AGAPE COLLEGE
of BUSINESS & SCIENCE

CATALOG

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July 1, 2021 – June 30, 2022

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APPROVAL DISCLOSURE STATEMENT

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

CATALOG POLICY STATEMENT

Each prospective student shall be provided a catalog in writing or electronically, prior to enrollment, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The following programs are approved by the Bureau:

The following Bachelor of Science Degree Programs can be completed in a minimum time of 36 months (144 Weeks)

• Business Administration	BS Degree	2030 Hours	181 Credits
• Health Care Administration	BS Degree	2160 Hours	180 Credits
• Social Work	BS Degree	2255 Hours	182 Credits

The following Associate of Science Degree Programs can be completed in a minimum time of 18 months (72 Weeks)

• Business Administration	AS Degree	1060 Hours	90 Credits
• Medical Administration	AS Degree	1185 Hours	90 Credits
• Social Work	AS Degree	1005 Hours	90 Credits

The following Certificate Program can be completed in a minimum of 10 Months: (42 Weeks)

- Medical Assistant Certificate 800 Hours 53 Credits

The following Certificate Program can be completed in a minimum of 12 Weeks:

- Business Administration Certificate 185 Hours 15 Credits
- Phlebotomy CPT I Certificate 160 Hours 8.5 Credits

ACCREDITATION

Agape College of Business and Science is accredited by the Accrediting Council for Independent Colleges and Schools to award Certificates, Associate's Degrees, and Bachelor's Degrees.

The Accrediting Council for Independent Colleges and Schools is recognized as a national accrediting agency by the United States Department of Education.

Accrediting Council For Independent Colleges and Schools (ACICS):
1350 Eye Street, NW, Suite 560
Washington, DC 20005
(202) 336-6780

SCHOOL GOVERNING BODY

Agape College of Business and Science is governed by the Agape Corporation, a non-profit, public benefit corporation 501(c)(3) that was founded in 1999. The corporation is governed by the Board of Directors.

Board of Directors:

- Everett Cowings, Jr., President
- Christina Rodriquez, Secretary
- Vacant, Treasurer
- Gloreta Johnson, Member

INSTRUCTIONAL FACILITIES

Agape College of Business and Science's residential courses are held at 1313 P Street, Fresno, California 93721 and distance education coursework is completed at a location determined by the student.

The school consists of approximately 11,000 square feet of classroom and office space located in the heart of downtown Fresno. There are 5 classrooms, 1 lab, 14 offices, and 2 conference rooms. The maximum capacity for the courses offered and classroom

student/teacher ratio is 25:1. The school is equipped with calculators, computers, printers, networked Internet access, and other equipment sufficient to meet educational needs. Our student lounge is equipped with refrigerator, and microwave oven, for the students' convenience. There are handicapped accessible classrooms and restrooms for women and men.

SCHOOL MISSION, VISION AND PURPOSE, PHILOSOPHY, AND OBJECTIVES

Mission: Our mission at the Agape College of Business and Science is to provide students with the opportunity and resources to obtain their desired Degree or Certificate in high demand industry sectors. We plan to fulfill our mission by offering our programs to diverse learning communities while empowering students to become workforce ready and economically independent.

Vision and Purpose: Our vision and purpose is to produce highly skilled individuals by establishing training partnerships with local businesses and alliances with community organizations, as well as support and resource opportunities within the workforce development sector.

Objectives: We intend to accomplish our mission and realize our vision by completing the following objectives:

- Prepare students to find meaningful career related employment
- Create a skilled labor pool for the local economy
- Demonstrate civic and community involvement by specializing in meeting the vocational and career training needs of the community.
- Offer Degrees and certificate programs

Philosophy: We believe that every person has the potential to be successful within the community. It is our responsibility at Agape College of Business and Science to provide each of our students the opportunity to realize that potential. Through a caring faculty, resources, and a positive environment conducive to learning, every graduate has a chance to expand their abilities and make a successful contribution to society.

AGAPE HISTORY

Agape` is a California non-profit, public benefit corporation with tax exempt status under the Internal Revenue Code Section 501(c)(3). The organization's mission is to *provide an education and support resources to those most in need while empowering the economic progress of youth, adults and families in the community*. Agape's founders intend to fulfill that commitment by designing needed resources and services that reduce and/or eliminate obstacles preventing economic growth.

Agape` has identified various *risk factors* through research and previous program development. As such, Agape` serves as an innovator for providing services to youth and

families, by increasing their likelihood of becoming resilient, productive, prosperous, self-reliant and successful members of their community. Success will be reached through the following organizational principles:

- Outreach and collaboration with community organizations and districts
- Visible and accessible programs that provide a continuum of services
- High quality educational options for students in grades K-12 to post-secondary
- Flexibility and innovation inside and outside the classroom
- Performing civic duties and promoting social change
- Valid research and evaluation of educational and social services

Agape' has been in existence in the community for 20 years. Agape's staff has over 26 years of experience working with youth and families in the community. Currently our organization has implemented several much needed programs to address the needs of children & young adults including two premiere charter schools, and Agape' College of Business and Science a post- secondary institution (offering Associates of Science degrees, industry recognized certifications and career pathways).

In 2006 Agape Inc. opened its doors to its first private postsecondary called Agape College of Business and Science. At its inception Agape Inc. had envisioned a private postsecondary institution that would provide quality career pathways leading to a College Degree and/or Certificates of Completion. Its hopes were realized and have led many students and families to valuable training, employable skills, and industry recognized credentials.

Agape College of Business and Science will serve as a provider of services to youth, adults, and families, which increase their likelihood of becoming resilient, productive, prosperous, self-reliant and successful members of their community.

ADMISSION POLICIES AND PROCEDURES

ADMISSION REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN THE FOLLOWING PROGRAMS:

- **Bachelor of Science Degree - Business Administration**
- **Bachelor of Science Degree – Health Care Administration**
- **Bachelor of Science Degree – Social Work**

Students must have a High School diploma or its equivalent for admission to the Bachelor of Science Degrees (undergraduate degree), documentation is required. Prospective students will be interviewed by a School official before a decision will be made regarding their admission to the program. Students will be advised to supply complete and accurate information on the Application of Admission. Failure to complete documents accurately may result in denial of admission.

The Wonderlic Basic Skills Test (WBST) will be used as the entrance examination. The approved passing score by the United States Department of Education is Verbal: 200, and Quantitative: 210.

Additional program requirements for the Bachelor of Science degree in Health Care Administration
Students must complete a background check validating no criminal history (prohibiting completion of externship hours).
Students must complete a tuberculosis screening (chest X-ray or PPD skin test) with negative results within 60 days before being placed in their externship.

Prospective students requesting enrollment in the Bachelor Degree Programs will complete selected courses via distance education/online and must have access to the following technology.

System Requirements
Windows Users
Windows 10 or higher
1.5Mbps or higher
Soundcard & Speakers
Firefox, Chrome, or Microsoft Edge
Mac OS User
macOS 10.13 High Sierra or higher
1.5Mbps or higher
Soundcard & Speakers
Apple Safari, Firefox, or Chrome
iPad Users
iPad – iOS 12 or higher

Browser Requirements

Windows Users

- Mozilla Firefox
- Google Chrome
- Microsoft Edge

Mac OS Users

- Apple Safari
- Google Chrome
- Mozilla Firefox

Mobile Requirements

Mobile Sites

- iPhone: iOS Safari 12.1.2 and above
- Android: Chrome Browser 98 and above

Email Account

Students will need a personal email account to receive communications from within student's course. If an account is not provided by the school, students may sign up for one with any 3rd party email system (EX. Yahoo, Google, Hotmail, Comcast, etc…).

Student Training and Orientation

Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

ADMISSION REQUIREMENTS FOR THE ASSOCIATE OF SCIENCE DEGREE IN THE FOLLOWING PROGRAMS:

- **Associate of Science Degree - Business Administration**
- **Associate of Science Degree – Medical Administration**
- **Associate of Science Degree – Social Work**

Students must have a High School diploma or its equivalent for admission to the Associate of Science Degrees (undergraduate degree), documentation is required. Prospective students will be interviewed by a School official before a decision will be made regarding their admission to the program. Students will be advised to supply complete and accurate information on the Application of Admission. Failure to complete documents accurately may result in denial of admission.

The Wonderlic Basic Skills Test (WBST) will be used as the entrance examination. The approved passing score by the United States Department of Education is Verbal: 200, and Quantitative: 210.

Additional program requirements for the Associate of Science degree in Medical Administration

Students must complete a background check validating no criminal history (prohibiting completion of externship hours).
Students must complete a tuberculosis screening (chest X-ray or PPD skin test) with negative results within 60 days before being placed in their externship.

Prospective students requesting enrollment in the Associate degree programs will complete selected courses via distance education/online and must have access to the following technology.

System Requirements

Windows Users

- Windows 10 or higher
- 1.5Mbps or higher
- Soundcard & Speakers
- Firefox, Chrome, or Microsoft Edge

Mac OS User

- macOS 10.13 High Sierra or higher
- 1.5Mbps or higher
- Soundcard & Speakers
- Apple Safari, Firefox, or Chrome

iPad Users

- iPad – iOS 12 or higher

Browser Requirements

Windows Users

- Mozilla Firefox
- Google Chrome
- Microsoft Edge

Mac OS Users

- Apple Safari
- Google Chrome
- Mozilla Firefox

Mobile Requirements

Mobile Sites

- iPhone: iOS Safari 12.1.2 and above
- Android: Chrome Browser 98 and above

Email Account

Students will need a personal email account to receive communications from within student's course. If an account is not provided by the school, students may sign up for one with any 3rd party email system (EX. Yahoo, Google, Hotmail, Comcast, etc…).

Student Training and Orientation
Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

ADMISSION REQUIREMENTS FOR A CERTIFICATE IN THE FOLLOWING PROGRAM:

- **Certificate- Business Administration**

Students must have a High School diploma or its equivalent for admission to the Phlebotomy CPT I Certificate program. Documentation is required. Prospective students will be interviewed by a School official before a decision will be made regarding their admission to the program. Students will be advised to supply complete and accurate information on the Application of Admission. Failure to complete documents accurately may result in denial of admission.

The Wonderlic Basic Skills Test (WBST) will be used as the entrance examination. The approved passing score by the United States Department of Education is Verbal: 200, and Quantitative: 210.

Prospective students requesting enrollment in the Business Administration Certificate Program will complete selected hybrid/blended courses and must have access to the following technology:

System Requirements
Windows Users
Windows 10 or higher
1.5Mbps or higher
Soundcard & Speakers
Firefox, Chrome, or Microsoft Edge
Mac OS User
macOS 10.13 High Sierra or higher
1.5Mbps or higher
Soundcard & Speakers
Apple Safari, Firefox, or Chrome
iPad Users
iPad – iOS 12 or higher

Browser Requirements
Windows Users
Mozilla Firefox
Google Chrome
Microsoft Edge
Mac OS Users
Apple Safari
Google Chrome

Mozilla Firefox

Mobile Requirements
Mobile Sites
iPhone: iOS Safari 12.1.2 and above
Android: Chrome Browser 98 and above

Email Account
Students will need a personal email account to receive communications from within student's course. If an account is not provided by the school, students may sign up for one with any 3rd party email system (EX. Yahoo, Google, Hotmail, Comcast, etc…).

Student Training and Orientation
Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

ADMISSION REQUIREMENTS FOR A CERTIFICATE IN THE FOLLOWING PROGRAM:

- **Certificate- Medical Assistant**

Students must have a High School diploma, GED, or its equivalent for admission to the Medical Assistant Certificate Program. In addition, students must be 18 years or older and beyond the age of compulsory school attendance. Documentation is required. Students will be interviewed by a School official before a decision will be made regarding their admission to the program.

Students will be advised that they must supply complete and accurate information on the Application of Admission. Failure to complete documents accurately may result in denial of admission.

High school students who are dual enrolled in a Career Technical Education program must have documentation of enrollment and parent and guardian signatures on the dual enrollment CTE application. Dual enrolled students are not eligible for Title IV funding and do not incur direct or indirect costs.

The Wonderlic Basic Skills Test (WBST) will be used as the entrance examination. The approved passing score by the United States Department of Education is Verbal: 200, and Quantitative: 210.

Additional program requirements for the Medical Assistant Certificate Program
Students must complete a background check validating no criminal history (prohibiting completion of externship hours).
Students must complete a tuberculosis screening (chest X-ray or PPD skin test) with negative results within 60 days before being placed in their externship.

Prospective students requesting enrollment in the Medical Assistant Certificate Program will complete selected hybrid/blended courses and must have access to the following technology:

System Requirements

Windows Users

Windows 10 or higher
1.5Mbps or higher
Soundcard & Speakers
Firefox, Chrome, or Microsoft Edge

Mac OS User

macOS 10.13 High Sierra or higher
1.5Mbps or higher
Soundcard & Speakers
Apple Safari, Firefox, or Chrome

iPad Users

iPad – iOS 12 or higher

Browser Requirements

Windows Users

Mozilla Firefox
Google Chrome
Microsoft Edge

Mac OS Users

Apple Safari
Google Chrome
Mozilla Firefox

Mobile Requirements

Mobile Sites

iPhone: iOS Safari 12.1.2 and above
Android: Chrome Browser 98 and above

Email Account

Students will need a personal email account to receive communications from within student's course. If an account is not provided by the school, students may sign up for one with any 3rd party email system (EX. Yahoo, Google, Hotmail, Comcast, etc…).

Student Training and Orientation

Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

ADMISSION REQUIREMENTS FOR A CERTIFICATE IN THE FOLLOWING PROGRAM:

- **Certificate- Phlebotomy CPT I**

This is a 12 week program that is offered through direct seated and hands-on instruction. Students must complete 160 hours that consist of a basic, advanced, and externship course.

Students must have a High School diploma or its equivalent for admission to the Phlebotomy CPT I Certificate program. Documentation is required. Prospective students will be interviewed by a School official before a decision will be made regarding their admission to the program. Students will be advised to supply complete and accurate information on the Application of Admission. Failure to complete documents accurately may result in denial of admission.

The Wonderlic Basic Skills Test (WBST) will be used as the entrance examination. The approved passing score by the United States Department of Education is Verbal: 200, and Quantitative: 210.

Prior to enrollment, prospective students will have to provide documentation of one of the following:

- Completion of an Allied Health Program (Ex. Certified Nursing Assistant, Medical Assistant, EMT). Dean approval required.
  Or
- Current work experience in Allied Health field. Minimum of one year within the last five years. Dean approval required.

Successful completion of the Phlebotomy CPT I program does not automatically enable a graduate to work as a Phlebotomist in the state of California. Completion of the program will enable students to sit for a state approved national exam and after passing it they may apply for their California Phlebotomist Technician (CPT) license from the California Department of Public Health, Laboratory Field Services Branch. There is an application fee to the state.

Additional program requirements for the Phlebotomy CPT I Certificate Program
Upon enrollment in ACBS, students will be required to order an additional copy of their Official High School transcripts. The student's Official High School transcripts must be mailed directly to the Laboratory Field Services Branch to facilitate the student certification process.

Students must complete a background check validating no criminal history (prohibiting completion of externship hours).

Immunization Requirements
All applicants must show proof of the following immunizations before they begin the Phlebotomy program:
• Hepatitis B: 3 vaccinations

- Measles/Mumps/Rubella: 2 vaccinations or Titer
- Varicella: 2 vaccinations or Titer
- Tetanus/Diphtheria: (within the last 10 years)

Students must complete a tuberculosis screening (chest X-ray or PPD skin test) with negative results within 60 days before being placed in their externship.

ADMISSION INTERVIEW

Prospective students will be interviewed by a school official before a decision will be made regarding their admission to Agape College of Business and Science. A Confidential Application Form will then be completed and reviewed by the Admissions Department.

ADMISSION DOCUMENTS

A high school diploma or its equivalent will be required in all degree and certificate programs. Prospective students must provide the applicable documentation. Prospective students are advised that they must supply complete and accurate information on the Application of Admission. Failure to complete documents accurately may result in denial of admission.

ADMISSION EXAMINATIONS

The Wonderlic Basic Skills Test (WBST) will be used as the entrance examination. The approved passing score by the United States Department of Education is Verbal: 200, and Quantitative: 210. Examinations are broad and cover abilities in the areas of mathematics, reading, and English.

EVALUATION OF PREVIOUS EDUCATION, TRAINING, AND EXPERIENCE

Agape College of Business and Science has not entered into an articulation or transfer agreement with any other college or university.

Students interested in obtaining transfer credit will need to complete an academic evaluation form prior to the first day of class. The form will be reviewed along with the transcripts. A determination will be made by the school within thirty days. In the case of our BS Degree the maximum number of transfer credit will be a total of 72 units. The maximum amount of credit for the AS Degree will be a total of 38 units. The maximum amount of credit accepted from outside institutions for the certificate program is 9 units. Credits transferred from the Agape College of Business and Science/Career Pathways Program can be transferred with a maximum of 30 credits.

Agape College of Business and Science does not grant credit based on achievement tests or experiential learning.

TRANSFER OF CREDITS

Transfer credit refers to the credit a college or university grants for prior learning. When you move from one college or university to another, the credit from the courses and degrees you took at the previous institutions might or might not be accepted by your new institution. Each educational institution makes its own decisions about accepting transfer credit.

Allowable Time Span For Credits From a Prior Accredited Entity Can Be Transferred
Credits from a prior accredited college or university that are to be considered for transfer to ACBS must be earned within the last 10 years from time of transfer. Credits past 10 years will only be accepted if they are from ACBS in the same discipline or degree.

