OPENING DOORS TO REWARDING CAREERS

Empire
College
SINCE 1961

2019 Course Catalog

Contents

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.

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 listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is 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, 2021. 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
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
888-370-7589 telephone
916-263-1897 fax

Accrediting Council for Independent
Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
202-336-6780 telephone

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.

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 - Information Technology
Specialized Associate Degree - Administrative Medical Professional
Specialized Associate Degree - Clinical Medical Professional
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 three times per year. 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.

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

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
Sara Thurner, 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, Director of Administrative Services
Ken Castor, Maintenance Supervisor
Mariah Crespo, Administrative Assistant
Michaela DeBiase, Certification Test Administrator
Kadee Gilliland, Administrative Assistant
Windelyn Noland, Administrative Assistant

Admissions
Dahnja Schiro, Director of Admissions
Flavio Farias, Admissions Officer
Aimee Lute, Admissions Officer
Dede Papa, Admissions Officer

Career Placement Services
Eddy Gilbert, Career Placement Advisor
Tammy Sams, 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
Crystal Frank, Student Success Advisor
Nora Songster, Student Success Advisor/Scheduler
Misty Wolf, Registrar

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
Department Head:
> Cynthia Hanna, BA
> Sonoma State University, California

Instructors:
> Rose Batzdorff, BA, MA
> University of Colorado
> University of Northern Colorado

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

> Laura Krieg, CLA, BA
> Sonoma State University, California

Business (continued)
> 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, JD
> University of Washington, Seattle
> U.C. Hastings College of Law, California

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

> Marc Hunter, AA, A+, Network+, MCP
> Empire College, California

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

Faculty

Legal

Lead Instructor:
Laura Krieg, CLA, BA
Sonoma State University, 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

Nina Cooney, CP, ACP, AA
Santa Rosa Junior College, California

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

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

Medical

Department Head:
Shannon Tinsley, CCMA-AC
Empire College, California

Instructors:
Rebecca Bovee, CPC, AS, AA
Marin College of Medical Careers,
California
San Diego Mesa College, California

Alyson Brisco
Empire College, California

Ed Carrithers, CCMA-C
Empire College, California

Paula Gregerson, AA
Santa Rosa Junior College, California

Medical (continued)

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

Sheena McDermand-Toledo, AA
Empire 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

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

Oscar Noriega, CPT-1

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
Accounting and Bookkeeping	
Specialized Associate Degree – Accounting	21
Accounting with Entrepreneurship Emphasis	18
Accounting with Certification Emphasis *	21
Business	
Specialized Associate Degree – Business	18
Business Management Professional	18
Accelerated Business Professional *	18
Business Office Professional	16
Information Technology	
Specialized Associate Degree – Information Technology	19
Microsoft Solutions Expert	19
I.T. Support Specialist	19
Legal	
Specialized Associate Degree – Paralegal	20
Paralegal Studies	20
Legal Office Assistant	18
Medical	
Specialized Associate Degree – Administrative Medical Professional	17
Specialized Associate Degree – Clinical Medical Professional	17
Clinical Medical Assistant	17
Medical Assistant Essentials	17
Medical Administrative Assistant	17
Medical Billing and Coding Technician	17
Phlebotomy Technician	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 B, 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 Department Head 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, 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, 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, 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 and have achieved a 2.0 overall grade point average and 80 percent attendance are eligible to receive placement assistance. 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.

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

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)
- Medical Assistants of Sonoma County.

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

.

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. Phlebotomy classes are limited to 14 students.

Class Substitution

The 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.

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, 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 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.

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 Purdue University Global 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, Information Technology, Administrative Medical, Clinical Medical, Paralegal) may transfer credits into Bachelor Degree programs offered at University of Phoenix and Purdue University Global.

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, 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, 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 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 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 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 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, 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. Repeating a failed class is allowed one time at no charge. After one free repeat, the student will be charged the current class tuition along with any additional books or supplies. If no financial aid is available to cover this additional charge, the financial obligation will be the direct responsibility of the student. The financial obligation will be discussed with the student and repayment arrangements made with the Accounting Department.

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
6 quarters	3.0
5 quarters	2.5
4 quarters	2.0
3 quarters	1.5
2.0-2.5 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, 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 ($2,250-$4,500): The Business School periodically awards Educational Opportunity Grants which are announced on local radio stations and in the newspaper. People 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 receive free tuition for the program of their choice. The remaining applicants are then offered a grant of up to $750 per quarter for a program that is 3 to 6 quarters in length.

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 auspcies 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 $,2000 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 $6,095): 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.

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 accounting or bookkeeping assistants/clerks, and to expand a student's potential for assumption of supervisory or management responsibilities within a company. 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 and computerized accounting. An internship is included for those students who meet certain requirements. In keeping with the mission of the College, the emphasis in this program is placed on marketable skills.

The student is prepared for the QuickBooks, Payroll, and Bookkeeper Certification examinations through the National Association for Bookkeepers. In addition, the student is prepared for the Microsoft Office Specialist (MOS) Certificate in Excel and the IRS Advanced Tax Certificate for the Volunteer Income Tax Assistance (VITA) 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
CIP Code(s): 52.0302 –Accounting Technology/Technician and Bookkeeping

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 and Sage Peachtree 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. Units
ACN160A	Fundamentals of Accounting IA	24	2.0
ACN160B	Fund. of Accounting IB	24	2.0
ACN160C	Fund. of Accounting IC	24	2.0
ACN160D	Fund. of Accounting ID	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0
ACN170A	Fundamentals of Accounting IIA	24	2.0
ACN170B	Fund. of Accounting IIB	24	2.0
ACN170C	Fund. of Accounting IIC	24	2.0
ACN170D	Fund. of Accounting IID	24	2.0
ACN180A	Payroll Accounting	24	2.0
ACN180B	Payroll Certification Preparation	24	1.0
ACN185	Professional Certification Preparation	24	1.0
ACN190A	Federal Income Tax I	24	2.0
ACN190B	Federal Income Tax II	24	2.0
ACN190C	Federal Income Tax III	24	2.0
ACN190D	Federal Income Tax Certification	24	1.0
ACN274A	Intermediate Accounting I	24	2.0
ACN274B	Intermediate Accounting II	24	2.0
ACN274C	Intermediate Accounting III	24	2.0
ACN274D	Non-Profit Accounting	24	2.0
ACN280A	Managerial Accounting I	24	2.0
ACN280B	Managerial Accounting II	24	2.0
ACN280C	Managerial Accounting III	24	2.0
ACN280D	Forensic Accounting	24	2.0
ACN401 *	Accounting Internship	72	2.0
BMN142	Business Math	24	2.0
BMN143	Financial Math	24	2.0
BMN195A	10-Key Keypad	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
CMN170	Microsoft Office Fundamentals	24	1.0
CMN175	Financial Analysis with Excel	24	1.0
CMN185A	QuickBooks Pro I	24	1.0
CMN185B	QuickBooks Pro II	24	1.0
CMN185C	QuickBooks Certification	24	1.0
CMN240A	Sage 50 I	24	1.0
CMN240B	Sage 50 II	24	1.0
CMN310K	Comprehensive Outlook	24	1.0
CMN320F	Excel Certification Preparation	24	1.0

Class No.	Class Title	Hours	Qtr. Units
ENN101A	Business English - Grammar	24	2.0
ENN101B	Business English - Punctuation	24	2.0
ENN300A	Business Correspondence I	24	1.0
GBN101	Career Transitions	24	2.0
MNN120	Fundamentals of Law in Business	24	2.0
MNN230A	Entrepreneurship: Creating a Business	24	2.0
MNN230B	Entrepreneurship: Financing and Marketing a Business	24	2.0
MNN230C	Entrepreneurship: Managing a Business	24	2.0
MNN335A	Presentation Skills	24	2.0

General Education

Class No.	Class Title	Hours	Qtr. Units
CMN100	Computer Literacy	24	1.0
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
MAN101	Introduction to Algebra	24	2.0
PHN101	Ethics in Technology and Society	24	2.0
	Total:	1440	96.0
	Total Weeks/Quarters:	72/6	

Keyboarding Speed Graduation Requirement:

30 NWPM

* See eligibility requirements under "Class Descriptions."

Accounting with Entrepreneurship Emphasis

Objective: This program is designed to prepare the graduate to organize a successful business. The entrepreneurship aspect incorporates training in formulating a business, and the accounting courses teach students to analyze data and make calculated decisions to achieve positive bottom-line results. Graduates will be able to establish their own bookkeeping business, or they are also capable of seeking employment as an entry-level accounting clerk or bookkeeper.

The student is readied for the QuickBooks, Payroll, and Bookkeeper Certification examinations through the National Association for Bookkeepers. In addition, the student is prepared for the Microsoft Office Specialist (MOS) Certificate in Excel and the IRS Advanced Tax Certificate for the Volunteer Income Tax Assistance (VITA) program, if elected.

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
CIP Code: 52.0302 – Accounting Technology/Technician and Bookkeeping

Expected Educational Outcomes: Upon completing the Accounting with Entrepreneurship Emphasis program, students will have demonstrated:

1. The capability of maintaining a set of accounting records in accordance with Generally Accepted Accounting Principles (GAAP) including the payroll and income tax components.
2. The ability to utilize various accounting software and analyze the financial data results for a business.
3. The understanding of the necessary components for a small business startup, such as financing, managing, and contract law.
4. The knowledge of Microsoft Office and Outlook software plus presentation skills for the marketing and distribution of business services.

Diploma awarded upon successful completion of all graduation requirements.

