundation in both areas. The emphasis on administrative and clinical skills includes extensive instruction in medical terminology, medical insurance billing, medical office procedures, medical clinical procedures, electronic health records, basic anatomy and physiology, and pharmacology. In addition, a medical office management class is offered to increase the student's skills in standard management duties and patient information protection and privacy. Students will be instructed in various medical-related software to include data protection and transmission. A 168-hour externship is included.

With completion of core courses, students may continue in a choice of two elective groups: the Clinical/Administrative or Health Information.

The general education classes expand a student's potential for assumption of supervisory or management responsibility within a medical setting. The emphasis is placed on communications, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable medical skills.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants and 31-9097.00 - Phlebotomists (Phlebotomy Concentration only)

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree - Medical Assistant program, students will have demonstrated:

1. The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA).
2. The critical skills necessary to properly handle front office procedures.
3. Expanded focus of medical billing and coding for an out-patient setting.
4. An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
5. Expanded focus regarding current medical issues such as laws, ethics, insurances, and electronic health records.
6. Knowledge of scope of practice and responsibilities of a medical administrative/clinical assistant.
7. Clinical/Administrative elective group: Readiness to sit for the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant exam to become a Certified Medical Assistant.
8. Health Information elective group: Readiness to sit for the Certified Professional Coder, Apprentice Status (CPC-A) exam or the Certified Coding Specialist (CCS), and the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant exam to become a Certified Medical Assistant.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

## Specialized Associate Degree—Medical Assistant

### Program Outline: Core Classes

| Class No. | Class Title                                    | Hours | Qtr.<br>Units | Class No.   | Class Title  | Hours | Qtr.<br>Units |
|-----------|--|-------|---------------|---|--|-------|---------------|
| ACN160A   | Fundamentals of Accounting IA                  | 24    | 2.0           | MDN250  | Medical Office Procedures I  | 24    | 2.0           |
| ACN161A   | Fundamentals of Accounting IA Lab              | 24    | 1.0           | MDN251  | Medical Office Procedures II   | 24    | 2.0           |
| ACN160B   | Fundamentals of Accounting IB                  | 24    | 2.0           | MDN253  | Medical Office Management  | 24    | 2.0           |
| ACN161B   | Fundamentals of Accounting IB Lab              | 24    | 1.0           | MDN255  | Medical Assisting Certification Exam Preparation   | 24    | 1.0           |
| BMN141    | Math Review                                    | 24    | 1.0           | MDN301A   | Diagnostic Coding I  | 24    | 2.0           |
| BMN142    | Business Math                                  | 24    | 2.0           | MDN301B   | Procedural Coding I  | 24    | 2.0           |
| CMN127B   | Introduction to Word I                         | 24    | 1.0           | MDN301C   | Procedural Coding II   | 24    | 2.0           |
| CMN185A   | QuickBooks Pro I                               | 24    | 1.0           | MDN302A   | MediSoft I   | 24    | 1.0           |
| ENN100A   | Business English IA - Grammar                  | 24    | 2.0           | MDN302B   | MediSoft II  | 24    | 1.0           |
| ENN100B   | Business English IB - Grammar                  | 24    | 2.0           | MDN305  | Medical Insurance Plans  | 24    | 2.0           |
| ENN200A   | Business English IIA - Punctuation             | 24    | 2.0           | MDN306  | Claims Reimbursement   | 24    | 2.0           |
| ENN200B   | Business English IIB - Punctuation             | 24    | 2.0           | MDN308A   | Introduction to the Paperless Medical Office   | 24    | 1.0           |
| ENN300A   | Business Correspondence I                      | 24    | 1.0           | MDN308B   | Application of the Paperless Medical Office  | 24    | 1.0           |
| GBN101    | Career Transitions                             | 24    | 2.0           | MDN400B   | Medical Career Preparation   | 24    | 1.0           |
| GBN132B   | Administration: Records Management             | 24    | 2.0           | RXN141A   | Basic Health Care Math   | 24    | 2.0           |
| MDN150    | Anatomy and Physiology I                       | 24    | 2.0           | RXN175A   | Principles of Pharmacology   | 24    | 2.0           |
| MDN151    | Anatomy and Physiology II                      | 24    | 2.0           | RXN185A   | Pharmacology by Body Systems I   | 24    | 2.0           |
| MDN152    | Anatomy and Physiology III                     | 24    | 2.0           | RXN185B   | Pharmacology by Body Systems II  | 24    | 2.0           |
| MDN160A   | Beginning Medical Transcription I              | 24    | 1.0           | <b>General Education</b>  |  |       |               |
| MDN161A   | Medical Terminology I                          | 24    | 2.0           | CMN100  | Computer Literacy  | 24    | 1.0           |
| MDN161B   | Medical Terminology II                         | 24    | 2.0           | ENN303A   | Management Communications I  | 24    | 2.0           |
| MDN162A   | Introduction to Medical Assisting I            | 24    | 1.0           | ENN303B   | Management Communications II   | 24    | 2.0           |
| MDN162B   | Intro. to Medical Assisting II                 | 24    | 1.0           | GBN050  | Information Literacy   | 24    | 2.0           |
| MDN162C   | Intro. to Medical Assisting III                | 24    | 1.0           | GBN200A   | Human Relations I  | 24    | 2.0           |
| MDN163A   | Injections and Surgical Assisting              | 24    | 2.0           | GBN200B   | Human Relations II   | 24    | 2.0           |
| MDN163B   | Injections and Surgical Assisting Skills Lab A | 24    | 1.0           | GBN200C   | Human Relations III  | 24    | 2.0           |
| MDN163C   | Injections and Surgical Assisting Skills Lab B | 24    | 1.0           | MAN101  | Introduction to Algebra  | 24    | 2.0           |
| MDN164A   | EKG and Capillary Puncture                     | 24    | 2.0           | <b>Program Outline: Elective Classes</b>                                |  |       |               |
| MDN164B   | EKG and Capillary Puncture Skills Lab A        | 24    | 1.0           | <b>Elective Group A - Clinical/Administrative (12.5 units required)</b> |  |       |               |
| MDN164C   | EKG and Capillary Puncture Skills Lab B        | 24    | 1.0           | ENN300B   | Business Correspondence II   | 24    | 1.0           |
| MDN166A   | Phlebotomy and Urinalysis                      | 24    | 2.0           | GBN132A   | Administration: Office Management  | 24    | 2.0           |
| MDN166B   | Phlebotomy and Urinalysis Skills Lab A         | 24    | 1.0           | GBN132C   | Administration: Project Management   | 24    | 2.0           |
| MDN166C   | Phlebotomy and Urinalysis Skills Lab B         | 24    | 1.0           | MDN401 *  | Medical Externship (or 5.5 units as determined by the student and Medical Department Head) | 168   | 5.5           |
|           |  |       |               | PHN101A   | Ethics in Technology and Society   | 24    | 2.0           |
|           |  |       |               | Program Total:  |  | 1680  | 107.5         |
|           |  |       |               | Total Weeks/Quarters:   |  | 84/7  |               |

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## Specialized Associate Degree—Medical Assistant

### Elective Group B – Health Information

#### (12.5 units required)

|                       |   |      |       |
|-----------------------|---|------|-------|
| BMN195A               | 10-Key Keypad   | 24   | 1.0   |
| MDN310                | Advanced Medical Coding   | 24   | 2.0   |
| MDN311                | Health Information Management   | 24   | 2.0   |
| MDN312                | Medical Coding Apprenticeship Certification Preparation                                       | 24   | 2.0   |
| MDN401 *              | Medical Externship<br>(or 5.5 units as determined by the student and Medical Department Head) | 168  | 5.5   |
| Program Total:        |   | 1680 | 107.5 |
| Total Weeks/Quarters: |   | 84/7 |       |

### Keyboarding Speed Graduation Requirement:

40 NWPM

\* See eligibility requirements under “Class Descriptions.”



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## Specialized Associate Degree—Medical Assistant — Phlebotomy

**Objective:** This program is designed to train students to become medical administrative assistants and/or clinical assistants with a solid foundation in both areas. The emphasis on administrative and clinical skills includes extensive instruction in medical terminology, medical insurance billing, medical office procedures, medical clinical procedures, electronic health records, basic anatomy and physiology, and pharmacology. In addition, a medical office management class is offered to increase the student's skills in standard management duties and patient information protection and privacy. Students will be instructed in various medical-related software to include data protection and transmission. A 168-hour externship is included, as well as a 40-hour phlebotomy externship.

The general education classes expand a student's potential for assumption of supervisory or management responsibility within a medical setting. The emphasis is placed on communications, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable medical skills.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants and 31-9097.00 - Phlebotomists (Phlebotomy Concentration only)

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Medical Assistant program – Clinical/ Administrative, Health Information, or Phlebotomy Concentration, students will have demonstrated:

1. The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA).
2. The critical skills necessary to properly handle front office procedures.
3. Expanded focus of medical billing and coding for an out-patient setting.
4. An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
5. Expanded focus regarding current medical issues such as laws, ethics, insurances, and electronic health records.
6. Knowledge of scope of practice and responsibilities of a medical administrative/clinical assistant.
7. Phlebotomy Concentration: Readiness to sit for the National Phlebotomy Certification exam leading toward Certified Phlebotomy Technician 1 (CPT-1) and the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant exam to become a Certified Medical Assistant.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

## Specialized Associate Degree—Medical Assistant — Phlebotomy

### Program Outline: Requirements for Graduation

| Class No.   | Class Title                                    | Qtr.  |       | Class No.                             | Class Title  | Qtr.                       |       |
|---|--|-------|-------|---------------------------------------|--|----------------------------|-------|
|   |  | Hours | Units |                                       |  | Hours                      | Units |
| ACN160A   | Fundamentals of Accounting IA                  | 24    | 2.0   | MDN250                                | Medical Office Procedures I  | 24                         | 2.0   |
| ACN161A   | Fundamentals of Accounting IA Lab              | 24    | 1.0   | MDN251                                | Medical Office Procedures II   | 24                         | 2.0   |
| ACN160B   | Fundamentals of Accounting IB                  | 24    | 2.0   | MDN253                                | Medical Office Management  | 24                         | 2.0   |
| ACN161B   | Fundamentals of Accounting IB Lab              | 24    | 1.0   | MDN255                                | Medical Assisting Certification Exam Preparation   | 24                         | 1.0   |
| BMN141  | Math Review                                    | 24    | 1.0   | MDN301A                               | Diagnostic Coding I  | 24                         | 2.0   |
| BMN142  | Business Math                                  | 24    | 2.0   | MDN301B                               | Procedural Coding I  | 24                         | 2.0   |
| CMN127B   | Introduction to Word I                         | 24    | 1.0   | MDN301C                               | Procedural Coding II   | 24                         | 2.0   |
| CMN185A   | QuickBooks Pro I                               | 24    | 1.0   | MDN302A                               | MediSoft I   | 24                         | 1.0   |
| ENN100A   | Business English IA - Grammar                  | 24    | 2.0   | MDN302B                               | MediSoft II  | 24                         | 1.0   |
| ENN100B   | Business English IB - Grammar                  | 24    | 2.0   | MDN305                                | Medical Insurance Plans  | 24                         | 2.0   |
| ENN200A   | Business English IIA - Punctuation             | 24    | 2.0   | MDN306                                | Claims Reimbursement   | 24                         | 2.0   |
| ENN200B   | Business English IIB - Punctuation             | 24    | 2.0   | MDN308A                               | Introduction to the Paperless Medical Office   | 24                         | 1.0   |
| ENN300A   | Business Correspondence I                      | 24    | 1.0   | MDN308B                               | Application of the Paperless Medical Office  | 24                         | 1.0   |
| GBN101  | Career Transitions                             | 24    | 2.0   | MDN400B                               | Medical Career Preparation   | 24                         | 1.0   |
| GBN132B   | Administration: Records Management             | 24    | 2.0   | PBN100                                | Basic Phlebotomy   | 28                         | 2.0   |
| MDN150  | Anatomy and Physiology I                       | 24    | 2.0   | PBN200                                | Advanced Phlebotomy  | 28                         | 2.0   |
| MDN151  | Anatomy and Physiology II                      | 24    | 2.0   | PBN500                                | Phlebotomy Externship  | 40                         | 1.0   |
| MDN152  | Anatomy and Physiology III                     | 24    | 2.0   | RXN141A                               | Basic Health Care Math   | 24                         | 2.0   |
| MDN160A   | Beginning Medical Transcription I              | 24    | 1.0   | RXN175A                               | Principles of Pharmacology   | 24                         | 2.0   |
| MDN161A   | Medical Terminology I                          | 24    | 2.0   | RXN185A                               | Pharmacology by Body Systems I   | 24                         | 2.0   |
| MDN161B   | Medical Terminology II                         | 24    | 2.0   | RXN185B                               | Pharmacology by Body Systems II  | 24                         | 2.0   |
| MDN162A   | Introduction to Medical Assisting I            | 24    | 1.0   | <b>General Education</b>              |  |                            |       |
| MDN162B   | Intro. to Medical Assisting II                 | 24    | 1.0   | CMN100                                | Computer Literacy  | 24                         | 1.0   |
| MDN162C   | Intro. to Medical Assisting III                | 24    | 1.0   | ENN303A                               | Management Communications I  | 24                         | 2.0   |
| MDN163A   | Injections and Surgical Assisting              | 24    | 2.0   | ENN303B                               | Management Communications II   | 24                         | 2.0   |
| MDN163B   | Injections and Surgical Assisting Skills Lab A | 24    | 1.0   | GBN050                                | Information Literacy   | 24                         | 2.0   |
| MDN163C   | Injections and Surgical Assisting Skills Lab B | 24    | 1.0   | GBN200A                               | Human Relations I  | 24                         | 2.0   |
| MDN164A   | EKG and Capillary Puncture                     | 24    | 2.0   | GBN200B                               | Human Relations II   | 24                         | 2.0   |
| MDN164B   | EKG and Capillary Puncture Skills Lab A        | 24    | 1.0   | GBN200C                               | Human Relations III  | 24                         | 2.0   |
| MDN164C   | EKG and Capillary Puncture Skills Lab B        | 24    | 1.0   | MAN101                                | Introduction to Algebra  | 24                         | 2.0   |
| MDN166A   | Phlebotomy and Urinalysis                      | 24    | 2.0   | <b>Electives (5.5 units required)</b> |  |                            |       |
| MDN166B   | Phlebotomy and Urinalysis Skills Lab A         | 24    | 1.0   | MDN401 *                              | Medical Externship (or 5.5 units as determined by the student and Medical Department Head) | 168                        | 5.5   |
| MDN166C   | Phlebotomy and Urinalysis Skills Lab B         | 24    | 1.0   | Program Total: 1680 105.5             |  |                            |       |
|   |  |       |       |                                       |  | Total Weeks/Quarters: 84/7 |       |
| <b>Keyboarding Speed Graduation Requirement:</b><br>40 NWPM |  |       |       |                                       |  |                            |       |
| * See eligibility requirements under "Class Descriptions."  |  |       |       |                                       |  |                            |       |

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## Specialized Associate Degree—Medical Assistant — Phlebotomy

**PBN100-PBN500 Entrance Requirements:**

In addition to the entrance requirements described on pages 8-9, admission into Empire College's PBN100-PBN500 courses is approved by the Phlebotomy Program Director. Factors used to determine potential to benefit include aptitude, attitude, experience, and demeanor. High school equivalency can be satisfied by a U.S. high school diploma or GED. Admission qualification is determined on an individual basis. All students enrolled must attend the full program, including externship.

Prior to beginning the PBN100-PBN500 courses, Empire College will conduct a criminal background check to include, at a minimum, a search of county court records for all jurisdictions in which the student has resided during the past seven years, as well as a search to identify registered sex offenders.

It is the student's responsibility to provide evidence of medical coverage and proof of current status of the following health screenings: (1) negative result to an 8 panel drug screen; (2) Hepatitis B within last 10 years; (3) Measles/Mumps/Rubella – 2 if born after 1957; (4) Varicella (Titer/vaccine) – possibly 2 immunizations; (5) Tuberculosis (PPD - skin/chest x-ray) – 2 within the last 12 months; and (6) Tetanus/Diphtheria within the last 10 years.

**State of California Certified Phlebotomy Technician Certification:**

Individuals who successfully complete the PBN100-PBN500 courses will receive a certificate of completion from Empire College allowing them to sit for the National certification examination. Upon passing the National examination, graduates are eligible to apply to the State for Certified Phlebotomy Technician 1 (CPT-1) certification. CPT-1 certification is required to work as a phlebotomist in the State of California.

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## Clinical Medical Assistant

**Objective:** This program includes extensive instruction in medical terminology, medical office procedures, anatomy and physiology, basic healthcare math, medical insurance and coding and detailed pharmacology by body systems. In addition to clinical procedures, qualified students participate in a 168-hour externship. Students completing this course are prepared for front or back office medical assisting positions in doctor's offices, hospitals (such as diagnostic testing and outpatient areas), health centers, and other medical institutions. Students will be confident in learning to perform a variety of administrative, laboratory, and clinical duties. Emphasis on vocational training is consistent with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants

**Expected Educational Outcomes:** Upon completing the Clinical Medical Assistant program, students will have demonstrated:

1. The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA). These skills include recording vital signs and conducting an array of diagnostic tests such as ECGs, as well as performing venipuncture, giving injections, urinalysis, as well as assisting with patient procedures.
2. The critical skills necessary to properly handle front office procedures including patient scheduling, clerical skills, and processing insurance claim forms.
3. Expanded focus regarding current medical issues such as laws, ethics, insurances, scope of practice, and electronic health records.
4. The important role and responsibilities of an administrative/clinical medical assistant including professionalism and critical thinking in all aspects of providing patient care and education.
5. Readiness to sit for the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant exam to become a Certified Medical Assistant.