Acceptability and Comparability of Transfer of Credits

- The course must be a post-secondary, credit-bearing course appropriate to the student's degree program and level of studies as ACBS requires.
- Courses completed in the United States, must be from an institution accredited by an agency that is recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA).
- If the course is completed abroad, the foreign institution has been approved by the applicable country's ministry of education or equivalent body and the course has been translated (if in a language other than English) and/or evaluated by a member of NACES or AICE at the student's expense.
- The course must be substantially equivalent to the ACBS course that it will replace.
- The course must be completed with a grade of C- (C minus) or better for transfer to undergraduate studies or a grade of B or better for graduate studies.
- The college or university offering the course allows it to be used for credit toward degree programs consistent with the student's level of studies at the ACBS.

NOTICE CONCERNING TRANSFERABLITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Agape College of Business and Science is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree 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 or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some 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 Agape College of Business and Science to determine if your credits or degree or certificate will transfer.

ENGLISH LANGUAGE PROFICIENCY / VISA SERVICES

Agape College of Business and Science does not offer visa services to prospective students from other countries or English language services. Agape College of Business and Science does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation or a passed ATB exam scores as stated in the admission policy

PAYMENT SCHEDULE

Students have the option to schedule monthly payments. In addition, payment may be deferred while in school due to unemployment. Students may pay by check, money order, credit card, or by a third party payment from a guarantor/agency.

Consumer Loan Agreements: Agape College of Business and Science does not loan students funds to attend school. Students may voluntarily choose a Third Party Private Lending Institution to receive a loan to pay for the cost of Agape College of Business and Science programs. The third party lender is responsible to provide all disclosures to students according to the Truth in Lending Act of Title 15 of the United States Code.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAMS ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

BANKRUPTCY DISCLOSURE

Agape College of Business and Science does not have a pending petition of bankruptcy, is not operating as a debtor in possession, has not filed a petition in the preceding five years, or has not had a petition in bankruptcy filed against it the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

INSTRUCTIONAL SCHEDULE

Training is offered Monday through Friday, excluding legal holidays and calendar break periods:

- Medical Assistant Certificate classes are held from 8:00 am – 2:15 pm; Monday through Wednesday.
- Phlebotomy CPT I day classes are held from 8:30 am – 1:30 pm, Monday through Wednesday. Evening classes are held from 5:30pm-8:30pm, Monday through Wednesday & two Saturdays per course 8:30am-3:40pm.
- Business Administration, Medical Administration and Social Work AS Degree classes are held 12:30 pm to 7:30 pm Monday through Thursday.
- Business Administration, Health Care Administration and Social Work BS Degree classes are held 12:30 pm to 7:30 pm Monday through Thursday.
- Certificate programs make-up time is offered during regularly scheduled meeting times.
- Degree programs make-up time is offered during regularly scheduled meeting times.
  Students are notified about make-up time either by email or letter.

Academic Year
The academic year is a minimum of 36 quarter credits and 30 weeks. Academic credit is given in quarter units.

Clock Hour and Credit
The college utilizes quarter credits as a measure of credit. One quarter credit equals, at a minimum:

- 10 classroom clock hours of lecture;
- 20 clock hours of laboratory; or
- 30 clock hours of externship.

A clock hour is defined as a 60 minute period with no less than 50 minutes of instructional time. A minimum average of two hours of preparation work (also known as out-of-class work or homework) for each hour of lecture is assigned.

INSTRUCTIONAL CALENDAR

Associate of Science Degree Programs Quarter Dates: Business Administration and Medical Administration	
Summer 2021 Quarter	**June 28, 2021 – Sept. 17, 2021** Last Day of Registration: July 2, 2021
Fall 2021 Quarter	**Sept. 27, 2021 – Dec. 21, 2021** Last Day of Registration: Oct. 1, 2021
Winter 2022 Quarter	**Jan. 4, 2022 – March 22, 2022** Last Day of Registration: Jan. 7, 2022
Spring 2022 Quarter	**Mar. 28, 2022 – June 24, 2022**

	Last Day of Registration: Apr. 1, 2022
Summer 2022 Quarter	**June 27, 2022 – Sept. 16, 2022** Last Day of Registration: July 1, 2022

Medical Assistant Module Start Dates	
Start Date	**End Date**
6/28/21	7/23/21
7/26/21	8/20/21
8/23/21	9/17/21
9/20/21	10/15/21
10/18/21	11/12/21
11/15/21	12/17/21
1/4/21	1/28/21
1/31/21	2/25/21
2/28/22	3/25/22
3/28/22	4/29/22
5/2/22	5/27/22
5/31/22	6/24/22
6/27/22	7/22/22

Phlebotomy Program Course Start and End Dates

Course	Start Date	End Date
PHL101 Phlebotomy I	6/28/21	7/16/21
PHL102 Phlebotomy II	7/19/21	8/6/21
PHL 103 Phlebotomy Externship	8/9/21	9/17/21
PHL101 Phlebotomy I	9/20/21	10/8/21
PHL102 Phlebotomy II	10/11/21	10/29/21
PHL 103 Phlebotomy Externship	11/1/21	12/17/21
PHL101 Phlebotomy I	1/4/22	1/21/22
PHL102 Phlebotomy II	1/24/22	2/11/22
PHL 103 Phlebotomy Externship	2/14/22	3/25/22
PHL101 Phlebotomy I	3/28/22	4/22/22
PHL102 Phlebotomy II	4/25/22	5/13/22
PHL 103 Phlebotomy Externship	5/16/22	6/24/22
PHL101 Phlebotomy I	6/27/22	7/15/22
PHL102 Phlebotomy II	7/18/22	8/5/22
PHL 103 Phlebotomy Externship	8/8/22	9/16/22
PHL101 Phlebotomy I	9/19/22	10/7/22
PHL102 Phlebotomy II	10/10/22	10/28/22
PHL 103 Phlebotomy Externship	10/31/22	12/16/22
PHL101 Phlebotomy I	1/4/23	1/20/23
PHL102 Phlebotomy II	1/23/23	2/10/23
PHL 103 Phlebotomy Externship	2/13/23	3/24/23
PHL101 Phlebotomy I	3/27/23	4/21/23
PHL102 Phlebotomy II	4/24/23	5/12/23
PHL 103 Phlebotomy Externship	5/15/23	6/23/23

Students that enter the program during the late registration period will be assigned make up days and time to complete assignments outside of the regular school day. The days will be equivalent to the time they missed.

Observed Holidays
New Year's Day
Martin Luther King Jr. Day
Lincoln's Birthday
President's Day
Caesar Chavez Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

Calendar Break Periods
Winter Break (Dec. 22, 2021 – Jan. 3, 2022)
Thanksgiving (Nov. 22, 2021 – Nov. 26, 2022)
Spring Break (Apr. 11, 2022 – Apr. 18, 2022)

COURSE NUMBERING SYSTEM

Agape College of Business and Science uses the following course numbering systems:

Courses in the 100 series are generally taken in the student's first academic year. The courses in the 200 series generally build on content presented in 100-level courses. The alpha designations indicate concentration area. Courses having prerequisites are listed with the course description in the catalog.

Course Abbreviations	
African American Studies (AAS)	Health Care Administration (HCA)
Accounting (ACC)	Health (HLT)
Art (ART)	Human Resource Management (HRM)
Biology (BIO)	Liberal Studies (LIB)
Business (BUS)	Linguistics (LIN)
Business Technology (BT)	Mathematics (MTH)
Chicano Latino Studies (CLS)	Medical (MED)
Communications (COM)	Phlebotomy (PHL)
Criminology (CRM)	Political Science (POL)
Economics (ECN)	Psychology (PSY)
English (ENG)	Science (SCI)
Entrepreneurship (ENT)	Sociology (SOC)
Ethnic Studies (ETS)	Social Work (SWK)
Externship (EXT)	Women's Studies (WMS)

ATTENDANCE POLICY

Students are expected to attend classes as scheduled, just as they would be expected to be present for work. Roll will be taken at the beginning of each session. Any student not in attendance at that time will be considered absent. If a student arrives to class after roll has been taken, it is their responsibility to inform their teacher of their presence. At this time their "absence" will be changed to a "tardy". Absences and tardiness, both excused and unexcused, will be recorded and attendance points will be deducted.

Agape College of Business and Science requires students to maintain satisfactory attendance while attending the school. Students failing to maintain satisfactory attendance will be advised by a school official and put on attendance probation. If attendance fails to improve during probation, the student will be suspended from school pending a determination hearing to evaluate the student's enrollment status.

Absences will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing or by permission a school official. All other absences will be considered unexcused. It is the student responsibility to inform the school of any situation that would cause an absence. Prior notice should be given when possible. If permission has not already been given, the student must call the school by the beginning of class time to give the reasons for failure to attend. If a student fails to inform the school in a timely manner, the absence will be considered unexcused regardless of the reasons. Leaving class early without permission will be considered as a class cut and will be recorded as an unexcused absence. Students with more than two unexcused absences during a course will be put on attendance probation.

Arriving late to class twice in one week will be considered as one unexcused absence. It is the student's responsibility to inform the school office both of their arrival and to give clear reasons for their tardiness. A pattern of frequent tardiness is cause for concern and may lead to academic probation or expulsion.

Students with more than three excused absences or more than two unexcused absences in any one course will receive an incomplete grade. To receive a final passing grade, a student will be required to make up all work and class time and may be required to repeat the course.

If a student has failed to attend class for 14 days he/she will be withdrawn from the college.

Distance Education

Attendance is recorded through the Populi platform to monitor that each student is meeting discussion deadlines and responding to discussion question posted within each module weekly. The platform tracks time spent online and assignments posted. All students must enter the course in the online platform within 5 days of the beginning of the course. Students that do not log on to the course and place a response to the discussion

board with five days from the beginning date of the course may be withdraw from the course.

Students are required to write a formal response to the discussion board within 5 days of the discussion being posted by a faculty member. In addition students are recommended to respond to 2 classmates posts before the end of the week (7 days from the discussion being posted by a faculty member). Students that fail to complete discussion post will meet with their academic advisor and upon the second meeting placed on probation. If probation is failed the student will be withdrawn from the course. For the full Distance Education Policy, see page 59.

LEAVE OF ABSENCE

We realize emergencies occur and we understand the impact these emergencies can have on a student's ability to learn. In cases of serious illness, death in the family, or any other emergency circumstances, you may request a leave of absence in writing. This request must be submitted to the Dean for approval. Requests for a leave of absence will be considered on an individual basis and must be approved by the Dean. A leave of absence cannot exceed 180-days, not including holidays and vacations. Extensions may be granted upon Dean of Schools approval.

Student Leave of Absences (LOA) Due to COVID-19

Leave of Absences are available for students should current modifications not meet the student's needs or should the student wish to suspend their education until such time that COVID-19 modifications have been lifted. Students should follow campus procedures as outlined above to request the LOA; however, accommodations can be made to avoid in-person meetings.

GRADING SCALE

Grades are recorded for each course as follows:

Grade	Scale	Point	Value
A	**100-89**	**4.0**	**Excellent**
B	**88-79**	**3.0**	**Above Average**
C	**78-69**	**2.0**	**Average**
D	**68-59**	**1.0**	**Below Average**
F	**58 and below**	**0.0**	**Unsatisfactory**
AUD			**Audit**
I			**Incomplete**
IP			**In Progress**
R			**Retake**
W			**Withdrawal**

Incomplete Grades - The student must complete the course within 90 days of taking the Incomplete. Failure to do so will result in a Withdrawal (W).

Repeating Courses – The college recognizes that students may occasionally have difficulties with successfully completing courses. However, students who withdraw or fail a class resulting in a grade of W or F for one or more classes on their transcript must repeat each of these classes prior to graduation. When a course is repeated, the new grade will replace the original grade for the purpose of calculating the Cumulative Grade Point Average (CGPA).

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to maintain satisfactory academic progress (SAP) toward the completion of their program of study by meeting qualitative and quantitative measures. Progress is based on completing the program with a minimum of 70% cumulative grade point average (qualitative measure) and completing the program within 150% of the scheduled credit hours (quantitative measure).

Maximum Time Frame

The student must complete a program within one and a half times the length of the program based on credits. Please see the table below:

Program Name	100% of Program Length	150% of Program Length
BS in Business Administration	181	271.5
BS in Health Care Administration	180	270
BS in Social Work	182	273
AS in Business Administration	90	135
AS in Medical Administration	90	135
AS in Social Work	90	135
Business Administration Certificate	15	22.5

Medical Assistant Certificate	52	78
Phlebotomy CPT I	8.5	12.75

Failure to Successfully Complete Program within Maximum Time Frame
A student is not permitted to exceed the maximum time frame for completion of his/her program. The student will be dismissed from the program of study when it is determined he/she will not be able to complete the program without exceeding the maximum time frame.

Required Minimum Academic Achievement
In order to be considered in satisfactory academic progress, a student must have earned the following cumulative grade point average (CGPA) and incremental completion rate (ICR) at the following evaluation points:

Required Evaluation Point	Minimum CGPA	Minimum ICR
The end of the first quarter/module	**1.0**	**55%**
The end of the second quarter/module	**1.25**	**60%**
The end of the third quarter/module	**1.5**	**60%**
The end of the fourth quarter/module	**1.75**	**60%**
The end of the fifth quarter/module and all subsequent quarters/modules	**2.0**	**66.67%**

If a student fails to meet the SAP requirements, that student will be placed on a warning until the end of the next evaluation period. If a student is not meeting SAP at the end of the warning period the student is placed on probation, until the next satisfactory progress check.

Effect of Grades on Satisfactory Academic Progress
Courses with grades with 'F', 'W', and 'I' are not counted as credits successfully completed, but are counted as credits attempted and will therefore affect the ICR. Grades of 'I' and 'W' are not used in the calculation of CGPA.

Effect of Transfer of Credit on Satisfactory Academic Progress
Transfer of credits will be counted as both completed and attempted credits when calculating the ICR and for determining the maximum time frame. However, the credits will not count in the CGPA.

Effect of Basic Coursework on Satisfactory Academic Progress
The college does not offer non-credit or remedial coursework.

Effect of Repeating a Course on Satisfactory Academic Progress
A student is required to repeat any course in which he/she has received a grade of 'F' or 'W'. The new grade will replace the original grade for the purpose of calculating the CGPA. However, both courses will be considered credits attempted for the purpose of determining ICR.

Effect of Program Change on Satisfactory Academic Progress
A student who changes programs must submit a written request for a program change. The Dean of Schools will complete a form identifying which courses have been completed and which, if any, count toward the graduation requirements of the new program. Depending on the program, one of the following procedures will apply;

All coursework that applies to the new program will be used in the calculation of satisfactory academic progress, including both the CGPA and ICR. The student will need to sign a new enrollment agreement for the new program; or

If there are no relevant courses applicable to the new program, the student will begin the new curriculum with a new normal program length, maximum time frame, CGPA and ICR. The student will need to sign a new enrollment agreement for the new program.

Additional Degree-Seeking Students
Students who successfully complete a program at Agape College of Business and Science may be allowed to re-enroll in another program. In order to enroll, they must reapply to the College as a new enrollment following the completion of all admission requirements.

Distance Education
For distance education courses student discussion posts, activities, and assessments will be evaluated with a score and returned to students within 10 days after the activity is received or completed in the Populi Portal or Populi discussion module. Scores for student discussion posts, activities, and assessments will be returned to students through the Populi portal drop box or within the discussion module. For the full Distance Education Policy, see page 59.

Changing Final Grades
A change to a final grade must have a documented reasoning from the instructor and must be approved by the Academic Governance Committee (AGC).
Final grade changes for courses that are incompletes (INC) do not need Academic Governance Committee approval.

Warning and Probation
Failure to achieve and maintain a 70% cumulative grade point average will result in the student being placed on warning.

Students that have been placed on a warning will meet with a college official to develop a warning plan that will outline requirements for the student to meet satisfactory progress

standards in a specific timeframe. The student's warning plan will be reviewed with the student during the warning period as stated on the plan.

At the end of the period of warning, if the student does not meet the minimum standards to obtain satisfactory progress, the student will be placed on academic probation. The student will meet with the a college official to develop an academic plan that will outline requirements for the student to meet satisfactory progress standards in a specific timeframe. The student's academic plan will be reviewed with the student during the probation period as stated on the plan.

A student may be on academic probation one time during his / her program unless granted a successful appeal.

Appealing Probation

A student may appeal an academic probation by requesting a review by the AGC. The written appeal must state the mitigating circumstances that contributed to the academic determination. The written appeal must be supported with appropriate documentation that may include mitigating circumstances with explanation on how the circumstances have been remedied or changed, as applicable. Mitigating circumstances are events that are outside the students control and are unavoidable.

Examples of events that may be considered a mitigating circumstance and which has negatively impacted academic progress include but are not limited to: death of an immediate family member, student illness requiring hospitalization, previously undocumented disability, work-related transfer or change in work schedule during the term, natural disaster, and/or financial hardship.

The student may be asked to appear in person during the review process when deemed necessary by the college official or request an AGC member. The appeal process ends with the Dean. Appeals may result in any one of the following actions:

- Reinstatement on probation with an academic plan where the student will be held to specific requirements which must be met by the end of the next course.
- Reinstatement without probation should documentation support satisfactory progress.
- Denial of the appeal and the student will be dismissed from the program.

When SAP is met within the timeframe documented on the academic plan the student will have established satisfactory academic progress.

Procedures for Re-establishing SAP after Academic Dismissal

A student who is denied an appeal is not eligible for reentry to the College for at a minimum one quarter. If applying for readmission, the student must meet with a college official at least one month prior to the start of the term in which the student wishes to return following the appeal denial described in the section above. The student must demonstrate resolution to any mitigating circumstances.