Accounting with Entrepreneurship Emphasis

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	CMN170	Microsoft Office Fundamentals	24	1.0
ACN160B	Fund. of Accounting IB	24	2.0	CMN175	Financial Analysis with Excel	24	1.0
ACN160C	Fund. of Accounting IC	24	2.0	CMN185A	QuickBooks Pro I	24	1.0
ACN160D	Fund. of Accounting ID	24	2.0	CMN185B	QuickBooks Pro II	24	1.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	CMN185C	QuickBooks Certification	24	1.0
ACN170A	Fundamentals of Accounting IIA	24	2.0	CMN240A	Sage 50 I	24	1.0
ACN170B	Fund. of Accounting IIB	24	2.0	CMN240B	Sage 50 II	24	1.0
ACN170C	Fund. of Accounting IIC	24	2.0	CMN310K	Comprehensive Outlook	24	1.0
ACN170D	Fund. of Accounting IID	24	2.0	CMN320F	Excel Certification Preparation	24	1.0
ACN180A	Payroll Accounting	24	2.0	ENN101A	Business English - Grammar	24	2.0
ACN180B	Payroll Certification Preparation	24	1.0	ENN101B	Business English - Punctuation	24	2.0
ACN185	Professional Certification Preparation	24	1.0	ENN300A	Business Correspondence I	24	1.0
ACN190A	Federal Income Tax I	24	2.0	GBN101	Career Transitions	24	2.0
ACN190B	Federal Income Tax II	24	2.0	MNN120	Fundamentals of Law in Business	24	2.0
ACN190C	Federal Income Tax III	24	2.0	MNN230A	Entrepreneurship: Creating a Business	24	2.0
ACN190D	Federal Income Tax Certification	24	1.0	MNN230B	Entrepreneurship: Financing and Marketing a Business	24	2.0
BMN195A	10-Key Keypad	24	1.0				
CMN100	Computer Literacy	24	1.0	MNN230C	Entrepreneurship: Managing a Business	24	2.0
CMN127B	Introduction to Word I	24	1.0	MNN335A	Presentation Skills	<u>24</u>	<u>2.0</u>
CMN166A	Beginning Excel	24	1.0				
CMN166B	Intermediate Excel	24	1.0		Total:	960	60.0
CMN166C	Advanced Excel	24	1.0		Total Weeks/Quarters:	48/4	

Keyboarding Speed Graduation Requirement:
30 NWPM

Accounting with Certification Emphasis

Objective: This is a short-term, entry-level program designed to prepare students for employment as bookkeeping assistants, office bookkeepers, payroll practitioners, AR/AP clerks, or as a data entry worker. It is tailored for those with previous college education and/or work experience to meet the demands of today's employer. The certificates validate a graduate's capability to work within various accounting areas and showcase for employers the applicant's trainable skills in an employer's processes which can substitute for experience. Employable skills, vocationally directed, are in keeping with the mission of the College.

The student is readied for the QuickBooks, Payroll, and Bookkeeper Certification examinations through the National Association for Bookkeepers. In addition, the student is prepared for the Microsoft Office Specialist (MOS) Certificate in Excel and the IRS Advanced Tax Certificate for the Volunteer Income Tax Assistance (VITA) program, if elected.

Prerequisites: (1) Net keyboarding speed of 30 WPM on a 5-minute timing, and (2) College transcript indicating completion of 30 semester units/45 quarter units, or résumé outlining three years of office work experience, and/or interview with and approval of the Accounting Department Head.

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
CIP Code: 52.0302 – Accounting Technology/Technician and Bookkeeping

Expected Educational Outcomes: Upon completing the Accounting with Certification Emphasis 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 knowledge to enter employees' information into the payroll records and post changes plus audit timekeeping records.
3. Enhanced proficiency with the Excel and QuickBooks software programs.
4. The understanding of the Income Tax rules and the ability to assist in preparing income tax returns for individuals and businesses.

Diploma awarded upon successful completion of all graduation requirements.

Accounting with Certification Emphasis

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0
ACN160B	Fund. of Accounting IB	24	2.0
ACN160C	Fund. of Accounting IC	24	2.0
ACN160D	Fund. of Accounting ID	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0
ACN180A	Payroll Accounting	24	2.0
ACN180B	Payroll Certification Preparation	24	1.0
ACN185	Professional Certification Preparation	24	1.0
ACN190A	Federal Income Tax I	24	2.0
ACN190B	Federal Income Tax II	24	2.0
ACN190D	Federal Income Tax Certification	24	1.0
BMN195A	10-Key Keypad	24	1.0
CMN166A	Beginning Excel	24	1.0
CMN166B	Intermediate Excel	24	1.0
CMN166C	Advanced Excel	24	1.0
CMN185A	QuickBooks Pro I	24	1.0
CMN185B	QuickBooks Pro II	24	1.0
CMN185C	QuickBooks Certification	24	1.0
CMN320F	Excel Certification Preparation	24	1.0
GBN101	Career Transitions	24	2.0
	Total:	480	28.0
	Total Weeks/Quarters:	24/2	

Graduates of Empire's

Business Programs

have acquired comprehensive customer/guest service and administrative skills. They are prepared to assume responsible positions where self-initiative and top-quality computer, communication, and marketing skills are important.

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 classes will prepare the student for assumption of supervisory or management responsibility within an organization. This multidiscipline program concentrates on critical thinking and decision-making skills with special emphasis on business management, software and/or hospitality certifications, marketing, leadership, and technology trends. Other current topics include social media marketing, human resource management, accounting principles, and salesmanship. A comprehensive 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 entrepreneurship emphasis includes creating, financing, marketing, and managing a business. Special emphasis is placed on the accounting essentials and the legal aspects in business.

Graduates qualify for entry-level positions in project management, office management, administrative management, guest service management, or entrepreneurship in a variety of career fields, as well as administrative specialists/assistants or administrative support positions.

The Specialized Associate Degree – Business program prepares the student for a variety of certificates and certifications:

Certificates: Certified Guest Professional and Sonoma County Tourism Ambassador

Certifications: Microsoft Office Specialist (MOS) in Word, Excel, Outlook, and PowerPoint

Note: Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Microsoft 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
CIP Code: 52.0401 – Administrative Assistant and Secretarial Science, General

Specialized Associate Degree — Business

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

1. An ability to provide, express, and achieve exceptional service.

2. A comprehensive understanding of salesmanship and marketing.

3. An in-depth understanding of the software utilized in the business setting including word processing, spreadsheet, desktop publishing, Outlook, and presentations.

4. An ability to apply accounting essentials, business law concepts, planning, presentation, critical thinking, and decision-making management skills.

5. An understanding of ethical and professional practices and appropriate business professionalism.

6. An understanding of social media marketing and its influence.

7. A basic knowledge of the California wine industry.

8. A competence in using language arts to produce professional documents and correspondence.

9. An understanding of accounting procedures including Excel, QuickBooks, and payroll.

10. An understanding of the advanced software features of Outlook including Microsoft certification preparation.

11. An understanding of business contracts and business forms.

12. A working knowledge of entrepreneurship principles including the process to create, finance, market, and manage businesses or other organizations.

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

Specialized Associate Degree — Business

Program Outline: Core Classes

Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0
ACN160B	Fundamentals of Accounting IB	24	2.0
ACN180A	Payroll Accounting	24	2.0
BMN141	Math Review	24	1.0
BMN142	Business Math	24	2.0
BMN143	Financial Math	24	2.0
BMN195A	10-Key Keypad	24	1.0
CMN127A	Keyboarding	24	1.0
CMN127B	Introduction to Word I	24	1.0
CMN127C	Introduction to Word II	24	1.0
CMN166A	Beginning Excel	24	1.0
CMN166B	Intermediate Excel	24	1.0
CMN166C	Advanced Excel	24	1.0
CMN185A	QuickBooks Pro I	24	1.0
CMN185B	QuickBooks Pro II	24	1.0
CMN186A	Publisher I	24	1.0
CMN310K	Comprehensive Outlook	24	1.0
CMN310P	Comprehensive PowerPoint	24	1.0
CMN310WA	Comprehensive Word I	24	1.0
CMN310WB	Comprehensive Word II	24	1.0
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
ENN101A	Business English - Grammar	24	2.0
ENN101B	Business English - Punctuation	24	2.0
ENN300A	Business Correspondence I	24	1.0
ENN300B	Business Correspondence 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

Class No.	Class Title	Hours	Qtr. Units
HMN105	Introduction to California Wines	24	2.0
HMN135	Event Planning	24	2.0
HMN150A	Marketing	24	2.0
HMN150B	Social Media Marketing	24	2.0
HMN210	Certified Guest Service Professional	24	2.0
MNN120	Fundamentals of Law in Business	24	2.0
MNN220A	Technology Trends in Business I	24	2.0
MNN220B	Technology Trends in Business II	24	2.0
MNN230A	Entrepreneurship: Creating a Business	24	2.0
MNN230B	Entrepreneurship: Financing and Marketing a Business	24	2.0
MNN230C	Entrepreneurship: Managing a Business	24	2.0
MNN331	Professional Portfolio Project	24	1.0
MNN335A	Presentation Skills	24	2.0
MNN401*	Internship	120	4.0
TRN146C	Salesmanship	24	2.0

General Education

Class No.	Class Title	Hours	Qtr. Units
CMN100	Computer Literacy	24	1.0
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
MAN101	Introduction to Algebra	24	2.0
PHN101A	Ethics in Technology and Society	24	2.0
	Program Total:	1440	90.0
	Total Weeks/Quarters:	72/6	

Keyboarding Speed Graduation Requirement:
40 NWPM

* See eligibility requirements under "Class Descriptions."

Business Management 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. A comprehensive 72-hour internship is included for those students who qualify. 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 entry-level management positions in project management, office management, administrative 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.

Certifications: The student is prepared for three Microsoft Office Specialist (MOS) certifications: Word, Excel, and Outlook. 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.

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
CIP Code: 52.0401 – Administrative Assistant and Secretarial Science, General

Expected Educational Outcomes: Upon completing the Business Management 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 appropriate in business.
6. An ability to provide, express, and achieve exceptional customer service.
7. An understanding of accounting procedures including payroll and QuickBooks.

Diploma awarded upon successful completion of all graduation requirements.