**Diploma** awarded upon successful completion of all graduation requirements.

## Clinical Medical Assistant

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                       | Qtr.  |       | Class No.  | Class Title   | Qtr.  |       |
|-----------|---|-------|-------|--|---|-------|-------|
|           |   | Hours | Units |  |   | Hours | Units |
| BMN141    | Math Review                                       | 24    | 1.0   | MDN166A  | Phlebotomy and Urinalysis   | 24    | 2.0   |
| CMN100    | Computer Literacy                                 | 24    | 1.0   | MDN166B  | Phlebotomy and Urinalysis<br>Skills Lab A   | 24    | 1.0   |
| CMN127B   | Introduction to Word I                            | 24    | 1.0   | MDN166C  | Phlebotomy and Urinalysis<br>Skills Lab B   | 24    | 1.0   |
| ENN100A   | Business English IA -<br>Grammar                  | 24    | 2.0   | MDN250   | Medical Office<br>Procedures I  | 24    | 2.0   |
| ENN100B   | Business English IB -<br>Grammar                  | 24    | 2.0   | MDN251   | Medical Office<br>Procedures II   | 24    | 2.0   |
| ENN200A   | Business English IIA -<br>Punctuation             | 24    | 2.0   | MDN255   | Medical Assisting Certifica-<br>tion Exam Preparation   | 24    | 1.0   |
| ENN200B   | Business English IIB -<br>Punctuation             | 24    | 2.0   | MDN301A  | Diagnostic Coding I   | 24    | 2.0   |
| ENN300A   | Business Correspondence I                         | 24    | 1.0   | MDN302A  | MediSoft I  | 24    | 1.0   |
| GBN050    | Information Literacy                              | 24    | 2.0   | MDN302B  | MediSoft II   | 24    | 1.0   |
| GBN101    | Career Transitions                                | 24    | 2.0   | MDN305   | Medical Insurance Plans   | 24    | 2.0   |
| GBN200A   | Human Relations I                                 | 24    | 2.0   | MDN308A  | Introduction to the<br>Paperless Medical Office   | 24    | 1.0   |
| GBN200B   | Human Relations II                                | 24    | 2.0   | MDN308B  | Application of the<br>Paperless Medical Office  | 24    | 1.0   |
| MDN150    | Anatomy and Physiology I                          | 24    | 2.0   | MDN400B  | Medical Career Preparation  | 24    | 1.0   |
| MDN151    | Anatomy and Physiology II                         | 24    | 2.0   | RXN141A  | Basic Health Care Math  | 24    | 2.0   |
| MDN152    | Anatomy and Physiology III                        | 24    | 2.0   | RXN175A  | Principles of Pharmacology  | 24    | 2.0   |
| MDN161A   | Medical Terminology I                             | 24    | 2.0   | RXN185A  | Pharmacology by Body<br>Systems I   | 24    | 2.0   |
| MDN161B   | Medical Terminology II                            | 24    | 2.0   | RXN185B  | Pharmacology by Body<br>Systems II  | 24    | 2.0   |
| MDN162A   | Introduction to Medical<br>Assisting I            | 24    | 1.0   |  |   |       |       |
| MDN162B   | Introduction to Medical<br>Assisting II           | 24    | 1.0   |  |   |       |       |
| MDN162C   | Introduction to Medical<br>Assisting III          | 24    | 1.0   |  |   |       |       |
| MDN163A   | Injections and Surgical<br>Assisting              | 24    | 2.0   |  |   |       |       |
| MDN163B   | Injections and Surgical<br>Assisting Skills Lab A | 24    | 1.0   |  |   |       |       |
| MDN163C   | Injections and Surgical<br>Assisting Skills Lab B | 24    | 1.0   |  |   |       |       |
| MDN164A   | EKG and Capillary<br>Puncture                     | 24    | 2.0   |  |   |       |       |
| MDN164B   | EKG and Capillary<br>Puncture Skills Lab A        | 24    | 1.0   |  |   |       |       |
| MDN164C   | EKG and Capillary<br>Puncture Skills Lab B        | 24    | 1.0   |  |   |       |       |
|           |   |       |       | <b>Electives (5.5 units required)</b>                      |   |       |       |
|           |   |       |       | MDN401 *   | Medical Externship<br>(or 5.5 units as determined<br>by the student and Medical<br>Department Head) | 168   | 5.5   |
|           |   |       |       | Total:   |   | 1200  | 72.5  |
|           |   |       |       | Total Weeks/Quarters:                                      |   | 60/5  |       |
|           |   |       |       | <b>Graduation Requirements:</b>                            |   |       |       |
|           |   |       |       | 30 NWPM keyboarding speed                                  |   |       |       |
|           |   |       |       | * See eligibility requirements under "Class Descriptions." |   |       |       |

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## Medical Administrative Assistant

**Objective:** This program includes extensive instruction in medical terminology, medical office procedures, medical insurance billing and software, claims reimbursement, data protection and transmission with electronic health records software, as well as basic anatomy and physiology. Students completing this course are prepared for front office medical assistant or billing positions in doctors' offices, hospitals, and other medical institutions or facilities requiring a medical background. In addition to medical office procedures, qualified students participate in a 168-hour externship. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants and 43-6013.00 - Medical Secretaries

**Expected Educational Outcomes:** Upon completing the Medical Administrative Assistant program, students will have demonstrated:

1. The critical skills necessary to properly handle front office procedures.
2. Expanded focus regarding current medical issues such as laws, ethics, insurances.
3. Expanded focus regarding insurance billing and coding in an outpatient setting.
4. A knowledge of electronic health records (EHR) and billing software.
5. The important role and responsibilities of a medical administrative assistant.
6. Readiness to sit for the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant exam to become a Certified Medical Assistant.

**Diploma** awarded upon successful completion of all graduation requirements.



## Medical Administrative Assistant

### Program Outline: Requirements for Graduation

| Class No. | Class Title                        | Hours | Qtr. | Units | Class No.  | Class Title  | Hours | Qtr. | Units |
|-----------|------------------------------------|-------|------|-------|--|--|-------|------|-------|
| ACN160A   | Fundamentals of Accounting IA      | 24    |      | 2.0   | MDN162A  | Introduction to Medical Assisting I  | 24    |      | 1.0   |
| ACN161A   | Fundamentals of Accounting IA Lab  | 24    |      | 1.0   | MDN162B  | Introduction to Medical Assisting II   | 24    |      | 1.0   |
| ACN160B   | Fundamentals of Accounting IB      | 24    |      | 2.0   | MDN162C  | Introduction to Medical Assisting III  | 24    |      | 1.0   |
| ACN161B   | Fundamentals of Accounting IB Lab  | 24    |      | 1.0   | MDN250   | Medical Office Procedures I  | 24    |      | 2.0   |
| BMN141    | Math Review                        | 24    |      | 1.0   | MDN251   | Medical Office Procedures II   | 24    |      | 2.0   |
| BMN142    | Business Math                      | 24    |      | 2.0   | MDN301A  | Diagnostic Coding I  | 24    |      | 2.0   |
| BMN195A   | 10-Key Keypad                      | 24    |      | 1.0   | MDN301B  | Procedural Coding I  | 24    |      | 2.0   |
| CMN100    | Computer Literacy                  | 24    |      | 1.0   | MDN301C  | Procedural Coding II   | 24    |      | 2.0   |
| CMN127B   | Introduction to Word I             | 24    |      | 1.0   | MDN302A  | MediSoft I   | 24    |      | 1.0   |
| CMN185A   | QuickBooks Pro I                   | 24    |      | 1.0   | MDN302B  | MediSoft II  | 24    |      | 1.0   |
| ENN100A   | Business English IA - Grammar      | 24    |      | 2.0   | MDN305   | Medical Insurance Plans  | 24    |      | 2.0   |
| ENN100B   | Business English IB - Grammar      | 24    |      | 2.0   | MDN306   | Claims Reimbursement   | 24    |      | 2.0   |
| ENN200A   | Business English IIA - Punctuation | 24    |      | 2.0   | MDN308A  | Introduction to the Paperless Medical Office   | 24    |      | 1.0   |
| ENN200B   | Business English IIB - Punctuation | 24    |      | 2.0   | MDN308B  | Application of the Paperless Medical Office  | 24    |      | 1.0   |
| ENN300A   | Business Correspondence I          | 24    |      | 1.0   | MDN400B  | Medical Career Preparation   | 24    |      | 1.0   |
| ENN300B   | Business Correspondence II         | 24    |      | 1.0   |  |  |       |      |       |
| GBN050    | Information Literacy               | 24    |      | 2.0   |  |  |       |      |       |
| GBN101    | Career Transitions                 | 24    |      | 2.0   |  |  |       |      |       |
| GBN132B   | Administration: Records Management | 24    |      | 2.0   |  |  |       |      |       |
| GBN200A   | Human Relations I                  | 24    |      | 2.0   |  |  |       |      |       |
| GBN200B   | Human Relations II                 | 24    |      | 2.0   |  |  |       |      |       |
| GBN200C   | Human Relations III                | 24    |      | 2.0   |  |  |       |      |       |
| MDN150    | Anatomy and Physiology I           | 24    |      | 2.0   |  |  |       |      |       |
| MDN151    | Anatomy and Physiology II          | 24    |      | 2.0   |  |  |       |      |       |
| MDN152    | Anatomy and Physiology III         | 24    |      | 2.0   |  |  |       |      |       |
| MDN160A   | Beginning Medical Transcription I  | 24    |      | 1.0   |  |  |       |      |       |
| MDN161A   | Medical Terminology I              | 24    |      | 2.0   |  |  |       |      |       |
| MDN161B   | Medical Terminology II             | 24    |      | 2.0   |  |  |       |      |       |
|           |                                    |       |      |       | <b>Electives (5.5 units required)</b>                      |  |       |      |       |
|           |                                    |       |      |       | MDN401 *   | Medical Externship (or 5.5 units as determined by the student and Medical Department Head) | 168   |      | 5.5   |
|           |                                    |       |      |       | Total:   |  | 1200  |      | 73.5  |
|           |                                    |       |      |       | Total Weeks/Quarters:                                      |  | 60/5  |      |       |
|           |                                    |       |      |       | <b>Keyboarding Speed Graduation Requirement:</b>           |  |       |      |       |
|           |                                    |       |      |       | 40 NWPM  |  |       |      |       |
|           |                                    |       |      |       | * See eligibility requirements under "Class Descriptions." |  |       |      |       |

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## Medical Assistant Essentials

**Objective:** This program includes extensive instruction in medical terminology, medical office procedures, anatomy and physiology, basic healthcare math, as well as instruction in basic insurance knowledge and pharmacology. In addition to clinical procedures, qualified students participate in a 168-hour externship. Students completing this course are prepared for entry-level front or back office medical assisting positions in doctor's offices, hospitals (such as diagnostic testing and outpatient areas), health centers, and other medical institutions. Emphasis on vocational training is consistent with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants

**Expected Educational Outcomes:** Upon completing the Medical Assistant Essentials program, students will have demonstrated:

1. The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA).
2. Expanded focus regarding current medical issues such as laws, ethics, insurances, scope of practice, and electronic health records.
3. The important role and responsibilities of a medical assistant.
4. Readiness to sit for the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant exam to become a Certified Medical Assistant.

**Diploma** awarded upon successful completion of all graduation requirements.

## Medical Assistant Essentials

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                    | Hours | Qtr.  |  | Class No.  | Class Title  | Hours | Qtr.  |  |
|-----------|--|-------|-------|--|--|--|-------|-------|--|
|           |  |       | Units |  |  |  |       | Units |  |
| CMN127B   | Introduction to Word I                         | 24    | 1.0   |  | MDN250   | Medical Office Procedures I  | 24    | 2.0   |  |
| ENN100A   | Business English IA - Grammar                  | 24    | 2.0   |  | MDN251   | Medical Office Procedures II   | 24    | 2.0   |  |
| ENN100B   | Business English IB - Grammar                  | 24    | 2.0   |  | MDN255   | Medical Assisting Certification Exam Preparation   | 24    | 1.0   |  |
| ENN200A   | Business English IIA - Punctuation             | 24    | 2.0   |  | MDN301A  | Diagnostic Coding I  | 24    | 2.0   |  |
| ENN300A   | Business Correspondence I                      | 24    | 1.0   |  | MDN305   | Medical Insurance Plans  | 24    | 2.0   |  |
| GBN101    | Career Transitions                             | 24    | 2.0   |  | MDN308A  | Introduction to the Paperless Medical Office   | 24    | 1.0   |  |
| GBN200B   | Human Relations II                             | 24    | 2.0   |  | MDN400B  | Medical Career Preparation   | 24    | 1.0   |  |
| MDN150    | Anatomy and Physiology I                       | 24    | 2.0   |  | RXN141A  | Basic Health Care Math   | 24    | 2.0   |  |
| MDN151    | Anatomy and Physiology II                      | 24    | 2.0   |  | RXN175A  | Principles of Pharmacology   | 24    | 2.0   |  |
| MDN152    | Anatomy and Physiology III                     | 24    | 2.0   |  |  |  |       |       |  |
| MDN161A   | Medical Terminology I                          | 24    | 2.0   |  | <b>Electives (5.5 units required)</b>                      |  |       |       |  |
| MDN161B   | Medical Terminology II                         | 24    | 2.0   |  | MDN401 *   | Medical Externship (or 5.5 units as determined by the student and Medical Department Head) | 168   | 5.5   |  |
| MDN162A   | Introduction to Medical Assisting I            | 24    | 1.0   |  | Total:   |  | 960   | 57.5  |  |
| MDN162B   | Introduction to Medical Assisting II           | 24    | 1.0   |  | Total Weeks/Quarters:                                      |  | 48/4  |       |  |
| MDN162C   | Introduction to Medical Assisting III          | 24    | 1.0   |  | <b>Keyboarding Speed Graduation Requirement:</b>           |  |       |       |  |
| MDN163A   | Injections and Surgical Assisting              | 24    | 2.0   |  | 30 NWPM  |  |       |       |  |
| MDN163B   | Injections and Surgical Assisting Skills Lab A | 24    | 1.0   |  | * See eligibility requirements under "Class Descriptions." |  |       |       |  |
| MDN163C   | Injections and Surgical Assisting Skills Lab B | 24    | 1.0   |  |  |  |       |       |  |
| MDN164A   | EKG and Capillary Puncture                     | 24    | 2.0   |  |  |  |       |       |  |
| MDN164B   | EKG and Capillary Puncture Skills Lab A        | 24    | 1.0   |  |  |  |       |       |  |
| MDN164C   | EKG and Capillary Puncture Skills Lab B        | 24    | 1.0   |  |  |  |       |       |  |
| MDN166A   | Phlebotomy and Urinalysis                      | 24    | 2.0   |  |  |  |       |       |  |
| MDN166B   | Phlebotomy and Urinalysis Skills Lab A         | 24    | 1.0   |  |  |  |       |       |  |
| MDN166C   | Phlebotomy and Urinalysis Skills Lab B         | 24    | 1.0   |  |  |  |       |       |  |

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## Medical Billing and Coding Technician

**Objective:** This course is designed to develop skills used in theory and practice of procedural and diagnostic codes, as well as HCPCS codes for medical outpatient billing. In addition to coding procedures, students learn billing software programs, claims reimbursement, and various medical-related software for data protection and data transmission including electronic health records. Medical terminology, anatomy and physiology are covered to support the billing process. Students completing this course are prepared to work in an outpatient medical setting in various billing and coding or administrative positions. Upon successful completion of the Certified Professional Coder, Apprentice Status (CPC-A) exam, graduates are prepared for entry-level coding positions.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 29-2071.00 - Medical Records and Health Information Technicians; 43-6013.00 - Medical Secretaries; and 31-9092.00 - Medical Assistants

**Expected Educational Outcomes:** Upon completing the Medical Billing and Coding Technician program, students will have demonstrated:

1. The skills necessary to efficiently use current medical code books for procedures and diagnosis.
2. Knowledge of private and public insurance programs, various insurance plans, eligibility, rules and regulations.
3. Expanded focus regarding current medical issues including law, ethics, and insurances.
4. Readiness to sit for the Certified Professional Coder, Apprentice Status (CPC-A) exam or the Certified Coding Specialist (CCS), and the California Certified Medical Assistant exam to become a Certified Medical Administrative Assistant.

**Diploma** awarded upon successful completion of all graduation requirements.

## Medical Billing and Coding Technician

### Program Outline: Requirements for Graduation

| Class No. | Class Title                        | Hours | Qtr.<br>Units | Class No. | Class Title   | Hours | Qtr.<br>Units |
|-----------|------------------------------------|-------|---------------|-----------|---|-------|---------------|
| ACN160A   | Fundamentals of Accounting IA      | 24    | 2.0           | MDN162A   | Introduction to Medical Assisting I                     | 24    | 1.0           |
| ACN16LA   | Fundamentals of Accounting IA Lab  | 24    | 1.0           | MDN162B   | Introduction to Medical Assisting II                    | 24    | 1.0           |
| ACN160B   | Fundamentals of Accounting IB      | 24    | 2.0           | MDN162C   | Introduction to Medical Assisting III                   | 24    | 1.0           |
| ACN16LB   | Fundamentals of Accounting IB Lab  | 24    | 1.0           | MDN250    | Medical Office Procedures I                             | 24    | 2.0           |
| BMN141    | Math Review                        | 24    | 1.0           | MDN251    | Medical Office Procedures II                            | 24    | 2.0           |
| BMN195A   | 10-Key Keypad                      | 24    | 1.0           | MDN301A   | Diagnostic Coding I                                     | 24    | 2.0           |
| CMN100    | Computer Literacy                  | 24    | 1.0           | MDN301B   | Procedural Coding I                                     | 24    | 2.0           |
| CMN127B   | Introduction to Word I             | 24    | 1.0           | MDN301C   | Procedural Coding II                                    | 24    | 2.0           |
| CMN185A   | QuickBooks Pro I                   | 24    | 1.0           | MDN302A   | MediSoft I  | 24    | 1.0           |
| ENN100A   | Business English I - Grammar       | 24    | 2.0           | MDN302B   | MediSoft II   | 24    | 1.0           |
| ENN100B   | Business English I - Grammar       | 24    | 2.0           | MDN305    | Medical Insurance Plans                                 | 24    | 2.0           |
| ENN200A   | Business English II - Punctuation  | 24    | 2.0           | MDN306    | Claims Reimbursement                                    | 24    | 2.0           |
| ENN200B   | Business English II - Punctuation  | 24    | 2.0           | MDN308A   | Introduction to the Paperless Medical Office            | 24    | 1.0           |
| ENN300A   | Business Correspondence I          | 24    | 1.0           | MDN308B   | Application of the Paperless Medical Office             | 24    | 1.0           |
| ENN300B   | Business Correspondence II         | 24    | 1.0           | MDN310    | Advanced Medical Coding                                 | 24    | 2.0           |
| GBN050    | Information Literacy               | 24    | 2.0           | MDN311    | Health Information Management                           | 24    | 2.0           |
| GBN101    | Career Transitions                 | 24    | 2.0           | MDN312    | Medical Coding Apprenticeship Certification Preparation | 24    | 2.0           |
| GBN132B   | Administration: Records Management | 24    | 2.0           |           |   |       |               |
| MDN150    | Anatomy and Physiology I           | 24    | 2.0           |           |   |       |               |
| MDN151    | Anatomy and Physiology II          | 24    | 2.0           |           |   |       |               |
| MDN152    | Anatomy and Physiology III         | 24    | 2.0           |           |   |       |               |
| MDN161A   | Medical Terminology I              | 24    | 2.0           |           |   |       |               |
| MDN161B   | Medical Terminology II             | 24    | 2.0           |           |   |       |               |
|           |                                    |       |               |           | Total:  | 960   | 64.0          |
|           |                                    |       |               |           | Total Weeks/Quarters:                                   | 48/4  |               |

**Keyboarding Speed Graduation Requirement:**  
30 NWPM

## Phlebotomy Technician

**Objective:** This course is designed to develop skills necessary to become a Certified Phlebotomy Technician 1 (CPT-1) in the State of California. Students learn basic and advanced infectious disease control and biohazards techniques, along with vascular anatomy. In addition, they learn proper vein selection, patient identification, types of collection equipment, waste disposal and post-puncture care. The course explores risk factors and appropriate responses to complications which may arise from phlebotomy. Finally, students will examine the basic concepts underpinning quality assurance, as well as the legal implications of phlebotomy and legal issues related to blood collection.

**Entrance Requirements:** See page 75 for entrance requirements for Phlebotomy.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant – Phlebotomy program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9097.00 - Phlebotomists

**Expected Educational Outcomes:** Upon completing the Phlebotomy Technician course, students will have demonstrated:

1. Proper infection control techniques, patient identification and preparation for phlebotomy procedures, vein selection and skin puncture site selection, collection equipment identification, post-puncture care, and biohazard waste disposal.
2. Knowledge of medical terms and abbreviations corresponding to appropriate body systems and the ability to describe the anticoagulation theory.
3. Identification of risk factors and appropriate responses to complications that may arise from phlebotomy, including legal issues related to blood collection.
4. Recognition of problems with requisitions, specimen transport and processing, along with the ability to take corrective actions.
5. Application of quality assurance controls to ensure accurate and reliable results.
6. Professional communication skills, interpersonal relationships, and stress management.
7. Readiness to sit for the National Phlebotomy Certification exam leading toward Certified Phlebotomy Technician 1 (CPT-1)

**Certificate** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

| Class No. | Class Title             | Hours | Qtr. Units | State of California Certified Phlebotomy Technician Certification:  |
|-----------|-------------------------|-------|------------|---|
| PBN100    | Basic Phlebotomy        | 28    | 2.0        | Individuals who successfully complete the Phlebotomy Concentration will receive a certificate of completion from Empire College allowing them to sit for the National certification examination. Upon passing the National examination, graduates are eligible to apply to the State for Certified Phlebotomy Technician 1 (CPT-1) certification. CPT-1 certification is required to work as a phlebotomist in the State of California. |
| PBN200    | Advanced Phlebotomy     | 28    | 2.0        |   |
| PBN500    | Phlebotomy Externship * | 40    | 1.0        |   |
|           | Program Total:          | 96    | 5.0        |   |
|           | Total Weeks/Quarters:   | 11/1  |            |   |

\* The 1-week, 40-hour externship schedule will vary depending upon the externship site. In general, it occurs within one month following successful completion of PBN200–Advanced Phlebotomy.

\*\* The Phlebotomy Technician certificate program is not accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).