A readmission student who is granted admissions who was dismissed due to unsatisfactory progress will be placed on probation with an academic plan upon re-entry and will be required to meet certain requirements as outlined in the academic plan as specified by the college official and / or the AGC. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student's academic performance. When SAP is met within the timeframe documented on the academic plan the student will have established satisfactory academic progress.

MAKE-UP WORK

It is required that all make-up work be completed within one week of the completion of each individual course within each program, unless prior arrangements are made between the school and the student. Work related grades will be reduced for late work, subject to the instructor's discretion. Failed tests may be retaken, with the grade discounted one letter grade from the score actually achieved.

GRADUATION REQUIREMENTS

Students of Agape College of Business and Science that meet the following requirements will receive a degree or certificate of completion for their program of study:

1. 70% overall grade.
2. Cleared all financial obligations to the School.

Agape College of Business and Science does not have a cumulative final test for any of the programs but the college does require a Microsoft Suite Examination in Word or Excel for all Business Administration degrees and certificates. All certificate programs require final examination.

WITHDRAWAL FROM PROGRAM

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the Associate Dean of Agape College of Business and Science by phone, text, or email of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. (see withdrawal procedures on page 40).
- 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 14 days.
- The student has failed to return from a leave of absence.

STUDENT SERVICES

Agape College of Business and Science provides students with the following services:

- Academic Advising is available from the school teaching staff.

- Personal Problems – Students with personal problems will be referred to a school official who will try to help the student resolve such problems, or may refer the student to the vocational counselor or a therapeutic counselor through an outside agency. Students may be referred to appropriate community resources.

- Substance Abuse – Students who may have a substance abuse problem (alcoholism-drugs) will be referred to the Alcoholism Council of Fresno. All students with known problems of substance abuse will be required to enroll in a treatment or maintenance program (i.e. AA) as a condition of remaining in their program at the school.

- Housing – Agape College of Business and Science does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Fresno, CA rental properties start at approximately $700 per month.

- Tutorial- Agape College of Business and Science provides tutorial to students at no cost. Students must set a schedule for tutorial sessions separately with the onsite tutor.

- Placement Assistance – Agape College of Business and Science provides the following placement assistance:

During the final two quarters of the degree programs, students enroll in two courses that review advanced research, interview techniques, and employer networking. This course prepares the student for the workplace months in advance before graduation. During these courses, the Career Services Department will be work directly with these students making contacts and building confidence and professionalism.

Upon graduation, the Career Services Department will be available to assist graduates, Monday-Thursday from 9:00 am to 5:00 pm and Friday from 9:00 am to 2:00 pm.

Agape College of Business and Science does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.

STUDENTS WITH DISABILITIES

Agape College of Business and Science is committed to compliance with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The college shall not discriminate, on the basis of disability, against any student in its academic

programs, services, and activities. Students with a disability may request an accommodation by contacting the Dean of Schools.

LIBRARY AND OTHER LEARNING RESOURCES

Most resources needed for the student to learn are contained in the textbooks, workbooks, and handout materials. Since most of the courses are technological in nature, any additional research that may be required is obtainable at the ACBS onsite library or on the Internet, which is available to each student in all classes. In addition, Agape College of Business and Science has access to the LIRN® electronic library which is an academic multi-disciplinary database. ACBS has access to a total of 120 online library databases. The LIRN® electronic library currently includes resources from the following vendors: ProQuest, ProQuest Central, ProQuest Entrepreneurship (65 Databases), Gale Silver Core, and Gale Virtual Reference Library (45 Databases).

Students will also be able to receive help from a Librarian electronically and during Librarian scheduled times onsite. The Librarian hours on site are posted in the Multipurpose Room for viewing by all students. Students are able to access library resources by using the onsite library and multimedia resource lab during posted school hours. Electronic library resources may be obtained from the internet at home or mobile services.

For additional resources, the Fresno County Public Library is located just two blocks from the campus at 2420 Mariposa Mall, Fresno, CA 93721, and is easily within walking distance.

STUDENT CONDUCT AND DRESS CODE POLICY

Students shall, at all times on the school premises, conduct themselves in an orderly and considerate manner. They should always appear for classes in a sober and receptive condition. Violation of this policy is just cause for probation and/or dismissal. Students are encouraged to maintain a professional appearance. A percentage of the student's grade is based upon professional appearance and grooming. Casual/Business attire is recommended. Tank tops, shorts, and flip-flop sandals will not be allowed.

Academic Honesty

The entire ACBS community is expected to uphold the highest standards of academic honesty. For students, this requires that they do their own work honestly, without cheating or plagiarizing.
ACBS does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College. If intentional acts of dishonest behavior occur, the College has established clear-cut procedures designed to address these types of situations along with appropriate penalties to censure such activities, both of which are set forth below.

1) The ACBS plagiarism policy is clearly featured in the ACBS college catalogue.

2) All ACBS students participate in the ACBS Student Success workshop which educates students on the definition of plagiarism, the ACBS plagiarism policy and specific ways to document sources in order to avoid plagiarism.
3) Upon completion of the ACBS Student Success workshop, each student will sign an advising form verifying that they attended the workshop, they received the plagiarism policy, and that they understand what plagiarism is and how to avoid it.

Violations

Three basic categories of dishonest behavior are noted below, along with several examples of each.

1) Misrepresentation of academic work:
   a. Using another's statements or thoughts without giving that source proper credit (plagiarism).
   b. Submitting for credit an assignment prepared by another person (or persons).
2) Interference with academic pursuits requiring independent effort:
   a. Giving, receiving, or using unauthorized assistance on examinations.
   b. Collaboration with others when independent work is required. Deliberately defacing or removing course materials, thereby making them unavailable to others.
3) Buying, selling, or bribing:
   a. Offering to buy or sell unauthorized assistance on examinations, papers, or grades.
   b. Offering or accepting bribes related to academic work.

Investigation and Penalty

1) In the event that an instructor suspects that an ACBS student has plagiarized or cheated in an ACBS class, the instructor will interview the student, gather the supporting evidence involved and presents the accusations and evidence to the Associate Dean in writing.
2) The Associate Dean will review the instructor's statement and interview the instructor, interview the student(s) involved, and review the evidence.
3) Upon this review and based on all evidence, the Associate Dean will determine if the student has committed academic dishonesty.
4) The Associate Dean will then meet with the student to discuss the findings.
5) If the student is found to have cheated or committed plagiarism, and it is the student's first offense, the student will be required to retake the Student Success Seminar in order to review all ACBS Academic Honesty policies and procedures. For the first offense, the student may be given an F on the assignment in question or the student may be required to complete the entire assignment over again. The Associate Dean will place a formal written warning in the student's file documenting the incident.
6) If a student is found guilty of cheating or plagiarism and it is the student's second offense, that student is subject to immediate removal from the college by the Dean of Students.

Code of Conduct for Distance Education/Online Courses

Freedom of speech and expression is valued not only throughout the society but also, and particularly, in the academic setting. Equally valued is the respect given to computer systems and information technology. To that end, students will adhere to the following online code of conduct:

1. Access ACBS courses only for lawful purposes.
2. Respect the privacy of other members of the class and other students.
3. Respect the integrity of ACBS's computer systems.
4. Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner.
5. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells.
6. Abide by all rules and regulations in the ACBS student code of conduct and agree to be subject to disciplinary actions as described in the ACBS Catalog.

STUDENT GRIEVANCE PROCESS AND PROCEDURES

Persons seeking to resolve problems or complaints should proceed with the following steps:

1. First discuss the matter with the instructor in charge to try to resolve the issue. If the problem cannot be resolved, then the student should resort to step 2.

2. Requests for further action may be made in writing to the Dean. If the problem is not resolved within ten days from the receipt of the letter, the student should proceed to step 3.

3. If the issue has not been resolved within ten days, the student may proceed to meet with the Board of Directors on the next Board meeting agenda. The student will then receive a written response from the Board after the written complaint has been forwarded to and reviewed by the school's attorneys. If the problem still has not been resolved the student should proceed to step 4.

4. A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

   Notwithstanding this grievance process, any student or any member of the public may file a complaint at any time about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

5. If the complaint has not been resolved by the College to the satisfaction to the student, the complaint may be referred to the Accrediting Council for Independent Colleges and Schools (ACICS), 1350 Eye Street, NW, Suite 560, Washington, DC 20005, 202-336-6780.

SAFETY COMPLIANCE

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

CAMPUS VIOLENCE

Agape believes that prevention campus violence begins with recognition of awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

Campus violence includes:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempt to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Agape property, or a demonstrated pattern of refusal to follow Agape policies and procedures;
- Defacing Agape property or causing physical damage to the facilities;
- Bringing weapons or firearms of any kind on school property, or in school parking lots.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted sexual unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Prohibited unlawful sexual harassment includes, but is not limited to, the following behavior:

- Unwanted sexual advances
- Offering benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct: Making or using derogatory comments, epithets, slurs, or jokes of a sexual nature
- Verbal sexual advances or propositions

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letter, notes, or invitations
- Physical conduct: touching, assault, impeding or blocking movements

A student who believes to be the subject of unlawful harassment or observes another student being unlawfully harassed should provide a written complaint to the instructor or Dean as soon as possible after the incident has occurred. The student should follow the steps listed in the catalog's Complaint Policy if the matter is unresolved.

If Agape College of Business and Science determines that unlawful harassment has occurred, effective action will be taken in accordance with the circumstances involved.

STUDENT RIGHTS POLICY

When a student enrolls at Agape College of Business and Science, they accept both rights and responsibilities. Under the law, students have the right to dissent or protest. This right must be protected, however, if it interferes with other students' right to learn, that right to learn must be protected. The following cannot be tolerated on campus:

- Cannot interrupt or prevent other students from pursuing their educational interests
- Cannot interfere with faculty and administration
- Cannot prevent classified employees from fulfilling their duties
- Cannot endanger the safety of anyone on campus

If Agape College of Business and Science determines that campus violence has occurred, Agape will take appropriate corrective action and will impose discipline on offending students. The appropriate discipline will depend on the particular facts but may include but not limited to written or oral warnings, probation, suspension, or immediate termination of training.

RECORDS RETENTION

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

STUDENT ACCESS TO FILES

Students may have access to their student files upon written request to the School Admissions Representative with a five day advanced request.

The Family Right and Privacy Act of 1974, Public Law 93-380 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student except for:

- School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- A person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law; and
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A student must sign an individual release for each release of information.

TUITION AND FEES:

Program	Registration Fee Non-Refundable	Student Tuition Recovery Fee* Non-Refundable	Books/ Supplies	Laptop/ Equipment	Certifications	Tuition	Total**
B.S. Business Administration	$130	$50	$3700	$450	$90	$15,324	$19,744
B.S. Health Care Administration	$130	$50	$4230	$450	$290	$15,239	$20,389
B.S. Social Work	$130	$50	$3700	$450	N/A	$15,408	$19,738
A.S. Business Administration	$130	$25	$1700	$450	$90	$7619	$10,014
A.S. Medical Administration	$130	$25	$2005	$450	$290	$7619	$10,519
A.S. Social Work	$130	$25	$1700	$450	N/A	$7619	$9,924
Business Administration Certificate	$130	$5	$150	N/A	$90	$1269	$1644
Medical Assistant Certificate	$130	$12.50	$605	$450	$290	$3440	$4927.50
Phlebotomy CPT I	$130	$5	$340	N/A	$280	$1,625	$2,380

*$2.50 for every $1,000 rounded to the nearest $1,000. Effective change on April 1, 2022.
**For the period of attendance and entire program. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

Additional costs, as applicable:

Transcripts: $ 5, Returned Check Fee: $ 35, Bus Token: $1 per token

Scholarship Disclosure
ACBS Awards up to $10,000 a year in Scholarships to students of ACBS. Students must complete a scholarship application at the time the scholarship within the Scholarship deadline. Scholarships are available at different times of the year based on funding becoming available. Students are notified by email or U.S mail or posted flyer when scholarships are available with a time line to apply. Applications for scholarships must be turned into the ACBS Financial Aid Office by the deadline. Scholarships are received by students on a volunteer basis. ACBS does not guarantee any student a scholarship award within meeting the criteria within this policy. The criteria for a scholarship at ACBS is:

- Have a completed application
- Be in good standing with the college (Academically -2.0 or above and Financially-no outstanding debt)

STUDENT TUITION RECOVERY FUND

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, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (888) 370-7589 or by fax (916) 263-1897.

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 non-collection 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.

TITLE IX NON-DISCRIMINATION IN EDUCATIONAL INSTITUTIONS STATEMENT

Agape College of Business and Science (Agape), in compliance with federal and state laws, does not discriminate on the basis of sex, sexual orientation, or gender in educational programs, services, or activities. Agape is committed to maintaining a safe educational and working environment free of discrimination, harassment, or retaliation on the basis of a protected category. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (20 U.S.C. § 1681).

REFUND POLICY

RESIDENTIAL

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides written notice of cancellation with the 7-day period. Students that do not provide written notice will be disenrolled within 7 days from the start of a new course due to failure to attend.
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 administrative fee not to exceed 10% of contract or $100, whichever is less 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 days in the current payment period in your program through the last day of attendance. The refund will not include registration or administrative fee not to exceed 10% of contract or $100, whichever is less. The Student Recovery Tuition Fund is also non-refundable along with any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Hypothetical Refund Example in accordance with the pro rata refund policy: Assume a student upon enrollment in a twelve (12) weeks in the quarter, pays $2700 for tuition, registration fee of $250, and $400 for equipment as specified in the enrollment agreement. The student then withdrawals after completing three (3) weeks. The pro rata refund to the student would be based on the calculation below:

Item	Paid Amount	Pro Rata Refund
Tuition Cost Paid	$2700	$2160
Registration Fee Paid ($100 or 10% of contract, Whatever is less)	$250	$150
Equipment & Supplies Paid	$400	$320
Refund Amount (80% of 12 Weeks remaining in the course is refunded):	$3,230	$2610

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 14 days.
- The student has failed 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 daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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.

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.

DISTANCE EDUCATION PROGRAMS

STUDENT'S RIGHT TO CANCEL

This institution offers distance educational programs where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent to: 1313 P St., Fresno, CA 93721. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are material are transmitted.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time by submitting a formal withdrawal. If you have completed 60% or less in your current quarter or module, your withdrawal will be subject to a refund. The refund will not include registration or administrative fee not to exceed 10% of contract or $100, whichever is less. The Student Recovery Tuition Fund is also non-refundable along with any deduction for books and materials not returned in new condition as stated as refundable on the enrollment agreement. A refund will be made within 45 days of withdrawal.

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 Associate Dean of the institution (See contact information below) 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; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be defined as the last day a student had a scheduled, school approved,

class session (i.e. the student has an instructor approved class project, clinical experience, or examinations). The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog).

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.

Withdrawal Contact Information

Students will want to contact our Associate Dean of Agape College of Business and Science by phone, letter, fax or email:
Tami Oblenis, Associate Dean
Address: 1313 P St. , Fresno, CA 93721
Email: toblenis@agapeschools.org
Phone: (559) 486-1166, ext. 4117
Fax: (559) 486-1199

FINANCIAL ASSISTANCE

Agape College of Business and Science is pleased to be able to offer financial assistance to students through Federal Student Aid (FAFSA). The Student Aid (FAFSA) process can seem complicated and is a major responsibility for students as you navigate your educational process.

The Financial Services section of the Agape College of Business and Science catalog is specifically applicable to Undergraduate program students. Agape College of Business and Science chooses NOT to participate in the Direct Loan Program. Agape College of Business and Science Federal School Code is 042929, this is the school code you add to your Free Application for Federal Student Aid (FAFSA) so we receive your application information.

The following programs are eligible for Financial Aid (Title IV) Funding:

- Associate of Science in Business Administration
- Associate of Science in Medical Administration
- Medical Assistant Certificate

The following programs are not eligible for Financial Aid (Title IV) Funding:

- Bachelor of Science in Business Administration
- Bachelor of Science in Health Care Administration
- Bachelor of Science in Social Work
- Associate of Science in Social Work
- Business Administration Certificate
- Phlebotomy CPT I

College Affordability

Obtaining a higher education is one of the most important investments of time and money one will ever make. The College provides tools for students to ease the burden of affording the tuition, fees and other necessary expenses of higher education. Agape College of Business and Science (ACBS) is authorized to participate in each of the following programs listed in Title IV, Higher Education Act of 1965, as amended:

• Federal Pell Grants
• Federal Supplemental Educational Opportunity Grants
• Federal Work-Study

Agape College of Business and Science chooses NOT to participate in the Direct Loan Program.

General Eligibility Requirements

Eligibility for Student Financial Assistance (SFA) Programs is based on financial need rather than academic achievement. To have his or her financial need determined, a student must complete and file a Free Application for Federal Student Aid (FAFSA). Additionally, to be eligible for any SFA Program funds, a student must:

- Have a high school diploma or a GED, or the equivalency.
- Enroll as a regular student in an eligible degree or certificate program.
- Be a U.S. citizen or eligible noncitizen.
- Be registered with Selective Service (if required).
- Have a valid Social Security Number (SSN).
- Make satisfactory academic progress.
- Sign statements on the FAFSA regarding educational purpose, overpayments and defaults.