Business Management Professional

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		GBN132A	Administration: Office Management	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	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		HMN150B	Social Media Marketing	24	2.0
CMN127A	Keyboarding	24	1.0		MNN120	Fundamentals of Law in Business	24	2.0
CMN127B	Introduction to Word I	24	1.0		MNN220A	Technology Trends in Business I	24	2.0
CMN127C	Introduction to Word II	24	1.0		MNN230A	Entrepreneurship: Creating a Business	24	2.0
CMN166A	Beginning Excel	24	1.0		MNN230B	Entrepreneurship: Financing and Marketing a Business	24	2.0
CMN166B	Intermediate Excel	24	1.0		MNN230C	Entrepreneurship: Managing a Business	24	2.0
CMN166C	Advanced Excel	24	1.0					
CMN185A	QuickBooks Pro I	24	1.0		MNN331	Professional Portfolio Project	24	1.0
CMN310K	Comprehensive Outlook	24	1.0		MNN402*	Internship	72	2.0
CMN310P	Comprehensive PowerPoint	24	1.0		PHN101A	Ethics in Technology and Society	24	2.0
CMN310WA	Comprehensive Word I	24	1.0			Total:	960	57.0
CMN310WB	Comprehensive Word II	24	1.0			Total Weeks/Quarters:	48/4	
CMN320A	Word Certification Preparation	24	1.0					
CMN320B	Excel Certification Preparation	24	1.0					
CMN320E	Outlook Certification Preparation	24	1.0					
ENN101A	Business English - Grammar	24	2.0					
ENN101B	Business English - Punctuation	24	2.0					
ENN300A	Business Correspondence I	24	1.0					
ENN300B	Business Correspondence II	24	1.0					
ENN303A	Management Communications I	24	2.0					
ENN303B	Management Communications II	24	2.0					
GBN050	Information Literacy	24	2.0					
GBN101	Career Transitions	24	2.0					

Keyboarding Speed Graduation Requirement:
40 NWPM

* See eligibility requirements under "Class Descriptions."

Business Office Professional

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 presented 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.

Certifications: The student is prepared for Microsoft Office Specialist (MOS) certification in Outlook. 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): 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; and 43-6011.00 - Executive Secretaries and Executive Administrative Assistants
CIP Code: 52.0401 – Administrative Assistant and Secretarial Science, General

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

1. Document processing skills needed to create and edit document including Microsoft Word.
2. Computer and technology skills needed for today's technology.
3. English skills to communicate effectively.
4. File management skills.
5. Accounting essentials including Excel.
6. Administrative office skills.

Diploma awarded upon successful completion of all graduation requirements.

Business Office Professional

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0
BMN141	Math Review	24	1.0
CMN127A	Keyboarding	24	1.0
CMN127B	Introduction to Word I	24	1.0
CMN127C	Introduction to Word II	24	1.0
CMN166A	Beginning Excel	24	1.0
CMN166B	Intermediate Excel	24	1.0
CMN310K	Comprehensive Outlook	24	1.0
CMN320E	Outlook Certification Preparation	24	1.0
ENN101A	Business English - Grammar	24	2.0
ENN101B	Business English - Punctuation	24	2.0
ENN300A	Business Correspondence I	24	1.0
GBN050	Information Literacy	24	2.0
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
MNN220A	Technology Trends in Business I	24	2.0
MNN331	Professional Portfolio Project	24	1.0
	Total:	480	29.0
	Total Weeks/Quarters:	24/2	

Keyboarding Speed Graduation Requirement:
40 NWPM

Accelerated Business Professional

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. Emphasis will be on Microsoft (MOS) certification preparation in Word, Excel, and Outlook. In keeping with the philosophy of the College, the emphasis in this program is placed on certifications and vocational skills.

Certifications: The student is prepared for three Microsoft Office Specialist (MOS) certifications: Word, Excel, and Outlook. 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.

Prerequisites: (1) Net keyboarding speed of 30 WPM on a 5-minute timing, and (2) College transcript indicating completion of 30 semester/45 quarter units, or résumé outlining three years of office work experience, and/or interview with and approval of the Business Department Head.

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
CIP Code: 52.0401 – Administrative Assistant and Secretarial Science, General

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

1. A working knowledge of computer programs used in business including word processing and spreadsheets.
2. A working knowledge of business contracts and business formations.
3. An advanced proficiency in Microsoft Word, Excel, and Outlook including (MOS) certification preparation.
4. Competence in using language arts to write and/or produce professional documents and correspondence.
5. The ability to use management skills, critical thinking, and leadership in the business setting.
6. An understanding of ethical and professional practices of the modern office.
7. A working knowledge of social media marketing and technology trends.

Diploma awarded upon successful completion of all graduation requirements.

Accelerated Business Professional

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0
CMN166A	Beginning Excel	24	1.0
CMN166B	Intermediate Excel	24	1.0
CMN166C	Advanced Excel	24	1.0
CMN310K	Comprehensive Outlook	24	1.0
CMN310WA	Comprehensive Word I	24	1.0
CMN310WB	Comprehensive Word II	24	1.0
CMN320A	Word Certification Preparation	24	1.0
CMN320B	Excel Certification Preparation	24	1.0
CMN320E	Outlook Certification Preparation	24	1.0
ENN101A	Business English - Grammar	24	2.0
ENN101B	Business English - Punctuation	24	2.0
ENN300A	Business Correspondence I	24	1.0
GBN101	Career Transitions	24	2.0
HMN150B	Social Media Marketing	24	2.0
MNN120	Fundamentals of Law in Business	24	2.0
MNN220A	Technology Trends in Business I	24	2.0
MNN331	Professional Portfolio Project	24	1.0
MNN335A	Presentation Skills	24	2.0
	Total:	480	28.0
	Total Weeks/Quarters:	24/2	

Keyboarding Speed Graduation Requirement:

40 NWPM

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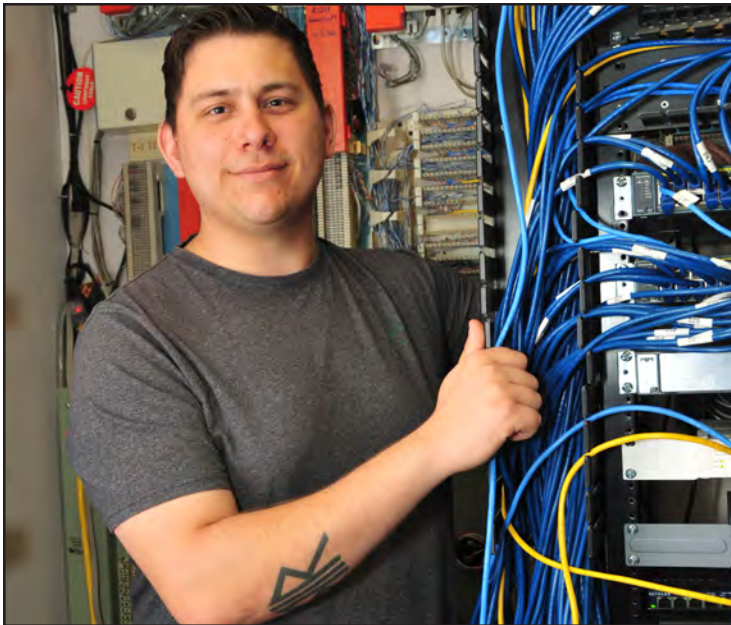
With hands-on experience in computer systems configuration as well as operating systems, graduates of Empire's IT programs are prepared for positions in hardware installation and customer support. In the advanced programs, students are trained to assume the role of network administrator.

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 core classes which prepare students for eight certifications, students may choose from three concentrations in Microsoft, Linux, or Security. An 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): 11-3021.00 - Computer and Information Systems Managers; 15-1122.00 - Information Security Analysts; 15-1142.00 - Network and Computer Systems Administrators; 15-1143.00 - Computer Network Architects; 15-1152.00 - Computer Network Support Specialists
CIP Code: 11.1001 – Network and System Administration/Administrator

Specialized Associate Degree—Information Technology

Program Outline: Core Classes

Class No.	Class Title	Hours	Qtr. Units
CSN100	Introduction to Computer Hardware	72	5.0
CSN111A	Command Line Interface	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
CSN191A	Certification Preparation I	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	Email Client Communications	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
CSN270A	Network Mapping and Documentation	24	1.0
CSN400*	Information Technology Internship	120	4.0
GBN101	Career Transitions	24	2.0

General Education

Class No.	Class Title	Hours	Qtr. Units
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
	Core Total:	1080	71.0

Keyboarding Speed Graduation Requirement:
25 NWPM

Program Outline: Concentrations

Class No.	Class Title	Hours	Qtr. Units
Cybersecurity Specialist Concentration			
(25 units required)			
CSN313	Cybersecurity Fundamentals I	72	5.0
CSN323	Cybersecurity Fundamentals II	72	5.0
CSN325	Security Plus	72	5.0
CSN332	Ethical Hacking I	72	5.0
CSN342	Ethical Hacking II	72	5.0
	Program Total:	1440	96.0
	Total Weeks/Quarters:	72/6	
Linux Specialist Concentration			
(25 units required)			
CSN260	Introduction to Linux	72	5.0
CSN365	Linux Plus	72	5.0
CSN375	Linux on the Desktop	72	5.0
CSN385	Linux on the Server	72	5.0
CSN395	Linux in the Enterprise	72	5.0
	Program Total:	1440	96.0
	Total Weeks/Quarters:	72/6	
Microsoft Specialist Concentration			
(25 units required)			
CSN219	Advanced Windows Server	72	5.0
CSN231	Enterprise Administrator	72	5.0
CSN236	Exchange Server	72	5.0
CSN260	Introduction to Linux	72	5.0
CSN325	Security Plus	72	5.0
	Program Total:	1440	96.0
	Total Weeks/Quarters:	72/6	

* See eligibility requirements under "Class Descriptions."

Cybersecurity Specialist Concentration

Objective: The Cybersecurity 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.

The student is prepared for ten 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.
> Security Certifications in two areas: CompTIA Cybersecurity Analyst (CySA+) and CompTIA PenTest+

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 Concentration) 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.