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# **Graduates of the** **Tourism, Hospitality & Wine** **Programs are prepared to** **develop careers**



**with tour companies, hotels,  
resorts, convention visitors'  
bureaus, restaurants, and  
wineries, as well as sales  
and marketing positions in  
virtually any industry.**

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## Specialized Associate Degree — Guest Services

**Objective:** This program is designed to prepare graduates for entry-level positions in guest service management in the lodging, restaurant, wine, and tourism-related industries, as well as sales and marketing positions in any industry. The emphasis on entrepreneurship includes creating, financing, marketing, accounting essentials, legal aspects of a business, and managing a business. The classes will prepare the student for assumption of supervisory responsibility within an organization. A comprehensive 120-hour internship and Guest Service Professional Certification are included in the program. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The Specialized Associate Degree – Guest Services program prepares the student to earn certificates and certifications from several industry-recognized professional organizations that can include Supervision, Management, Marketing and Sales, Guest Services, Food and Beverage Operations, Food Purchasing, Cost Controls, Spa Operations, and other industry-relevant topics.

Note: Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 13-1121.00 - Meeting, Convention, and Event Planners; 39-7011.00 - Tour Guides and Escorts; and 39-7012.00 - Travel Guides; 43-4081.00 - Hotel, Motel, and Resort Desk Clerks

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## Specialized Associate Degree — Guest Services

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree - Guest Services program, students will have demonstrated:

1. A working knowledge of entrepreneurship principles including the process to create, finance, market, and manage businesses or other organizations.
2. A comprehensive portfolio with a small business plan including online components.
3. An in-depth understanding of the software utilized in the business setting including word processing, spreadsheet, desktop publishing, Outlook, and presentations.
4. A competence in using the Microsoft Office suite to produce professional documents and correspondence.
5. An ability to apply accounting essentials, business law concepts, planning, presentation, critical thinking, and decision-making management skills.
6. An understanding of ethical and professional practices and appropriate business etiquette.
7. An understanding of event planning and familiarity with the nature and scope of today's meetings, events, conferences, and conventions market (MEEC).
8. Understanding of supervising employees and marketing strategies as they relate to the hospitality industry and the study of tourism.
9. Ability to use reference sources available to the travel industry to complete itinerary planning.
10. Familiarity with sales techniques needed to work in the competitive environment of the hospitality and tourism industry.
11. Familiarity with aspects of the travel and hospitality industry and how they are interrelated.
12. Knowledge of how food service professionals create and deliver guest-driven service, enhance value, and build guest loyalty.
13. Preparation to earn certificates and certifications from several industry-recognized professional organizations that can include Supervision, Management, Marketing and Sales, Guest Services, Food and Beverage Operations, Food Purchasing, Cost Controls, Spa Operations, and other industry-relevant topics.

**Specialized (Occupational) Associate Degree** awarded upon successful completion of all graduation requirements.

## Specialized Associate Degree — Guest Services

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                  | Hours | Qtr.  | Class No. | Class Title   | Hours | Qtr.  |
|-----------|--|-------|-------|-----------|---|-------|-------|
|           |  |       | Units |           |   |       | Units |
| ACN160A   | Fundamentals of Accounting IA                | 24    | 2.0   | HMN140    | Tourism in the Hospitality Industry                   | 24    | 2.0   |
| ACN16LA   | Fundamentals of Accounting IA Lab            | 24    | 1.0   | HMN145    | Supervision in the Hospitality Industry               | 24    | 2.0   |
| ACN160B   | Fundamentals of Accounting IB                | 24    | 2.0   | HMN150A   | Marketing   | 24    | 2.0   |
| ACN16LB   | Fundamentals of Accounting IB Lab            | 24    | 1.0   | HMN155    | Hospitality Case Study                                | 24    | 2.0   |
| BMN141    | Math Review                                  | 24    | 1.0   | HMN200    | Spa: A Comprehensive Introduction                     | 24    | 2.0   |
| BMN142    | Business Math                                | 24    | 2.0   | HMN205    | Leadership and Management in the Hospitality Industry | 24    | 2.0   |
| BMN143    | Financial Math                               | 24    | 2.0   | HMN210    | Certified Guest Service Professional                  | 24    | 2.0   |
| BMN195A   | 10-Key Keypad                                | 24    | 1.0   | HMN215A   | Managing Food and Beverage Operations I               | 24    | 2.0   |
| CMN127A   | Beginning Keyboarding                        | 24    | 1.0   | HMN215B   | Managing Food and Beverage Operations II              | 24    | 1.0   |
| CMN127B   | Introduction to Word I                       | 24    | 1.0   | LGN130A   | Business Law I  | 24    | 2.0   |
| CMN127C   | Introduction to Word II                      | 24    | 1.0   | LGN130B   | Business Law II                                       | 24    | 2.0   |
| CMN144A   | Beginning Word                               | 24    | 1.0   | LGN130C   | Business Law III                                      | 24    | 2.0   |
| CMN166A   | Beginning Excel                              | 24    | 1.0   | LGN130D   | Business Law IV                                       | 24    | 2.0   |
| CMN166B   | Intermediate Excel                           | 24    | 1.0   | MNN230A   | Entrepreneurship: Creating a Business                 | 24    | 2.0   |
| CMN185A   | QuickBooks Pro I                             | 24    | 1.0   | MNN230B   | Entrepreneurship: Financing and Marketing a Business  | 24    | 2.0   |
| CMN186A   | Publisher I                                  | 24    | 1.0   | MNN230C   | Entrepreneurship: Managing a Business                 | 24    | 2.0   |
| CMN192A   | Office: An Overview of Word and Excel        | 24    | 1.0   | MNN331    | Professional Portfolio Project                        | 24    | 1.0   |
| CMN192B   | Office: An Overview of Access and PowerPoint | 24    | 1.0   | MNN335A   | Presentation Skills                                   | 24    | 2.0   |
| ENN100A   | Business English IA - Grammar                | 24    | 2.0   | TRN137A   | Tour Planning I                                       | 24    | 2.0   |
| ENN100B   | Business English IB - Grammar                | 24    | 2.0   | TRN137B   | Tour Planning II                                      | 24    | 2.0   |
| ENN200A   | Business English IIA - Punctuation           | 24    | 2.0   | TRN138A   | Guest Services and Front Office Operations I          | 24    | 2.0   |
| ENN200B   | Business English IIB - Punctuation           | 24    | 2.0   | TRN138B   | Guest Services and Front Office Operations II         | 24    | 1.0   |
| ENN300A   | Business Correspondence I                    | 24    | 1.0   | TRN146A   | Marketing for Hospitality I                           | 24    | 2.0   |
| ENN300B   | Business Correspondence II                   | 24    | 1.0   | TRN146B   | Marketing for Hospitality II                          | 24    | 1.0   |
| GBN101    | Career Transitions                           | 24    | 2.0   |           |   |       |       |
| GBN132A   | Administration: Office Management            | 24    | 2.0   |           |   |       |       |
| GBN132B   | Administration: Records Management           | 24    | 2.0   |           |   |       |       |
| GBN132C   | Administration: Project Management           | 24    | 2.0   |           |   |       |       |
| HMN105    | Introduction to the California Wine Country  | 24    | 2.0   |           |   |       |       |
| HMN110    | Convention Management                        | 24    | 2.0   |           |   |       |       |
| HMN115    | Meeting Planning                             | 24    | 2.0   |           |   |       |       |
| HMN135    | Event Planning for the Wine Country          | 24    | 2.0   |           |   |       |       |

## Specialized Associate Degree — Guest Services

### Program Outline: Requirements for Graduation

#### General Education

| Class No. | Class Title                         | Hours | Qtr. | Units |
|-----------|-------------------------------------|-------|------|-------|
| CMN100    | Computer Literacy                   | 24    |      | 1.0   |
| ENN303A   | Management Communica-<br>tions I    | 24    |      | 2.0   |
| ENN303B   | Management Communica-<br>tions II   | 24    |      | 2.0   |
| GBN050    | Information Literacy                | 24    |      | 2.0   |
| GBN200A   | Human Relations I                   | 24    |      | 2.0   |
| GBN200B   | Human Relations II                  | 24    |      | 2.0   |
| GBN200C   | Human Relations III                 | 24    |      | 2.0   |
| MAN101    | Introduction to Algebra             | 24    |      | 2.0   |
| PHN101A   | Ethics in Technology and<br>Society | 24    |      | 2.0   |

#### Electives (4 units required)

|          |  |    |  |     |
|----------|--|----|--|-----|
| MNN330A* | Professional Develop-<br>ment I - Internship   | 30 |  | 1.0 |
| MNN330B* | Professional Develop-<br>ment II - Internship  | 30 |  | 1.0 |
| MNN330C* | Professional Develop-<br>ment III - Internship | 30 |  | 1.0 |
| MNN330D* | Professional Develop-<br>ment IV - Internship  | 30 |  | 1.0 |

OR

|         |  |    |  |     |
|---------|--|----|--|-----|
| MNN430A | Professional Development I<br>Simulated Projects   | 30 |  | 1.0 |
| MNN430B | Professional Development II<br>Simulated Projects  | 30 |  | 1.0 |
| MNN430C | Professional Development III<br>Simulated Projects   | 30 |  | 1.0 |
| MNN430D | Professional Development IV<br>Simulated Projects<br>(or 4 units as determined by<br>the student and Business<br>Department Head | 30 |  | 1.0 |

Program Total: 1680 113.0

Total Weeks/Quarters: 84/7

#### Keyboarding Speed Graduation Requirement:

50 NWPM

\* See eligibility requirements under "Class Descriptions."

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## Tourism, Hospitality and Wine Industries

**Objective:** This short-term program provides the student with necessary skills to enter the hospitality industry. Graduates qualify for positions as reservationists, front desk clerks, planners, concierge, conference service managers, in addition to numerous other positions in the tourism and hospitality industry as well as sales and marketing positions in any industry. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

Note: All units in this program are transferable to the Specialized Associate Degree – Guest Services program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 13-1121.00 - Meeting, Convention, and Event Planners; 39-7011.00 - Tour Guides and Escorts; and 39-7012.00 - Travel Guides; 43-4081.00 - Hotel, Motel, and Resort Desk Clerks

**Expected Educational Outcomes:** Upon completing the Tourism, Hospitality and Wine Industries program, students will have demonstrated:

1. An understanding of event planning and familiarity with the nature and scope of today's meetings, events, conferences, and conventions market (MEEC).
2. Understanding of supervising employees and marketing strategies as they relate to the hospitality industry and the study of tourism.
3. Ability to use reference sources available to the travel industry to complete itinerary planning.
4. Familiarity with sales and marketing techniques needed to work in the competitive environment of the hospitality and tourism industry.
5. Familiarity with aspects of the travel and hospitality industry and how they are interrelated.
6. Knowledge of how food service professionals create and deliver guest-driven service, enhance value and build guest loyalty.
7. A broad understanding of business English, business correspondence, word processing, and typing.
8. Basic knowledge of grape growing, wine vocabulary, and wine tasting skills.
9. Preparation to earn certificates and certifications from several industry-recognized professional organizations that can include Supervision, Management, Marketing and Sales, Guest Services, Food and Beverage Operations, Food Purchasing, Cost Controls, Spa Operations, and other industry-relevant topics.



## Tourism, Hospitality and Wine Industries

The program prepares the student to earn certificates and certifications from several industry-recognized professional organizations that can include Supervision, Management, Marketing and Sales, Guest Services, Food and Beverage Operations, Food Purchasing, Cost Controls, Spa Operations, and other industry-relevant topics.

**Diploma** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

| Class No. | Class Title                                  | Qtr.  |       | Class No. | Class Title   | Qtr.  |       |
|-----------|--|-------|-------|-----------|---|-------|-------|
|           |  | Hours | Units |           |   | Hours | Units |
| CMN100    | Computer Literacy                            | 24    | 1.0   |           |   |       |       |
| CMN127B   | Introduction to Word I                       | 24    | 1.0   | HMN155    | Hospitality Case Study                                | 24    | 2.0   |
| CMN186A   | Publisher I                                  | 24    | 1.0   | HMN200    | Spa: A Comprehensive Introduction                     | 24    | 2.0   |
| CMN192A   | Office: An Overview of Word and Excel        | 24    | 1.0   | HMN205    | Leadership and Management in the Hospitality Industry | 24    | 2.0   |
| CMN192B   | Office: An Overview of Access and PowerPoint | 24    | 1.0   | HMN210    | Certified Guest Service Professional                  | 24    | 2.0   |
| ENN100A   | Business English IA - Grammar                | 24    | 2.0   | HMN215A   | Managing Food and Beverage Operations I               | 24    | 2.0   |
| ENN100B   | Business English IB - Grammar                | 24    | 2.0   | HMN215B   | Managing Food and Beverage Operations II              | 24    | 1.0   |
| ENN200A   | Business English IIA - Punctuation           | 24    | 2.0   | MNN331    | Professional Portfolio Project                        | 24    | 1.0   |
| ENN200B   | Business English IIB - Punctuation           | 24    | 2.0   | MNN335A   | Presentation Skills                                   | 24    | 2.0   |
| GBN101    | Career Transitions                           | 24    | 2.0   | TRN137A   | Tour Planning I                                       | 24    | 2.0   |
| HMN105    | Introduction to the California Wine Country  | 24    | 2.0   | TRN137B   | Tour Planning II                                      | 24    | 2.0   |
| HMN110    | Convention Management                        | 24    | 2.0   | TRN138A   | Guest Services and Front Office Operations I          | 24    | 2.0   |
| HMN115    | Meeting Planning                             | 24    | 2.0   | TRN138B   | Guest Services and Front Office Operations II         | 24    | 1.0   |
| HMN135    | Event Planning for the Wine Country          | 24    | 2.0   | TRN146A   | Marketing for Hospitality I                           | 24    | 2.0   |
| HMN140    | Tourism in the Hospitality Industry          | 24    | 2.0   | TRN146B   | Marketing for Hospitality II                          | 24    | 1.0   |
| HMN145    | Supervision in the Hospitality Industry      | 24    | 2.0   |           | Total:  | 744   | 53.0  |
| HMN150A   | Marketing                                    | 24    | 2.0   |           | Total Weeks/Quarters:                                 | 36/3  |       |
|           |  |       |       |           | <b>Keyboarding Speed Graduation Requirement:</b>      |       |       |
|           |  |       |       |           | 30 NWPM   |       |       |

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## Tourism, Hospitality and Wine Industries (Accelerated)

**Objective:** This condensed program is designed exclusively for those students already possessing minimal clerical skills as determined by entrance requirements. Graduates qualify for positions as reservationists, front desk clerks, planners, concierge, conference service managers, in addition to numerous other positions in the travel and hospitality industry as well as sales and marketing positions in any industry. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

**Prerequisite:** Net keyboarding speed of 30 WPM on a 5-minute timing and résumé outlining three years of office work experience.

Note: All units in this program are transferable to the Specialized Associate Degree – Guest Services program.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 13-1121.00 - Meeting, Convention, and Event Planners; 39-7011.00 - Tour Guides and Escorts; and 39-7012.00 - Travel Guides; 43-4081.00 - Hotel, Motel, and Resort Desk Clerks

**Expected Educational Outcomes:** Upon completing the Tourism, Hospitality and Wine Industries (Accelerated) program, students will have demonstrated:

1. An understanding of event planning and familiarity with the nature and scope of today's meetings, events, conferences, and conventions market (MEEC).
2. Understanding of supervising employees and marketing strategies as they relate to the hospitality industry and the study of tourism.
3. Ability to use reference sources available to the travel industry to complete itinerary planning.
4. Familiarity with sales and marketing techniques needed to work in the competitive environment of the hospitality and tourism industry.
5. Familiarity with aspects of the travel and hospitality industry and how they are interrelated.
6. Knowledge of how food service professionals create and deliver guest-driven service, enhance value, and build guest loyalty.
7. A broad understanding of business English, business correspondence, and word processing.
8. Preparation to earn certificates and certifications from several industry-recognized professional organizations that can include Supervision, Management, Marketing and Sales, Guest Services, Food and Beverage Operations, Food Purchasing, Cost Controls, Spa Operations, and other industry-relevant topics.

## Tourism, Hospitality and Wine Industries (Accelerated)

The program prepares the student to earn certificates and certifications from several industry-recognized professional organizations that can include Supervision, Management, Marketing and Sales, Guest Services, Food and Beverage Operations, Food Purchasing, Cost Controls, Spa Operations, and other industry-relevant topics.

**Diploma** awarded upon successful completion of all graduation requirements.

### Program Outline: Requirements for Graduation

| Class No. | Class Title   | Qtr.  |       | Class No. | Class Title                                      | Qtr.   |       |
|-----------|---|-------|-------|-----------|--|--------|-------|
|           |   | Hours | Units |           |  | Hours  | Units |
| CMN100    | Computer Literacy                                     | 24    | 1.0   | HMN210    | Certified Guest Service Professional             | 24     | 2.0   |
| CMN192A   | Office: An Overview of Word and Excel                 | 24    | 1.0   | HMN215A   | Managing Food and Beverage Operations I          | 24     | 2.0   |
| CMN192B   | Office: An Overview of Access and PowerPoint          | 24    | 1.0   | HMN215B   | Managing Food and Beverage Operations II         | 24     | 1.0   |
| ENN300A   | Business Correspondence I                             | 24    | 1.0   | MNN331    | Professional Portfolio Project                   | 24     | 1.0   |
| GBN101    | Career Transitions                                    | 24    | 2.0   | MNN335A   | Presentation Skills                              | 24     | 2.0   |
| HMN105    | Introduction to the California Wine Country           | 24    | 2.0   | TRN137A   | Tour Planning I                                  | 24     | 2.0   |
| HMN110    | Convention Management                                 | 24    | 2.0   | TRN137B   | Tour Planning II                                 | 24     | 2.0   |
| HMN115    | Meeting Planning                                      | 24    | 2.0   | TRN138A   | Guest Services and Front Office Operations I     | 24     | 2.0   |
| HMN135    | Event Planning for the Wine Country                   | 24    | 2.0   | TRN138B   | Guest Services and Front Office Operations II    | 24     | 1.0   |
| HMN140    | Tourism in the Hospitality Industry                   | 24    | 2.0   | TRN146A   | Marketing for Hospitality I                      | 24     | 2.0   |
| HMN145    | Supervision in the Hospitality Industry               | 24    | 2.0   | TRN146B   | Marketing for Hospitality II                     | 24     | 2.0   |
| HMN150A   | Marketing   | 24    | 2.0   |           | Total:   | 624    | 44.0  |
| HMN155    | Hospitality Case Study                                | 24    | 2.0   |           | Total Weeks/Quarters:                            | 30/2.5 |       |
| HMN200    | Spa: A Comprehensive Introduction                     | 24    | 2.0   |           | <b>Keyboarding Speed Graduation Requirement:</b> |        |       |
| HMN205    | Leadership and Management in the Hospitality Industry | 24    | 2.0   |           | 30 NWPM  |        |       |

**Hands-on skill practice is an integral part of every program, a feature local employers count on.**



“I have worked with the Career Placement Department at Empire College for more than fifteen years. I have learned to rely upon Empire to save me time and effort by referring exceptional graduates who are well trained in the skills required by my office.”

Bruce R. McKee, CPA

“Currently all but one of our medical assistants are Empire graduates. They were well prepared to handle the variety and fast pace of our offices.”

Steve Wolf, MD, Sutter Health

## Class Descriptions

### Course Numbering System

The two letters at the beginning of the course number relate to the academic subject area of the class, as follows:

|    |                     |    |              |
|----|---------------------|----|--------------|
| AC | Accounting          | MD | Medical      |
| BM | Business Math       | MN | Management   |
| CM | Computer            | PB | Phlebotomy   |
| CS | Computer Technology | PH | Philosophy   |
| EN | English             | PL | Paralegal    |
| GB | General Business    | RX | Pharmacology |
| HM | Hospitality         | TR | Tourism      |
| LG | Legal               | TY | Keyboarding  |
| MA | Mathematics         |    |              |

With the exception of the computer classes, the number following the two-letter designation generally indicates the level of the subject matter of the course. For example, ACN160 is a lower level accounting class than ACN170.