Applying for Financial Assistance

When a student applies for federal student aid, the information he/she reports on the FAFSA is used in a formula, established by U.S. Congress, that calculates the student's Expected Family Contribution (EFC), an amount a student and his/her family are expected to contribute toward his/her education. The EFC is used in an equation to determine financial need:

Cost of Attendance		***Expected Family Contribution (EFC)***		***Financial Need***

The Financial Aid Office will subtract from a student's cost of attendance the amount the student and his/her family are expected to contribute toward that cost to determine his/her financial need. In determining a student's need for aid from Student Financial Aid Programs, the Financial Aid Office must first consider other aid the student expects to receive.

Cost of Attendance

Cost of attendance (COA) is what is used to determine student financial aid eligibility. It is essentially a rough estimate of what a student would pay for one academic year at the school. COA includes tuition, fees, housing and food allowance, an allowance for books, supplies, transportation, dependent care, costs related to a disability, and miscellaneous expenses.

Tuition, Books, Fees + Living Allowance = Cost of Attendance

Each year, these monthly allowances are reviewed, and the various components are updated to reflect changes in the economy.

**Please Note: Cost of Attendance figures are used for budgeting purposes only and represent an estimate of projected costs in the coming academic year. Actual costs vary based on personal circumstances.*

Living Allowances for 2021-2022 Academic Year

A.S. Business Administration	Students Living At Home With No Dependents	All Other Students
Tuition & Fees*	3,081.50	3,081.50
Books/Equipment/Supplies*	1,300	1,300
Room & Board	9,081	17,253
Transportation	999	918
Personal/Miscellaneous	3,276	3,843
Total Cost of Attendance	$17,737.50	$26,395.50

A.S. Medical Administration	Students Living At Home With No Dependents	All Other Students
Tuition & Fees*	3,272	3,272
Books/Equipment/Supplies*	1,453	1,453
Room & Board	9,081	17,253
Transportation	999	918
Personal/Miscellaneous	3,276	3,843
Total Cost of Attendance	$18,080.50	$26,739.50

Medical Assistant - Certificate	Students Living At Home With No Dependents	All Other Students
Tuition & Fees*	3,112	3,112
Books/Equipment/Supplies*	1,055	1,055
Room & Board	10,090	19,170

Transportation	1,110	1,020
Personal/Miscellaneous	3,640	4,270
Total Cost of Attendance	$19,007	$28,627

*Tuition, fees, books, equipment, and supplies are *Actual Institutional Charges*.
Therefore, a typical budget for a single student not living at home in the Medical Assistant Certificate Program during the 2021-2022 academic year would be:

Tuition, Fees, Books, Supplies				**Cost of Attendance**
$4,167*	**+**	**Living Allowance** **$14,840**	**=**	**$19,007**
This is an example. Your amount may be different		*$1,484 x 10 months.* *Certificate program is approximately 10 months*		

Cost of Attendance Components

- ***Please Note:*** **Cost of Attendance figures are used for budgeting purposes only and represent an estimate of projected costs for the coming academic year. Actual costs may vary based on personal circumstances.**
- **Tuition and Fees: Estimated Tuition and Fees are based on 15 credits/term, or one regular academic year. Tuition and fees can vary based on program of study, number of credits enrolled, residency status, and degree level.**
- **Books and Supplies: This is an actual amount ACBS charges for books. You are billed for your books.**
- **Room and Board: A separate off-campus allowance is calculated for room and board cost.**
- **Personal and Miscellaneous: This is an estimate of what you might spend during the school year on personal items, clothing, recreation and travel.**

Dependency Status

When students apply for aid, the answers to certain questions will determine whether they are considered dependent on their parent(s) and must report their parents' incomes and assets as well as their own; or whether they are considered independent and must report only their income and assets and those of their spouse, if currently married.

Items Needed to Apply for Assistance

- Student's Social Security number
- Parents' Social Security numbers if the student is considered a dependent
- Student's driver's license or state identification number if he/she has one
- Student's Alien Registration Number if he/she is a Permanent Resident (eligible noncitizen)
- Federal tax information or tax returns including IRS W-2 information, for the student
  (student's spouse, if student is married), and for the student's parents if he/she is a dependent student:
    - IRS 1040, 1040A, 1040EZ
    - Foreign tax return, or
    - Tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
- Records of untaxed income, such as child support received, interest income, and veteran's non-education benefits, for the student, and for his/her parents if the student is a dependent student
- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate but not including the home in which the student or parent lives; and business and farm assets for the student, and for the student's parents, if the student is a dependent student. The student should keep these records as they may be needed again

Apply for Aid

There are a few ways to file the FAFSA:

- Online at www.fafsa.ed.gov is faster and easier than using a paper application (recommended) or,

- Complete a PDF FAFSA (Note: PDF FAFSAs must be mailed for processing (download a PDF FAFSA from www.fafsa.ed.gov) or

- Order a paper FAFSA by calling (800)-4-Fed-Aid (800-433-3243).

FAFSA School Code is 042929.

The Financial Aid Officer at the College can assist the student with completing and submitting the FAFSA.

Once the FAFSA is processed, the Department of Education will send the student a Student Aid Report (SAR), which is a summary of the FAFSA data submitted. The student must review the SAR to make sure there were no mistakes made on the FAFSA.

If the student made a mistake in what was reported on the FAFSA, the student will need to make a correction. Corrections can be made at www.fafsa.ed.gov. Follow the instructions for making corrections to the FAFSA.

The SAR will not inform the student how much financial aid he/she will receive. Instead, the College will calculate the aid and will notify the student of how much aid he/she is eligible to receive at the College utilizing a Financial Aid Award Worksheet.

Financial Assistance Programs

Students attending Agape College of Business and Science have access to a variety of federal, state and College sponsored student financial assistance programs. Some programs have specific eligibility guidelines that must be met to qualify. Amounts are subject to change based on funding. Agape College of Business and Science chooses NOT to participate in the Direct Loan Program.

A. Federal Pell Grants

A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grant awards change yearly. For the 2021-2022 award year (July 1, 2021 to June 30, 2022), the maximum amount is $6,495. Eligibility is determined by the student's EFC, financial need, cost of attendance, enrollment status (i.e., full-time, half-time, etc.) and anticipated school attendance for the full academic year or less.

B. Iraq and Afghanistan Service Grant

Students may be eligible to receive the Iraq and Afghanistan Service Grant if they are not eligible for a Federal Pell Grant on basis of their EFC; however, meet the remaining Federal Pell Grant eligibility requirements, and

• Their parent or guardian was a member of the US Armed Forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and

• The student was under 24 years old or enrolled in college at least part-time at the time of his/her parent's or guardian's death.

The grant amount is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed the student's cost of attendance for that award year. The maximum Federal Pell Grant award is $6,495 for 2021-2022 award year; however, due to sequester,

all Iraq & Afghanistan Service Grant award amounts first disbursed on or after October 1, 2021, and before October 1, 2022, are reduced by 5.7%.

C. State and Private Vocational Rehabilitation

Agape College of Business and Science is approved by the State of California Department of Consumer Affairs Bureau for Private Postsecondary and Vocational Education for participation in the Vocational Rehabilitation Program.

D. Workforce Investment Act

Agape College of Business and Science is approved as an Eligible Training Provider by the State of California to train eligible adults and dislocated workers qualified under the Workforce Investment Act.

E. TFC Financing

TFC Credit Corporation assists Agape College of Business and Science in collecting payments from students. TFC collects monthly payments for all student accounts. Depending on the length of the payment obligation, students are assessed five to eleven percent for financing their tuition payments.

F. College Financing

A student whose tuition is not fully covered by financial aid or other funding source(s) can make payments directly to Agape College of Business and Science without interest. Payment must be made in full within a specific-time frame to qualify. Students who make any payment to the College can expect to receive a receipt immediately after payment is made.

Verification Policy and Procedures

As part of the financial service process at Agape College of Business and Science, students and their spouse or parents, if applicable, may be required to verify the information submitted on the Free Application for Federal Student Aid (FAFSA). Students selected to verify information submitted on the FAFSA will be notified in writing and will be provided guidance as to what required documentation is needed by the student, their spouse, and/or their parents.

Agape College of Business and Science requests that this documentation be submitted within one to two weeks of the request. However, the College also recognizes that sometimes it is necessary to contact outside sources which could result in additional delays. Therefore, students will have 45 days from the date they were notified to provide the requested documentation, except in instances where extenuating circumstances arise. Extenuating circumstances include, but are not limited to, situations beyond the applicant's control. In no case will any need-based Title IV disbursement be made if the student's application has been selected for Verification and that verification process has not been

completed. If the student and/or their family fail to provide the required documentation within the 45-day timeframe, financial aid disbursements will not be made, and they will be expected to make other payment arrangements in lieu of receiving financial aid disbursements.

It is the College's policy to provide to students, in writing, a clear understanding of the forms and other documentation needed to verify their application. If students are unsure of what is needed, they should request further explanation until they understand. If the submitted data fails to meet requirements, the Financial Aid Office will contact the student, in writing. If corrections must be made, it will be necessary for the student, their spouse, and/or their parents to make them on the application using FAFSA on the Web. The student will need to log in to do so. The Financial Aid Office can also submit the corrections for the student electronically using the FAA Access to CPS website.

If the student's award changes after the verification procedures are complete, the Financial Aid Office will notify them of this change. If the verification process indicates that all information is correct and there are no outstanding issues or conflicting information, the student will also be notified.

Agape College of Business and Science is required by Federal regulations to make referrals to the Office of Inspector General of the Department of Education if it suspects that aid was requested under a false pretense. This institution is committed to the proper stewardship of Federal funds and will cooperate with government agencies in the full prosecution of students who are found to provide falsified data. Examples of this type of information are:

- False claims of independent student status.
- False claims of citizenship.
- Use of false identities.
- Forgery of signatures or certifications.
- False statements of income; and
- Any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs.

Disbursement Policy

All required financial aid paperwork must be completed accurately and submitted to the Financial Aid Office before any financial aid disbursement is made. A student must also maintain satisfactory progress in order for any disbursement to be credited to the student's account or for the College to release funds to the student.

The student's account will be credited automatically for a student who is eligible for Federal Pell Grant and FSEOG.

Repeating Courses

Agape College of Business and Science encourages all students to attend classes daily and complete all coursework as scheduled. At the same time, the College recognizes that students may occasionally have difficulties with successfully completing courses. However, students who withdraw or fail a class for one or more classes on their transcript must repeat and pay for each of these classes prior to graduation.

Repeating a course may have an effect on the students' financial aid. Students may receive financial aid for repeated courses; however, the amount of aid may not be enough to cover any additional tuition charges and financial aid eligibility will differ for each student.

In some instances, courses in which a student has received a passing grade may also be repeated whether to meet the requirements of satisfactory academic progress or based on a student's request. If the student is in a term-based program a repeated course may be counted towards enrollment status and financial aid may be awarded for this course. However, this aid can only be for the first time only (i.e. one repetition per class).

Refund Policy

As mandated by federal and state regulations, Agape College of Business and Science uses a fair and equitable refund policy. The refund amount will be the larger of the Federal "Return of Title IV Aid" or the state refund calculation.

The Federal Return of Title IV Aid Policy

The Higher Education Amendment of 1998 required schools to implement a Return of Title IV Refund Funds Policy when a Title IV (federal financial aid) recipient withdraws from school. A federal financial aid recipient is defined as a student who has received Title IV funds such as but no limited to Federal Pell Grant, Federal Supplement Educational Opportunity Grant, Federal Direct Loans, Federal Perkins Loan, and Federal Direct PLUS Loan.

Title IV funds are awarded to students with the assumption that he/she will attend school for the entire term or payment period. As a federal financial aid recipient, it is important to understand that there is a unique refund schedule for your financial aid that differs from the university tuition and fee refund schedule. Students who completely withdraw from classes (dropping of all courses) or student who began attendance and failed to earn a passing grade in at least one course offered over an entire term or payment period (known as an Unofficial Withdrawal) are subject to the Return of Title IV refund calculation as dictated by federal regulations. ACBS must make this determination within 30 calendar days after the student withdraws.

Students that withdraw from the institution before the sixty percent point of the semester do not earn all the funds that were awarded to them for the semester. Each month, the Financial Aid Office will check to determine if a student completely withdraws from school. At the end of each semester, the Financial Aid Office runs a report to determine if students have unofficially withdrawn (last date of attendance) from school.

The Federal "Return of Title IV Aid" calculation is required if the student received student financial assistance program funds and the student withdrew on or before the 60 percent point in calendar time of the payment period; R2T4 calculations are performed on all student withdrawals.

A financial aid (Title IV) recipient who withdraws and who has completed 60 percent or less of the payment period is subject to federal refund regulations per 34 CFR 667, 682, 685, published November 1, 1999.

Federal regulations provide that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. To determine whether Title IV funds must be returned, the College must calculate the following:

A. Determine the percentage of the payment period completed. To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days* in the payment period.

*Days = calendar days for purposes of this formula and therefore include weekends and holidays. Only scheduled breaks of 5 consecutive days or more and approved leaves of absence are excluded.

B. The net amount of Title IV funds disbursed and funds that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.

C. The earned Title IV aid is subtracted from the aid that was disbursed to, or on behalf of, the student. The amount remaining is unearned aid.

D. The College will determine the amount of unearned institutional charges. To determine the amount of unearned institutional charges, multiply the reciprocal of the percentage of the payment period completed by the institutional charges for that payment period from which the student withdrew. (The institutional charges for the payment period from which the student withdrew are determined by multiplying the cost per credit by the number of credits the student was attempting in payment period (term) before withdrawing. Add to the product the $130 application fee).

E. The institution will return the lesser of the total unearned aid or the unearned institutional charges for the payment period.

F. Agape College of Business and Science must return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the net amount disbursed from each source:

1. Direct Loans

2. Federal Pell Grants for which a return of funds is required

3. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

4. Iraq and Afghanistan Service Grant, for which a return is required

NOTE: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50 percent.

An example of the Federal Return of Funds Policy is as follows:

Assume that a student started the College on January 3rd and was scheduled to complete the first payment period within 70 calendar days. However, because of unforeseen circumstances, the student withdrew on February 8th completing 37 calendar days. While in school, Title IV in the amount of $3,062 was disbursed on the student's behalf (Federal Pell Grant of $1,850, Federal SEOG of $50 and Federal Stafford Loan of $1,162). In order to calculate the unearned aid, the calculation would be as follows:

37	**/**	**70**	**=**	**52.85%**
Calendar days completed		*Calendar days in the payment period*		*Percentage of earned Title IV aid*
52.85%	X	$3062	=	$1619.80
Percentage of earned Title IV aid		*Title IV disbursed*		*Title IV earned*
$3062	-	$1619.80	=	$1442.20
Title IV disbursed		*Title IV earned*		*Title IV aid to be returned (unearned aid)*

Agape College of Business and Science must then calculate the unearned institutional charges:

$3420	**X**	**47.1%**	**=**	**$1610.82**
Institutional charges for the payment period		*Reciprocal of percentage of earned Title IV aid*		*Unearned institutional charges*

As required, Agape College of Business and Science must return the lesser of the total unearned aid or the unearned institution charges for the payment period. In this example, the College must return $1,442.20 in the order specified by law (as indicated in section F above). It is important to note that in some cases, financial aid earned by the student may not cover the amount of tuition owed to Agape College of Business and Science for the portion of college attended. In these cases, it is necessary for the student to make satisfactory payment arrangements with the Financial Aid Office.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. Eligibility for post withdrawal disbursements will be confirmed within 30 calendar days of the date that the student withdrew. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the post withdrawal disbursement notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

If a student earned less aid than was disbursed, the institution and/or the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal. (Please see withdrawal procedures on page 40 for date of withdrawal determination). The school is required to notify the student if they owe a repayment via written notice.

Title IV aid recipients who fail to withdraw but stop attending class are considered unofficial withdraws. The Return to Title IV Funds policy requires Agape College of Business and Science to calculate the "earned" amount based on the last day of attendance of the semester. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. Unofficial withdrawals are processed within 30 days of determining the student was an unofficial withdrawal.

The returning of Title IV Funds is performed and must be completed within thirty (30) days from the student's Last Day of Attendance (LDA), or within forty-five (45) days from the Date of Determination (DOD) of the student's withdrawal.

In the event ACBS cannot locate the student (or parent) to whom a Title IV credit balance must be paid, The Financial Office will determine what programs constitute the refund and will notify the Finance Office of any unclaimed credit balances that need to be returned to Title IV, HEA programs. The Finance Office must return the funds no later than 240 calendar days after the date the school issued the check or 45 calendar days after the EFT was rejected.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

• The right to inspect and review the student's education records within 45 days of the day Agape College of Business and Science receives a request for access. A student should submit to the Registrar, Academic Dean, Head of the Academic Department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

• The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

o A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

o If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

• The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

o The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials

(such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

o Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

• The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Agape College of Business and Science may disclose, without consent, "directory" information. The College considers the following information directory information and may disclose this information to the public: student's name, dates of attendance, veteran status, if applicable, the degree or diploma earned and any possible awards the student has earned.

A student can request in writing to not disclose this information to the public. Requests must be made within 30 days of starting school.

SFA Policy on the Retention of Student Records

Records for students receiving financial aid will be retained by Agape College of Business and Science for a minimum of five years from the end of the award year for which the student aid was awarded or five years from the end of the award year in which the student last attended — whichever is later. All records required by the State of California Reform Act will be maintained for a minimum of five years, and student transcripts will be maintained permanently.

Privacy and Security

Any information or data collected and stored by Agape College of Business and Science, and its service providers, is considered the property of the College. The data will not be used by the College in any manner not approved by the student and will not be shared with any third parties without prior consent of the student. Access to the data shall be restricted except to the extent that the College's associates must access the data to provide services for the student. In any event, Agape College of Business and Science maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized parties.