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

Linux Specialist Concentration

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.

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 Concentration) 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.

Microsoft Specialist Concentration

Microsoft
Azure

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.

Empire College is a Microsoft Azure Dev Tools for Teaching partner 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 four MCP certifications certifications (Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services, and Designing and Implementing a Server Infrastructure or Implementing an Advanced Server Infrastructure), the student will have achieved the highly regarded MCSE: Cloud Platform and 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 Concentration) 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.

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

I.T. Support Specialist

Objective: The IT 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 partner 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
CIP Code: 11.1006 – Computer Support Specialist

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.

I.T. Support Specialist

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
CSN100	Introduction to Computer Hardware	72	5.0
CSN111A	Command Line Interface	24	1.0
CSN120	Computer Configuration and Troubleshooting	72	5.0
CSN140	Advanced Computer Set-up and Communications	72	5.0
CSN150	Ticketing and Trouble-shooting	24	1.0
CSN160	Network Plus	72	5.0
CSN191A	Certification Preparation I	24	1.0
CSN212	Windows Server Network Infrastructure	72	5.0
CSN242	Windows Operating System Configuration	72	5.0
CSN250A	Introduction to Routers I	24	2.0
ENN303A	Management Communications I	24	2.0
ENN303B	Management Communications II	24	2.0
GBN101	Career Transitions	24	2.0
	Total:	600	41.0
	Total Weeks/Quarters: 30/2.5		

Keyboarding Speed Graduation Requirement:

25 NWPM

Microsoft Solutions Expert

Objective: Tailored for those with previous I.T. work experience, the Microsoft Solutions Expert program is designed to give the I.T. professional experience in designing, deploying, and administering network infrastructure using Microsoft Windows. At the end of the program the student should have acquired the skills and tools to achieve the MCSE (Microsoft Certified Solutions Expert) Server Infrastructure certification. In keeping with the mission of the College, the emphasis in this program is placed on marketable skills.

Empire College is a Microsoft Azure Dev Tools for Teaching partner 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 six certifications:
Microsoft Certification at the product level (MCP-Microsoft Certified Professional) in four areas:
Installing and Configuring Windows Server 2012, Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services, and Designing and Implementing a Server Infrastructure
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.

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

Prerequisites: Résumé outlining three years of I.T. work experience and/or interview with and approval of the Information Technology Department Head.

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): 11-3021.00 - Computer and Information Systems Managers; 15-1122.00 - Information Security Analysts; 15-1142.00 - Network and Computer Systems Administrators; 15-1143.00 - Computer Network Architects; 15-1152.00 - Computer Network Support Specialists
CIP Code: 11.1001 – Network and System Administration/Administrator

Microsoft Solutions Expert

Expected Educational Outcomes: Upon completing the Microsoft Solutions Expert 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.

Diploma awarded upon successful completion of all graduation requirements.

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
CSN111A	Command Line Interface	24	1.0
CSN150	Ticketing and Troubleshooting	24	1.0
CSN191A	Certification Preparation I	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
CSN219	Advanced Windows Server	72	5.0
GBN101	Career Transitions	24	2.0
	Total:	384	25.0
	Total Weeks/Quarters:	24/2	

Graduates of the

Legal Programs have been trained in the many skills

required to establish their careers as paralegals, law office administrators, or office assistants 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 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 96-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
CIP Code: 22.0302 – Legal Assistant/Paralegal

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.

Specialized Associate Degree—Paralegal

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	LGN420A	Legal Office Procedures: Transcription	24	1.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	LGN420B	Legal Office Procedures: Forms	24	1.0
ACN160B	Fundamentals of Accounting IB	24	2.0	LGN421A	Legal Terminology	24	1.0
BMN142	Business Math	24	2.0	LGN421B	Core Grammar for Lawyers	24	1.0
CMN127A	Keyboarding	24	1.0	LGN421C	Fundamentals of Writing for the Legal Professional	24	2.0
CMN127B	Introduction to Word I	24	1.0	PLN240A	Legal Research I	24	2.0
CMN127C	Introduction to Word II	24	1.0	PLN24AL	Legal Research I Lab	24	1.0
CMN166A	Beginning Excel	24	1.0	PLN240B	Legal Research II	24	2.0
CMN310K	Comprehensive Outlook	24	1.0	PLN310A	Writing for the Legal Professional I	24	2.0
ENN101A	Business English - Grammar	24	2.0	PLN310B	Writing for the Legal Professional II	24	2.0
ENN101B	Business English - Punctuation	24	2.0	PLN31AL	Writing for the Legal Professional I Lab	24	1.0
ENN300A	Business Correspondence I	24	1.0	PLN31BL	Writing for the Legal Professional II Lab	24	1.0
ENN300B	Business Correspondence II	24	1.0	PLN340A	Advanced Legal Research and Writing	24	2.0
GBN101	Career Transitions	24	2.0	PLN340L	Advanced Legal Research and Writing Lab	24	1.0
LGN130A	Business Law I: Legal System	24	2.0	PLN401*	Internship for Paralegals	96	3.0
LGN130B	Business Law II: Torts and Crimes	24	2.0	TYN225A	Keyboarding Speed Development I	24	1.0
LGN130C	Business Law III: Contract Law	24	2.0				
LGN130D	Business Law IV: Business Organizations, Agency/ Employment, and Property Law	24	2.0	**General Education**			
LGN231A	Civil Litigation: Pleadings	24	2.0	CMN100	Computer Literacy	24	1.0
LGN231B	Civil Litigation: Discovery	24	2.0	ENN303A	Management Communications I	24	2.0
LGN231C	Civil Litigation: Law and Motion	24	2.0	ENN303B	Management Communications II	24	2.0
LGN231D	Real Property	24	2.0	GBN050	Information Literacy	24	2.0
LGN231E	Family Law	24	2.0	GBN200A	Human Relations I	24	2.0
LGN231F	Estate Planning and Probate	24	2.0	GBN200B	Human Relations II	24	2.0
LGN231G	Criminal Law	24	2.0	MAN101	Introduction to Algebra	24	2.0
LGN320A	Calendaring for the Law Office I	24	1.0	PHN101A	Ethics in Technology and Society	24	2.0
LGN320B	Calendaring for the Law Office II	24	1.0				
LGN331A	Law Office Management I	24	2.0		Total:	1440	95.0
LGN331B	Law Office Management II	24	2.0				
LGN360	Technology in the Law Office	24	2.0		Total Weeks/Quarters:	72/6	
LGN370A	Discovery I	24	2.0				
LGN370B	Discovery II	24	2.0				
LGN370C	E-Discovery	24	2.0				

Keyboarding Speed Graduation Requirement:
45 NWPM

* See eligibility requirements under "Class Descriptions."

Paralegal Studies

Objective: Tailored for those with previous college education and/or office work experience, this program is designed to prepare graduates to assume positions as paralegals 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. Graduates are prepared to perform such tasks as managing complex files, developing legal practice systems, research and writing, and case management under the supervision of an attorney. 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.

Prerequisites: College transcript indicating completion of 30 semester units/45 quarter units or résumé outlining three years of office work experience, computer literacy and Microsoft Word knowledge to format documents, and/or interview with and approval of the Legal Department Head.

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

Department of Labor Standard Occupational Classification (SOC) Code(s): 23-2011.00 - Paralegals and Legal Assistants; 23-2099.00 - Legal Support Workers, All Other
CIP Code: 22.0302 – Legal Assistant/Paralegal

Expected Educational Outcomes: Upon completing the Paralegal Certificate program, students will have demonstrated:

1. Competence in the daily functions of a law office including calendaring, correspondence, and preparation of legal documents.
2. Knowledge and understanding of managerial duties required in a law office.
3. An understanding of a wide range of computer software programs specifically designed for law offices in the areas of legal research, docketing and calendaring.
4. An understanding of the responsibilities necessary to implement and maintain professional standards and ethical responsibilities required in all aspects of a law office.

Certificate awarded upon successful completion of all graduation requirements.

Paralegal Studies

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
LGN130B	Business Law II: Torts and Crimes	24	2.0
LGN130C	Business Law III: Contract Law	24	2.0
LGN130D	Business Law IV: Business Organizations, Agency/ Employment, and Property Law	24	2.0
LGN231A	Civil Litigation: Pleadings	24	2.0
LGN231E	Family Law	24	2.0
LGN231F	Estate Planning and Probate	24	2.0
LGN331A	Law Office Management I	24	2.0
LGN360	Technology in the Law Office	24	2.0
LGN370A	Discovery I	24	2.0
LGN370B	Discovery II	24	2.0
PLN240A	Legal Research I	24	2.0
PLN240B	Legal Research II	24	2.0
PLN310A	Writing for the Legal Professional I	24	2.0
PLN310B	Writing for the Legal Professional II	24	2.0
PLN340A	Advanced Legal Research and Writing	24	2.0
Electives	**5 24-hour classes required**	120	10.0
LGN130A	Business Law I: Legal System		
LGN231B	Civil Litigation: Discovery		
LGN231C	Civil Litigation: Law and Motion		
LGN231D	Real Property		
LGN231G	Criminal Law		
LGN331B	Law Office Management II		
LGN370C	E-Discovery		
LGN421C	Fundamentals of Writing for the Legal Professional		
	Total:	480	40.0
	Total Weeks/Quarters:	48/4	

NOTE: Due to class prerequisites, students will be scheduled on a part-time basis.

Legal Office Assistant

Objective: This program is designed to prepare graduates to assume positions as 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): 43-6012.00 - Legal Secretaries
CIP Code: 22.0301 – Legal Administrative Assistant/Secretary

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

1. Working knowledge of computer programs current with the modern law office including word processing, spreadsheets, and transcription.
2. An understanding of the responsibilities necessary to implement and maintain professional standards of document production and the proper usage of legal terminology.
3. Complete comprehension of the ethical principles of working in a law office and, more particularly, working as a legal office assistant.