### General Education Courses

The following is a list of classes which fall under the category of General Education.

| Course No. | Class Name   | Units |
|------------|--|-------|
| CMN100     | Computer Literacy                                  | 1.0   |
| ENN303A    | Management Communications I                        | 2.0   |
| ENN303B    | Management Communications II                       | 2.0   |
| GBN050     | Information Literacy                               | 2.0   |
| GBN200A    | Human Relations I                                  | 2.0   |
| GBN200B    | Human Relations II                                 | 2.0   |
| GBN200C    | Human Relations III                                | 2.0   |
| MAN101     | Introduction to Algebra with Business Applications | 2.0   |
| PHN101A    | Ethics in Technology and Society                   | 2.0   |

#### ACN160A Fundamentals of Accounting IA

**24 Hours**                      **2.0 Units**

Basic theory of accounting covering the accounting cycle, the recording of transactions in journals and ledgers, preparation of financial statements, adjusting and closing procedures.

#### ACN161A Fundamentals of Accounting IA Lab

**24 Hours**                      **1.0 Unit**

Supervised lab time devoted to the solving of accounting problems.

#### ACN160B Fundamentals of Accounting IB

**24 Hours**                      **2.0 Units**

Theory of accounting for a merchandising enterprise involving special journals, bank reconciliations, and payroll. Prerequisite: ACN160A- Fundamentals of Accounting IA.

#### ACN161B Fundamentals of Accounting IB Lab

**24 Hours**                      **1.0 Unit**

Supervised lab time devoted to the solving of accounting problems.

#### ACN160C Fundamentals of Accounting IC

**24 Hours**                      **2.0 Units**

Theory of accounting for special functions involving receivables, uncollectible accounts, promissory notes, inventory, and fixed assets. Prerequisite: ACN160B-Fundamentals of Accounting IB.

#### ACN161C Fundamentals of Accounting IC Lab

**24 Hours**                      **1.0 Unit**

Supervised lab time devoted to the solving of accounting problems.



**ACN160D Fundamentals of Accounting ID**  
**24 Hours 2.0 Units**  
 Theory of accounting for end of the year procedures and for special functions involving partnerships. Prerequisite: ACN160C-Fundamentals of Accounting IC.

**ACN16LD Fundamentals of Accounting ID Lab**  
**24 Hours 1.0 Unit**  
 Supervised lab time devoted to the solving of accounting problems.

**ACN170A Fundamentals of Accounting IIA**  
**24 Hours 2.0 Units**  
 Introduction to basic concepts of managerial accounting, with particular emphasis on manufacturing enterprises. Introduction to job and process cost accounting. Prerequisite: ACN160D-Fundamentals of Accounting ID.

**ACN170B Fundamentals of Accounting IIB**  
**24 Hours 2.0 Units**  
 Preparation of budgets and analysis of variances. Use of responsibility accounting to evaluate decentralized operations. Application of managerial techniques to business decisions, including product pricing and capital investment. Prerequisite: ACN170A-Fundamentals of Accounting IIA.

**ACN170C Fundamentals of Accounting IIC**  
**24 Hours 2.0 Units**  
 Introduction to corporations including formation, capital transactions, and earnings. Accounting for the financing through bonds including issuance and retirement. Prerequisite: ACN170B-Fundamentals of Accounting IIB.

**ACN170D Fundamentals of Accounting IID**  
**24 Hours 2.0 Units**  
 Theory of accounting for principles and reporting standards including composition of the cash flow statement and financial statement analysis. Prerequisite: ACN170C-Fundamentals of Accounting IIC.

**ACN180A Payroll Accounting**  
**24 Hours 2.0 Units**  
 Basic theory of accounting for a professional enterprise covering the computation of gross and net wages and salaries, the payroll records, and the year-end payroll reports. Prerequisite: ACN160B-Fundamentals of Accounting IB.

**ACN180B Payroll Certification Preparation**  
**24 Hours 1.0 Unit**  
 The student will maintain and record multifaceted functions of a payroll system. In addition, they will use practice questions to prepare for the NBA, National Bookkeepers Association, payroll certification test. Prerequisite: ACN180A-Payroll Accounting.

**ACN185 Professional Certification Preparation**  
**24 Hours 1.0 Unit**  
 This class utilizes practice tests for preparation for the Certified Bookkeeper designation. NBA, National Bookkeepers Association, testing is included in this class. Prerequisite: ACN160D-Fundamentals of Accounting ID.

**ACN190A Federal Income Tax I**  
**24 Hours 2.0 Units**  
 Introduction to federal laws and regulations regarding filing of income tax returns by individuals. Gross income inclusions and adjustments to income. Reporting business profit or loss by a sole proprietorship.

**ACN190B Federal Income Tax II**  
**24 Hours 2.0 Units**  
 Itemized deductions. Reporting of supplemental income and the alternative minimum tax. Tax credits. Depreciation. Capital gains and losses. Exchanges. Depreciation recapture. Prerequisite: ACN190A-Federal Income Tax I.

**ACN190C Federal Income Tax III**  
**24 Hours 2.0 Units**  
 Payroll. Extensions and amended returns. Introduction to reporting for partnerships and corporations. Prerequisite: ACN190B-Federal Income Tax II.

**ACN190D Federal Income Tax IV**  
**24 Hours 1.0 Unit**  
 This course is designed to assist the student in gaining additional practice in completing tax returns in order to pass the IRS VITA (volunteer income tax assistance) certification tests. Prerequisite: ACN190B-Federal Income Tax II.

**ACN274A Intermediate Accounting I**  
**24 Hours 2.0 Units**  
 This course teaches students how to identify, measure, and record events and transactions of



a financial nature. This section emphasizes the financial reporting of assets, liabilities and owner's equity. Prerequisite: ACN170D-Fundamentals of Accounting IID.

**ACN274B Intermediate Accounting II**  
24 Hours 2.0 Units

This section covers receivables/cash recognition, inventory calculations, and fixed and intangible asset utilization. Investment transactions in debt and equity securities will be journalized and accounting changes and errors will be reported. Prerequisite: ACN170D-Fundamentals of Accounting IID.

**ACN274C Intermediate Accounting III**  
24 Hours 2.0 Units

This section covers current and long-term liabilities. Accounting theory surrounding leases is presented and the identification, measurement, and recording of debt and equity financing are emphasized. The recording of income taxes and pensions is also included. Prerequisite: ACN170D-Fundamentals of Accounting IID.

**ACN274D Intermediate Accounting IV**  
24 Hours 2.0 Units

This section covers the basis of accounting and the financial statements required for government and nongovernment not-for-profit organizations. Students are taught the differences between government fund revenues and expenditures and nongovernment restricted and unrestricted revenues and expenses. Prerequisite: ACN170D-Fundamentals of Accounting IID.

**ACN280A Managerial Accounting I**  
24 Hours 2.0 Units

Introduction to various concepts and classifications of costs. Job order and process costing. Analysis of cost behavior, particularly that of mixed costs. Prerequisite: ACN170B-Fundamentals of Accounting IIB.

**ACN280B Managerial Accounting II**  
24 Hours 2.0 Units

Segment reporting. Various costing systems explored. Preparation of the master budget and flexible budgets including variance analysis. Prerequisite: ACN170B-Fundamentals of Accounting IIB.

**ACN280C Managerial Accounting III**  
24 Hours 2.0 Units

Standard cost systems. Performance measurement in decentralized organizations. Relevant costs for decision-making during capital budgeting. Prerequisite: ACN170B-Fundamentals of Accounting IIB.

**ACN280D Managerial Accounting IV**  
24 Hours 2.0 Units

General overview of forensic accounting. Business processes and systems development. Comprehensive treatment of the Sarbanes-Oxley Act. Various types of fraud. Prerequisite: ACN170B-Fundamentals of Accounting IIB.

**ACN290A Cost Accounting I**  
24 Hours 2.0 Units

Introduction to cost accounting. Analysis of Cost behaviors and Cost-Volume-Profit. Fundamentals of product and service costing and joint cost allocation. Prerequisite: ACN280C- Managerial Accounting III.

**ACN290B Cost Accounting II**  
24 Hours 2.0 Units

The role of a management control system and multiple measures of performance are explored. Analysis of transfer pricing and various variances are covered. Prerequisite: ACN280C- Managerial Accounting III.

**ACN350A Ethics in Accounting I**  
24 Hours 2.0 Units

This course covers the analysis of case studies covering integrity: the basis for ethics in accounting, ethical reasoning, and ethical decision making in business. Prerequisite: ACN280D- Managerial Accounting IV.

**ACN350B Ethics in Accounting II**  
24 Hours 2.0 Units

This course covers the analysis of case studies focusing on ethical obligations in accounting and auditing, legal and regulatory obligations in an ethical framework, earnings management, and the quality of financial reporting. Prerequisite: ACN280D- Managerial Accounting IV.

**ACN400 Accounting Internship**  
120 Hours 4.0 Units

The student will apply his/her Accounting Program knowledge by placement in the private

accounting sector, government agencies, and other accounting settings for on-the-job training under the supervision of an accountant for a period of 120 hours. The various sites and requirements are discussed by the Internship Coordinator with each student. Concurrent enrollment is required in the Specialized Associate Degree–Accounting program with a minimum GPA of 3.2 or more, a minimum of 90 percent attendance, and a typing speed of 35 NWPM. Prerequisite: ACN274A–Intermediate Accounting I. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Internship Coordinator.

**BMN141 Math Review**

**24 Hours**

**1.0 Unit**

A comprehensive review of basic math skills needed in business situations. Includes practice with fractions, decimals, word problems, and problem solving skills.

**BMN142 Business Math**

**24 Hours**

**2.0 Units**

Mathematics as used in business situations. This course will cover applications of percents, invoices, discounts, simple interest, and mortgage loans. The use of the calculator as a tool for solving problems more easily is emphasized.

**BMN143 Financial Math**

**24 Hours**

**2.0 Units**

Mathematics as used in business situations. This course will cover compound interest and present value, annuities and sinking funds; stocks, bonds and mutual funds; and data interpretation and presentation. Prerequisite: BMN142–Business Math.

**BMN195A 10-Key Keypad**

**24 Hours**

**1.0 Unit**

This class is designed to teach the 10-key numeric keypad by touch using a computer. Industry standards are used as grading criteria.

**CMN100 Computer Literacy**

**24 Hours**

**1.0 Unit**

This class is designed to be an introduction to computers, terminology, procedures, and computer usage by society and individuals.

**CMN127A Beginning Keyboarding**

**24 Hours**

**1.0 Unit**

This class includes basic skill development and proper keyboarding techniques.

**CMN127B Introduction to Word I**

**24 Hours**

**1.0 Unit**

This class includes creating letters, memos, reports, and tables using Microsoft Word. Prerequisite: CMN127A–Beginning Keyboarding or net speed of 25 words per minute.

**CMN127C Introduction to Word II**

**24 Hours**

**1.0 Unit**

This class includes creating letters, memos, reports, bibliographies, employment documents, and tables using Microsoft Word. Prerequisite: CMN127B–Introduction to Word I.

**CMN144A Beginning Word**

**24 Hours**

**1.0 Unit**

This class provides hands-on experience with Microsoft Word. Students will create, revise, and edit correspondence, tables, reports, itineraries, agendas, and minutes including multipage letters, memos, and tables. They will also create, revise, and edit formal reports with cover pages, table of contents, and bibliographies. Prerequisite: CMN127C–Introduction to Word II.

**CMN144B Intermediate Word**

**24 Hours**

**1.0 Unit**

This class provides hands-on experience with Microsoft Word. Students will learn to create and edit specialized medical and legal office documents, templates, flyers, newsletters, office forms, desktop publishing documents, and online resumes. The mail merge features of Word will be used to create form letters, envelopes, and labels. Prerequisite: CMN144A–Beginning Word.

**CMN166A Beginning Excel**

**24 Hours**

**1.0 Unit**

This class provides a hands-on experience with the Excel spreadsheet program. The student will learn to enter information into workbook files, format and edit worksheets, and use functional formulas to compute values. In addition, students will use Excel's charting feature to create charts for illustrating and comparing values.

**CMN166B Intermediate Excel****24 Hours****1.0 Unit**

This class provides hands-on experience with the Excel spreadsheet program. The student will complete business applications in Excel, practicing specific concepts such as logical and financial functions; rounding and nesting functions; using images, SmartArt, and graphics; and working with tables. Prerequisite: CMN166A–Beginning Excel.

**CMN166C Advanced Excel****24 Hours****1.0 Unit**

This class provides hands-on experience with the Excel spreadsheet program. The student will practice advanced features such as auditing, consolidating and linking workbooks, using data tables and pivot tables, and working with macros. Prerequisite: CMN166B–Intermediate Excel.

**CMN170 Microsoft Office 2013 Fundamentals****24 Hours****1.0 Unit**

This class provides hands-on experience with Access, PowerPoint, and Outlook software. The students will create and work with e-mail, databases, and slide shows plus Integration will be covered. Prerequisites: CMN127B–Introduction to Word and CMN166A–Beginning Excel.

**CMN175A Financial Analysis with Excel I****24 Hours****1.0 Unit**

Students learn useful spreadsheet techniques using Data Validation, Regression, Goal Seek, and Solver tools in an economic context. A thorough explanation of financial concepts and equations are presented and Excel is utilized instead of financial calculators. Prerequisites: ACN160A–Fundamentals of Accounting IA and CMN166A–Beginning Excel.

**CMN185A QuickBooks Pro I****24 Hours****1.0 Unit**

This class provides a “hands-on” experience with QuickBooks Pro 2014 accounting software. The student will record and report simple transactions of a business utilizing a name-brand accounting package. Prerequisites: ACN160A–Fundamentals of Accounting IA.

**CMN185B QuickBooks Pro II****24 Hours****1.0 Unit**

Students will learn how to customize QuickBooks and setup a new company file. They will maintain and record multifaceted

functions of a business plus perform security tasks. Prerequisite: CMN185A–QuickBooks Pro I.

**CMN185C QuickBooks Pro III****24 Hours****1.0 Unit**

This class utilizes software training and practice tests to prepare for the NBA, National Bookkeepers Association, QuickBooks certification test. Prerequisite: CMN185B–QuickBooks Pro II.

**CMN186A Publisher I****24 Hours****1.0 Unit**

A powerful desktop publishing (DTP) program that assists in designing and producing professional quality documents that combine text, graphics, illustrations, and photographs. Prerequisite: CMN192A–Office: An Overview of Word and Excel.

**CMN186B Publisher II****24 Hours****1.0 Unit**

A continuation of the powerful desktop publishing (DTP) program that assists in designing and producing professional quality documents that combine text, graphics, illustrations, and photographs. Prerequisite: CMN186A–Publisher I.

**CMN190A Web Authoring I****24 Hours****1.0 Unit**

This class will provide hands-on experience with HTML. The student will gain experience creating and working with a variety of Web pages, tables, frames, image and maps.

**CMN190B Web Authoring II****24 Hours****1.0 Unit**

A combination of lab exercises and hands-on training designed to teach the student the ability to create a website using Dreamweaver and add interactive elements to their sight, such as behaviors, effects, and Flash video; add new code or snippets; and publish their finished site to the Web. Prerequisite: CMN190A–Web Authoring I.

**CMN190C Web Authoring III****24 Hours****1.0 Unit**

A combination of lab exercises and hands-on training designed to teach the student the fundamental concepts and features of Flash including drawing, image, text, animation, sound, and basic action scripting integration. Prerequisite: CMN190B–Web Authoring II.

**CMN192A Office: An Overview of Word and Excel**  
**24 Hours 1.0 Unit**

This class provides hands-on experience with Microsoft Word and Excel. The student will gain experience creating and working with a variety of documents, spreadsheets, charts and the integration of Word and Excel. Prerequisite: CMN127A-Beginning Keyboarding or equivalent.

**CMN192B Office: An Overview of Access and PowerPoint**  
**24 Hours 1.0 Unit**

This class provides hands-on experience with Access databases, PowerPoint slide shows, and the integration of Microsoft Office programs. The student will gain experience creating and working with a variety of databases and presentations. Integration will be covered. Prerequisite: CMN192A- Office: An Overview of Word and Excel.

**CMN210A Photoshop**  
**24 Hours 1.0 Unit**

A combination of lab exercises and hands-on training designed to teach the student Photoshop essentials as well as some advanced features such as the ability to process raw digital photographs, produce web animations, and composite photos.

**CMN240A Sage 50 I**  
**24 Hours 1.0 Unit**

Students are introduced to computerized accounting using a name brand accounting program. An overview is presented on the various accounting functions performed by the program including the recording of customers, vendors, and employee transactions. Prerequisite: ACN160D-Fundamentals of Accounting ID.

**CMN240B Sage 50 II**  
**24 Hours 1.0 Unit**

Transactions dealing with accounts payable and accounts receivable for a merchandising business are entered. Payroll entries, account reconciliations, and customizing forms are also addressed. Prerequisite: CMN240A-Sage 50 I.

**CMN250A Great Plains I**  
**24 Hours 1.0 Unit**

Students are introduced to the Great Plains accounting software. An overview of maintenance and transaction processing is presented. Also addressed is obtaining information includ-

ing reports. Prerequisite: ACN170A-Fundamentals of Accounting IIA and CMN240B-Peachtree II.

**CMN250B Great Plains II**  
**24 Hours 1.0 Unit**

Transactions dealing with the expenditures cycle and revenue cycle activities are entered. Adjustments and year-end closing procedures are addressed plus internal controls are analyzed. Prerequisite: CMN250A- Great Plains I.

**CMN310P Comprehensive PowerPoint**  
**24 Hours 1.0 Unit**

This class provides hands-on experience with advanced features of Microsoft PowerPoint. Topics include: formatting, animation, video, table and charts, delivering and publishing presentations. After completing this course, the student will be prepared for the MOS certification prep course and exam. Prerequisite: CMN192A-Office: An Overview of Word and Excel.

**CMN310W Comprehensive Word**  
**24 Hours 1.0 Unit**

This class provides hands-on experience with advanced features of Microsoft Word. Topics include document presentation, collaboration, research, document productivity, and tables. After completing this course, the student will be prepared for the MOS certification prep course and exam. Prerequisite: CMN192A-Office: An Overview of Word and Excel.

**CMN310P Comprehensive PowerPoint**  
**24 Hours 1.0 Unit**

This class provides hands-on experience with advanced features of Microsoft PowerPoint. Topics include: formatting, animation, video, table and charts, delivering and publishing presentations. After completing this course, the student will be prepared for the MOS certification prep course and exam. Prerequisite: CMN192A-Office: An Overview of Word and Excel.

**CMN310W Comprehensive Word**  
**24 Hours 1.0 Unit**

This class provides hands-on experience with advanced features of Microsoft Word. Topics include document presentation, collaboration, research, document productivity, and tables. After completing this course, the student will be prepared for the MOS certification prep course and exam. Prerequisite: CMN192A-Office: An Overview of Word and Excel.

**CMN320A Word Certification Preparation****24 Hours 1.0 Unit**

This class utilizes software training and practice tests for certification preparation for Word. Certification testing is included in this class. Prerequisite: CMN310W–Comprehensive Word or concurrent enrollment.

**CMN320B Excel Certification Preparation****24 Hours 1.0 Unit**

This class utilizes software training and practice tests for certification preparation for Excel. Certification testing is included in this class. Prerequisite: CMN166C–Advanced Excel or concurrent enrollment.

**CMN320D PowerPoint Certification Preparation****24 Hours 1.0 Unit**

This class utilizes software training and practice tests for certification preparation for PowerPoint. Certification testing is included in this class. Prerequisite: CMN310P–Comprehensive PowerPoint or concurrent enrollment.

**CMN320E Outlook Certification Preparation****24 Hours 1.0 Unit**

This class utilizes software training and practice tests for certification preparation for Outlook. Certification testing is included in this class. Prerequisite: CSN225A–Electronic Messaging with Virus Protection.

**CSN100 Introduction to Computer Hardware****72 Hours 5.0 Units**

A combination of lectures and hands-on exercises to introduce the student to computer systems. The assembly of a personal computer will be emphasized.

**CSN111A Powershell****24 Hours 1.0 Unit**

Lecture and hands-on exercises introducing the student to Windows Powershell. Prerequisite: Completion of CSN242–Windows Operating System Configuration.

**CSN111B Advanced Powershell****24 Hours 1.0 Unit**

Lecture and hands-on exercises focusing on the advanced features of Windows Powershell 2.0. Prerequisite: Completion or concurrent enrollment in CSN212–Windows Server Network Infrastructure.

**CSN120 Computer Configuration and Troubleshooting****72 Hours 5.0 Units**

A combination of lectures and hands-on exercises to further introduce the student to computer systems. The assembly of a personal computer will be emphasized. Prerequisite: Successful completion or concurrent enrollment in CSN100–Introduction to Computer Hardware.