Students' Rights and Responsibilities

As a student you have the right to:

- Know what financial assistance is available to you

- Know the deadlines for submitting applications for applicable financial aid programs and the process required.
- Know how your financial need is determined, including how coast of attendance budgets are developed.
- Know what resources are considered in the calculation of your financial need, and how much of your need as determined by ACBS has been met.
- An explanation of the types of aid contained in your financial aid award as well as how to retain eligibility for the funds.
- Request a review of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.
- Know what portion of your aid package is grant or gift aid and what portion must be repaid. In addition, you have the right to know interest rates, total amount to be repaid, procedures for repayment, when repayment begins, and how long you have to repay.
- Know the criteria for continued financial aid eligibility, including guidelines for determination of Satisfactory Academic Progress ad defined by the Department of Education.
- Know the method and frequency of financial aid disbursements.

As a student you have the responsibility to:

- Be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.
- Review and understand the terms and conditions of your financial aid award.
- Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Inform us if you intend to enroll less than full time for any given term so that your aid can be properly adjusted and disbursed.
- Inform us of any outside scholarships, assistantships, or additional resources that you receive.
- Fill out the FAFSA application completely and accurately. If selected for verification you will provide all requested documents in a timely manner, and ensure that all submitted materials are complete and accurate. Falsification of information on application forms for federal financial assistance is considered a criminal offense, and you may be subject to penalties under the U.S. Criminal Code.
- Read and understand all forms that you are asked to submit or sign, realizing that you are legally responsible for all agreements that you sign.,
- Know and comply with all policies and procedures of Agape College of Business and science.
- Manage your financial aid experience.

Financial Aid Contact Information
We are happy to answer all of your questions by email or in our office.

Office Hours: 9:00am – 4:00pm, Monday-Friday

Current Student: Be sure to have your Student ID number available so we may answer questions specific to your file.

Parents/Guardians: We are only able to answer parent questions relating to specific student account information if the student has signed the FERPA release form. If the student has signed the FERPA release form, please be ready with the Student's ID number and the FERPA secret code that was created for you by the student.

By Email: tmcneil@agapeschools.org
Current Students: Be sure to email your questions and include Student ID number in all correspondence.

In Person: 1313 P St., Fresno, CA 93721
Current Student: Be sure to bring a photo ID with you to our office.

Parents/Guardians: We are only able to answer parent questions relating to specific student account information if the student has signed the FERPA release form.

Agape College of Business and Science
Office of Financial Aid
1313 P St, Fresno, CA 93721
Telephone: 559-486-1166
Fax: 559-486-1199

ADMINISTRATION

Dr. Linda Scott, Chief Executive Officer & Chief Operating Officer
Diana Padilla, Dean of Schools
Dr. Linda Scott, Chief Academic Officer
Tami O'Blenis, Associate Dean
Tekia McNeil, Financial Aid Officer
Dr. Carolyn Drake, Allied Health Director
Benita Washington, Social Work Lead Faculty
Vacant, Business Administration Lead Faculty
Priscilla Yglesias, Medical Assistant Lead Instructor

FACULTY QUALIFICATIONS

The Faculty at Agape College of Business and Science shall have Master degrees when teaching the general education and degree core courses in the Bachelor of Science programs. The Faculty at Agape College of Business and Science shall have Master degrees when teaching the general education core courses in the Associate of Science programs. The Faculty at Agape College of Business and Science shall have bachelor degrees when teaching the degree core courses in the AS degree programs. Faculty teaching degree core within the AS degree programs may also satisfy the minimum requirements with an Associate's degree and experience in the subject they are teaching.

Faculty teaching Certificate Programs must have 3 years' experience that is relevant to the courses and classes they teach. The following is a list of full-time faculty along with their qualifications including degrees, credentials, and classes/ programs they are qualified to teach.

Full-Time Faculty

Full Time Faculty	Qualifications	Courses/Core Area
Priscilla Yglesias	AS Administrative and Clinical Medical Assisting, San Joaquin Valley College; Phlebotomy CPT I, Agape College of Business and Science	Medical Assistant
Sandra Saunders	Associate of Science in Medical Administration, Agape College of Business and Science; Clinical Medical Assisting Certificate, San Joaquin Valley College; Vocational Nurse Diploma, Gurnick Academy of Medical Arts	Medical Assistant

Part-Time Adjunct Faculty

Part-Time Adjunct Faculty	Qualifications	Courses
Virginia Chambers	Master of Education Specialization in Best Practices, National University Bachelor of Fine Arts, Fashion Design, BFA Miami International University of Art & Design BS in Applied Sci & Technology, Clinical Laboratory Science, Thomas Edison State University	Mathematics
Birdevinder Dhillon	Master of Business Administration, California State University Fresno; Bachelor of Science in Business Administration, California State University Fresno	Business Administration
Kevin Dungey	Master of Business Administration in Business Management, American InterContinental University, Bachelor of Fine Arts in Visual Communications, American InterContinental University, Associate Degree in Multimedia, Brooks College	Business Administration
Michael Galindo	Master of Business Administration, Daniel Weber College; Bachelor of Science in Business Administration- Information Systems Option, California State University Fresno	Business Administration
Alejandro Garcia	Master of Science Specialization in Sports Psychology, Capella University	Psychology
Kevin Gilbert	MBA Health Care Management Salem University, BS Business Administration, HR Management Salem University, BS Business Administration, Sports Management Salem University	Business Administration; Health Care Administration
Roxanne Hinds	Master of Arts in Education/Adult Education and Training, University of Phoenix, Bachelor of Arts Communication/Comm Studies, Minor in Political Science, Weber State University Associates of Arts, General Studies Weber State University	Speech Communication

Martha Hosier	Master of Arts in Psychology, Concentration in Marriage and Family Therapy, Brandman University; Bachelor of Science in Human Services Concentration in Gerontology, University of Phoenix	Social Work
David Komanapalli	Master of Science Agriculture Animal Science Option; California State Polytechnic University Pomona, Bachelor of Science Animal Science; California State Polytechnic University Pomona	Natural Sciences
Jacob Lopez	Master of Education in Educational Leadership, University of Florida Bachelor of Arts, Communications (Journalism), California State University Fullerton	English; Speech Communication
Angel McGee	Associates in Liberal Arts, Laney College Phlebotomy CPT I,	Phlebotomy
Karen Moseley	Master of Business Administration, California State University Monterey; Bachelor of Arts in Women's Studies, California State University Fresno	Women Studies
Tekia McNeil	Master of Business Administration, University of Redlands; Bachelor of Science in Business Concentration in Management, University of Phoenix	Business Administration
Lea Newmerzhycky	Associate in Art in Social & Behavioral Science, Phlebotomy CPT I. Medical Assistant Diploma	Phlebotomy; Medical Assistant
Tami Oblenis	Ed.S; Master in Human Behavior, National University; Bachelor in Psychology, University of Phoenix	Psychology
Diana Padilla	Master of Arts in Education- Counseling and Student Services Option, California State University, Fresno; Bachelors of Arts in Psychology, California State University, Fresno; Administrative and Pupil Personnel Services Credential, California State University Fresno, Fresno.	Psychology
Deshunna Ricks	Doctor of Philosophy in Education, Brandman University; Master of Social Work, California State University; Bachelor of Arts in Social Work, California State University, Fresno	Social Work
Felix Robles	Master of Education, National University Bachelor of Arts in Mathematics, Southern	Mathematics

	New Hampshire University	
Dr. Linda Scott	PH.D. Educational Leadership Candidate, Walden University, Online, Minnesota; Master of Arts in Counseling Psychology; National University, Fresno, CA; Bachelor of Arts in Social Work, California State University Fresno; Administrative Credential and Pupil Personnel Services Credential, Fresno Pacific University, Fresno.	Sociology; Social Work; Entrepreneurship; Human Resource Management
Carla Stanley	Master in Business Administration, Health Care, American Sentinel University; B.S. Nursing, Valparaiso University; A.A.S. Field of Nursing; Registered Nurse	Nursing Assistant
Dr. Debay Tadesse	Doctor of Philosophy in African Studies, Howard University; Master of Arts in History, Howard University; Bachelor of Arts in AB History and Minor in Sociology, Georgia State University	African-American Studies
Camille Valentine	Master of Arts in Peacemaking & Conflict Studies, Fresno Pacific University; Bachelor of Arts in Criminology & Restorative Justice, Fresno Pacific University	Business Administration; Criminology
Lisha Vecchiarelli	Master of Public Health, Purdue University; Bachelor of Science in Health and Wellness; Purdue University	Health Care Administration
Benita Washington	Master of Social Work, Major Social Work, California State University Fresno Bachelor of Arts, Social Work California State University Fresno Associates in Art, Fresno City College	Social Work
Brittany Watters	Master of Science with Distinction Major: Counseling – School Counseling option, California State University of Fresno, Bachelor of Arts, Psychology, California State University of Fresno	Psychology

BACHELOR DEGREE PROGRAMS

BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

Program Description

This is a 36-Month BS degree program that is offered through hybrid and residential hands-on instruction. Students must complete 181 Units of coursework that include 101 Units of Business, Management, and Technology Coursework, in addition to 60 Units of General Education coursework. This includes a requirement of 1650 lecture hours, 200 lab hours, and 90 practicum and 90 internship hours. The Bachelor of Science in Business Administration gives students an opportunity to specialize in designated fields by pursing specializations in the following areas: Accounting, Human Resource Management, or Entrepreneurship.

Program Objectives

The Business Administration Bachelor's Degree program is designed to provide graduates with the knowledge required to become successful in the 21st Century business environment. The program combines Business and Management coursework with Information Technology and skills for functional activities of business, government, and not-for-profit organizations, while providing students with an understanding of contemporary work environments, issues, and challenges. General Education coursework will enhance students' ability to effectively communicate, think critically, work cooperatively with others, and compute.

Upon successful completion of this program, graduates will be able to:

- demonstrate communication skills and information literacy
- develop socially responsible solutions to business problems
- understand business and economics fundamentals
- demonstrate the knowledge and skills needed to perform effectively within a team environment

Equipment and Materials

Courses in this program are taught using print and digital textbooks, software, and Populi Instructional modules for on-site and off-site interactive discussions and laboratory activities. Students will also be required to access the school's online Library resources for electronic journals to satisfy research requirements for theory-based and general education courses.

Student Training and Orientation

Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

Exit Requirement
All students in the BS in Business Administration program must earn a minimum of 70% overall grade point average in the program. All students in the Business Administration program must successfully complete 181 units of coursework, Microsoft Office User Specialist Certification in Microsoft Word or Microsoft Excel, 90 practicum and 90 internship hours, and Specialization course requirements.

Research Requirements
Students will be required to access the school's online Library resources for electronic journals to satisfy research requirements for theory-based and general education courses. Agape College of Business and Science Library resources are found at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

Business Administration, BS Area of Concentration		**144 Weeks**	**C.I.P. Code 52.0201**		
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
ACC113	Quickbooks Basics I	25	10		3
ACC213	Accounting I	25	10		3
BT101	Computer Fundamentals I	25	10		3
BT103	Word Processing I	25	10		3
BT107	Spreadsheets I	25	10		3
BT203	Word Processing and Presentations	25	10		3
BT207	Spreadsheets II	25	10		3
BT214	Application Certification	10	40		3

BUS102	Critical Thinking and Problems in the Workplace	30			3
BUS104	Ethics in the Workplace	30			3
BUS105	Office Procedures I	25	10		3
BUS106	Introduction to Human Resources	30			3
BUS109	Marketing, Networking and Internet	25	10		3
BUS110	Management, Theory, and Practice	30			3
BUS112	Business Math	30			3
BUS114	Professional Career Readiness	30			3
BUS205	Office Procedures II	25	10		3
BUS210	Leadership and Business Management	30			3
BUS216	Industry/Job Development/Search	10	40		3
BUS217	Practicum			90	3
ENT240	Intro to Entrepreneurship	30			3
ENT241	Business Plan Development	30			3
SOC201	Diversity and Culture	40			4

Upper Division Level Courses					
ACC306	Finance I	40			4
BUS305	Organizational Communication & Behavior	40			4
BUS310	Production and Operations Management	40			4
BUS311	Global Economic Systems and E-Commerce	40			4
BUS312	Legal Aspects in Business Management	40			4
ECN314	Macroeconomics	40			4
HRM306	Human Resource Management	40			4
BUS350	Internship in Business Specialization			90	3
Elective Total		**80**	**40**		**10**
Area of Degree Concentration Total		**780**	**140**	**180**	**101**
General Education Courses		**Lecture Hours**	**Lab Hours**		**Total Quarter Credits**
AAS114, CLS115, WMS116	One Course from the following areas: Introduction to African American Studies, Introduction to Chicano/Latino Studies, or Introduction to Women's Studies	30			3
ART109	Art Appreciation	30			3

BIO212	Biology	30			3
BIO212L	Biology Lab	10	20		2
COM105	Speech Communications	30			3
ECN214	Microeconomics	30			3
ENG104	Writing and Composition	30			3
ENG203	Contemporary Literature	30			3
HLT110	Nutrition & Health	30			3
LIN115	Linguistics	30			3
MTH106	College Math and Algebra	30			3
POL118	Political Science	30			3
PSY101	Introduction to Psychology	30			3
SOC102	Introduction to Sociology	30			3
SCI103	Introduction to Natural Science	30			3
Upper Division General Education Courses					
ENG304	Advanced Composition	40			4
ETS301	Ethnic Studies	40			4
MTH306	Statistics	40			4

SOC325	Research Methods	40			4
General Education Total		**590**	**20**		**60**
Area of Degree Concentration and Elective Total		**860**	**180**	**180**	**101**
Specialization Total		**200**			**20**
Bachelor's Degree Total: **Total Program Hours: 2030**		**1650**	**200**	**180**	**181**

Specialization in Accounting
The accounting specialization prepares Business Administration students to develop intermediate-level accounting knowledge and skills for employment in high demand career fields such as, private, public, nonprofits, and government agencies or business management careers that demand basic knowledge of accounting ideas and principles.

Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

- Gain knowledge in financial accounting and tax reporting, use information technology and computerized accounting software.
- Use commonly recognized accounting standards to measure and report information in correlation to commercial enterprises, governmental and non-profit entities' assets, liabilities, and equity, income and costs, and cash flows.
- Analyze and generate management accounting reports based on cost data.

Business Administration, BS – Specialization in Accounting					
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
ACC303	Accounting II	40			4
ACC304	Business & Payroll Accounting	40			4
ACC305	Tax Accounting and Planning	40			4
ACC307	Finance II	40			4

ACC350	Capstone in Accounting	40			4
Specialization Total		**200**			**20**

Specialization in Entrepreneurship
The entrepreneurship specialization is for students interested in gaining practical experience in creating, managing, or operating a company. Students will get specific expertise in entrepreneurship, e-business, small company management, and family business with this focus.

As part of the entrepreneurship specialization, students will learn about many facets of small business, entrepreneurial marketing, franchise management, and new tendencies in entrepreneurship.

Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

- Assess the various legal structures of small business and entrepreneurial project by analyzing the organizational, marketing, and financial, aspects of a business concept.
- Applying the principles of e-commerce and marketing by developing a plan to integrate technology.
- Evaluate a business and franchise in regard to its legal structure, management, and leadership, and planning.

Business Administration, BS - Specialization in Entrepreneurship					
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
ENT340	Operation of Small Business Management	40			4
ENT341	Entrepreneurial Marketing	40			4
ENT342	Urban Entrepreneurship	40			4
ENT343	Franchise Management	40			4

ENT350	Capstone in Entrepreneurship	40			4
Specialization Total		**200**			**20**

Specialization in Human Resource Management
The human resources specialization offers education, information, and abilities that may be used at all levels of a company. This concentration is ideal for those interested in pursuing a career in the growing area of human resource management.
This path of specialization focuses on performance management, human resource planning and information systems, recruiting and staffing, training and employee development are all areas of study that are concerned with both strategic and present day-to-day operations.

Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

- Acquire the information and skills required for entry-level HR roles in order to pursue employment in a range of companies and sectors.
- Acquire the skills needed to establish and execute HR strategies that are strategic, legal, and ethical.
- An understanding of HR's responsibility in ensuring that companies and their human resources run efficiently and effectively.
- The ability to develop and manage HR strategies that value and promote workplace diversity and inclusion.
- Our curriculum will prepare you to be a successful professional and an ethical and effective company leader by providing you with a solid set of skills.

Business Administration, BS - Specialization in Human Resource Management					
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
HRM316	HR Staffing: Recruiting, Retaining and Promoting	40			4
HRM317	Fundamentals in Employee Benefits and Compensation	40			4
HRM318	Performance Management, Training and Development	40			4

HRM319	Legal Issues for Human Resource Professionals	40			4
HRM350	Capstone in Human Resource Management	40			4
Specialization Total		**200**			**20**

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

Program Description

This is a 36-Month Bachelors of Degree program that is offered through hybrid and residential hands-on instruction. Students must complete 180 units of coursework that includes 60 credits of general education courses and 107 credit of core courses in Health Care Administration. This includes a requirement of 1520 lecture hours, 400 lab hours, 150-hour Externship, Capstone Project, and a 90-hour Internship. The Bachelor of Science in Health Care Administration gives students an opportunity to specialize in the health care industry.

Program Objectives

The Bachelor of Science in Health Care Administration program is aimed to equip graduates for careers as managers and support staff in the health care and associated industries. Information and theories from management and leadership, accounting, economics, finance, marketing, human resources, ethics, and information systems are integrated into the coursework. The program is designed to provide Health Care Administration graduates with a solid educational foundation on which to begin their health care careers by providing them with a broad understanding of analysis in a variety of health care provider settings as well as knowledge of current issues in health services and systems.