Diploma awarded upon successful completion of all graduation requirements.

Legal Office Assistant

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0
BMN142	Business Math	24	2.0
CMN100	Computer Literacy	24	1.0
CMN127A	Keyboarding	24	1.0
CMN127B	Introduction to Word I	24	1.0
CMN127C	Introduction to Word II	24	1.0
CMN166A	Beginning Excel	24	1.0
CMN310K	Comprehensive Outlook	24	1.0
ENN101A	Business English - Grammar	24	2.0
ENN101B	Business English - 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
GBN200A	Human Relations I	24	2.0
GBN200B	Human Relations II	24	2.0
LGN130A	Business Law I: Legal System	24	2.0
LGN130B	Business Law II: Torts and Crimes	24	2.0
LGN130C	Business Law III: Contract Law	24	2.0
LGN130D	Business Law IV: Business Organizations, Agency/ Employment, and Property Law	24	2.0

Class No.	Class Title	Hours	Qtr. Units
LGN231A	Civil Litigation: Pleadings	24	2.0
LGN231B	Civil Litigation: Discovery	24	2.0
LGN231C	Civil Litigation: Law and Motion	24	2.0
LGN231E	Family Law	24	2.0
LGN231F	Estate Planning and Probate	24	2.0
LGN320A	Calendaring for the Law Office I	24	1.0
LGN320B	Calendaring for the Law Office II	24	1.0
LGN421A	Legal Terminology	24	1.0
TYN225A	Keyboarding Speed Development I	24	1.0
	Total:	720	47.0
	Total Weeks/Quarters:	36/3	

Keyboarding Speed Graduation Requirement:
45 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 inter-acting with patients) positions. Students are trained in Electronic Health Records (EHR).

Specialized Associate Degree—Administrative Medical Professional

Objective: This program is designed to train students to become medical administrative assistants. The emphasis on administrative skills includes extensive instruction in medical terminology, medical insurance billing, diagnostic and procedural coding, medical office 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.

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; 29-2071.00 - Medical Records and Health Information Technicians; and 43-6013.00 - Medical Secretaries
CIP Code(s): 51.0716 – Medical Administrative/Executive Assistant and Medical Secretary

Expected Educational Outcomes: Upon completing the Specialized Associate Degree – Administrative Medical Professional program, students will have demonstrated:

1.   The critical skills necessary to properly handle front office procedures.
2.   Expanded focus of medical billing and coding for an out-patient setting.
3.   An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
4.   Expanded focus regarding current medical issues such as laws, ethics, insurances, and electronic health records.
5.   Knowledge of scope of practice and responsibilities of a medical administrative assistant.
6.   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 (Basic and Administrative) or national Certified Medical Administrative Specialist exams.

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

Specialized Associate Degree—Administrative Medical Professional

Program Outline: Core Classes

Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0
ACN160B	Fundamentals of Accounting IB	24	2.0
BMN141	Math Review	24	1.0
BMN142	Business Math	24	2.0
BMN195A	10-Key Keypad		
CMN127B	Introduction to Word I	24	1.0
CMN166A	Beginning Excel	24	1.0
CMN185A	QuickBooks Pro I	24	1.0
CMN310K	Comprehensive Outlook	24	1.0
ENN101A	Business English - Grammar	24	2.0
ENN101B	Business English - Punctuation	24	2.0
ENN300A	Business Correspondence I	24	1.0
GBN101	Career Transitions	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
MDN160A	Beginning Medical Transcription I	24	1.0
MDN161A	Medical Terminology I	24	2.0
MDN161B	Medical Terminology II	24	2.0
MDN162A	Introduction to Medical Assisting I	24	1.0
MDN162B	Intro. to Medical Assisting II	24	1.0
MDN162C	Intro. to Medical Assisting III	24	1.0
MDN250	Medical Office Procedures I	24	2.0
MDN251	Medical Office Procedures II	24	2.0
MDN253	Medical Office Management	24	2.0
MDN255	Medical Assisting Certification Exam Preparation	24	1.0
MDN301A	Diagnostic Coding I	24	2.0
MDN301B	Procedural Coding I	24	2.0
MDN301C	Procedural Coding II	24	2.0
MDN302A	MediSoft I	24	1.0
MDN302B	MediSoft II	24	1.0
MDN305	Medical Insurance Plans	24	2.0
MDN306	Claims Reimbursement	24	2.0
MDN308A	Electronic Health Records I	24	1.0
MDN308B	Electronic Health Records II	24	1.0

Class No.	Class Title	Hours	Qtr. Units
MDN310	Advanced Medical Coding	24	2.0
MDN311	Health Information Management	24	2.0
MDN312	Medical Coding Apprenticeship Certification Preparation	24	2.0
MDN400B	Medical Career Preparation	24	1.0
MDN401 *	Medical Externship	168	5.5
RXN141A	Basic Health Care Math	24	2.0
RXN175A	Principles of Pharmacology	24	2.0
RXN185A	Pharmacology by Body Systems I	24	2.0
RXN185B	Pharmacology by Body Systems II	24	2.0

General Education

Class No.	Class Title	Hours	Qtr. Units
CMN100	Computer Literacy	24	1.0
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
MAN101	Introduction to Algebra	24	2.0
PHN101A	Ethics in Technology and Society	24	2.0
	Program Total:	1440	92.5
	Total Weeks/Quarters:	72/6	

Keyboarding Speed Graduation Requirement:
40 NWPM

* See eligibility requirements under "Class Descriptions."

Specialized Associate Degree—Clinical Medical Professional

Objective: This program is designed to train students to become medical aassistants with a solid foundation in clinical skills. The emphasis on clinical skills includes instruction in medical terminology, medical clinical procedures, medical office 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 - Phlebotomist
CIP Code(s): 51.0801 – Medical/Clinical Assistant

Expected Educational Outcomes: Upon completing the Specialized Associate Degree – Clinical Medical Professional 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. An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
3. Expanded focus regarding current medical issues such as laws, ethics, insurances, and electronic health records.
4. Knowledge of scope of practice and responsibilities of a medical assistant.
5. The critical skills necessary to properly handle basic front office procedures and diagnostic coding.
6. 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—Clinical Medical Professional

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units
BMN142	Business Math	24	2.0
CMN127B	Introduction to Word I	24	1.0
CMN310K	Comprehensive Outlook	24	1.0
ENN101A	Business English - Grammar	24	2.0
ENN101B	Business English - Punctuation	24	2.0
ENN300A	Business Correspondence I	24	1.0
GBN101	Career Transitions	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
MDN162A	Introduction to Medical Assisting I	24	1.0
MDN162B	Intro. to Medical Assisting II	24	1.0
MDN162C	Intro. to Medical Assisting III	24	1.0
MDN163A	Injections and Surgical Assisting	24	2.0
MDN163B	Injections and Surgical Assisting Skills Lab A	24	1.0
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
MDN250	Medical Office Procedures I	24	2.0
MDN251	Medical Office Procedures II	24	2.0
MDN253	Medical Office Management	24	2.0
MDN255	Medical Assisting Certification Exam Preparation	24	1.0
MDN301A	Diagnostic Coding I	24	2.0
MDN301B	Procedural Coding I	24	2.0
MDN302A	MediSoft I	24	1.0
MDN302B	MediSoft II	24	1.0
MDN305	Medical Insurance Plans	24	2.0

Class No.	Class Title	Hours	Qtr. Units
MDN308A	Electronic Health Records I	24	1.0
MDN308B	Electronic Health Records II	24	1.0
MDN400B	Medical Career Preparation	24	1.0
MDN401 *	Medical Externship	168	5.5
PBN100	Basic Phlebotomy	28	2.0
PBN200	Advanced Phlebotomy	28	2.0
PBN500	Phlebotomy Externship	40	1.0
RXN141A	Basic Health Care Math	24	2.0
RXN175A	Principles of Pharmacology	24	2.0
RXN185A	Pharmacology by Body Systems I	24	2.0
RXN185B	Pharmacology by Body Systems II	24	2.0

General Education

Class No.	Class Title	Hours	Qtr. Units
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
	Program Total:	1440	90.5
	Total Weeks/Quarters:	72/6	

Keyboarding Speed Graduation Requirement:
40 NWPM

* See eligibility requirements under "Class Descriptions."

Specialized Associate Degree—Clinical Medical Professional

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.

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 – Clinical Medical Professional program.

Department of Labor Standard Occupational Classification (SOC) Code(s): 31-9092.00 - Medical Assistants.
CIP Code: 51.0801 – Medical/Clinical Assistant.

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	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
BMN141	Math Review	24	1.0	MDN166A	Phlebotomy and Urinalysis	24	2.0
CMN100	Computer Literacy	24	1.0	MDN166B	Phlebotomy and Urinalysis		
CMN127B	Introduction to Word I	24	1.0		Skills Lab A	24	1.0
CMN310K	Comprehensive Outlook	24	1.0	MDN166C	Phlebotomy and Urinalysis		
ENN101A	Business English - Grammar	24	2.0		Skills Lab B	24	1.0
ENN101B	Business English -			MDN250	Medical Office		
	Punctuation	24	2.0		Procedures I	24	2.0
ENN300A	Business Correspondence I	24	1.0	MDN251	Medical Office		
GBN050	Information Literacy	24	2.0		Procedures II	24	2.0
GBN101	Career Transitions	24	2.0	MDN255	Medical Assisting Certifica-		
GBN200A	Human Relations I	24	2.0		tion Exam Preparation	24	1.0
GBN200B	Human Relations II	24	2.0	MDN301A	Diagnostic Coding I	24	2.0
MDN150	Anatomy and Physiology I	24	2.0	MDN302A	MediSoft I	24	1.0
MDN151	Anatomy and Physiology II	24	2.0	MDN302B	MediSoft II	24	1.0
MDN152	Anatomy and Physiology III	24	2.0	MDN305	Medical Insurance Plans	24	2.0
MDN161A	Medical Terminology I	24	2.0	MDN308A	Electronic Health Records I	24	1.0
MDN161B	Medical Terminology II	24	2.0	MDN308B	Electronic Health Records II	24	1.0
MDN162A	Introduction to Medical			MDN400B	Medical Career Preparation	24	1.0
	Assisting I	24	1.0	MDN401 *	Medical Externship	168	5.5
MDN162B	Introduction to Medical			PHN101	Ethics in Technology and		
	Assisting II	24	1.0		Society	24	1.0
MDN162C	Introduction to Medical			RXN141A	Basic Health Care Math	24	2.0
	Assisting III	24	1.0	RXN175A	Principles of Pharmacology	24	2.0
MDN163A	Injections and Surgical			RXN185A	Pharmacology by Body		
	Assisting	24	2.0		Systems I	24	2.0
MDN163B	Injections and Surgical			RXN185B	Pharmacology by Body		
	Assisting Skills Lab A	24	1.0		Systems II	24	2.0
MDN163C	Injections and Surgical						
	Assisting Skills Lab B	24	1.0		Total:	1200	71.5
MDN164A	EKG and Capillary				Total Weeks/Quarters:	60/5	
	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				

Keyboarding Speed Graduation Requirement:
30 NWPM

* See eligibility requirements under "Class Descriptions."