**CSN140 Advanced Computer Set-up and Communications****72 Hours 5.0 Units**

A combination of lectures and hands-on exercises in advanced problem determination in the areas of personal computers with an emphasis on maintaining, optimizing, and repairing Windows. Prerequisite: Successful completion or concurrent enrollment in CSN120–Computer Configuration and Troubleshooting.

**CSN150 Ticketing and Troubleshooting****24 Hours 1.0 Unit**

A combination of exercises and hands-on training designed to teach the student how to use a ticketing system to track and document requests and incidents. Prerequisite: CSN212–Windows Server Network Infrastructure.

**CSN160 Network Plus****72 Hours 5.0 Units**

A study through lecture exercises introducing the student to the basic concepts of networking. Prerequisite: CSN100–Introduction to Computer Hardware.

**CSN175A Wiring Hardware****24 Hours 2.0 Units**

A combination of lecture and hands-on training in building telecommunications wiring systems. Creation and termination of copper and fiber optic cables.

**CSN183 Green Information Technology Strategies****24 Hours 1.0 Unit**

A lecture-based class introducing the student to key concepts of reducing an IT department's environmental impact by implementing new technologies and reducing waste.

**CSN191A Certification Preparation I****24 Hours 1.0 Units**

This course is intended to prepare a student for an industry certification. Prerequisite: CSN140–



Advanced Computer Set-up and Communications.

**CSN191B Certification Preparation II**  
**24 Hours 1.0 Unit**

This course is intended to prepare a student for an industry certification. Prerequisite: CSN160-Network Plus.

**CSN191C Certification Preparation III**  
**24 Hours 1.0 Units**

This course is intended to prepare a student for an industry certification. Prerequisite: CSN212-Windows Server Network Infrastructure.

**CSN191D Certification Preparation IV**  
**24 Hours 1.0 Units**

This course is intended to prepare a student for an industry certification. Prerequisite: CSN205-Windows Server.

**CSN205 Windows Server**  
**72 Hours 5.0 Units**

This course will introduce the student to Microsoft Windows Server through lectures, demonstrations, discussions, and hands-on labs. Students will configure Microsoft Windows 2008 Server to perform a wide array of services. Prerequisites: CSN212-Windows Server Network Infrastructure and CSN218-Windows Server Active Directory.

**CSN212 Windows Server Network Infrastructure**  
**72 Hours 5.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to key concepts of the Windows Network infrastructure. Students will configure Microsoft Windows Servers and clients with a variety of network services. Prerequisite: CSN160-Network Plus.

**CSN218 Windows Server Active Directory**  
**72 Hours 5.0 Units**

An instructor-led class and lab introducing the student to Microsoft Active Directory Services. Students will learn to organize domains and objects within Active Directory. Prerequisite: CSN160-Network Plus.

**CSN219 Windows Server Applications Infrastructure**  
**72 Hours 5.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to key concepts of the Windows 2008 Application infrastructure. Students will configure Microsoft Windows Servers and clients with a variety of network services. Prerequisite: CSN205-Windows Server.

**CSN225A Electronic Messaging with Virus Protection**  
**24 Hours 1.0 Unit**

Instructor-led instruction and lab in using Microsoft Outlook electronic messaging services.

**CSN231 Enterprise Administrator**  
**72 Hours 5.0 Units**

An instructor led class introducing the student to Windows Server 2008 enterprise administration with emphasis on planning networks and application services, designing core identity and access management components, planning for migrating, upgrading, and restructuring domains and forests, implementing PKI and designing a virtualization strategy. Prerequisite: CSN205-Windows Server.

**CSN232 Windows SharePoint Server**  
**72 Hours 5.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to key concepts of the Microsoft Office SharePoint Server. Students will install, configure and administer Microsoft Office SharePoint Server. Prerequisite: CSN218-Windows Server Active Directory.

**CSN236 Exchange Server**  
**72 Hours 5.0 Units**

An instructor-led class and lab introducing the student to Microsoft Exchange Server. Students will learn to set up and maintain Microsoft's electronic mail server. Prerequisite: CSN205-Windows Server.

**CSN242 Windows Operating System Configuration**  
**72 Hours 5.0 Units**

This course will introduce students to Microsoft Windows 10 Client through lectures, demonstrations, discussions, and hands-on lab exercises.



**CSN250A Introduction to Routers I****24 Hours 2.0 Units**

This course introduces the students to routers and internetworking. Prerequisite: Completion or concurrent enrollment in CSN160–Network Plus.

**CSN250B Introduction to Routers II****24 Hours 2.0 Units**

This course introduces the students to routers and internetworking. Prerequisite: Completion or concurrent enrollment in CSN250A–Introduction to Routers I.

**CSN260 Basic Linux****72 Hours 5.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to the basics of the Linux/Unix operating systems. Prerequisite: CSN242–Windows Operating System Configuration.

**CSN270A Technical Drawing with Visio****24 Hours 1.0 Unit**

Instructor-led lab using Visio to create professional business and networking diagrams.

**CSN313 Tactical Perimeter Defense****72 Hours 5.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to the concepts and techniques of implementing firewalls and intrusion detection systems, IPSEC and virtual private networks, routers and access control lists, and securing wireless networks. Prerequisite: CSN212–Windows Server Network Infrastructure.

**CSN323 Strategic Infrastructure Security****72 Hours 5.0 Units**

A combination of lecture, lab exercises, and hands-on training introducing the student to the concepts and techniques of ethical hacking, internet security, security policies, cryptography, and the hardening of Linux and Microsoft operating systems. Prerequisite: CSN313–Tactical Perimeter Defense.

**CSN325 Security Plus****72 Hours 5.0 Units**

This course is designed to be an introduction to Network Security concepts and practices. Prerequisite: CSN205–Windows Server.

**CSN332 Advanced Security Implementation****72 Hours 5.0 Units**

A combination of lecture, lab exercises, and hands-on training designed to help the student implement strong authentication, understand the basics of cryptography and computer forensics. Prerequisite: CSN323–Strategic Infrastructure Security.

**CSN342 Enterprise Security Solutions****72 Hours 5.0 Units**

A combination of lecture, lab exercises, and hands-on training designed to help the student understand and implement Public Key Infrastructure Architecture, wireless security, and secure email. Prerequisite: CSN332–Advanced Security Implementation.

**CSN365 Linux System Administration****72 Hours 5.0 Units**

A combination of lecture, lab exercises and hands-on training in the principles of Linux/Unix administration. Prerequisite: CSN260–Basic Linux.

**CSN375 Linux Networking****72 Hours 5.0 Units**

A combination of lecture and lab exercises introducing the student to the basic concepts of using Apache, FTP, Bind, Sendmail, Telnet, SSH, and other services. Prerequisite: CSN365–Linux System Administration.

**CSN385 Linux Security, Ethics, and Privacy****72 Hours 5.0 Units**

A combination of lecture and lab exercises introducing the student to the basic concepts of using shells and scripts, including the vi editor, networking fundamentals, network services, and managing security. Prerequisite: CSN375–Linux Networking.

**CSN395 Linux in the Enterprise****72 Hours 5.0 Units**

A combination of lecture and lab exercises introducing the student to the use of Linux in an Enterprise environment. Students learn to troubleshoot Enterprise-related problems and use remote installation services. Prerequisite: CSN385–Linux Security, Ethics, and Privacy.

**CSN400 Information Technology Internship**  
**120 Hours 4.0 Units**

The internship is designed to allow the student to observe and participate in a series of on-the-job learning experiences whereby they will achieve entry-level proficiency in network administration, desktop support, or network engineering. Prerequisite: Completion of CSN205–Windows Server and concurrent enrollment in the Specialized Associate Degree – Information Technology program, minimum GPA of 3.2, and 90% (minimum) attendance. At the discretion of the internship site, a background check and health screening may be required. Students not meeting the criteria will be required to complete classes totaling 4.0 units in lieu of the internship. The classes will be determined by the Director of Education and/or Information Technology Department Head, with input from the student.

**ENN100A Business English IA–Grammar**  
**24 Hours 2.0 Units**

This class will define and utilize grammatical skills as a foundation for clear, organized writing and speaking. Emphasis will be on correct verb usage and nouns (plurals and possessives).

**ENN100B Business English IB–Grammar**  
**24 Hours 2.0 Units**

This class will define and utilize grammatical skills as a foundation for clear, organized writing and speaking. Emphasis will be on the correct usage of pronouns, adjectives, adverbs, prepositions, and conjunctions. Special emphasis will be placed on subject predicate agreement. Prerequisite: ENN100A–Business English IA–Grammar.

**ENN200A Business English IIA–Punctuation**  
**24 Hours 2.0 Units**

This class is a general overview of the use of punctuation in business correspondence and report writing. Emphasis will be on the correct usage of semicolons, colons, dashes, and commas. Prerequisite: ENN100B–Business English IB - Grammar.

**ENN200B Business English IIB–Punctuation**  
**24 Hours 2.0 Units**

This class is a general overview of the use of punctuation in business correspondence and report writing. Emphasis will be on the correct usage of capitalization, abbreviations, and numbers. Prerequisite: ENN200A–Business English IIA - Punctuation.

**ENN300A Business Correspondence I**  
**24 Hours 1.0 Unit**

Business correspondence writing with emphasis on formatting, word control, correct grammar and punctuation. The résumé and cover letter are included for employment preparation. Prerequisite: Completion of ENN100B–Business English IB - Grammar or concurrent enrollment in ENN200A–Business English IIA - Punctuation.

**ENN300B Business Correspondence II**  
**24 Hours 1.0 Unit**

Advanced business correspondence writing with emphasis on formatting, word control, and correct grammar and punctuation usage. Oral presentation skills and teamwork are utilized to increase the quality of production. Prerequisite: ENN300A–Business Correspondence I.

**ENN303A Management Communications I**  
**24 Hours 2.0 Units**

This class is designed to help the students develop their skills within the context of a business. An emphasis is placed on interpersonal communications, decision-making, and presentations.

**ENN303B Management Communications II**  
**24 Hours 2.0 Units**

This class is designed to develop personal economic value, interpersonal communication, decision-making skills, presentation skills, and interviewing techniques used in today's business. Prerequisite: ENN303A–Management Communications I.

**GBN050 Information Literacy**  
**24 Hours 2.0 Units**

This class includes techniques to evaluate and document reliable information. Students will become familiar with the Internet and the e-library as research tools for educational and business purposes. An introduction to HTML, Word, PowerPoint, and YouTube will include professional business applications.

**GBN101 Career Transitions**  
**24 Hours 2.0 Units**

This course is designed to help students with personal development, goal setting, and successful transitions to a college and business environment. The value of a college education and personal financial responsibility are ex-

plored with emphasis on managing within a budget.

**GBN132A Administration: Office Management**  
24 Hours 2.0 Units

This class is designed to prepare the student for a career in Office Management. Critical thinking and problem solving skills, business etiquette, professionalism, time management, social media, customer service, and technical skills are emphasized as essential elements to be successful in administrative office management.

**GBN132B Administration: Records Management**  
24 Hours 2.0 Units

This class is designed to train students to perform and utilize proper filing techniques for successful office management.

**GBN132C Administration: Project Management**  
24 Hours 2.0 Units

This class is designed to prepare the student for a career in Project Management. Time management, project management, team/leadership, technology, and communication skills are emphasized as essential elements to be successful in administrative project management. Prerequisites: GBN132A–Administration: Office Management.

**GBN200A Human Relations I**  
24 Hours 2.0 Units

A study of human relationships in the workplace which emphasizes many practical aspects of human behavior. The approach to issues will be as realistic and as directly job related as possible in a classroom setting.

**GBN200B Human Relations II**  
24 Hours 2.0 Units

A study of human relationships in the workplace which emphasizes many practical aspects of human behavior. Conflict resolution, team dynamics, leadership, organizational change, diversity, ethical politics, and power are topics that will be discussed in this class.

**GBN200C Human Relations III**  
24 Hours 2.0 Units

A study of the essential customer service skills in the workplace. Topics include listening skills, customer service and behavior, service breakdowns and service recovery, and encouraging customer loyalty.

**HMN105 Introduction to the California Wine Country**  
24 Hours 2.0 Units

This class is an overview of grape growing and winemaking practices, vocabulary and tasting skills. Students will learn about the different grape varieties and pairing of food and wine. Special wines such as champagne, sherry, and port will also be discussed. Students must be over 21 years of age to participate in wine tasting.

**HMN110 Convention Management**  
24 Hours 2.0 Units

This course will take an in-depth look at the nature and scope of today's meetings and conventions market. The student will learn how the hospitality industry is responding to the increasing demands of this market. Also covered are how selling to and servicing the conventions and meetings market offers the opportunity for graduates to experience what meeting planners look for in a site and how properties can increase their market share of the convention, meeting, and trade show business.

**HMN115 Meeting Planning**  
24 Hours 2.0 Units

Meeting Planners handle all aspects of meeting management from preparing a meeting budget to selecting the meeting site, negotiating airline and hotel rates, and developing the actual meeting. This course will introduce the student to the complex meeting industry as well as the exciting careers available in the meetings industry.

**HMN135 Event Planning for the Wine Country**  
24 Hours 2.0 Units

This course is designed to provide the students with the education and skills required to research, plan, schedule, organize, and market special events. Creative events, speaker selection, choosing the best venue; preparing and managing the budget; scheduling; and coordinating food and beverages are just a few of the topics discussed.

**HMN140 Tourism in the Hospitality Industry**  
24 Hours 2.0 Units

This class is an overview of the study of tourism and how it relates to the hospitality industry. Perceptions, attitudes, motivation, personality, and values of tourism are covered. Tourism planning and development, market-

ing, research and measurement, and tourism policy will also be discussed.

**HMN145 Supervision in the Hospitality Industry**  
**24 Hours 2.0 Units**

New and aspiring supervisors will find practical advice for dealing effectively with people in a hospitality work environment. Topics include effective communication, orientation and training, managing productivity, coaching, motivation, discipline, team building, managing conflict, and professional development.

**HMN150A Marketing**  
**24 Hours 2.0 Units**

This class provides an introduction to current marketing practices and strategies. The students will examine the role of customer service and examine sample marketing plans and budgets.

**HMN150B Social Media Marketing**  
**24 Hours 2.0 Units**

A thorough discussion of what are social media, changing technologies, the Social Media Value Chain, major zones associated with social media, and how these make up the channels, modes, and vehicles for social media participation. Students will examine the objectives of social media marketing and how these can be incorporated into a marketing mix for any organization. The class will examine current social technographics to determine marketing strategies and tactics in a highly competitive marketplace, particularly in services marketing.

**HMN155 Hospitality Case Study**  
**24 Hours 2.0 Units**

Case studies are stories that are used as a teaching tool to show the application of a theory or concept to real situations. The actual case study that the students will participate in will be decided by the students, as a group, during the first week of this class. A case will be chosen that is timely and reflective of the current events in the industry.

**HMN200 Spa: A Comprehensive Introduction**  
**24 Hours 2.0 Units**

This introductory class, developed by the International Spa Association Foundation, takes an in-depth look at subjects ranging from the history and cultural development of spas to spa terminology and financial realities. It also examines today's spa industry and introduces

students to spa careers. The class takes students through a typical day from a spa director's perspective, examines the qualities of an outstanding spa experience, and discusses industry trends and future directions. Upon successful completion of the final exam, students will receive a certificate from the American Hotel and Lodging Association in conjunction with the International SPA Association Foundation.

**HMN205 Leadership and Management in the Hospitality Industry**  
**24 Hours 2.0 Units**

This course is designed to acquaint students with leadership, management, and quality issues facing today's hospitality industry. Topics include continuous improvement, quality service, power and empowerment, communication skills, goal setting, high performance teams, diversity, and managing organizational change.

**HMN210 Certified Guest Service Professional**  
**24 Hours 2.0 Units**

Successful hospitality employees must have effective guest service skills in today's competitive market. Professionals must be able to engage and connect with the guest to meet and exceed service expectations. Students are eligible to take the Sonoma Tourism Ambassador test upon completion of the class to earn Sonoma County Tourism Ambassador certification.

**HMN215A Managing Food and Beverage Operations I**  
**24 Hours 2.0 Units**

This class covers how food service professionals create and deliver guest-driven service, enhance value and build guest loyalty. Students will learn how every aspect of a food service operation contributes to the guest experience and will explore unique features of a variety of food and beverage operations. Topics include leadership, planning, communications, motivation, daily operations, training, lawful workplace principles, compensation, menu management, purchasing, food production standards, food costs, budgeting, menu pricing, labor and other costs. Concurrent enrollment in HMN215B-Managing Food and Beverage Operations II.

**HMN215B Managing Food and Beverage Operations II**  
**24 Hours 2.0 Units**

This is a continuation of Managing Food and Beverage Operations I and covers how food service professionals create and deliver guest-driven service, enhance value and build guest loyalty while effectively controlling food service costs including sourcing, labor, and operations. Safe food handling procedures are also discussed as an operational requirement. Prerequisites: Concurrent enrollment in HMN215A- Managing Food and Beverage Operations I.

**LGN130A Business Law I**  
**24 Hours 2.0 Units**

Introduction to the role of law in society, roots of our legal system, overview of sources of law, and the basic structure of our legal system. Students will review common law, statutory law, administrative law, and constitutional law.

**LGN130B Business Law II**  
**24 Hours 2.0 Units**

Course covers torts, crime, and introduces students to contract law and formation of contracts, including an overview of contract terms, elements of a contract, and defenses to the formation of a contract. Prerequisite: LGN130A-Business Law I.

**LGN130C Business Law III**  
**24 Hours 2.0 Units**

Course covers performance or breach of contracts and potential remedies, agency and employment law, business formation and the basic forms of business, from sole proprietorships to general partnerships to corporations. Prerequisite: LGN130B- Business Law II.

**LGN130D Business Law IV**  
**24 Hours 2.0 Units**

Course covers forms of business from sole proprietorships to general partnerships and LLCs to corporations, the basics of intellectual property, and the basics of both real and personal property law. Prerequisite: LGN130C-Business Law III.

**LGN231A Introduction to Civil Litigation I**  
**24 Hours 2.0 Units**

This class focuses on the role of the legal support professional in civil litigation. The course includes practical applications of the rules of

civil procedure through hands-on lab work preparing documents and forms. Students will learn and review the practical applications of calendaring and evidentiary requirements through the post-trial process. The class focuses on the student learning and developing an understanding about the initial phases of a lawsuit, the relevant and applicable rules of procedure and court rules, and preparing the appropriate pleadings. Prerequisites: CMN144B-Intermediate Word; completion of or concurrent enrollment in LGN130A-Business Law I.

**LGN231B Introduction to Civil Litigation II**  
**24 Hours 2.0 Units**

This class focuses on the role of the legal support professional in civil litigation. The course includes practical application of civil procedure rules through hands-on lab work preparing documents and forms. Students will learn and review the practical applications of calendaring and docketing and evidentiary requirements through the post-trial process. LGN231B focuses on the student learning and developing an understanding about the discovery phase of a lawsuit, the relevant and applicable rules of procedure and court rules, and preparing the appropriate pleadings. Prerequisite: LGN231A-Introduction to Civil Litigation I. (Prerequisite may be waived on a case-by-case basis with successful petition to the department head.)

**LGN231C Civil Litigation Procedures**  
**24 Hours 2.0 Units**

This class focuses on the role of the legal support professional in civil litigation. The course includes practical application of civil procedure rules through hands-on lab work preparing documents and forms. Students will learn and review the practical applications of calendaring and evidentiary requirements through the post-trial process. LGN231C focuses on the student learning and understanding civil case management, motions and motion practice, calendaring for trial, trial preparation, and the procedures, pleadings, and the associated various rules of procedure and court rules. Prerequisite: LGN231B-Introduction to Civil Litigation II.

**LGN231D Real Property**  
**24 Hours 2.0 Units**

This class focuses on the role of the legal support professional in civil litigation. The course includes practical application of civil procedure



rules through hands-on lab work preparing documents and forms. Students will learn and review the practical applications of calendaring and docketing, and evidentiary requirements through the post-trial process. LGN231D focuses on the student learning and understanding real property and landlord-tenant law, and specifically reviewing and understanding the applicable rules of procedure and court rules, as well as preparing the appropriate pleadings, for an unlawful detainer action. Prerequisite: LGN231C-Civil Litigation Procedures.