Upon successful completion of this program, graduates will be able to:

Program Learning Outcomes

- Apply critical thinking skills to evaluate the practical implications of organizational policies, decisions, and methods.
- Utilize appropriate technology and analytical tools, identify, research, evaluate, and solve difficult health care administration challenges.
- Recognize and communicate the many risks and opportunities associated with conducting business on a global scale.
- As a strategic member of the health care team, develop abilities in collaboration and consultation.
- Demonstrate the ability to assess scientific literature, comprehend and synthesize relevant information, and communicate this knowledge verbally and in writing.
- Ability to assess and comprehend financial data relevant to the health care industry.
- Develop apposite professional practices and leadership aptitudes in health care.

Equipment and Materials

Courses in this program are taught using print and digital textbooks, software, and Populi Instructional modules for on-site and off-site interactive discussions and laboratory activities. Students will also be required to access the school's online Library resources for electronic journals to satisfy research requirements for theory-based and general education courses.

Student Training and Orientation
Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

Exit Requirement
All students in the Bachelor of Science degree in Health care Administration program must earn a minimum of 70% overall grade point average in the program. In addition, students are required to complete 180 units of coursework, 150 Externship hours and 90 Internship hours and Capstone in Healthcare.

Research Requirements
Students will be required to access the school's online Library resources for electronic journals to satisfy research requirements for theory-based courses and general education courses. Agape College of Business and Science Library resources are found at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

Health Care Administration, BS Degree		144 Weeks	C.I.P. Code 51.0701		
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
Lower Division Level Courses					
MED101	Medical Terminology	40	40		6
MED102	Medical Computerized Office	40	40		6
MED103	Anatomy and Physiology	40	40		6
MED104	Pharmacology and Hematology	40	40		6
MED105	Introduction to Microbiology	40	40		6
MED106	Medical Law and Ethics	40	40		6
MED107	Administrative Applications	40	40		6
MED108	Professionalism and Safety	40	40		6
BT101	Computer Fundamentals I	25	10		3
MED202	Medical Billing and Coding	30			3
MED207	Administrative Applications II	40			4
MED209	Externship			150	5
ACC213	Accounting I	25	10		3

BUS216	Industry/Job Development /Search	10	40		3
SOC201	Diversity and Culture	40			4
HCA201	Introduction to the Health Care System	40			4
HCA206	Legal and Ethical Issues for Health Care Professionals	40			4
Upper Division Level Courses					
HCA302	Health Care Information Systems and Technology	40			4
HCA307	Human Resource Management for Health Care Professionals	40			4
HCA313	Financial Management in Health Care	40			4
HCA316	Health Care Quality Assurance and Analysis	40			4
HCA317	Health Care Organization, Management and Leadership	40			4
HCA318	Risk Management in Health Care	40			4
HCA320	Health Care Across the Lifespan	40			4
HCA321	Universal Issues in Health Care Practices	40			4
HCA331	Capstone in Health Care Administration	40			4
HCA332	Internship in Health Care			90	3
Elective Totals		**100**	**60**		**13**
Area of Concentration Totals		**830**	**320**	**240**	**107**
General Education Courses		**Lecture Hours**	**Lab Hours**		**Total Quarter Credits**
AAS114, CLS115, WMS116	One Course from the following areas: Introduction to African American Studies, Introduction to Chicano/Latino Studies, or Introduction to Women's Studies	30			3

ART109	Art Appreciation	30			3
BIO212	Biology	30			3
BIO212L	Biology Lab	10	20		2
COM105	Speech Communications	30			3
ECN214	Microeconomics	30			3
ENG104	Writing and Composition	30			3
ENG203	Contemporary Literature	30			3
HLT110	Nutrition & Health	30			3
LIN115	Linguistics	30			3
MTH106	College Math and Algebra	30			3
POL118	Political Science	30			3
PSY101	Introduction to Psychology	30			3
SOC102	Introduction to Sociology	30			3
SCI103	Introduction to Natural Science	30			3
Upper Division General Education Courses					
ENG304	Advanced Composition	40			4
ETS301	Ethnic Studies	40			4
MTH306	Statistics	40			4
SOC325	Research Methods	40			4

General Education Total:	**590**	**20**		**60**
Area of Degree Concentration and Elective Total	**930**	**380**	**240**	**120**
Bachelor's Degree Total: **Total Program Hours: 2160**	**1520**	**400**	**240**	**180**

BACHELOR OF SCIENCE IN SOCIAL WORK

Program Description

This is a 36-Month BS degree program that is offered through hybrid and residential hands-on instruction. Students must complete 182 Units of coursework that include 112 Units of Social Work Coursework, in addition to 60 Units of General Education coursework. This includes a requirement of 1585 lecture hours, 70 lab hours, 120 practicum hours and 480 Field hours.

Program Objectives

The Social Work Bachelor's Degree program is designed to provide graduates with the knowledge required to become knowledgeable in the context of social systems, cultural diversity, Family dynamics, adult and children development along with micro and macro systems. The program combines Social Work, and Psychology coursework with a focus on Human Services and Community and Global system. General Education coursework will enhance students' ability to effectively communicate, think critically, work cooperatively with others, and affect social change within communities.

Upon successful completion of this program, graduates will be able to:

Program Learning Outcomes

- Demonstrate ethical and professional behavior.
- Engage in diversity and difference in practice.
- Advance human rights and social, economic, and environmental justice.
- Engage in research-informed practice and practice-informed practice.
- Engage in policy practice.
- Engage, assess, evaluate and intervene with individuals, families, groups, organizations, and communities.

Equipment and Materials

Courses in this program are taught using print and digital textbooks, software, and Populi Instructional modules for on-site and off-site interactive discussions and laboratory activities. Students will also be required to access the school's online Library resources for electronic journals to satisfy research requirements for theory-based and general education courses.

Student Training and Orientation

Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

Exit Requirement

All students in the BS Social Work program must earn a minimum of 70% overall grade point average in the program. Students must complete 182 Units of coursework that include 112 Units of Social Work Coursework, in addition to 60 Units of General Education coursework. All students must successfully complete field requirements.

Research Requirements
Students will be required to access the school's online Library resources for electronic journals to satisfy research requirements for theory-based courses and general education courses. Agape College of Business and Science Library resources are found at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

Bachelor of Science in Social Work		**144 Weeks**	**C.I.P. Code 44.0701**		
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
BT101	Computer Fundamental I	25	10		3
BUS216	Industry Job Development Search	10	40		3
CRM110	Social Inequality and Justice	40			4
HCA206	Legal and Ethical Issues for Health Care Professionals	40			4
LIB110	Child Development	40			4
PSY102	Psychology of Life Span	40			4
PSY201	Deviance and Psychology	40			4
SOC201	Diversity and Culture	40			4
SWK101	Introduction to Social Work	40			4
SWK102	Counseling Techniques	40			4
SWK103	Group and Community Social Services	40			4
SWK110	Introduction to School Social Work	40			4
SWK121	Introduction to Child Welfare in Social Work	40			4
SWK201	Social Work Theory	40			4
SWK202	Conflict Resolution	40			4
SWK203	Crisis Intervention in Social Work	40			4
SWK250	Practicum			120	4
Upper Division Level Courses					
BUS305	Organizational Communication & Behavior	40			4
SWK321	Social Welfare Policies and	40			4

	Programs				
SWK322	Human Behavior and Social Environment	40			4
SWK323	Social Work Practice Professional Identity	40			4
SWK324	Social Work Assessment Process	40			4
SWK330	Quantitative Research in Social Work Theory and Application	40			4
SWK335	Seminar in Macro Practice	40			4
SWK340	Qualitative Research theory and Application	40			4
SWK345	Seminar in Micro Practice	40			4
SWK346	Diversity within a Global Context	40			4
SWK350	Field Instruction A			240	8
SWK355	Field Instruction B			240	8
Elective Total		**75**	**50**		**10**
Area of Degree Concentration Total		**920**		**600**	**112**
General Education Courses		**Lecture Hours**	**Lab Hours**		**Total Quarter Credits**
AAS114, CLS115, WMS116	One course from the following areas: Introduction to African American Studies, Introduction to Chicano/Latino Studies, or Introduction to Women's Studies	30			3
ART109	Art Appreciation	30			3
BIO212	Biology	30			3
BIO212L	Biology Lab	10	20		2

COM105	Speech Communications	30			3
ECN214	Microeconomics	30			3
ENG104	Writing and Composition	30			3
ENG203	Contemporary Literature	30			3
HLT110	Nutrition & Health	30			3
LIN115	Linguistics	30			3
MTH106	College Math and Algebra	30			3
POL118	Political Science	30			3
PSY101	Introduction to Psychology	30			3
SOC102	Introduction to Sociology	30			3
SCI103	Introduction to Natural Science	30			3
Upper Division General Education Courses					
ENG304	Advanced Composition	40			4
ETS301	Ethnic Studies	40			4
MTH306	Statistics	40			4
SOC325	Research Methods	40			4
General Education Total		**590**	**20**		**60**
Area of Degree Concentration and Elective Total		**995**	**50**	**600**	**122**
Bachelor's Degree Total Total Program Hours: 2255		**1585**	**70**	**600**	**182**

ASSOCIATE DEGREE PROGRAMS

ASSOCIATE OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

Program Description

This is an 18-Month AS degree program that is offered through seated and distance education courses. Instruction for distance education courses is delivered online using the Populi online learning platform. Optional lab time with the instructor is provided on campus throughout the duration of each course. In addition to scheduled labs, instructors hold office hours. Students must complete 90 Units of coursework that include 66 Units of Business, Management, and Technology Coursework, in addition to 24 Units of General Education coursework. Students will be required to access the online library resource once per course to access journal articles and other electronic resources.

Program Objectives

The Business Administration AS Degree program seeks to equip graduates with the skills to develop into leaders in the 21st century workplace, as well as provide foundational content and theory for aspiring entrepreneurs and business owners. Specific skills taught and reinforced include: management theory and practice, Microsoft Office Suite, workplace ethics and foundations, career readiness, and effective communication. General Education coursework is required to ensure graduates demonstrate competency in reading, writing, critical thinking, and oral and electronic communication.

Equipment and Materials

Courses in this program are taught using print and digital textbooks, software, and Populi Instructional modules for on-site interactive discussions (not distance learning). Students will also be required to access the school's online Library resources for electronic journals in order to satisfy research requirements for theory-based courses.

Student Training and Orientation

Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

Exit Requirement

All students in the AS Business Administration program must earn a minimum of 70% overall grade point average in the program. All students in the Business Administration AS program will take an exam in the Microsoft Office User Specialist Certification in Microsoft Word or Microsoft Excel.

Research Requirements

Students in AS degree programs will be required to access the online library resource to access journal articles and other electronic resources. Agape College of Business and Science Library resources are found onsite and at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

Business Administration, AS		72 Weeks	C.I.P. Code 52.0201		
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
BT101	Computer Fundamentals I	25	10		3
BUS102	Critical Thinking and Problems in the Workplace	30			3
BT103	Word Processing I	25	10		3
BT203	Word Processing and Presentations	25	10		3
BUS104	Ethics in the Workplace	30			3
BUS105	Office Procedures I	25	10		3
BUS205	Office Procedures II	25	10		3
BUS106	Introduction to Human Resources	30			3
BT107	Spreadsheets I	25	10		3
BT207	Spreadsheets II	25	10		3
BT108	Data Base Management I	25	10		3
BT208	Data Base Management II	25	10		3
BUS109	Marketing, Networking and Internet	25	10		3
BUS110	Management, Theory, and Practice	30			3

BUS210	Leadership and Business Management	30			3
BUS112	Business Math	30			3
ACC212	Business Accounting	25	10		3
ACC113	Quickbooks Basics I	25	10		3
BT214	Application Certification	10	40		3
BUS217	Practicum			90	3
BUS114	Professional Career Readiness	30			3
BUS216	Industry/Job Development/Search	10	40		3
Core Total:		**530**	**200**	**90**	**66**
PSY101	Introduction to Psychology	30			3
SOC102	Introduction to Sociology	30			3
ENG203	Contemporary Literature	30			3
SCI103	Introduction to Natural Science	30			3
ENG104	Writing and Composition	30			3
ECN204	Economics	30			3
COM105	Speech Communications	30			3
MTH106	College Math and Algebra	30			3
General Education Total:		**240**			**24**
Associate's Degree Total:		**770**	**200**	**90**	**90**

ASSOCIATE OF SCIENCE DEGREE IN MEDICAL ADMINISTRATION

Program Description

This is an 18-Month AS degree program that is offered through direct seated and hands-on instruction. Students must complete 90 Units of coursework that include 66 Units in Medical Assisting with emphasis in Administration and office technology. In addition, students must complete 24 Units of General Education coursework. This includes a requirement of 665 lecture hours, 370 lab hours, and150 practicum hours.

Program Objectives

The Medical Administration program will enable students to gain advance training and preparation in the Allied Health industry. Graduates will gain hands-on experience logging medical office transactions, procedures, treatments, services, and symptoms. Medical application courses include medical coding, human anatomy, and medical office software applications (EMR). Required coursework also prepares students for issues and challenges that will arise in the 21st Century workplace. General Education coursework will enhance students' ability to effectively communicate, think critically and work cooperatively with others. Students will be introduced to the legal, ethical, and regulatory concepts that are central to medical office management. Students will also gain knowledge of the HIPAA, CLIA and OSHA compliance requirements, industry-specific techniques for filing insurance claims, and diagnostic and procedural coding tasks.

Equipment and Materials

Courses in this program are taught using print and digital textbooks, software, and Populi Instructional modules for on-site and off-site interactive discussions and laboratory activities. Students will also be required to access the school's online Library resources for electronic journals in order to satisfy research requirements for theory-based courses.

Student Training and Orientation

Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

Exit Requirement

All students in the Medical Administration AS program must earn a minimum of 70% overall grade point average in the program. In addition, students are required to complete 150 practicum hours.

Research Requirements

Students in AS degree programs will be required to access the online library resource in each course to access journal articles and other electronic resources. Agape College of Business and Science Library resources are found at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

Medical Administration, AS Degree		72 Weeks	C.I.P. Code 51.0705		
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
MED101	Medical Terminology	40	40		6
MED102	Medical Computerized Office	40	40		6
MED103	Anatomy and Physiology	40	40		6
MED104	Pharmacology and Hematology	40	40		6
MED105	Introduction to Microbiology	40	40		6
MED106	Medical Law and Ethics	40	40		6
MED107	Administrative Applications	40	40		6
MED108	Professionalism and Safety	40	40		6
MED209	Externship			150	5
BT101	Computer Fundamentals I	25	10		3
BUS216	Industry/ Job Development /Search	10	40		3
MED202	Medical Billing and Coding	30			3
MED207	Administrative Applications II	40			4
CORE TOTAL		**665**	370	150	66
COM105	Speech Communication	30			3
ECN204	Economics	30			3
ENG104	Writing and Composition	30			3
ENG203	Contemporary Literature	30			3
MTH106	College Math and Algebra	30			3
PSY101	Introduction to Psychology	30			3
SCI103	Introduction to Natural Science	30			3
SOC102	Introduction to Sociology	30			3
General Education Total					**24**
Associate's Degree Total		**665**	**370**	**150**	**90**

ASSOCIATE OF SCIENCE DEGREE IN SOCIAL WORK

Program Description
This is a 18-Month AS degree program that is offered through hybrid and residential hands-on instruction. Students must complete 90 Units of coursework that include 60 Units of Social Work Coursework, in addition to 24 Units of General Education coursework. This includes a requirement of 835 lecture hours, 50 lab hours, and 120 practicum hours.

Program Objectives
The Social Work Associate degree program is designed to provide graduates with the foundational knowledge in the context of social systems, cultural diversity, family dynamics, and child development. The program combines introductory theories in Social Work and Psychology coursework with a focus on Human Services and Community systems. General Education coursework will enhance students' ability to effectively communicate, think critically, work cooperatively with others, and affect social change within communities.

Upon successful completion of this program, graduates will be able to:
Program Learning Outcomes

- Demonstrate ethical and professional behavior.
- Engage in diversity and difference in practice.
- Advance human rights and social, economic, and environmental justice.
- Engage in research-informed practice and practice-informed practice.

Equipment and Materials
Courses in this program are taught using print and digital textbooks, software, and Populi Instructional modules for on-site and off-site interactive discussions and laboratory activities. Students will also be required to access the school's online Library resources for electronic journals to satisfy research requirements for theory-based and general education courses.

Student Training and Orientation
Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

Exit Requirement
All students in the AS Social Work program must earn a minimum of 70% overall grade point average in the program. Students must complete 90 Units of coursework that include 60 Units of Social Work Coursework, in addition to 24 Units of General Education coursework. All students must successfully complete practicum requirements.