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 – Clinical Medical Professional program.

Department of Labor Standard Occupational Classification (SOC) Code(s): 31-9092.00 - Medical Assistants.
CIP Code: 51.0801 – Medical/Clinical Assistant.

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. Units
CMN127B	Introduction to Word I	24	1.0
ENN101A	Business English - Grammar	24	2.0
ENN101B	Business English - Punctuation	24	2.0
ENN300A	Business Correspondence I	24	1.0
GBN101	Career Transitions	24	2.0
GBN200B	Human Relations II	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
MDN162A	Introduction to Medical Assisting I	24	1.0
MDN162B	Introduction to Medical Assisting II	24	1.0
MDN162C	Introduction to Medical Assisting III	24	1.0
MDN163A	Injections and Surgical Assisting	24	2.0
MDN163B	Injections and Surgical Assisting Skills Lab A	24	1.0
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

Class No.	Class Title	Hours	Qtr. Units
MDN250	Medical Office Procedures I	24	2.0
MDN251	Medical Office Procedures II	24	2.0
MDN255	Medical Assisting Certification Exam Preparation	24	1.0
MDN301A	Diagnostic Coding I	24	2.0
MDN305	Medical Insurance Plans	24	2.0
MDN308A	Electronic Health Records I	24	1.0
MDN308B	Electronic Health Records II	24	1.0
MDN400B	Medical Career Preparation	24	1.0
MDN401 *	Medical Externship	168	5.5
RXN141A	Basic Health Care Math	24	2.0
RXN175A	Principles of Pharmacology	24	2.0
	Total:	960	56.5
	Total Weeks/Quarters:	48/4	

Keyboarding Speed Graduation Requirement:
30 NWPM

* See eligibility requirements under "Class Descriptions."

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 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 – Administrative Medical Professional program.

Department of Labor Standard Occupational Classification (SOC) Code(s): 31-9092.00 - Medical Assistants and 43-6013.00 - Medical Secretaries
CIP Code(s): 51.0716 – Medical Administrative/Executive Assistant and Medical Secretary

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, Certified Medical Administrative Specialist, or National Certified Medical Assistant exam to become a Certified Medical Administrative 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
BMN141	Math Review	24	1.0
BMN195A	10-Key Keypad	24	1.0
CMN100	Computer Literacy	24	1.0
CMN127B	Introduction to Word I	24	1.0
CMN310K	Comprehensive Outlook	24	1.0
ENN101A	Business English - Grammar	24	2.0
ENN101B	Business English - Punctuation	24	2.0
ENN300A	Business Correspondence I	24	1.0
GBN101	Career Transitions	24	2.0
GBN132B	Administration: Records Management	24	2.0
GBN200A	Human Relations I	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
MDN162A	Introduction to Medical Assisting I	24	1.0
MDN162C	Introduction to Medical Assisting III	24	1.0

Class No.	Class Title	Hours	Qtr. Units
MDN250	Medical Office Procedures I	24	2.0
MDN251	Medical Office Procedures II	24	2.0
MDN255	Medical Assisting Certification Exam Preparation	24	1.0
MDN301A	Diagnostic Coding I	24	2.0
MDN301B	Procedural Coding I	24	2.0
MDN301C	Procedural Coding II	24	2.0
MDN302A	MediSoft I	24	1.0
MDN302B	MediSoft II	24	1.0
MDN305	Medical Insurance Plans	24	2.0
MDN308A	Electronic Health Records I	24	1.0
MDN308B	Electronic Health Records II	24	1.0
MDN400B	Medical Career Preparation	24	1.0
	Total:	720	46.0
	Total Weeks/Quarters:	36/3	

Keyboarding Speed Graduation Requirement:
40 NWPM

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 – Administrative Medical Professional program.

Department of Labor Standard Occupational Classification (SOC) Code(s): 29-2071.00 - Medical Records and Health Information Technicians; 43-6013.00 - Medical Secretaries **CIP Code(s):** 51.0714 – Medical Insurance Specialist/Medical Biller

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 national Medical Office Assistant Certification (NCMOA).

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. Units		Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0		MDN301A	Diagnostic Coding I	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0		MDN301B	Procedural Coding I	24	2.0
BMN195A	10-Key Keypad	24	1.0		MDN301C	Procedural Coding II	24	2.0
CMN100	Computer Literacy	24	1.0		MDN302A	MediSoft I	24	1.0
CMN127B	Introduction to Word I	24	1.0		MDN302B	MediSoft II	24	1.0
CMN185A	QuickBooks Pro I	24	1.0		MDN305	Medical Insurance Plans	24	2.0
CMN310K	Comprehensive Outlook	24	1.0		MDN306	Claims Reimbursement	24	2.0
ENN101A	Business English - Grammar	24	2.0		MDN308A	Electronic Health Records I	24	1.0
ENN101B	Business English - Punctuation	24	2.0		MDN308B	Electronic Health Records II	24	1.0
ENN300A	Business Correspondence I	24	1.0		MDN310	Advanced Medical Coding	24	2.0
GBN101	Career Transitions	24	2.0		MDN311	Health Information Management	24	2.0
GBN132B	Administration: Records Management	24	2.0		MDN312	Medical Coding Apprenticeship Certification Preparation	24	2.0
MDN150	Anatomy and Physiology I	24	2.0			Total:	720	49.0
MDN151	Anatomy and Physiology II	24	2.0			Total Weeks/Quarters:	36/3	
MDN152	Anatomy and Physiology III	24	2.0					
MDN161A	Medical Terminology I	24	2.0					
MDN161B	Medical Terminology II	24	2.0					
MDN250	Medical Office Procedures I	24	2.0					

Keyboarding Speed Graduation Requirement:
30 NWPM

Phlebotomy Technician

Objective: This course is designed to develop skills necessary to be eligible to take the CPT-1 certification examination required 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 72 for entrance requirements for Phlebotomy.

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

Department of Labor Standard Occupational Classification (SOC) Code(s): 31-9097.00 - Phlebotomists. **CIP Code:** 51.1009 – Phlebotomy Technician/Phlebotomist.

Expected Educational Outcomes: Upon completing the Phlebotomy Technician certification preparation 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
PBN100	Basic Phlebotomy	28	2.0
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 course is not accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

State of California Certified Phlebotomy Technician Certification:
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.

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.

ACN16LA   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.

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.

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.

ACN170A   Fundamentals of Accounting IIA
24 Hours   2.0 Units
Introduction to basic concepts of managerial accounting, with particular emphasis on manu-

facturing 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 Certification
    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   Non-Profit Accounting
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   Forensic Accounting
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.

ACN350A   Ethics in Accounting I
24 Hours   2.0 Units

This course covers the analysis of case studies to help students cultivate the ethical commitment needed to ensure that their work meets the highest standards of integrity, independence, and objectivity. Prerequisite: ACN280D–Forensic Accounting.

ACN350B   Ethics in Accounting II
24 Hours   2.0 Units

This course covers the analysis of case studies to help students cultivate the ethical commitment needed to ensure that their work meets the highest standards of integrity, independence, and objectivity. Prerequisite: ACN280D–Forensic Accounting.

ACN401   Accounting Internship
72 Hours   2.0 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 72 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 3.0 or more, a minimum of 90 percent attendance, and a typing speed of 30 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   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.

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 Fundamentals
        24 Hours   1.0 Unit

This class provides hands-on experience with Word, Excel, Access, and PowerPoint software. The students will create and work with documents, spreadsheets, databases, and slide shows plus integration will be covered.

CMN175   Financial Analysis with Excel
        24 Hours   1.0 Unit

Students learn an analytical approach to perform financial analysis and to solve business problems using Excel's advanced functions and formulas. Prerequisites: ACN170D–Fundamentals of Accounting IID and CMN166C– Advanced Excel.

CMN185A   QuickBooks Pro I
        24 Hours   1.0 Unit

This class provides a "hands-on" experience with QuickBooks 2018 accounting software. The student will record and report simple transactions of a business. Prerequisites: ACN160A–Fundamentals of Accounting IA.

CMN185B   QuickBooks Pro II
        24 Hours   1.0 Unit

Students will be introduced to two ways to setup a new company in QuickBooks. They will also perform payroll and banking activities. Prerequisite: CMN185A–QuickBooks Pro I.

CMN185C   QuickBooks Certification

24 Hours   1.0 Unit

This class utilizes software training and practice tests to prepare for the NBA, National Book-keepers 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.

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.

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 setting up a new company. Prerequisite: ACN160D–Fundamentals of Accounting ID.

CMN240B   Sage 50 II

24 Hours   1.0 Unit

Transactions dealing with inventory and payroll for a merchandising business are entered. Job costing for service companies is also addressed plus a comprehensive problem is included. Prerequisite: CMN240A–Sage 50 I.