**LGN231E Family Law**  
24 Hours 2.0 Units

This class is the first of two sections (LGN231E & F) that focuses on the role of legal support in family and estate planning/probate law offices. This course provides in-depth study of issues surrounding family law including dissolution of marriage, child custody and support, and property division. Prerequisite: LGN231D-Real Property.

**LGN231F Estate Planning and Probate**  
24 Hours 2.0 Units

This class is the second of two sections (LGN231E & F) that focuses on the role of legal support in family and estate planning/probate law offices. This course provides provisions and techniques for drafting wills, trusts, and advance healthcare directives in estate planning/probate. The processes of estate administration and the probate practice are studied in detail. The student is exposed to the processes in the calculation and closing of an estate. Prerequisite: LGN231E-Family Law.

**LGN312 Law Office Simulation – Torts**  
24 Hours 1.0 Unit

Bridging the gap between classroom learning and real-world legal work, this lab class equips students with hands-on practice in a range of substantive and procedural areas of law. Specific tasks in each key area focus on ethics, professionalism, updating and/or drafting legal documents, legal research and analysis, and timekeeping. Students practice and build introductory legal skills in a safe, simulated work environment. This lab class helps students understand legal concepts, master job search skills, build a portfolio, sharpen critical thinking skills, and develop ethical and professional awareness. Prerequisite: LGN231C-Civil Litigation Procedures.

**LGN320A Calendaring for the Law Office I**  
24 Hours 1.0 Unit

This course utilizes the software program AbacusLaw to train students in the requirements of calendaring and docketing such as document filing deadlines and court dates in the standard court systems and law offices as well as appointments, discovery and tickler dates for law office staff. Students will learn the importance of triggering events to docket the filing deadlines for most Northern California counties. Students will primarily be utilizing the Local Court Rules for the Sonoma County Superior Court, the California Code of Civil Procedure, and California Rules of Court for class projects. Instructor will discuss calendaring deadlines for Federal Court. Prerequisite: Completion or concurrent enrollment in LGN130A-Business Law I.

**LGN320B Calendaring for the Law Office II**  
24 Hours 1.0 Unit

This course is the second of two that gives students the skills needed to accurately and quickly calendar in a law office environment. Students will receive further training in AbacusLaw electronic calendaring. Whatever legal environment they work in, students will be able to transfer the skills learned in these two classes for use in any electronic legal calendaring system they may encounter. Prerequisite: LGN320A-Calendaring for the Law Office I.

**LGN331A Law Office Management I**  
24 Hours 2.0 Units

This course will cover the fundamentals of law office management. It is designed to familiarize the student with the practical workings of a law office including understanding law office procedures. Law office management goes beyond mere efficiency and productivity and includes being sensitive to ethical concerns and providing quality legal services to clients in an affordable manner. Prerequisite: Completion or concurrent enrollment in LGN130A, B, C or D-Business Law I, II, III or IV.

**LGN331B Law Office Management II**  
24 Hours 2.0 Units

This class is a continuation of LGN331A-Law Office Management I. The concepts of legal fees, timekeeping, billing, law office financial management, client operating and trust accounts, and office technology in the law firm are dis-



cussed and studied. Prerequisite: Completion of LGN331A–Law Office Management I.

**LGN351A CyberLaw**

**24 Hours**

**2.0 Units**

The course explores the legal and policy issues associated with the Internet and cyberspace. The course will focus on cases, statutes, regulations, and constitutional provisions that affect people and businesses interacting through computers and the Internet. Topics include intellectual property, e-commerce, online contracts, cybercrimes, torts, and privacy issues. Prerequisite: Completion or concurrent enrollment in LGN130D–Business Law IV.

**LGN360A Technology in the Law Office I**

**24 Hours**

**2.0 Units**

This course will be taught from the perspective of a paralegal entering a new law office practice. The paralegal's role is often to evaluate and analyze law office technology to help keep the law firm on the cutting edge. This course will provide students with the information to manage a paperless office. Students will learn the criteria for selecting scanning technology and litigation management systems appropriate for their law practice. Students will review and learn to use law practice management technology, electronic document review tools, e-filing, and e-discovery resources. Students will review practical technology and common tools used every day in law firms, such as word processing software, electronic spreadsheets, databases, and e-mail. Ethical considerations, such as software piracy, misuse of software and databases, security, spoliation of evidence, claw back rules, working with in-house and contract IT, and the protection of client data will be reviewed. Prerequisite: LGN231F–Estate Planning and Probate.

**LGN360B Technology in the Law Office II**

**24 Hours**

**2.0 Units**

This course is a continuation of LG360A Technology in the Law Office and will follow up and emphasize the concepts taught and practiced in the LG360A. In this section, students will continue to gain hands-on experience in a classroom and lab setting using law office technology. In particular, students will be educated in the use of case management software for complex litigation and will prepare electronic trial presentations and exhibits. Students will also review advances in e-discovery, trial tech-

nology, and learn about the electronic courthouse. Prerequisite: LGN360A–Technology in the Law Office I.

**LGN370A Discovery I**

**24 Hours**

**2.0 Units**

This course concentrates on discovery and investigation in civil litigation. Students will review case scenarios and recommend courses of discovery procedures to be taken. Students will prepare and respond to numerous discovery documents including interrogatories and requests for production of documents. Students will also review and summarize depositions of parties. The course will provide the student with an understanding of the rules for California discovery procedures. Prerequisite: LGN231F–Estate Planning and Probate.

**LGN370B Discovery II**

**24 Hours**

**2.0 Units**

This course concentrates on discovery and investigation in civil litigation. Students will review case scenarios and recommend courses of discovery procedures to be taken. Students will prepare and respond to numerous discovery documents including requests for admissions and requests for production of documents. The course will provide the student with an understanding of the rules for state and federal discovery procedures. Prerequisite: LGN370A–Discovery I.

**LGN380A Mediation/Conflict Management**

**24 Hours**

**2.0 Units**

This course educates students about the theory and use of Alternative Dispute Resolution (ADR) as it is currently practiced in the United States, provides opportunities to practice the skills and techniques demonstrated and discussed, and provides the opportunity for students to understand conflict and resolution through mediation, arbitration, and collaborative negotiating. The students will be introduced to the legal office's role in this growing field. Prerequisite: LGN231F–Estate Planning and Probate.

**LGN420A Legal Transcription I**

**24 Hours**

**1.0 Unit**

This is a project-based class based on a law office model where students will prepare legal documents and correspondence from transcription, rough draft copy, and computer forms. Emphasis will be on listening skills, ability to

take direction by transcription, and proper formatting of legal pleadings and documents in the areas of civil litigation, criminal law, estate planning, real property, family law, and corporate documents. Prerequisite: Completion of or concurrent enrollment in LGN231A and B-Introduction to Civil Litigation I and II.

**LGN421A Legal Terminology**  
24 Hours 1.0 Unit

The course is an in-depth review of grammar and legal terminology necessary to properly prepare and proofread documents in a law office. The course is completed by reviewing lessons and taking quizzes using the online program *Core Grammar for Lawyers*, which was developed specifically to develop and improve the grammar skills of legal professionals. Students will learn and apply legal terms through review, repetition, and homework exercises. Prerequisite: ENN200B-Business English IIB-Punctuation, LGN130A-Business Law I, and completion or concurrent enrollment in LGN420A-Legal Transcription I.

**MAN101 Introduction to Algebra**  
24 Hours 2.0 Units

The foundation of algebra theory is presented, based on examples of basic mathematical computations. A strong emphasis on applying these theories to the solution of word problems is used.

**MDN150 Anatomy and Physiology I**  
24 Hours 2.0 Units

A study of the basic structures and functions of the body and many of the diseases that may affect it. The student will study structural organization of the body, digestive system, urinary system, female and male reproductive systems, and the nervous system with emphasis on the medical terms relating to these systems. Prerequisite: Completion or concurrent enrollment in MDN161B-Medical Terminology II.

**MDN151 Anatomy and Physiology II**  
24 Hours 2.0 Units

A study of basic body structures and functions and many of the diseases that affect the following body systems: cardiovascular, respiratory, blood, lymphatic, immune, and skeletal with emphasis on the medical terms relating to these systems. Prerequisite: Completion or concurrent enrollment in MDN161B-Medical Terminology II.

**MDN152 Anatomy and Physiology III**  
24 Hours 2.0 Units

A study of the basic body structures and functions and many of the diseases that affect the following body systems: muscular, integumentary, eye and ear, and endocrine with emphasis on the medical terms relating to these systems. Prerequisite: Completion or concurrent enrollment in MDN161B-Medical Terminology II.

**MDN160A Beginning Medical Transcription I**  
24 Hours 1.0 Unit

The student is introduced to transcribing from the computer with simple medical transcription using medically dictated material. The importance of medical reports and records, proper punctuation, and available references are discussed. Prerequisites: Completion or concurrent enrollment in MDN161B-Medical Terminology II.

**MDN160B Beginning Medical Transcription II**  
24 Hours 1.0 Unit

This class builds on the skills learned in MDN160A. The student strives for more accuracy while maintaining better speed. The goal is to know how to utilize reference books and transcribe accurately. Prerequisites: MDN160A-Beginning Medical Transcription I.

**MDN160C Beginning Medical Transcription III**  
24 Hours 1.0 Unit

This class builds on the skills learned in MDN160A and MDN160B. The student strives for more accuracy while maintaining better speed. The goal is to know how to utilize reference books and transcribe accurately. Prerequisites: MDN160B-Beginning Medical Transcription II.

**MDN161A Medical Terminology I**  
24 Hours 2.0 Units

This course is a study of medical word roots, combining forms, suffixes, and prefixes. The student is introduced to terminology used in various medical specialties.

**MDN161B Medical Terminology II**  
24 Hours 2.0 Units

This course is a continuation of study of medical word roots, combining forms, suffixes, and prefixes. The student continues to expand on previously learned terminology. The student is introduced to common medical abbreviations. Prerequisite: MDN161A-Medical Terminology I.

**MDN162A Introduction to Medical Assisting I****24 Hours****1.0 Unit**

This course is an introduction to the “back office.” The student will be introduced to basic back office procedures such as vital signs (temperature, pulse, respiration, and blood pressure), eye exams, measuring height and weight, and hand washing techniques, following OSHA guidelines with a workbook. Students will put a patient chart together and learn accurate charting methods. Prerequisite: Completion or concurrent enrollment in MDN161A–Medical Terminology I.

**MDN162B Introduction to Medical Assisting II****24 Hours****1.0 Unit**

This course is a continuation of MDN162A, Introduction to Medical Assisting I. Having learned basic vital signs, students will be able to gain confidence in their skills with additional practice. Additional skills such as Eye Exams, Height and Weight, and Pulse Oximetry will be included. Pediatric exams (well and sick visits) with accurate growth charting for height, weight and head circumference are included. Actual Patient simulations will allow the student to practice rooming a patient, obtaining a medical history, and anticipating the doctor’s needs depending on the patient’s chief complaint. Charting will be addressed as well as the proper handling of biohazardous waste. Prerequisite: Completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN162A–Introduction to Medical Assisting I.

**MDN162C Introduction to Medical Assisting III****24 Hours****1.0 Unit**

Students will participate in BLS for Health Care Providers to be trained in CPR (adult, child, infant), AED Adult and Child and Heartsaver first aid (splinting, bleeding, shock, etc.) along with practical application including dressings and bandages. Proper methods of body mechanics with patient lifting, proper use of a wheelchair and crutches are taught. Upon completion each student will receive a certificate in CPR (adult, child, infant), AED (adult, child, infant) and Heartsaver First Aid. Prerequisite: Completion or concurrent enrollment in MDN161A–Medical Terminology I.

**MDN163A Injections and Surgical Assisting****24 Hours****2.0 Units**

The student is given a more in-depth look at the duties of the back office medical assistant.

Skills taught will include assisting with a physical examination, patient positioning as well as the medical assistant’s role during the exam, proper documentation, and cleanup following the procedures. The patient’s care will also be emphasized. Injections will be introduced. The importance of proper equipment, various site objectives, techniques, and safety precautions following OSHA rules and guidelines are stressed. Proper dose calculation methods will also be reviewed. Prerequisites: MDN162B–Introduction to Medical Assisting II; completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN150 or MDN151 or MDN152–Anatomy and Physiology I, II or III.

**MDN163B Injections and Surgical Assisting Skills****Lab A****24 Hours****1.0 Unit**

The student will practice injections demonstrating proper technique and using appropriate equipment according to the instructor following the instructor’s demonstration. Following extensive practice sessions, the students will be required to satisfactorily check-off on required skills. Prerequisite: Completion or concurrent enrollment in MDN163A–Injections and Surgical Assisting.

**MDN163C Injections and Surgical Assisting Skills****Lab B****24 Hours****1.0 Unit**

The student is introduced to surgical assisting as applicable to minor surgery in the medical office. Identification, proper care, and usage of basic medical instruments are taught. Instruction and demonstration in the techniques of disinfecting, wrapping, and sterilization of instruments using various methods including the autoclave method is emphasized. The student is instructed in the proper sterile techniques as well as suture removal, and set up of specialty exam equipment trays including proctologic exams and pelvic and pap trays. Prerequisite: Completion or concurrent enrollment in MDN163A–Injections and Surgical Assisting.

**MDN164A EKGs and Capillary Puncture****24 Hours****2.0 Units**

The student is introduced to the procedure for performing an electrocardiogram (EKG) and the electrical conduction system of the heart. Students will also be introduced to techniques

in the collection of capillary blood specimens for hemoglobin, hematocrit, and blood glucose screening. Eye and ear irrigations will be introduced. Use of therapeutic ultra sound and throat cultures will be demonstrated and practiced. The use of correct documentation, normal values, and reporting of laboratory procedures will be practiced. OSHA regulations for a laboratory facility are reviewed. Prerequisites: Completion of MDN162B-Introduction to Medical Assisting II; completion or concurrent enrollment in MDN161B-Medical Terminology II and MDN150, MDN151, or MDN152-Anatomy and Physiology I, II, or III.

**MDN164B EKGs and Capillary Puncture Skills  
Lab A**

**24 Hours 1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MDN164A including EKGs, collection of capillary blood specimens, and use of the ultrasound equipment. Students will “check-off” on lab procedures according to preset standards. The use of correct documentation and reporting of laboratory procedures will be practiced. Prerequisite: Completion or concurrent enrollment in MDN164A-EKGs and Capillary Puncture.

**MDN164C EKGs and Capillary Puncture Skills  
Lab B**

**24 Hours 1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MDN164A including EKGs, processing of capillary blood specimens, and use of the ultrasound equipment. Throat swabs and culturing will be demonstrated and practiced. The use of correct documentation and reporting of laboratory procedures will be practiced. Prerequisite: Completion or concurrent enrollment in MDN164A-EKGs and Capillary Puncture.

**MDN166A Phlebotomy and Urinalysis**

**24 Hours 2.0 Units**

The student is introduced to venipuncture for Medical Assistants and will learn the purpose and procedure of different types of blood draws. Appropriate sites and patient care of site are discussed. Equipment including vacuum tubes and supplies are reviewed. Students will be introduced to basic techniques needed for the laboratory and medical office. Urinalysis and specimen processing will be introduced. Students will learn normal values for common tests and proper documentation of urinalysis

involving microscopic preparation, as well as physical and chemical analysis. Prerequisites: Completion of MDN162B-Introduction to Medical Assisting II; completion or concurrent enrollment in MDN161B-Medical Terminology II and MDN150, MDN151, or MDN152-Anatomy and Physiology I, II, or III.

**MDN166B Phlebotomy and Urinalysis Skills Lab A**

**24 Hours 1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MDN166A including performing blood collection by venipuncture and properly assessing urinalysis. Students will learn normal values for common tests and proper documentation. Urinalysis skills to include appearance, chemical analysis, and microscopic exam. Prerequisite: Completion or concurrent enrollment in MDN166A-Phlebotomy and Urinalysis.

**MDN166C Phlebotomy and Urinalysis Skills Lab B**

**24 Hours 1.0 Unit**

The lab class is used to practice and demonstrate the skills covered in MDN166A including performing blood collection by venipuncture and properly assessing urinalysis. Students will also process culture specimens after performing throat swabs. Students will also process culture specimens after performing throat swabs. Students will “check-off” on lab procedures according to preset standards. Prerequisite: Completion or concurrent enrollment in MDN166A-Phlebotomy and Urinalysis.

**MDN250 Medical Office Procedures I**

**24 Hours 2.0 Units**

The class introduces the student to the profession of Medical Assisting and the role of others in the office setting. A brief history of medicine is discussed and will require each student to create a medical history report. Medical specialties, professional behavior and roles as a medical assistant as it relates to medical ethics and medicine and the law are covered in this course.

**MDN251 Medical Office Procedures II**

**24 Hours 2.0 Units**

This class is designed to train the student in various tasks inherent in a medical office: greeting patients, oral communications, telephone techniques, accurate charting, alphabetical filing and terminal digit filing are explained, message taking, postal regulations, and the



different time zones. Discussion of medical pegboard accounting, with a self-paced pegboard system including simulations for each student.

**MDN253 Medical Office Management**

**24 Hours**

**2.0 Units**

This class is designed to orient the student to management fundamentals in a medical outpatient setting. Students examine the responsibilities of an office manager, staff relationships, policy and procedures, and daily office functions. Students receive training in personnel management and employee benefits. HIPAA, OSHA, CLIA, HITECH and compliance are discussed in detail including: implementation, compliance, and documentation. Prerequisites: MDN250–Medical Office Procedures I, MDN251–Medical Office Procedures II, and enrollment in the Specialized Associate Degree–Medical Assistant program.

**MDN255 Medical Assisting Certification Exam Preparation**

**24 Hours**

**1.0 Unit**

This course is an online testing simulator designed to highlight the student's strengths and weaknesses in preparation for the California Certified Medical Assistants exam. The instructor presents all potential certification opportunities to the student and the exam application(s) process is explained and facilitated. The student will be presented with multiple scenarios based on actual patient situations to sharpen their skills as a Medical Assistant and prepare them for certification. The student will be well prepared for the California Certified Medical Assistants Exam. Prerequisite: MDN162A–Introduction to Clinical Assisting I.

**MDN301A Diagnostic Coding I**

**24 Hours**

**2.0 Units**

This class is designed to develop the student's skill in using the ICD-10-CM coding manual. The use of ICD-10-CM Volumes I and II will be demonstrated. Exposure is given to an array of coding situations that will usually be encountered on the job, with extensive practices given in theory and practical. Prerequisites: Completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN150, MDN151 or MDN152–Anatomy and Physiology I, II, or III.

**MDN301B Procedural Coding I**

**24 Hours**

**2.0 Units**

This class is designed to give the student experience with the Evaluation Management, Medicine, and Pathology/Lab sections of the CPT coding manual. The student is also introduced to the HCPCS coding manual to explore coding supplies provided in an outpatient setting and by durable medical equipment providers. Emphasis is on the use of current medical code books for procedures, efficient ways of looking up codes, and abstracting these codes from case scenarios. Prerequisites: Completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN150, MDN151 or MDN152–Anatomy and Physiology I, II, or III.

**MDN301C Procedural Coding II**

**24 Hours**

**2.0 Units**

This class is designed to give the student extensive practice with the CPT coding manual. The student will focus on the Surgery procedural service codes and the unique Surgery subsections as well as coding Radiology and Anesthesia services. The student will also become proficient at using the modifiers associated with these sections. The emphasis is on the use of current medical code books for procedures, efficient ways of looking up codes, and abstracting these codes from case scenarios. Prerequisites: Completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN150, MDN151 or MDN152–Anatomy and Physiology I, II, or III.

**MDN302A MediSoft I**

**24 Hours**

**1.0 Unit**

This course is designed to develop the student's skill in handling computerized patient billing and record keeping procedures including daily reports and end of month summaries in a logical, realistic manner. The simulations will enable students to input data, manipulate the data, and output the information in a usable form. The student will learn to record data to computerized patient files and to operate a computerized patient billing and record keeping system. The student is introduced to the HIPAA Privacy Rule, the major types of health plans, HIPAA Security Rule, and HIPAA Transaction and Code Set Rule as they relate to insurance claims.