Research Requirements
Students will be required to access the school's online Library resources for electronic journals to satisfy research requirements for theory-based courses and general education

courses. Agape College of Business and Science Library resources are found at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

Associate of Science in Social Work		**72 Weeks**	**C.I.P. Code 44.0701**		
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
BT101	Computer Fundamental I	25	10		3
BUS216	Industry Job Development Search	10	40		3
CRM110	Social Inequality and Justice	40			4
HCA206	Legal and Ethical Issues for Health Care Professionals	40			4
LIB110	Child Development	40			4
PSY102	Psychology of Life Span	40			4
PSY201	Deviance and Psychology	40			4
SOC201	Diversity and Culture	40			4
SWK101	Introduction to Social Work	40			4
SWK102	Counseling Techniques	40			4
SWK103	Group and Community Social Services	40			4
SWK110	Introduction to School Social Work	40			4
SWK121	Introduction to Child Welfare in Social Work	40			4
SWK201	Social Work Theory	40			4
SWK202	Conflict Resolution	40			4
SWK203	Crisis Intervention in Social Work	40			4
SWK250	Practicum			120	4
Elective Total		**35**	**50**		**6**
Area of Degree Concentration Total		**560**		**120**	**60**
General Education Courses		**Lecture Hours**	**Lab Hours**		**Total Quarter Credits**

COM105	Speech Communications	30			3
ECN214	Microeconomics	30			3
ENG104	Writing and Composition	30			3
ENG203	Contemporary Literature	30			3
MTH106	College Math and Algebra	30			3
PSY101	Introduction to Psychology	30			3
SOC102	Introduction to Sociology	30			3
SCI103	Introduction to Natural Science	30			3
General Education Total		**240**			**24**
Area of Degree Concentration and Elective Total		**595**	**50**	**120**	**66**
Associate Degree Total **Total Program Hours: 1005**		**835**	**50**	**120**	**90**

CERTIFICATE PROGRAMS

BUSINESS ADMINISTRATION CERTIFICATE

Program Description

The Business Administration Certificate Program will enable students to gain competency in using Microsoft Word and Excel along with navigating a high pace office and/or business experience. This is a 12-week program that is offered through hybrid and residential hands-on instruction. Students must complete 15 Units of which is 115 lecture hours and 70 lab hours.

Program Objectives

The Business Administration certificate program will enable students to gain competency is using Microsoft Word, and Excel along with navigating a high pace office and/or business experience. Required coursework also prepares students for issues and challenges that will arise in the 21st century workplace. Students will prepare to pass the Microsoft certifications exam for Word or Excel. Students that pass the exam will receive a certification from the Company of Microsoft.

Upon successful completion of this program, graduates will be able to:

- Students will learn Microsoft concepts and practical application of Microsoft word and excel for Business Environments.
- Students will be able to create and manager worksheets and workbooks, create cells and ranges, create tables, apply formulas and functions, and create charts and objects in Microsoft Excel.
- Students will be able to create and manage documents, format text, paragraphs, and sections, create tables and lists, apply references, and insert and format objects in Microsoft Word.
- Students will be able to apply learned concepts to a high pace office or front reception careers.

Equipment and Materials

Courses in this program are taught using print and digital textbooks, software, and E-College Instructional modules for on-site interactive discussions (not distance learning). Students will also be required to access the school's online Library resources for electronic journals in order to satisfy research requirements for theory-based courses.

Student Training and Orientation

Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

Exit Requirement

All students in the Business Administration Certificate program must earn a minimum of 70% overall grade point average in the program. All students in the Business

Administration Certificate program must successfully complete Microsoft Office User Specialist Certification in Microsoft Word or Microsoft Excel or Microsoft PowerPoint.

Business Administration Certificate		**12 Weeks**	**C.I.P. Code 52.0408**		
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
BT103	Word Processing I	25	10		3
BT107	Spreadsheets I	25	10		3
BT114	Professional Career Readiness	30			3
BT214	Application Certification	10	40		3
BUS105	Office Procedures I	25	10		3
Business Certificate Total		**115**	**70**		**15**

MEDICAL ASSISTANT CERTIFICATE

Program Description
This is a 10-month Certificate program that is offered through hybrid and direct seated, hands-on instruction. This program includes training in medical office procedures in both front - and back-office skills. Students must complete 640 Hours of coursework and 160 externship hours.

Program Objectives
Upon successful completion of this program, the student will receive a certificate of completion from Agape College of Business & Science. The courses offered in the Medical Assistant Program are designed to teach students 21st-century skills to prepare them for a career in the Allied Health Industry.

Upon successful completion of this program, graduates will be able to:
Program Learning Outcomes

- Perform Clinical and Administrative skills
- Understand Medical Terminology
- Understand the human anatomy and physiology
- Understand the law, ethics, and regulatory concepts as it pertains to their scope of practice
- Effectively communicate, think critically, and work cooperatively with other healthcare professionals
- Understand the regulations of HIPAA, CLIA, and OSHA

Equipment and Materials
Courses in this program are taught using print and digital textbooks, software, Populi Instructional modules for on-site and off-site interactive discussions and laboratory activities. Students will also be required to access the school's online Library resources for electronic journals in order to satisfy research requirements for theory-based courses.

Exit Requirement
All students in the Medical Assistant certificate program must pass each module with a minimum score of 70%. All students in the Medical Assistant certificate program must successfully complete 160-hour Externship.

Medical Assistant Certificate		42 Weeks	C.I.P. Code 51.0801		
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
MED101	Medical Terminology	40	40		6

MED102	Medical Computerized Office	40	40		6
MED103	Anatomy and Physiology	40	40		6
MED104	Pharmacology and Hematology	40	40		6
MED105	Introduction to Microbiology	40	40		6
MED106	Medical Law and Ethics	40	40		6
MED107	Administrative Applications	40	40		6
MED108	Professionalism and Safety	40	40		6
MED119	Externship			160	5
Certificate Total: Total Hours: 800		**320**	**320**	**160**	**53**

PHLEBOTOMY CPT I

Description
This is a 12 week program that is offered through direct seated and hands-on instruction. Students must complete 160 hours that consist of a basic, advanced, and externship course.

Program Objectives
The Phlebotomy program will enable students to gain competency in skills that prepare an individual to apply for a certification as a Certified Phlebotomy Technician 1 (CPT 1). Required coursework also prepares students for issues and challenges that will arise in the 21st Century workplace. The coursework will enhance students' ability to effectively communicate, think critically and work cooperatively with others. Students will be introduced to the legal, ethical, and regulatory concepts that are central to being appointed as a licensed phlebotomist. Students will also gain knowledge of HIPAA, CLIA and OSHA compliance regulations in conjunction with being a Phlebotomist.

Additional program requirements for the Phlebotomy CPT I Certificate Program
Upon enrollment in ACBS, students will be required to order an additional copy of their Official High School transcripts. The student's Official High School transcripts must be mailed directly to the Laboratory Field Services Branch to facilitate the student certification process.

Equipment and Materials
Courses in this program are taught using print and digital textbooks, software, and Populi Instructional modules for on-site and off-site interactive discussions and laboratory activities. Students will also be required to access the school's online Library resources for electronic journals in order to satisfy research requirements for theory-based courses.

Exit Requirement
All students in the Phlebotomy program must earn a minimum of 70% overall grade point average in the program. Students are also required to earn an overall attendance of 100% of the 80 hours assigned in the program. In addition, students are required to complete 80 Externship hours. A certificate of completion will not be issued from Agape College of Business and Science without 100% completion of program hours. If a student misses any portion of time on a subject the makeup time must be done on the missed subject in the class setting. Students must complete venipunctures and skin punctures on varying age and condition of patients drawn. In addition, students must complete 50 successful venipunctures, 10 skin punctures, and must visualize 2 arterial draws to be considered for completion of the program.

Successful completion of the Phlebotomy CPT I program does not automatically enable a graduate to work as a Phlebotomist in the state of California. Completion of the program will enable students to sit for a state approved national exam and after passing it they may apply for their California Phlebotomist Technician (CPT) license from the California Department of Public Health, Laboratory Field Services Branch. There is an application fee to the state.

Phlebotomy CPT I		12 Weeks	C.I.P. Code	51.1009	
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Quarter Credits**
PHL101	Phlebotomy I	20	20		3
PHL102	Phlebotomy II	20	20		3
PHL103	Phlebotomy Externship			80	2.5
Credit Total		**40**	**40**	**80**	**8.5**

Day Instructional Schedule: Monday, Tuesday, & Wednesday	
Time	Activity
8:30am-11:00am	Instruction
11:00am-11:30am	Break
11:30am-2:00pm	Instruction

Evening Instructional Schedule: Students will be required to attend class on M-W and two Saturdays per instructional course: PHIL 101 and PHIL 102.

Evening Instructional Schedule: Monday, Tuesday & Wednesday		**Saturdays (2 Saturdays per instructional course; PHL101 & PHL102)**	
Time	**Activity**	**Time**	**Activity**
5:30pm-8:30pm	Instruction	8:30am-11:00am	Instruction
		11:00am-11:30am	Break
		11:30am-2:00pm	Instruction
		2:00pm-2:10pm	Break
		2:10pm-3:40pm	Instruction

Phlebotomy Program Course Start and End Dates

Course	Start Date	End Date
PHL101 Phlebotomy I	6/28/21	7/16/21
PHL102 Phlebotomy II	7/19/21	8/6/21
PHL 103 Phlebotomy Externship	8/9/21	9/17/21
PHL101 Phlebotomy I	9/20/21	10/8/21
PHL102 Phlebotomy II	10/11/21	10/29/21
PHL 103 Phlebotomy Externship	11/1/21	12/17/21
PHL101 Phlebotomy I	1/4/22	1/21/22
PHL102 Phlebotomy II	1/24/22	2/11/22
PHL 103 Phlebotomy Externship	2/14/22	3/25/22
PHL101 Phlebotomy I	3/28/22	4/22/22
PHL102 Phlebotomy II	4/25/22	5/13/22
PHL 103 Phlebotomy Externship	5/16/22	6/24/22
PHL101 Phlebotomy I	6/27/22	7/15/22
PHL102 Phlebotomy II	7/18/22	8/5/22
PHL 103 Phlebotomy Externship	8/8/22	9/16/22
PHL101 Phlebotomy I	9/19/22	10/7/22

PHL102 Phlebotomy II	10/10/22	10/28/22
PHL 103 Phlebotomy Externship	10/31/22	12/16/22
PHL101 Phlebotomy I	1/4/23	1/20/23
PHL102 Phlebotomy II	1/23/23	2/10/23
PHL 103 Phlebotomy Externship	2/13/23	3/24/23
PHL101 Phlebotomy I	3/27/23	4/21/23
PHL102 Phlebotomy II	4/24/23	5/12/23
PHL 103 Phlebotomy Externship	5/15/23	6/23/23

DEPARTMENT OF LABOR STANDARD OCCUPATIONAL CLASSIFICATIONS (SOC) CODES(S)

Business Administration, B.S and Specialization in Human Resource Management	
SOC Codes	**SOC Titles**
11-9199	Managers, All Other
11-3012	Administrative Services Managers
11-9151	Social and Community Service Managers
11-1021.00	General and Operations Managers
11-3121.00	Human Resource Managers
13-1071.00	Human Resource Specialists
Business Administration, B.S. and Specialization in Accounting	
SOC Codes	**SOC Titles**
11-9199	Managers, All Other
11-3012	Administrative Services Managers
11-9151	Social and Community Service Managers
11-1021.00	General and Operations Managers
Business Administration, B.S. and Specialization in Entrepreneurship	
11-9199	Managers, All Other
11-3012	Administrative Services Managers
11-9151	Social and Community Service Managers
11-1021.00	General and Operations Managers

Health Care Administration, B.S.	
SOC Codes	**SOC Titles**
11-911.00	Medical and Health Services Managers
43-1011	First Line Supervisors of Office and Administrative Support Workers
11-9151	Social and Community Service Managers
21-1094.00	Community Health Workers

Social Work, B.S.	
SOC Codes	**SOC Titles**
21-1029.00	Social Workers, All Others
21-1022.00	Health Care Social Workers
21-1021.00	Child, Family, and School Social Workers
21-1093.00	Social and Human Service Assistants
21-1011.00	Substance Abuse and Behavioral Counselors

Business Administration, A.S.	
SOC Codes	**SOC Titles**
11-9199	Managers, All Other
11-3012	Administrative Services Managers
11-9151	Social and Community Service Managers
43-6011	Executive Secretaries and Executive Admin. Assist.
43-3031.00	Accounting Clerk/Bookkeeping Clerk
43-3051.00	Payroll Clerk/Billing Clerk
439199	Office & Administrative Support
43-3011	Billing & Account Collectors
434051	Customer Service Representative
436014	Secretaries & Administrative Assistants
434161	Human Resource Assistants
439061	Office Clerk, General

Medical Administration, A.S.	
SOC Codes	**SOC Titles**
43-1011	First-Line Supervisors of Office and Administrative Support Workers
31-9092	Medical Assistants
43-6013	Medical Secretaries

Social Work, A.S.	
SOC Codes	**SOC Titles**
21-1093.00	Social and Human Service Assistants
21-1011.00	Substance Abuse and Behavioral Counselors

Business Administration Certificate	
SOC Codes	**SOC Titles**
43-9061	Office Clerks, General
43-9022	Word Processors and Typists

Medical Assistant Certificate	
SOC Codes	**SOC Titles**
31-9092	Medical Assistants
436013	Medical Secretary
292071	Medical Records and Health Technician/Medical Office

Phlebotomy CPT I	
SOC Codes	**SOC Titles**
31-9097	Phlebotomy Technician/Phlebotomist.

DISTANCE EDUCATION

Agape College of Business and Science offers blended/hybrid programs which means that the programs may include fully online courses, fully residential courses, and courses that are both online and residential (blended courses). The Phlebotomy program is offered **only** residentially. Instruction for distance education courses is delivered online using the Populi online learning platform. Optional lab time with the instructor is provided on campus throughout the duration of each course. In addition to scheduled labs, instructors hold office hours.

Rationale
Distance education provides our adult students a flexible schedule in order to balance family responsibilities and employment obligations.

Resources
Every student at ACBS is provided a lap top either as a loan or by purchase to be used at school or home. The school also offers Internet access and desktop computers on campus. Students have access to a full text online database library (LIRN) 24 hours a day. Technical assistance is provided during their school hours. Students have access to the online Learning Management System, Populi. Students can access online threaded discussions, assignments, quizzes, exams, email and drop box for uploading assignments to faculty.

Course Objectives and Content
Each online course has course objectives and content aligned with course specific competencies. The course objectives and content is located on each syllabi located in the Populi platform. The online course material was developed by administration and faculty to meet the learning outcomes of each course. In addition the platform and curriculum was reviewed on-site by the Bureau for Private Postsecondary Education, Education Unit personnel who found the material and access to be sound and recommended to the College at that time to make the program an Associate of Science, rather than an occupational degree.

Attendance is recorded through the Populi platform to monitor that each student is meeting discussion deadlines and responding to discussion question posted within each module weekly. The platform tracks time spent online and assignments posted. All students must enter the course in the online platform within 5 days of the beginning of the course. Students that do not log on to the course and place a response to the discussion board with five days from the beginning date of the course will may be withdraw from the course. Student discussion posts, activities, and assessments will be evaluated with a score and returned to students within 10 days after the activity is received or completed in the Populi Portal or Populi discussion module.

Students are required to write a formal response to the discussion board within 5 days of the discussion being posted by a faculty member. In addition students must respond to 2 classmate posts before the end of the week (7 days of the discussion being posted by a faculty member). Students that fail to complete discussion post will meet with their

academic advisor and upon the second meeting placed on probation. If probation is failed the student will be withdrawn from the course.

Student Training and Orientation
Students are required to complete training on the Populi learning management system as part of their orientation to distance education in order to ensure they understand how to navigate the system and be successful in their coursework.

Student Assessments
Prior to taking the first online course, students are required to attend an orientation to explain the online platform and demonstrate they have the ability to navigate the online classroom.

Distance education and administrative oversight is provided by the Faculty Distance Educator.

COURSE DESCRIPTIONS
BACHELOR DEGREE PROGRAMS

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

ACC113 – QuickBooks Basics I
Quarter Credits 3
Prerequisite: None
Students will be introduced to business accounting through the use of QuickBooks accounting software. Emphasis will be on accounting basics applied to electronic data entry in QuickBooks. Students will create a small business using the "Easy-Step Interview", understand and set up Accounts Receivable and Accounts Payable, create and edit an invoice, record and pay bills, and create Customer and Vendor Lists.

ACC213 – Accounting I
Quarter Credits 3
Prerequisite: BUS112
The course will introduce students to the accounting information system of recording and reporting of business transactions with a focus on the accounting cycle, and the application of generally accepted accounting principles.

ACC303 – Accounting II
Quarter Credits 4
Prerequisite: BUS112, ACC213
The course will introduce advanced topics and practice in the accounting information systems of recording and reporting business transactions with a focus on the accounting cycle, and the application of generally accepted accounting principles. Coursework includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics.

ACC304 – Business & Payroll Accounting
Quarter Credits 4
Prerequisite: BUS112, ACC213
This course provides a basic introduction into business accounting through the use of double- entry manual accounting and introduction to QuickBooks. This course introduces students to calculating payroll, completing payroll taxes, and preparing payroll records and reports.

ACC305 – Tax Accounting and Planning
Quarter Credits 4
Prerequisite: BUS112, ACC213
This course emphasizes the fundamentals of individual income taxation, the tax implications of various types of business entities, tax-advantaged investments, employee compensation issues and planning, and multijurisdictional taxation.

ACC306 – Finance I
Quarter Credits 4
Prerequisite: BUS112
This course provides an applicable introduction to personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning.

ACC307 – Finance II
Quarter Credits 4
Prerequisite: BUS112, ACC306
This course is an advanced study of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. Advanced topics include amortization tables, short- and long-term investing.

ACC350 – Capstone in Accounting
Quarter Credits 4
Prerequisite: BUS112, ACC113, ACC213, ACC303, ACC304, ACC305
The capstone course is a method of summative evaluation in which the student is given an opportunity to demonstrate integrated knowledge and growth in accounting. The course will assess a student's cognitive and intellectual growth in accounting and the overall academic learning experience. The course will provide an opportunity for students to integrate and applied learning from their academic career in a comprehensive manner.