CMN310K   Comprehensive Outlook

24 Hours   1.0 Unit

This class provides hands-on experience with Microsoft Outlook to organize and manage communications, contacts, schedules, and tasks. Students will learn to setup and use the basic and advanced features of Microsoft Outlook.

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.

CMN310WA Comprehensive Word I

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: CMN127C–Introduction to Word II.

CMN310WB Comprehensive Word II

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: CMN310WA–Comprehensive Word I.

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: CMN310WB–Comprehensive Word II 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: CMN310K–Comprehensive Outlook.

CMN320F 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 and a student in the Accounting program.

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 Command Line Interface
    24 Hours **1.0 Unit**
Lecture and hands-on exercises introducing the student to Windows Powershell. Prerequisite: Completion of CSN242–Windows Operating System Configuration.

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.

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

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   Advanced Windows Server
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   Email Client Communications
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   Introduction to 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   Network Mapping and Documentation
24 Hours   1.0 Unit

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

CSN313   Cybersecurity Fundamentals I
72 Hours   5.0 Units

This course is a combination of lecture, lab exercises, and hands-on training designed to provide the student with the knowledge and skills required to use threat detection tools, perform data analysis, and detect risks with the goal of protecting data and systems within an organization. Prerequisite: CSN325–Security Plus.

CSN323   Cypersecurity Fundamentals II
72 Hours   5.0 Units

This course is a combination of lecture, lab exercises, and hands-on training designed to provide the student with the knowledge and skills required to identify incidents in a network, create an incident response plan, lock down applications and create policies for secure network environment. Prerequisite: CSN313–Cybersecurity Fundamentals I.

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   Ethical Hacking I
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. Students will use a wide variety of tools to perform hacking on systems to further protect information systems. Prerequisite: CSN325–Security Plus.

CSN342   Ethical Hacking II
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. Students will use a wide variety of tools to perform hacking on Web Servers and applications, databases and wireless networks. Students will implement various types of firewalls and intrusion detection systems as well as have knowledge of cryptography and cryptographic attacks. Prerequisite: CSN332–Ethical Hacking I.

CSN365   Linux +
72 Hours   5.0 Units
A combination of lecture, lab exercises and hands-on training in the principles of Linux/Unix administration. Prerequisite: CSN260–Introduction to Linux.

CSN375   Linux on the Desktop
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+.

CSN385   Linux on the Server
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 on the Desktop.

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 on the Server.

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 3.0, 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.

ENN101A   Business English–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).

ENN101B   Business English–Punctuation
24 Hours   2.0 Units
This class is a general overview of the use of punctuation in business correspondence and writing. Emphasis will be on the correct usage of semicolons, colons, dashes, and commas. Prerequisite: ENN101A–Business English-Grammar.

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 or concurrent enrollment in ENN101B–Business English-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 explored 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.

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 California Wines
24 Hours   2.0 Units

This class is an overview of grape production and winemaking practices, vocabulary and tasting skills. Students will learn about the different grape varietals and pairing of food and wine. Prerequisite: GBN132C–Administration: Project Management.

HMN135   Event Planning
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, and choosing a venue; in addition, preparing and managing the budget, scheduling, and coordinating the food and beverages will be discussed. Prerequisite: GBN132C–Administration: Project Management.

HMN150A   Marketing
24 Hours   2.0 Units

This class provides useful tips, checklists, and creative ideas of successful marketing practices. The students will also discuss customer service, developing a marketing plan, marketing budgets, and marketing and the law. Prerequisites: GBN132C–Administration: Project Management.

HMN150B   Social Media Marketing
24 Hours   2.0 Units

Students will examine the objectives of social media marketing and how these can be incorporated into a marketing mix for any organization.

HMN210   Certified Guest Service Professional
24 Hours   2.0 Units

Successful employees must have effective guest service skills in today's competitive market. They must be able to engage and connect with the guest to go above and beyond the call of duty. These segments of guest services will be covered during this class. Prerequisites: GBN132C–Administration: Project Management.

LGN130A   Business Law I: Legal System
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: Torts and Crimes
24 Hours   2.0 Units

This course covers a broad range of topics in business law. First the student will learn about tort law, beginning with reviewing and under-standing the elements of intentional torts and negligence, including defenses. Finally, the students will learn about crimes, including the difference between criminal and civil law, and criminal procedure, including application of constitutional defenses. Students will specifically learn about crimes that affect businesses and crimes committed by businesses. Prerequisite: LGN130A–Business Law I: Legal System recommended but not required. LGN130 series may be taken out of order.

LGN130C   Business Law III: Contract Law
24 Hours   2.0 Units

Course covers contracts including an introduction to contracts, the elements necessary for a valid contract, performance or breach of contracts and potential remedies, and practical contracts. Prerequisite: LGN130A–Business Law I: Legal System and LGN130B–Business Law II: Torts and Crimes recommended but not required. LGN130 series may be taken out of order.

LGN130D   Business Law IV: Business Organizations, Agency/Employment, and Property Law
24 Hours   2.0 Units

Course covers forms of business from sole proprietorships to general partnerships and LLCs to corporations, the basics of agency law, employment law and labor law, and the basics of both real and personal property law. Prerequisite: LGN130A–Business Law I: Legal System, LGN130B–Business Law II: Torts and Crimes, and LGN130C–Business Law III: Contract Law recommended but not required. LGN130 series may be taken out of order.

LGN231A   Civil Litigation: Pleadings
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: Comple-

tion of or concurrent enrollment in LGN130A-Business Law I: Legal System and LGN130B–Business Law II: Torts and Crimes recommended but not required.

LGN231B   Civil Litigation: Discovery
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. 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-Civil Litigation: Pleadings. (Prerequisite may be waived on a case-by-case basis with successful petition to the department head.)

LGN231C   Civil Litigation: Law and Motion
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-Civil Litigation II: Discovery. (Prerequisite may be waived on a case-by-case basis with successful petition to the department head.)

LGN231D   Real Property
24 Hours   2.0 Units

Real estate law overlaps in many other areas of law: estate planning, family law, business transactions, and in settlements of lawsuits. This class focuses on the role of the legal support professional in the area of real property law. This course includes learning real estate terms and practical application of those terms through hands-on lab work preparing documents and forms. Students will become familiar with types of estates, how to describe real estate, public and private restrictions on land use, how to glean information from preliminary title reports, manner in which to transfer title to real estate, manner in which to record a mortgage or financing of real estate, real estate contracts and closing transaction, taxation issues, and landlord and tenant issues.

LGN231E   Family Law
24 Hours   2.0 Units

This course provides in-depth study of issues surrounding family law including dissolution of marriage, child custody and support, and property division.

LGN231F   Estate Planning and Probate
24 Hours   2.0 Units

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.

LGN231G   Criminal Law
24 Hours   2.0 Units

This class focuses on criminal law and procedure. This course provides in-depth study of issues surrounding criminal law including the scope and sources of crimes, elements of a crime, criminal punishment, Free Speech, the Bill of Rights, white collar crimes, cybercrime, and commercial crimes.

LGN320A   Calendaring for the Law Office I
24 Hours   1.0 Unit

This course utilizes the software program Tabs3 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: Legal System.

LGN320B Calendaring for the Law Office II
24 Hours   1.0 Unit

This course, the second of two that utilizes calendaring software to train students in the requirements of calendaring in a law office. Students will continue to learn how to calendar with Tabs3, Outlook or other calendaring program. Emphasis is placed on beginning a case and on calendaring for trial. 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.

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 discussed and studied. Prerequisite: LGN331A–Law Office Management I.

LGN360 Technology in the Law Office
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.

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: Completion of LGN231B–Civil Litigation: Discovery recommended but not required.

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.

LGN370C E-Discovery
24 Hours   2.0 Units

This class concentrates on e-discovery and investigation in civil litigation. Students will learn about the e-discovery process, including data preservation, the legal hold process, early case assessment, data collection and document review, analysis, and production. Students will also review and discuss cases pertaining to e-discovery. The course will provide the student with an understanding of the rules for state and federal e-discovery procedures. Prerequisite: LGN370A–Discovery I.

LGN420A Legal Office Procedures: Transcription
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/or LGN231B–Civil Litigation: Pleadings and/or Discovery.

LGN420B   Legal Office Procedures: Forms
24 Hours   1.0 Unit
This is a project-based class based on a law office model where students will prepare legal documents using proper formatting. Emphasis will be on properly formatting legal documents and forms as well as proofreading documents.

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. Students will learn and apply legal terms through review, repetition, and homework exercises.

LGN421B   Core Grammar for Lawyers
24 Hours   1.0 Unit
The course is an in-depth review of grammar 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.

LGN421C   Fundamentals of Writing for the Legal
**   Professional**
24 Hours   2.0 Units
The student will review the skills necessary for legal writers, including a review of grammar, punctuation and effective writing.

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 highlights 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-Diagnostic Coding I, MDN301B–Procedural Coding I; completion or concurrent enrollment in MDN301C-Procedural Coding II.

MDN308A Electronic Health Records I
      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 Electronic Health Records II
      24 Hours   **1.0 Unit**

A continuation of MDN308A–Electronic Health Records I, 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–Electronic Health Records I.

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 10th 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; completion or concurrent en-rollment 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, or Medical Assistant Essentials program; overall 3.0 GPA; 90 percent (minimum) overall attendance; 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.

MNN120 Fundamentals of Law in Business
24 Hours **2.0 Units**

This course covers contracts including an introduction to contracts, the elements necessary for a valid contract, performance or breach of contracts and potential remedies, practical contracts, and forms of business from sole proprietorships to general partnerships, LLC's and corporations.

MNN220A   Technology Trends in Business I
            24 Hours   2.0 Units

This class focuses on exploring current and emerging technology trends in the workplace. Students will develop hands-on skills using a variety of technologies including social and mobile tools, communication and web applications.