**MDN302B MediSoft II****24 Hours****1.0 Unit**

This class continues to build on the knowledge gained in MDN302A. The student continues to practice simulations using more advanced functions. Appointment scheduling, canceling appointments, posting payments, and adjustments are taught and practiced. Students are introduced to electronic medical records and electronic data interchange. Prerequisite: MDN302A–MediSoft I.

**MDN305 Medical Insurance Plans****24 Hours****2.0 Units**

This class is presented to orient the student to Commercial and Government insurance programs. These include Medi-Cal (Medicaid), Healthy Families, Medicare, State Disability, Worker's Compensation, TRICARE, CHAMPVA, Managed Care Plans such as HMO's and PPO's. Medical ethics and legal issues pertaining to patient billing are discussed. Prerequisite: Completion or concurrent enrollment in MDN161A–Medical Terminology I.

**MDN306 Claims Reimbursement****24 Hours****2.0 Units**

This course expands on the knowledge gained in Insurance Plans, CPT and ICD-10 coding. The student is introduced to the responsibilities of an insurance specialist, the life cycle of the CMS-1500 (or universal) claim form, and billing guidelines for paper and electronic claims. The student is also given an in-depth review of the follow-up necessary for delinquent or denied claims and to ensure accurate reimbursement from health plans. Prerequisites: Completion of MDN305–Medical Insurance Plans, MDN301A–Medical Insurance Coding I, MDN301B–Medical Insurance Coding II; completion or concurrent enrollment in MDN301C–Medical Insurance Coding III.

**MDN307 Electronic Health Records****24 Hours****2.0 Units**

Electronic Health Records (EHR) is the most commonly accepted term for the software with a full range of functionalities to store, access, and use patient medical information. This class is devoted to practical, hands-on experience with Spring charts, a popular electronic health records program used by medical professionals. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is taught in detail.

**MDN308A Introduction to the Paperless****Medical Office****24 Hours****1.0 Unit**

This is an introduction to the components and requirements of the electronic health record. Students learn the principles of computer technology related to health care with emphasis on computerized medical billing, health care data collection, storage, retrieval, security arrangement, presentation, and verification. Students use the Harris Care Tracker, real practice management EHR software to simulate various activities in the medical office to gain proficiency.

**MDN308B Application of the Paperless****Medical Office****24 Hours****1.0 Unit**

A continuation of MDN308A–Introduction to the Paperless Medical Office, the student is provided with additional practice using the components of electronic health records. Students learn the principles of computerized billing by posting charges and payments, health care data collection, storage, retrieval, security arrangement, presentation, and verification. Tracking insurance payments, scheduling, and journaling are done using mock scenarios. Students use the Harris Care Tracker, real practice management EHR software to simulate various activities in the medical office to gain proficiency. Prerequisite: MDN308A–Introduction to the Paperless Medical Office.

**MDN310 Advanced Medical Coding****24 Hours****2.0 Units**

This course expands on the knowledge acquired in CPT and ICD-10-CM coding. The student will gain further understanding of the evaluation and management audit form and learn to abstract data to accurately code both procedures and diagnoses. The student will learn to abstract information from patient chart notes, operative reports, radiology reports, and laboratory and pathology requisition forms. Prerequisites: Completion of MDN301A,B,C–Medical Insurance Coding I, II, III; completion or concurrent enrollment in MDN306–Claims Reimbursement.

**MDN311 Health Information Management****24 Hours****2.0 Units**

This course focuses on applying critical thinking skills to real HIM-related situations that



occur in the workplace. The program aligns to the five health information management curriculum domains: health data management; health statistics, biomedical research, quality management; health service organization and delivery; information technology and systems; organization and management.

**MDN312 Medical Coding Apprenticeship  
Certification Preparation**

**24 Hours 2.0 Units**

This course provides a review of medical coding processes and procedures, including practice test activities and simulated certification examinations. Students are presented with coding case practices and are expected to apply their knowledge of procedural and anatomical coding in an abstract manner. This course will review anatomical terminology, pathophysiology, and reimbursement issues. It will also review Current Procedural Terminology, International Classification of Diseases 10<sup>th</sup> Revision, Clinical Modification ICD-10-CM, Official Coding Guidelines and CMS Healthcare Common Procedural Coding System. The student will be well prepared for the Coding Certification Exam. Prerequisites: MDN305-Medical Insurance Plans; MDN306-Claims Reimbursement; MDN307-HIPAA and Medical Records; completion or concurrent enrollment in MDN310-Advanced Medical Coding.

**MDN400B Medical Career Preparation**

**24 Hours 1.0 Unit**

Students will complete three projects to ready them for the job market: creation of a professional portfolio, a comprehensive study of stress management, and a research paper on a medical topic of interest to them. Prerequisites: This course is scheduled during the student's last quarter to maximize the outcomes as the student transitions from school to the workplace.

**MDN401 Medical Externship**

**168 Hours 5.5 Units**

The externship is designed to allow the student to observe and participate in a series of on-the-job learning experiences whereby they will achieve entry-level proficiency as a medical assistant.

Prerequisites: Completion of full Specialized Associate Degree-Medical Assistant, Certified Medical Assistant, Medical Assistant Essentials, or Medical Administrative Assistant program;

overall 3.2 GPA; 90 percent (minimum) attendance in all medical classes; attainment of the graduation typing speed requirement for the program; and completion of all in-class requirements; i.e., no Incompletes, "F," "RF" grades in the following classes: MDN162A,B,C; MDN163A,B,C; MDN164A,B,C; and MDN166A,B,C. The student is required to complete a health screening, drug test, and background check prior to beginning the externship. Details of the screening are available in the Medical Externship Office.

NOTE: Students not meeting the criteria will be required to complete classes totaling 5.5 units in lieu of the externship. The classes will be determined by the Director of Education and/or Medical Department Head with input from the student.

**MNN230A Entrepreneurship: Creating a Business**

**24 Hours 2.0 Units**

This class covers the basics of the business environment and the steps necessary to create a business. Global business and start-up procedures are incorporated in the development of a small business plan. Prerequisite: GBN132C-Administration: Project Management.

**MNN230B Entrepreneurship: Financing and  
Marketing a Business**

**24 Hours 2.0 Units**

This class is designed to teach students the basics of professional financial options in the creation of a business. Special emphasis is placed on the pivotal role of marketing, including product, promotion, distribution, and pricing. Prerequisite: MNN230A-Entrepreneurship: Creating a Business and ACN160A-Fundamentals of Accounting IA.

**MNN230C Entrepreneurship: Managing a Business**

**24 Hours 2.0 Units**

This class is designed to teach students how to effectively manage a business. Topics covered include bringing a business to life, building a top quality workforce, finding new ways to learn and link, and putting it all together. Prerequisite: MNN230B-Entrepreneurship: Financing and Marketing a Business.

**MNN330A Professional Development I - Internship**

**30 Hours 1.0 Unit**

Professional Development I will provide students the opportunity to observe and

participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisites: Completion of the Administrative Business Professional or Tourism, Hospitality and Wine Industries program. A minimum GPA of 3.2 or more, a minimum of 90 percent attendance, and a typing speed of 40 WPM are required to participate in an internship. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Department Head.

**MNN330B Professional Development II - Internship**  
**30 Hours 1.0 Unit**

Professional Development II will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisites: Completion of the Administrative Business Professional or Tourism, Hospitality and Wine Industries program; may be taken concurrently with other MNN330 classes. A minimum GPA of 3.2 or more, a minimum of 90 percent attendance, and a typing speed of 40 WPM are required to participate in an internship. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Department Head.

**MNN330C Professional Development III - Internship**  
**30 Hours 1.0 Unit**

Professional Development III will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisites: Completion of the Administrative Business Professional or Tourism, Hospitality and Wine Industries program; may be taken concurrently with other MNN330 classes. A minimum GPA of 3.2 or more, a minimum of 90 percent attendance, and a typing speed of 40 WPM are required to participate in an internship. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Department Head.

**MNN330D Professional Development IV - Internship**  
**30 Hours 1.0 Unit**

Professional Development IV will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisites: Completion of the Administrative Business Professional or Tourism, Hospitality and Wine Industries program; may be taken concurrently with other MNN330 classes. A minimum GPA of 3.2 or more, a minimum of 90 percent attendance, and a typing speed of 40 WPM are required to participate in an internship. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, an independent course of study will be required under the direction of the Department Head.

**MNN331 Professional Portfolio Project**  
**24 Hours 1.0 Unit**

In this course, students will create a professional career portfolio as a visual representation of their education, experience, strengths, abilities, skills, accomplishments, and work for employment interviews. Prerequisite: Completion of GBN132C-Administration: Project Management or enrollment in the Tourism, Hospitality and Wine Industries program.

**MNN335A Presentation Skills**  
**24 Hours 2.0 Units**

This class provides students with the skills needed to deliver successful presentations. Topics covered include understanding the audience, planning a presentation, managing stress, and presenting to an audience.

**MNN430A Professional Development I Simulated Projects**  
**30 Hours 1.0 Unit**

Professional Development I will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisite: Completion of the Administrative Business Professional or Tourism, Hospitality and Wine Industries program.

**MNN430B Professional Development II****Simulated Projects****30 Hours 1.0 Unit**

Professional Development II will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisite: Completion of the Administrative Business Professional or Tourism, Hospitality and Wine Industries program.

**MNN430C Professional Development III****Simulated Projects****30 Hours 1.0 Unit**

Professional Development III will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisite: Completion of the Administrative Business Professional or Tourism, Hospitality and Wine Industries program.

**MNN430D Professional Development IV****Simulated Projects****30 Hours 1.0 Unit**

Professional Development IV will provide students the opportunity to observe and participate in a series of learning experiences utilizing the skills and knowledge gained in the classroom. Prerequisite: Completion of the Administrative Business Professional or Tourism, Hospitality and Wine Industries program.

**PBN100 Basic Phlebotomy****28 Hours 2.0 Units**

This course focuses on basic infection control, anatomy and medical terminology. Students will learn proper vein selection, patient identification, types of collection equipment: waste disposal and post puncture care. Prerequisites: High school diploma or GED.

**PBN200 Advanced Phlebotomy****28 Hours 2.0 Units**

Students will learn advanced infectious disease control and biohazards techniques. They will also learn the anticoagulation theory, along with knowledge of preanalytical sources of error in specimen collection, transport, processing and storage. Anatomical site selection and patient preparation are also taught. The class explores risk factors and appropriate responses to complications which may arise from phlebotomy. In addition, applications of basic concepts of communication, interpersonal rela-

tions, stress management, and professional ethical behavior are emphasized. Finally, students will examine the basic concepts underpinning quality assurance, as well as the legal implications of phlebotomy and legal issues related to blood collection. Prerequisite: PBN100-Basic Phlebotomy.

**PBN500 Phlebotomy Externship****40 Hours 1.0 Unit**

The externship is designed to allow the student to observe and participate in a series of on-the-job learning experiences whereby they will achieve entry-level proficiency as a Certified Phlebotomy Technician, CPT-1. Prerequisite: PBN200-Advanced Phlebotomy.

**PHN101A Ethics in Technology and Society****24 Hours 2.0 Units**

This class ties personal integrity and morals into ethical standards and relates personal ethics to decision making in a professional environment. Employee and employer responsibilities are explored, particularly as they apply to personal information and privacy in an age of electronic records.

**PLN240A Legal Research I****24 Hours 2.0 Units**

In this course the student will learn how to research, properly cite, and Shepardize cases and codes using the law library and Computer Assisted Legal Research (CALR) including LEXIS and the Internet as resources. The student will learn to use these research sources to find cases and codes covering California and federal law. The student will also learn how to use and understand secondary source resources including treatises, encyclopedias, and practice guides. Class time will be used for lecture, discussion, and assistance with course projects. Prerequisite: LGN231F- Estate Planning and Probate.

**PLN240L Legal Research I Lab****24 Hours 1.0 Unit**

This course is an hour of lab time provided to give students the time to locate and prepare legal research assignments given in PLN240A, including the opportunity to use the law library and take advantage of on-line resources. The instructor will be present to provide students with assistance and to provide additional explanations as needed. Prerequisite: LGN231F- Estate Planning and Probate.

**PLN240B Legal Research II****24 Hours****2.0 Units**

In this course the student will continue to work on researching, citing, and Shepardizing cases and codes using Computer Assisted Legal Research (CALR) including LEXIS and the Internet as resources. The student will learn how to use these research sources to find cases, codes, and secondary materials which they learned to locate in a law library. The student will learn how to formulate appropriate searches and will continue practicing proper citation formats. The student will learn when and how to use the Internet, including social media, as resources for legal research. Prerequisite: PLN240A&L-Legal Research I and Legal Research I Lab.

**PLN310A Writing for the Legal Professional I****24 Hours****2.0 Units**

This course is the first of a two-part series of legal writing classes designed to guide the student through the writing process for paralegals. In the first part of the series, objective writing is explored in great detail. The student will practice and review fundamental writing principles, practice proofreading and editing skills, learn legal analysis skills through briefing cases, learn to articulate legal concepts, and draft documents in a manner reflecting legal analysis. Prerequisite: PLN240B-Legal Research II.

**PLN31AL Writing for the Legal Professional I Lab****24 Hours****1.0 Unit**

This course is an hour of lab time provided to give students the time to prepare and edit coursework and case briefs assigned in PLN310A. The instructor will be present to provide students with assistance and to provide additional explanations as needed. Prerequisite: PLN240B-Legal Research II.

**PLN310B Writing for the Legal Professional II****24 Hours****2.0 Units**

The student will continue to explore the legal writing process. The student will learn how to determine whether his or her legal research is completed; how to organize a legal writing project at the completion of his or her legal research; how to write in an organized, succinct, clear manner; and how to edit and revise. The focus of the second half of legal writing is to practice predictive writing through the preparation of a legal memorandum. The student will also practice working on legal correspondence; specifically reviewing opinion letters

and writing demand letters. Prerequisite:

PLN310A-Writing for the Legal Professional I and PLN31AL-Writing for the Legal Professional I Lab.

**PLN31BL Writing for the Legal Professional II Lab****24 Hours****1.0 Unit**

This course is an hour of lab time provided to give students the time to prepare assignments given in PLN310B, including legal research projects, a legal memorandum and various types of legal correspondence. The instructor will be present to provide students with assistance and to provide additional explanations as needed. Prerequisite: PLN310A-Writing for the Legal Professional I and PLN31AL-Writing for the Legal Professional I Lab.

**PLN340A Advanced Legal Research and Writing****24 Hours****2.0 Units**

The student will learn how to perform complex legal research utilizing the tools introduced in PLN240 A and L and PLN240B. Lab time will be provided to allow students the necessary time in which to utilize the law library and Lexis for the drafting of their legal documents. Prerequisites: PLN310B-Writing for the Legal Professional II and PLN31BL-Writing for the Legal Professional II Lab.

**PLN340L Advanced Legal Research and Writing Lab****24 Hours****1.0 Unit**

This course is an hour of lab time provided to give students the time to prepare assignments given in PLN340A, including legal research project, preparation of legal documents assigned, work on the law library, and work using on-line legal resources. The instructor will be present to provide students with assistance and to provide additional explanations as needed. Prerequisite: PLN310B-Writing for the Legal Professional II, PLN31BL-Writing for the Legal Professional II Lab.

**PLN400 Internship for Paralegals****120 Hours****4.0 Units**

The student will apply his or her Paralegal Program knowledge by placement in the private legal sector, government agency, or other legal setting for on-the-job training under the supervision of an attorney for a 120 hour period. The various sites are approved by the Legal Department Head and discussed with each eligible student. The student is required to meet with the Department Head to discuss the student's progress on a periodic basis. Prerequisites:



PLN240B–Legal Research II and concurrent enrollment in the Specialized Associate Degree–Paralegal program, minimum GPA of 3.2, typing speed of 45 wpm, and minimum 90% attendance. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, the missing units must be replaced by another course(s), or a student may elect to take the PLN400B–Virtual Internship class.

**PLN400B Virtual Internship for Paralegals**  
120 Hours 4.0 Units

The student will apply his or her Paralegal Program knowledge by working in a virtual law office where every aspect of a personal injury law firm will be available to the student and the student will complete daily assignments such as client intake, preparing forms, legal research, writing legal memos, etc. Prerequisites: PLN240B–Legal Research II and concurrent enrollment in the Specialized Associate Degree–Paralegal program.

**RXN141A Basic Health Care Math**  
24 hours 2.0 units

This course is designed for students to become proficient in pharmacological and medical measurement systems with their equivalency. This will include ratios and proportions, converting between measurement systems, calculating dosages by weight, pediatric dosage calculations, and dosage calculation for nonparenteral medications and parenteral medications and for diluting solutions. Prerequisites: MDN161A–Medical Terminology I.

**RXN175A Principles of Pharmacology**  
24 hours 2.0 units

This course is an introductory course in pharmacology for allied health students. The class is designed to provide an overview of the history, language, legislation, and ethics surrounding pharmacology. The student is instructed in understanding drug uses, interactions, and side effects with emphasis on patient safety. The student will learn medication orders to include: reading, interpreting, and documenting along with common medication routes. Prerequisite: MDN161B–Medical Terminology II.

**RXN185A Pharmacology by Body Systems I**  
24 hours 2.0 units

This course is a basic course in pharmacology for allied health students. The class is designed

to provide an overview of pharmacology by body systems. The student is instructed in understanding drug uses, interactions, and effects on body systems. The student will learn medication of disorder of: the eye and ear, skin conditions, musculoskeletal systems, gastrointestinal, and endocrine systems. Prerequisites: MDN150–Anatomy and Physiology I, MDN151–Anatomy and Physiology II, MDN152–Anatomy and Physiology III, and RXN175A–Principles of Pharmacology.

**RXN185B Pharmacology by Body Systems II**  
24 hours 2.0 units

This class is a body-systems approach to pharmacology. The student is introduced to the basic study of medication use and patient education for the following systems: Respiratory Tract Conditions, Circulatory Disorders, Urinary Tract Conditions, Reproductive System, and Neurological Conditions. Prerequisites: MDN150–Anatomy and Physiology I, MDN151–Anatomy and Physiology II, MDN152–Anatomy and Physiology III, and RXN175A–Principles of Pharmacology.

**TRN137A Tour Planning I**  
24 Hours 2.0 Units

This course is designed to introduce the students to the different types of tours offered by tour operators to clients. How to read a tour itinerary and the booking process will be covered. Custom-designed tours and resources used to plan tours will be discussed. Students interested in becoming a tour guide will have the opportunity to plan and lead a tour of a local attraction.

**TRN137B Tour Planning II**  
24 Hours 2.0 Units

This class is designed to teach students the duties and responsibilities of domestic and international travel planning.

**TRN138A Guest Services & Front Office Operations I**  
24 Hours 2.0 Units

This course provides the student with the skills needed to work in a hotel, specifically the front office. The students will learn how to use all front desk equipment, check-in and check-out procedures, upselling, credit guidelines, guest security, walking guests, hotel terms, reservations, room forecasting, and key control. Prerequisite: Concurrent enrollment in TRN138B–Guest Services & Front Office Operations II.

**TRN138B Guest Services & Front Office Operations II**  
**24 Hours 1.0 Unit**

This is a continuation of TRN138A–Guest Services & Front Office Operations I. Topics covered in the class continue with the processes of the front desk including knowledge of the industry, its ownership structure, marketing strategies, reservation technologies in a rapidly technology driven environment, and changing guest travel and reservation patterns. Prerequisite: Concurrent enrollment in TRN138A–Guest Services & Front Office Operations I.

**TRN146A Marketing for Hospitality I**  
**24 Hours 2.0 Units**

In today's highly competitive hospitality market, it is essential to have an understanding of current marketing theories and strategies. The students review theory and focus on a practical approaches for effectively marketing hotels, restaurants, and other hospitality venues and services. Students will take a customer-oriented approach to hospitality marketing in an age where social media is an integral part of marketing. Prerequisite: Concurrent enrollment in TRN146B– Marketing for Hospitality II.

**TRN146B Marketing for Hospitality II**  
**24 Hours 1.0 Unit**

This is a continuation of TRN146A– Marketing For Hospitality I. During this section the students will continue to discuss internal marketing, the P's of marketing in the services sector, market segmentation including business, leisure travelers, travel agents, meeting planners, the SMERF market, and special segments. Strategic planning for social media and SoLoMo marketing will be included. Prerequisite: Concurrent enrollment in TRN146A–Marketing for Hospitality I.

**TRN146C Salesmanship**  
**24 Hours 2.0 Units**

This class provides special emphasis on the general principles of sales in today's marketing economy by examining buyer motivation and behavior. Prospecting, preparing a sales presentation, demonstration of products/services, communication styles, technology, and closing techniques will all be covered.

**TYN225A Keyboarding Speed Development**  
**ITYN225A Keyboarding Speed Development I**  
**24 Hours 1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: CMN127A–Beginning Keyboarding or equivalent.

**TYN225B Keyboarding Speed Development II**  
**24 Hours 1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TYN225A–Keyboarding Speed Development I.

**TYN225C Keyboarding Speed Development III**  
**24 Hours 1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TYN225B–Keyboarding Speed Development II.

**TYN225D Keyboarding Speed Development IV**  
**24 Hours 1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TYN225C–Keyboarding Speed Development III.

**TYN225E Keyboarding Speed Development V**  
**24 Hours 1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TYN225D–Keyboarding Speed Development IV.

**TYN225F Keyboarding Speed Development VI**  
**24 Hours 1.0 Unit**

This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard. Prerequisite: TYN225E–Keyboarding Speed Development V.



## Community outreach

Through an established culture of community outreach and academic service learning, Empire College is committed to providing a variety of free services each year to local residents and nonprofit agencies. In addition to providing services ranging from health screenings to income tax preparation to legal advice to GED prep, Empire's community outreach involves raising thousands of dollars and donating facility space to local nonprofits.

As a private college, our institutional service culture is focused on supporting the community at all levels and includes the president (board member and former chairman of the Sonoma County Workforce Investment Board), faculty and staff (through academic and co-curricular service-learning curriculum and personal modeling of volunteerism), and students in each of our 24 occupational programs, as well as the Law School's Juris Doctor and Master of Legal Studies programs.

Through these combined efforts, Empire College was recognized nationally on the President's Higher Education Community Service Honor Roll with Distinction in 2012 to 2015. Empire was a finalist for the top award in 2013. The award is the highest honor a college can receive for its commitment to volunteering, service learning, and civic engagement.

In 2015, the Empire College Board of Directors was recognized by the Sonoma County Board of Supervisors with a Jefferson Award for Public Service. A national recognition system designed to highlight

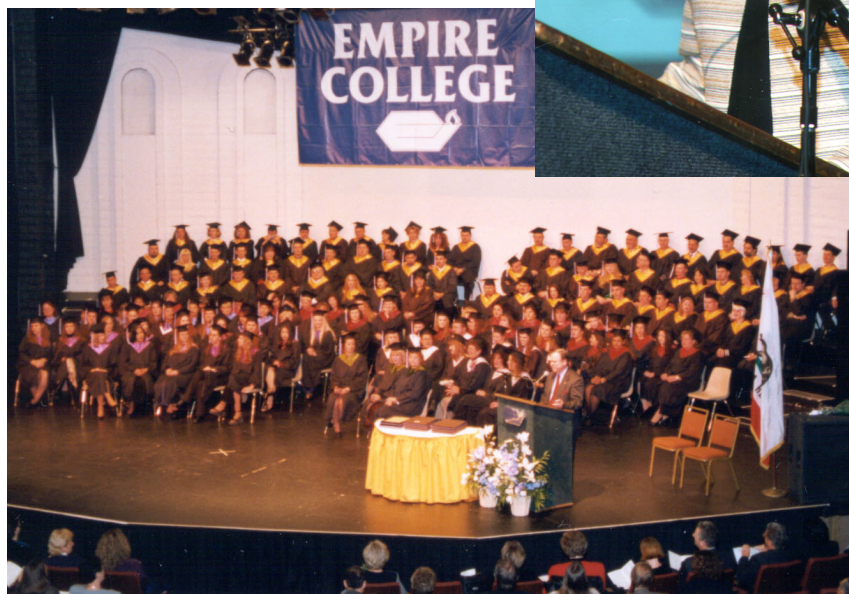


public service in America, the County's program recognizes the value of non-profit organizations, boards, commissions and advisory bodies, as well as individual efforts for Excellence in Community Leadership and Civic Engagement.





Graduation ceremonies, held at the Luther Burbank Center for the Performing Arts, give everyone a chance to celebrate our graduates' success.





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## Academic Calendar 2017—2018

|                        | <b>2018</b>                           | <b>2019</b>                           |
|------------------------|---------------------------------------|---------------------------------------|
| Quarter Start Date     | February 5, 2018                      | February 4, 2019                      |
| President's Day        | February 19, 2018                     | February 18, 2019                     |
| Mid-Quarter End Date   | March 15, 2018                        | March 14, 2019                        |
| Mid-Quarter Start Date | March 19, 2018                        | March 25, 2019                        |
| Spring Break           | April 2-6, 2018                       | March 18-22, 2019                     |
| Quarter End Date       | May 3, 2018                           | May 2, 2019                           |
| Quarter Start Date     | May 7, 2018                           | May 6, 2019                           |
| Memorial Day           | May 28, 2018                          | May 27, 2019                          |
| Mid-Quarter End Date   | June 14, 2018                         | June 13, 2019                         |
| Mid-Quarter Start Date | June 18, 2018                         | June 17, 2019                         |
| Summer Break           | July 2-6, 2018                        | July 1-5, 2019                        |
| Quarter End Date       | August 2, 2018                        | August 1, 2019                        |
| Quarter Start Date     | August 6, 2018                        | August 5, 2019                        |
| Labor Day Holiday      | September 3, 2018                     | September 2, 2019                     |
| Mid-Quarter End Date   | September 13, 2018                    | September 12, 2019                    |
| Mid-Quarter Start Date | September 17, 2018                    | September 16, 2019                    |
| Quarter End Date       | October 25, 2018                      | October 24, 2019                      |
| Quarter Start Date     | October 29, 2018                      | October 28, 2019                      |
| Thanksgiving Holiday   | November 22, 2018                     | November 28, 2019                     |
| Mid-Quarter End Date   | December 6, 2018                      | December 5, 2019                      |
| Mid-Quarter Start Date | December 10, 2018                     | December 9, 2019                      |
| Winter Break           | December 24, 2018-<br>January 4, 2019 | December 23, 2019-<br>January 3, 2019 |
| Quarter End Date       | January 31, 2019                      | January 30, 2020                      |

REGISTRATION: Students may register for any of the start dates at any time throughout the year.

Date of Publication: January 1, 2018

Period Covered:  
January 1, 2018 - December 31, 2018

Accredited by the  
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## 2018 Catalog Addenda

### Program Tuition and Fees

| PROGRAM  | Total Quarters <sup>1</sup> | Quarterly Tuition | Total Tuition | Registration and Student Services Fee <sup>2</sup><br>Non-Refundable | Student Tuition Recovery Fund Fee<br>Non-Refundable | Lab Fee | Estimated Textbook, Equipment, Uniform, & Supply Cost | Total Cost <sup>3</sup> |
|--|-----------------------------|-------------------|---------------|--|---|---------|---|-------------------------|
| <b>Accounting</b>  |                             |                   |               |  |   |         |   |                         |
| Specialized Associate Degree – Accounting  | 7                           | \$3,690           | \$25,830      | \$150  | \$0   | \$1,000 | \$6,400 <sup>3</sup>                                  | \$33,380                |
| Accounting with Computer Applications  | 5                           | 3,690             | 18,450        | 150  | 0   | 750     | 4,900 <sup>3</sup>                                    | 24,250                  |
| Accounting Essentials  | 4                           | 3,690             | 14,760        | 150  | 0   | 500     | 3,600   | 19,010                  |
| <b>Business</b>  |                             |                   |               |  |   |         |   |                         |
| Specialized Associate Degree –<br>Business   | 7                           | \$3,690           | \$25,830      | \$150  | \$0   | \$1,700 | \$5,700 <sup>3</sup>                                  | \$33,380                |
| Management Business Professional   | 5                           | 3,690             | 18,450        | 150  | 0   | 900     | 4,800 <sup>3</sup>                                    | 24,300                  |
| Administrative Business Professional   | 4                           | 3,690             | 14,760        | 150  | 0   | 300     | 3,900 <sup>3</sup>                                    | 19,110                  |
| Computerized Business Skills – Business  | 3                           | 3,690             | 11,070        | 150  | 0   | 300     | 2,800   | 14,320                  |
| Accelerated Business Essentials  | 2.5                         | 3,690             | 9,225         | 150  | 0   | 300     | 3,200 <sup>3</sup>                                    | 12,875                  |
| <b>Information Technology</b>  |                             |                   |               |  |   |         |   |                         |
| Specialized Associate Degree – Information<br>Technology – Linux Concentration     | 7                           | \$3,690           | \$25,830      | \$150  | \$0   | \$2,450 | \$4,300   | \$32,730                |
| Specialized Associate Degree – Information<br>Technology – Microsoft Concentration | 7                           | 3,690             | 25,830        | 150  | 0   | 2,550   | 4,900   | 33,430                  |
| Specialized Associate Degree – Information<br>Technology – Security Concentration  | 7                           | 3,690             | 25,830        | 150  | 0   | 2,400   | 4,900   | 33,280                  |
| Network Specialist   | 5                           | 3,690             | 18,450        | 150  | 0   | 2,400   | 3,800   | 24,800                  |
| Network Administrator  | 4                           | 3,690             | 14,760        | 150  | 0   | 1,700   | 3,000   | 19,610                  |
| Computer Support Specialist  | 3                           | 3,690             | 11,070        | 150  | 0   | 1,400   | 2,000   | 14,620                  |
| <b>Legal</b>   |                             |                   |               |  |   |         |   |                         |
| Specialized Associate Degree – Paralegal   | 7                           | \$3,690           | \$25,830      | \$150  | \$0   | \$800   | \$5,300 <sup>3</sup>                                  | \$32,080                |
| Legal Office Administration  | 5                           | 3,690             | 18,450        | 150  | 0   | 800     | 4,600 <sup>3</sup>                                    | 24,000                  |
| Legal Secretary  | 4                           | 3,690             | 14,760        | 150  | 0   | 400     | 3,700   | 19,010                  |

## Program Tuition and Fees (continued)

| PROGRAM  | Total Quarters <sup>1</sup> | Quarterly Tuition | Total Tuition | Registration and Student Services Fee <sup>1</sup><br>Non-Refundable | Student Tuition Recovery Fund Fee<br>Non-Refundable | Lab Fee | Estimated Textbook, Equipment, Uniform, & Supply Cost | Total Cost <sup>2</sup> |
|--|-----------------------------|-------------------|---------------|--|---|---------|---|-------------------------|
| <b>Medical</b>   |                             |                   |               |  |   |         |   |                         |
| Specialized Associate Degree – Medical Assistant – Clinical/Administrative Concentration | 7                           | \$3,690           | \$25,830      | \$150  | \$0   | \$1,450 | \$5,800   | \$33,230                |
| Specialized Associate Degree – Medical Assistant – Health Information Concentration      | 7                           | 3,690             | 25,830        | 150  | 0   | 1,450   | 5,300   | 32,730                  |
| Specialized Associate Degree – Medical Assistant – Phlebotomy Concentration              | 7                           | 3,690             | 25,830        | 150  | 0   | 1,650   | 5,300   | 32,930                  |
| Clinical Medical Assistant   | 5                           | 3,690             | 18,450        | 150  | 0   | 1,200   | 4,000   | 23,800                  |
| Medical Assistant Essentials   | 4                           | 3,690             | 14,760        | 150  | 0   | 800     | 2,900   | 18,610                  |
| Medical Administrative Assistant   | 5                           | 3,690             | 18,450        | 150  | 0   | 1,200   | 4,700   | 24,500                  |
| Medical Billing and Coding Technician  | 4                           | 3,690             | 14,760        | 150  | 0   | 1,300   | 4,700   | 20,910                  |
| Phlebotomy   | 1                           | 2,150             | 2,150         | 135  | 0   | 500     | 265   | 3,050                   |

### Tourism and Hospitality

|  |     |                    |          |       |     |         |                      |          |
|--|-----|--------------------|----------|-------|-----|---------|----------------------|----------|
| Specialized Associate Degree – Guest Services          | 7   | \$3,690            | \$25,830 | \$150 | \$0 | \$1,150 | \$5,700 <sup>3</sup> | \$32,830 |
| Tourism, Hospitality and Wine Industries               | 3   | 3,690 <sup>4</sup> | 11,439   | 150   | 0   | 800     | 2,500                | 14,889   |
| Tourism, Hospitality and Wine Industries (Accelerated) | 2.5 | 3,690 <sup>4</sup> | 9,594    | 150   | 0   | 800     | 2,000                | 12,544   |

<sup>1</sup> Includes \$100 registration and \$50 student service fees.

<sup>2</sup> Charges for the period and the entire program.

<sup>3</sup> Includes laptop and software cost.

<sup>4</sup> \$3,690 fee per quarter plus \$369 for one additional 24-hour class.

**Quarterly Fee:** Tuition charges are \$3,690 per quarter for all degree and diploma programs.

**Registration Fee:** A \$100 Registration Fee must accompany each application prior to admission to Empire College. The fee entitles the student to begin classes within 12 months following the receipt of the original application, if the student has been accepted.

**Student Service Fee:** An additional \$50 fee is charged to each student to cover the cost of student activities once the student has started college.

The Registration Fee and Student Service Fee constitute a non-refundable administration fee after the seven-day cancellation period (see “Student’s Right to Cancel” on Page 5 of this addenda).



**Student Tuition Recovery Fund Fee:** The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

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

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Effective January 1, 2015, the Student Tuition Recovery Fund assessment is zero (\$0) per \$1,000. Therefore, no STRF assessment is currently being charged.

**Medical Programs with Externships:** Students enrolling in the Specialized Associate Degree - Medical Assistant, Medical Administrative Assistant, Clinical Medical Assistant, or Medical Assistant Essentials programs are required, prior to starting the externship, either to have a physical screening (including the Hepatitis B vaccine) signed by a licensed physician or to sign a waiver. Students may use their own physicians for the physical screening but must provide the

written documentation necessary to qualify for the externship. However, there is no reduction in tuition cost. In addition, prior to starting the externship students are required to have a drug screening and background check.

**Medical Program Certifications:** Certified California Medical Assistant certificates are awarded upon successful completion of the exams, which are administered as part of the Specialized Associate Degree-Medical Assistant (all concentrations), Clinical Medical Assistant, Medical Administrative Assistant, and Medical Billing and Coding Technician programs. In addition, a Certified Professional Coder certificate is awarded upon successful completion of the CPC exam, which is administered as part of the Specialized Associate Degree-Medical Assistant-Health Information Concentration and Medical Billing and Coding Technician programs. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended.

**Information Technology Program Certifications:** The majority of IT certification exams may be taken at the on-campus VUE Testing Center. The six exams that are included as preparations in the core classes of the Specialized Associate Degree-Information Technology program are included in the tuition for that program as well as the Network Specialist and Network Administrator programs. The four exams that are included as preparations in the Computer Support Specialist program are included in that program's tuition. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended.

**Hospitality/Tourism/Wine Program Certifications:** Certificates are awarded upon successful completion of exams in many subject areas provided by several industry-recognized professional organizations dependent on the text and subject area. Certifications are not required to be employed in the career field, but they are highly recommended.

**Business Program Certifications:** Microsoft Office Specialist (MOS) Certificates are awarded upon successful completion of the following exams, which are administered as part of the Specialized Associate Degree-Business and Management Business Professional programs' class curriculum and are included in the tuition and fees:

Word, Excel, Outlook, and PowerPoint - Specialized Associate Degree program

Word and Excel - Management Business Professional.

In addition, a payroll certificate is awarded upon successful completion of The National Bookkeepers Association payroll certification exam, which is administered as part of the Specialized Associate Degree-Business and Management Business Professional programs. Certifications are not required to be employed in the career field, but they are highly recommended.

**Accounting Program Certification:** A Microsoft Office Specialist Certificate is awarded upon successful completion of the Excel exam, which is administered as part of the Specialized Associate Degree-Accounting program's class curriculum and is included in the tuition and fees. A Certified Bookkeeper certificate is awarded upon successful completion of The National Bookkeepers Association exam, which is administered as part of the Specialized Associate Degree-Accounting, Accounting with Computer Applications, and Accounting Essentials programs' class curriculum and is included in the tuition and fees. A VITA (Volunteer Income Tax Assistance) certificate in income tax preparation is awarded upon successful completion of the Specialized Associate Degree-Accounting, Accounting with Computer Applications, and Accounting Essentials programs' class curriculum and is included in the tuition and fees.

In addition to the Certified Bookkeeper certificate issued by the National Bookkeepers Association (NBA), students are also prepared to take the following certification tests issued by the NBA:

- Payroll Certification test - Specialized Associate Degree-Accounting, Accounting with Computer Applications, and Accounting Essentials programs.
- QuickBooks Certification test - Specialized Associate Degree-Accounting program.

Certifications are not required to be employed in the career field, but they are highly recommended.

**Class Additions:** Students who add classes to their programs of study at the time of enrollment will be charged \$369 per 24-hour class.

## Modified Programs

For programs that are less than 240 clock hours, the Registration Fee is \$50.

For programs that are 240 clock hours or more, the Registration Fee is \$75 plus a Student Services Fee of \$25.

## Individual Classes

Students who take individual classes will be charged \$15.38 for each lab or lecture hour taken (\$369 per 24-hour class), except for the following lab classes which will be charged at the rate of \$195 per 24-hour class:

| INDIVIDUAL CLASSES    |  | Clock Hours/ |         |
|-----------------------|--|--------------|---------|
| Computer Applications |  | Units        | Tuition |
| BMN195A               | 10-Key Keypad  | 24 / 1.0     | \$ 195  |
| CMN127A               | Beginning Keyboarding  | 24 / 1.0     | 195     |
| CMN127B               | Introduction to Word I   | 24 / 1.0     | 195     |
| CMN127C               | Introduction to Word II  | 24 / 1.0     | 195     |
| CMN144A               | Beginning Word   | 24 / 1.0     | 195     |
| CMN144B               | Intermediate Word  | 24 / 1.0     | 195     |
| CMN166A               | Beginning Excel  | 24 / 1.0     | 195     |
| CMN166B               | Intermediate Excel   | 24 / 1.0     | 195     |
| CMN192A               | Microsoft Office Professional:<br>An Overview of Word and Excel        | 24 / 1.0     | 195     |
| CMN192B               | Microsoft Office Professional:<br>An Overview of Access and PowerPoint | 24 / 1.0     | 195     |
| TYN225A               | Keyboarding Speed Development I  | 24 / 1.0     | 195     |

Students are awarded a certificate upon completion of individual classes. A one-time \$25 Application Fee must accompany each application for admission prior to entry into individual courses. The fee, once paid, entitles the student to begin classes within 12 months following receipt of the original application if the student has been accepted. If cancellation is requested by the applicant within the 7-day cancellation period, all funds paid will be refunded.

Students who return to complete unfinished classes in their diploma or degree program will be charged the current hourly rate of \$15.38 for each lab or lecture hour taken.

## Refund Policy

### Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or tuition obligations, through the third week of scheduled instruction after the first class session. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed less than 60 percent of scheduled hours in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Empire College, 3035 Cleveland Avenue, Santa Rosa, CA 95403. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60 percent of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 15 business days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 15 business days.

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

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

Should subsequent Federal or California regulation require a change to this refund policy, Empire College will adhere to such requirements.

For further information, please contact the Financial Aid Office at the College.

## Attendance

Since students at Empire are training for their employment future, it is expected that they be in regular attendance. Students must attain overall attendance of 80 percent or better to meet graduation requirements. Students who have below 80 percent attendance for two consecutive quarters may be subject to dismissal from the College.

On each day of absence, the student is required to call the Student Advisor. If the student does not call, the Student Advisor will contact the student. If the Student Advisor is unable to reach a student, the person designated to be notified in case of an emergency may be called.

Policies regarding tardiness, class cuts, and make-up work are at the discretion of the individual instructors.

## Student Consumer Information

For further information concerning federal financial aid programs, please refer to the *Entrance Counseling Guide for Direct Loan Borrowers*, published by Federal Student Aid and incorporated into this Empire College Catalog Addenda.