MNN220B   Technology Trends in Business II
            24 Hours   2.0 Units

This class focuses on exploring current and emerging technology trends in the workplace. Students will develop hands-on skills using a variety of advanced technologies including Adobe and Microsoft applications; Cloud applications; web design, graphics, and layout; advanced mobile technologies; and advanced social media technologies.

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 or ACN160D–Fundamentals of Accounting ID.

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, prmotion, 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: MNN230A–Entrepreneurship: Creating a Business.

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 Accelerated Business Professional 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.

MNN401   Internship
           120 Hours   4.0 Units

The internship 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: Concurrent enrollment is required in the Specialized Associate Degree–Business program with a minimum GPA of 3.0 or more, a minimum of 90 percent attendance, and a typing speed of 40 NWPM. 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.

MNN402   Internship
           72 Hours   2.0 Units

The internship 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: Concurrent enrollment is required in the Business Management Professional program with a minimum GPA of 3.0 or more, a minimum of 90 percent attendance, and a typing speed of 40 NWPM. 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.

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 Specialized Associate Degree–Business or Business Management Professional 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 Specialized Associate Degree–Business or Business Management Professional 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 Specialized Associate Degree–Business or Business Management Professional 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 Specialized Associate Degree–Business or Business Management Professional 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 relations, 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. (Prerequisite may be waived on a case-by-case basis with successful petition to the department head.)

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. (Prerequisite may be waived on a case-by-case basis with successful petition to the department head.)

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–Legal Research I.

PLN310A   Writing for the Legal Professional I
24 Hours   2.0 Units

This class is the first of a two-part series of legal writing classes designed to guide the student through the writing process for paralegals. PLN310A introduces the student to the legal writing process, including outlining, paragraphs, proofreading and editing, letters to clients, and persuasive writing. 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

This class is the second of a two-part series of legal writing classes designed to guide the student through the writing process for paralegals. The student will learn how to brief cases using the IRFAC (Issue, Rule, Facts, Analysis, Conclusion) method of organizing a legal document. Prerequisite: PLN310A–Writing for the Legal Professional I.

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 and a legal memorandum. 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.

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 PLN240A 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.

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.

PLN400B Virtual Internship for Paralegals
96 Hours   3.0 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.

PLN401 Internship for Paralegals
96 Hours   3.0 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 96-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 3.0, 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.

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.

TRN146C Salesmanship
24 Hours   2.0 Units

In today's highly competitive business market, it is essential to have an understanding of marketing and sales. The students will go beyond theory to focus on a practical approach for effectively selling products and services in all markets. The students will take a customer-oriented approach to solving problems and

creating solutions in the context of sales. Prerequisites: GBN132C–Administration: Project Management.

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.

Academic Calendar 2019—2020

	2019	**2020**
Quarter Start Date	February 4, 2019	February 3, 2020
President's Day	February 18, 2019	February 17, 2020
Mid-Quarter End Date	March 14, 2019	March 12, 2020
Spring Break	March 18-22, 2019	March 16-20, 2020
Mid-Quarter Start Date	March 25, 2019	March 23, 2020
Quarter End Date	May 2, 2019	April 30, 2020
Quarter Start Date	May 6, 2019	May 4, 2020
Memorial Day	May 27, 2019	May 25, 2020
Mid-Quarter End Date	June 13, 2019	June 11, 2020
Mid-Quarter Start Date	June 17, 2019	June 15, 2020
Summer Break	July 1-5, 2019	June 29-July 3, 2020
Quarter End Date	August 1, 2019	July 30, 2020
Quarter Start Date	August 5, 2019	August 3, 2020
Labor Day Holiday	September 2, 2019	September 7, 2020
Mid-Quarter End Date	September 12, 2019	September 10, 2020
Mid-Quarter Start Date	September 16, 2019	September 14, 2020
Quarter End Date	October 24, 2019	October 22, 2020
Quarter Start Date	October 28, 2019	October 26, 2020
Thanksgiving Holiday	November 28, 2019	November 26, 2020
Mid-Quarter End Date	December 5, 2019	December 3, 2020
Mid-Quarter Start Date	December 9, 2019	December 7, 2020
Winter Break	December 23, 2019-January 3, 2020	December 21, 2020-January 1, 2021
Quarter End Date	January 30, 2020	January 28, 2021

REGISTRATION: Students may register for any of the start dates at any time throughout the year.

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Empire College
SINCE 1961

2019 Catalog Addenda

Program Tuition and Fees

PROGRAM	Total Quarters[1]	Quarterly Tuition	Total Tuition	Registration and Student Services Fee[2] Non-Refundable	Student Tuition Recovery Fund Fee Non-Refundable	Lab Fee	Estimated Textbook, Equipment, Uniform, & Supply Cost	Total Cost[3]
Accounting								
Specialized Associate Degree – Accounting	6	$3,996	$23,976	$150	$0	$985	$5,330	$30,441
Accounting with Entrepreneurship Emphasis	4	3,996	15,984	150	0	945	3,500	20,579
Accounting with Certification Emphasis	2	3,996	7,992	150	0	735	1,720	10,597
Business and Hospitality								
Specialized Associate Degree – Business	6	$3,996	$23,976	$150	$0	$1,600	$5,155	$30,881
Business Management Professional	4	3,996	15,984	150	0	855	3,730	20,719
Business Office Professional	2	3,996	7,992	150	0	390	2,050	10,582
Accelerated Business Professional	2	3,996	7,992	150	0	670	2,005	10,817
Information Technology								
Specialized Associate Degree – Information Technology – Cybersecurity Specialist	6	$3,996	$23,976	$150	$0	$2,650	$3,615	$30,391
Specialized Associate Degree – Information Technology – Linux Specialist	6	3,996	23,976	150	0	2,250	3,445	29,821
Specialized Associate Degree – Information Technology – Microsoft Specialist	6	3,996	23,976	150	0	2,350	4,330	30,806
I.T. Support Specialist	2.5	3,996	9,990	150	0	1,150	1,825	13,115
Microsoft Solutions Expert	2	3,197	6,394	150	0	925	1,650	9,119
Legal								
Specialized Associate Degree – Paralegal	6	$3,996	$23,976	$150	$0	$800	$4,465	$29,391
Paralegal Studies (less than full-time)	4	1,998	7,992	150	0	330	1,715	10,187
Legal Office Assistant	3	3,996	11,988	150	0	380	3,060	15,578

Program Tuition and Fees (continued)

PROGRAM	Total Quarters[1]	Quarterly Tuition	Total Tuition	Registration and Student Services Fee[1] Non-Refundable	Student Tuition Recovery Fund Fee Non-Refundable	Lab Fee	Estimated Textbook, Equipment, Uniform, & Supply Cost	Total Cost[2]
Medical								
Specialized Associate Degree – Medical Administrative Professional	6	$3,996	$23,976	$150	$0	$1,600	$5,625	$31,351
Specialized Associate Degree – Clinical Medical Professional	6	3,996	23,976	150	0	2,000	4,525	30,651
Clinical Medical Assistant	5	3,996	19,980	150	0	1,375	3,540	25,045
Medical Assistant Essentials	4	3,996	15,984	150	0	1,350	2,710	20,194
Medical Administrative Assistant	3	3,996	11,988	150	0	650	3,730	16,518
Medical Billing and Coding Technician	3	3,996	11,988	150	0	675	4,235	17,048
Phlebotomy	1	2,735	2,735	250	0	600	265	3,850

[1] Includes $100 registration and $50 student service fees.
[2] Charges for the period and the entire program.

Quarterly Fee: Tuition charges are $3,996 per quarter for all degree and diploma programs based on a full schedule of 240 contact/class hours.

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 – Administrative Medical Professional or Clinical Medical Professional, Clinical Medical Assistant, or Medical Assistant Essentials programs are required, prior to starting the externship, either to have a physical screening (including Hepatitis B, Tetanus, Varicella, and Influenza vaccines as well as a two-step PPD) 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: California Certified Medical Assistant (Basic and Clinical) or National Certified Medical Assistant certificates are awarded upon successful completion of the exams, which are administered as part of the Specialized Associate Degree – Clinical Medical Professional, Clinical Medical Assistant, and Medical Assistant Essentials programs. Certified California Medical Assistant (Basic and Administrative) or the corresponding national certificates are awarded upon successful of the exams, which are administered as part of the Specialized Associate Degree – Administrative Medical Professional and Medical Administrative Assistant 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- Administrative Medical Professional 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 fees for that program, as well as exam fees related to some of the classes included in the three Concentrations (please refer to the Certification Assurance Program guidelines). The four exams that are included as preparations in the I.T. Support Specialist and Microsoft Solutions Expert programs are included in the fees for those programs. Exam vouchers will be issued to students in accordance with class requirements and/or Empire College's Certification Assurance Program guidelines. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended.

Business Program Certifications: Microsoft Office Specialist (MOS) Certificates are awarded upon successful completion of the exams, which are administered as part of the class curriculum and are included in the tuition and fees for Business programs as outlined below. Certifications are not required to be employed in the career field, but they are highly recommended.

Specialized Associate Degree – Business: MOS Word, Excel, Outlook, PowerPoint
Business Management Professional and Accelerated Business Professional: MOS Word, Excel, Outlook
Business Office Professional: MOS Outlook

Accounting Program Certification: A Microsoft Office Specialist (MOS) Certificate is awarded upon successful completion of the Excel exam, and Bookkeeping, Payroll, and QuickBooks certificates from The National Bookkeepers Association are awarded upon successful completion of those exams, all of which are administered as part of the Specialized Associate Degree – Accounting, Accounting with Entrepreneurship Emphasis, and Accounting with Certification Emphasis programs' class curriculum and are included in the tuition and fees. Likewise, a VITA (Volunteer Income Tax Assistance) certificate in income tax preparation is awarded upon successful completion the three Accounting programs' class curriculum and is included in the tuition and fees. 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 the current hourly tuition rate ($16.65) per 24-hour class, plus the cost of books and supplies.

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 at the current hourly tuition rate ($16.65), plus the cost of books and supplies. 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 tuition rate 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.