BT101 – Computer Fundamentals
Quarter Credits 3
Prerequisite: None
This course will cover a basic introduction to the personal computer with an emphasis towards terminology, hardware, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

BT103 – Word Processing I
Quarter Credits 3
Prerequisite:BT101
Provides a basic introduction into word processing using Microsoft Word. Emphasis will be on text entry, document editing and formatting, and creating simple business letters. Group projects as well as individual learning will be emphasized.

BT107 – Spreadsheets I
Quarter Credits 3
Prerequisite: BT101
Introduces students to the basics of spreadsheet applications through the use of Microsoft Excel. The student will learn to format and edit worksheets, apply patterns and borders to

a worksheet, create and print out reports, discover Conditional Formatting, and use Auto format and pre-designed templates.

BT203 – Word Processing and Presentation
Quarter Credits 3
Prerequisite:BT103
Students will learn and apply advanced word-processing tools and techniques to develop and enhance communication skills. Students will apply skills to create multimedia presentations using presentation software. Students will also incorporate graphics, fonts, styles, layout techniques, and online resources in both electronic and print presentations.

BT207 – Spreadsheets II
Quarter Credits 3
Prerequisite:BT107
Exposes the student to intermediate and advanced usage of Excel. The student will create and print more advanced reports, use intermediate and advanced formulas and functions, use several operators, generate multiple totals with AutoSum, use IF Function, run a Macro, and freeze columns and rows. Teamwork will be encouraged through assigned group projects.

BT214 – Application Certification
Quarter Credits 3
Prerequisite:BT203, BT207, BT208
This course provides an opportunity to reinforce the previous learning with instructor-monitored review of computer hardware, software, with an emphasis on the Microsoft Office suite including all levels of Word, Excel, Access, PowerPoint, and Publisher. This is also an excellent preparation for the Microsoft Office User Specialist examination.

BUS102 – Critical Thinking and Problems in the Workplace
Quarter Credits 3
Prerequisite: None
This course focuses on instruction and practice in critical thinking and problem-solving through analysis of case studies and workplace scenarios. Students learn to work in teams, to identify and resolve problems, and to use research effectively to gather and evaluate information relevant to solving problems.

BUS 104 – Ethics in the Workplace
Quarter Credits 3
Prerequisite: None
This course introduces and reinforces the ethical responsibilities of management in the workplace. Topics include: legal and ethical issues in business, whistle blowing, privacy and technology, diversity, sexual harassment, workplace safety, environmental protection, marketing and advertising, and product liability.

BUS105 – Office Procedures I
Quarter Credits 3
Prerequisite: None
Will introduce the student to the basics of modern office procedures and operations through the use of the latest office technology. Emphasis will be on understanding the duties of an office and what is expected of the employee, organizing various duties into a daily routine, preparing reports, telephone answering techniques, call transfers, and message taking, understanding shipping and mail services used in the workplace.

BUS106 – Introduction to Human Resources
Quarter Credits 3
Prerequisite: None
This course introduces students to legal and managerial implications of human resource functions in the areas of recruitment and employee selection, training, evaluation, professional development, and document preparation and management.

BUS109 – Marketing, Networking and Internet
Quarter Credits 3
Prerequisite: None
This course covers the foundations of designing, building, and maintaining a network with an emphasis on marketing technology. It provides students with an understanding of network basics and emerging local area network technologies. Students will apply their knowledge of networking and the internet to the use of Social Media, email, and other internet-based communication tools.

BUS110 – Management, Theory, and Practice
Quarter Credits 3
Prerequisite: None
This course explores the field of management in theory and practice. Students learn to apply management concepts to current workplace issues. Students apply theories to case studies and practical scenarios to achieve desired outcomes in the workplace

BUS112 - Business Math
Quarter Credits 3
Prerequisite: None
A basic introduction to the 10 key calculator as well as the basic mathematical formulas used in businesses. Emphasis will be on correctly setting up and operating a 10 key, perform basic math skills using the 10 key, work with fractions, decimals, and conversions, calculate various percentages and averages, perform mark-ups and mark-downs, understand and perform Measures of Central Tendency.

BUS114 – Professional Career Readiness
Quarter Credits 3
Prerequisite: None
This course provides an examination of career development and career readiness literature. Students will learn career readiness skills to apply to their personal lives as well

as provide guidance for others. Students will examine and apply print and electronic resources related to career choices, education and experience requirements, and trends in local job markets.

BUS205 – Office Procedures II
Quarter Credits 3
Prerequisite: BUS105
A continuation of intermediate modern office procedures and operations through the use of the latest office technology. Emphasis will be on setting up and using a basic filing system, using a photocopier, understanding and using facsimile machines and procedures for sending a FAX, and continuation on letter writing, reports, telephone answering techniques, and taking messages. Group projects will be assigned to encourage teamwork.

BUS210 – Leadership and Business Management
Quarter Credits 3
Prerequisite: BUS110
Leadership and Business Management: This course explores historical foundations of leadership theory. Students will learn and apply principles of leadership theory to various workplace environments and scenarios. Students will identify their leadership styles and traits and develop a plan to improve their leadership skills.

BUS216 – Industry/ Job Development/ Search
Quarter Credits 3
Prerequisite: BUS114
This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

BUS217 – Practicum
Quarter Credits 3
Prerequisite: All courses prior to the last quarter of enrollment
This course provides an opportunity for students to gain practical experience in a professional setting. Students will apply their acquired skills and knowledge within their practicum experience. The student intern is expected to work a total of 90 hours under the direct supervision of a working professional.

BUS305 – Organizational Communication and Behavior
Quarter Credits 4
Prerequisite: BUS106

This course provides a basis for understanding the human process that occurs in organizations. Organizational communication deals with conflict, persuasion, ethics, roles, rules, culture, networks, diversity, leadership, creativity, and technology.

BUS310 – Production and Operations Management
Quarter Credits 4
Prerequisite: BUS110, BUS210
This course explores the importance of production and operations management in both manufacturing and service firms. Students will examine various types of production processes used by manufacturers and service firms. Students will learn how organizations decide where to put their production facilities and the choices made in designing facilities. In this course students will learn about acquiring the right inputs (materials, labor, money, and ideas); transform them into highly demanded, quality outputs; and make it available in time to the end consumer.

BUS311 - Global Economic Systems and E-Commerce
Quarter Credits 4
Prerequisite: BUS110, BUS210
This course offers an introduction to the world economy, international trade, and economic development, designed especially for non-economics majors. Additionally, this course explores how the Internet has revolutionized the buying and selling of goods and services in the marketplace. Foundations of international markets and trade, comparative advantage, foreign investment, international inequality, and the study of international institutions, Internet business models, electronic commerce infrastructure, and the legal and ethical challenges of electronic commerce will form key components of the class.

BUS312 – Legal Aspects in Business Management
Quarter Credits 4
Prerequisite: BUS110, BUS210
This course will provide a basic understanding of various statutory provisions that confronts business managers while taking decisions. This course presents an exhaustive discussion on laws which govern and regulate businesses. It focuses on the application of the laws based on which managers need to take decisions on a day-to-day basis.

BUS350 – Internship in Business Specialization
Quarter Credits 3
Prerequisite: All BA core courses to complete the degree
This course provides an opportunity for students to gain practical experience in a professional setting. Students will apply their acquired skills and knowledge within their chosen specialization. The student intern will work under the direct supervision of a working professional.

ECN314 – Macroeconomics
Quarter Credits 4
Prerequisite: ECN214
This course focuses on the measurement of production, employment, prices, interest rates. Short run (cycles) and long run (growth). This course will explore both theoretical perspectives and classical perspectives. International topics will include trade and globalization. In this course students will learn leading edge macroeconomics theory, research, and policy. Students will learn complex macroeconomic concepts while studying empirical research studies.

ENT240 - Introduction to Entrepreneurship
Quarter Credits 3
Prerequisite: BUS110, BUS210
This course provides the practical concepts, entrepreneurial insights, and comprehensive resources essential for students' success now and throughout their management future. Students will learn how to start, manage, grow, and harvest a business.

ENT241 - Business Plan Development
Quarter Credits 3
Prerequisite: BUS110, BUS210
This course presents the various steps considered necessary when going into business. Students analyze areas such as product-service analysis, market research evaluation, setting up books, ways to finance start-up, operations of the business, and development of business plans. The course uses problems and cases to demonstrate implementation of these techniques.

ENT340 - Operation of Small Business Management
Quarter Credits 4
Prerequisite: ENT240, ENT241
This course provides the practical concepts, entrepreneurial insights, and comprehensive resources essential for students' success now and throughout their management future. Students will apply principles of management to small business operations.

ENT341 – Entrepreneurial Marketing
Quarter Credits 4
Prerequisite: ENT240, ENT241
This course explores how to create a customer-centric, multi-channel marketing program. Topics include: Internet business models, electronic commerce infrastructure, designing on-line storefronts, payment acceptance and security issues, and the legal and ethical challenges of electronic commerce.

ENT342 – Urban Entrepreneurship
Quarter Credits 4
Prerequisite: ENT240, ENT241
Urban environments have their own special planning, psychology, economics, design and politics. Opportunities abound, but require a different skill set for the entrepreneur. Students will participate in urban space, identify opportunities, and develop projects that may lead to successful launches of new enterprises. Presentation of a business concept for urban space will conclude the course.

ENT343 – Franchise Management
Quarter Credits 4
Prerequisite: ENT240, ENT241
This course will introduce to the concept of Franchise Management. Franchising is a major form of business ownership and a strategy for growing ventures. This course examines franchise management from both the perspective of the entrepreneur as a franchisee and as a franchisor. Topics will include analyzing different franchise business models, identifying critical success factors for managing a franchise, identifying emerging trends in the franchise industry and analyzing risk and reward to inform probability of success in franchising.

ENT350 – Capstone in Entrepreneurship
Quarter Credits 4
Prerequisite: ENT240, ENT241, ENT340, ENT341, ENT342
The capstone course is a method of summative evaluation in which the student is given an opportunity to demonstrate integrated knowledge and growth in Entrepreneurship. The course will assess a student's cognitive and intellectual growth in Entrepreneurship and the overall academic learning experience. The course will provide an opportunity for students to integrate and applied learning from their academic career in a comprehensive manner.

HRM306 – Human Resource Management
Quarter Credits 4
Prerequisite: BUS106
This course provides an in-depth study of the records governing the employment relationship required by federal and state laws and the legal aspects of those records. The course also explores approaches to developing record keeping systems that meet professional and industry standards. Students are required to demonstrate skills through the development of legally sound records management policies and procedures.

HRM316 – HR Staffing: Recruiting, Retaining, and Promoting
Quarter Credits 4
Prerequisite: BUS106, HRM306

This course will examine the composition of labor force, acquisition and utilization of human resources, recruitment, selection, performance appraisal, motivation, compensation, communications, social issues and government influence. Students will study major staffing issues such as recruitment and selection of employees. This course will focus on practical application of issues for future managers and HRM professionals.

HRM317 – Fundamentals in Employee Benefits and Compensation
Quarter Credits 4
Prerequisite: BUS106, HRM306
This course will help students understand the theoretical basis for compensation and other rewards systems and provide a practical understanding of how compensation and reward systems work. The economic, psychological and strategic aspects of rewards systems are covered.

HRM318 – Performance Management, Training and Development
Quarter Credits 4
Prerequisite: BUS106, HRM306
This course is designed to examine theories, concepts, and processes of human resource training and development in organizations to strategically meet current and future needs. Develop knowledge and skills needed to design, implement, and evaluate training and development efforts using a variety of methods.

HRM319 – Legal Issues for Human Resource Professionals
Quarter Credits 4
Prerequisite: BUS106, HRM306
This course explains the major issues and rules of employment law and how they apply to your human resource career. The course will incorporate current news stories and events, hypothetical situations, and real cases. This course examines how the law applies to each stage of employment--from hiring, to managing, to firing--and emphasizes the application of legal concepts to future business situations.

HR350 – Capstone in Human Resource Management
Quarter Credits 4
Prerequisite: BUS106, HRM306, HRM316, HRM317, HRM318
The capstone course is a method of summative evaluation in which the student is given an opportunity to demonstrate integrated knowledge and growth in Human Resource Management. The course will assess a student's cognitive and intellectual growth in Human Resource Management and the overall academic learning experience. The course will provide an opportunity for students to integrate and applied learning from their academic career in a comprehensive manner.

SOC201 – Diversity and Culture
Quarter Credits 4
Prerequisite: None
The course embraces the knowledge of human diversity in society which encompasses race, ethnicity, religion, gender identity, disability and the norms and values that transcends globally. Students will explore the difference and the dynamics of diversity, privilege, and oppression in communities along with multicultural competence that emphasize knowledge the introduces awareness, cultural humility, and culturally specific approaches.

GENERAL EDUCATION

AAS114 – African-American Studies
Quarter Credits 3
Prerequisite: None
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.

ART109 – Art Appreciation
Quarter Credits 3
Prerequisite: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

BIO212 – Biology
Quarter Credits 3
Prerequisite: None
This course will explore the science of living things. Topics include: Cell Biology, Genetics, Ecology, Evolution, and Physiology. Content will be reinforced with in-class demonstrations and experiments.

BIO212L – Biology Lab
Quarter Credits 2
Prerequisite: None
This course will explore the science of living things. Topics include: Cell Biology, Genetics, Ecology, Evolution, and Physiology. Content will be reinforced with in-class demonstrations and experiments.

COM105 – Speech Communication
Quarter Credits 3
Prerequisite: None
This course will introduce students to the theories and techniques involved in public speaking. The course will emphasize organization and composition of informative and persuasive speeches; practice in clearly stating and developing ideas.

ECN214 – Microeconomics
Quarter Credits 3
Prerequisite: BUS112
The course will give students an introduction to microeconomics and explain the use of analytical tools to navigate the material. This is a general education course in which students learn about the ways economics can be used to explain personal, business, and political economic behavior and policy.

ENG104 Writing and Composition
Quarter Credits 3
Prerequisite: None
This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

ENG203 - Contemporary Literature
Quarter Credits 3
Prerequisite: None
This course covers selected works in American Literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG304 – Advanced Composition
Quarter Credits 4
Prerequisite: ENG 104
The advanced composition course is designed to enhance proficiency in critical reading and thinking and in expository writing on issues relevant to students' career field. Attention is also given to workplace communications such as correspondence, performance reports, resumes, memorandums, and financial reports.

ETS301 – Ethnic Studies
Quarter Credits 4
Prerequisite: None

An introduction to the historical and socio-cultural experiences of racial and ethnic groups in the United States. Focus will be on key issues such as immigration, political stratification, employment discrimination, Americanization, class, racial and ethnic identity, and gender roles that have shaped relations in American society. Study is inter- and multi-disciplinary. A comparative approach covering African American, Mexican American, Asian American, Native American and Middle Eastern American.

HLT110 – Nutrition & Health
Quarter Credits 3
Prerequisite: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

CLS115 – Introduction to Chicano/Latino Studies
Quarter Credits 3
Prerequisite: None
This course is designed to research information and strategies related to Chicano/Latino Studies. This course is an introduction to some of the key issues facing Chicanos/Latinos from both a historical and contemporary perspective. This course will provide students a broad understanding of the role that Chicanos/Latinos have played in the United States society and the increasing role they are playing into the 21st century.

LIN115 – Linguistics
Quarter Credits 3
Prerequisite: None
The aim of this course is to make you aware of the complex organization and systematic nature of language, the primary means of human communication. This course will clarify ideas about language and bring the student to a better understanding of its nature. By the end of the course students should be familiar with some of the terminology and techniques of linguistics analysis and be able to apply this knowledge to the description of different languages.

MTH106 - College Math and Algebra
Quarter Credits 3
Prerequisite: None
An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities.

MTH306- Statistics
Quarter Credits 4
Prerequisite: BUS112, MTH106
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion students should be able to describe data and test inferences about populations using sampling data.

POL118 – Political Science
Quarter Credits 3
Prerequisite: None
In this course students will analyze the roles and responsibilities of the U.S. Gov't. Students will understand the roles of citizens in American Democracy. Students will examine issues regarding political parties and the election process. Students will compare and contrast the powers of National, State, and Local Government. Students will examine U.S. Supreme Court interpretations and rulings and the judgment process.

PSY101 - Introduction to Psychology
Quarter Credits 3
Prerequisite: None
This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.

SOC102 - Introduction to Sociology
Quarter Credits: 3
Prerequisite: None
This course introduces the student to the fundamentals of Sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied, as well as the effect of society on people and people on society

SOC325 – Research Methods
Quarter Credits: 4
Prerequisite: ENG 104, BUS112, MTH106
This general education course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient and appropriate techniques and the Internet to produce a factual, relevant in-depth research paper. Students will develop and evaluate data collection methods.

SCI103 Introduction to Natural Sciences

Quarter Credits: 3
Prerequisite: None
Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

WMS116 – Women Studies
Quarter Credits: 3
Prerequisite: None
This course introduces the ways in which the study of women and sex/gender as social categories transforms our understanding of culture, history and society. Topics include the social construction of gender, the gender division of labor, production and reproduction, intersections of gender, race, class and ethnicity, and the varieties of sexual experience.

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

MED101 Medical Terminology
Quarter Credits: 6
Prerequisite: None
This Module will cover the basic fundamental word elements used to build medical terms. Identify and give the meaning of selected prefixes that pertain to position or placement, numbers and amounts, and those that are descriptive and used in general. Identify and give the meaning of selected word elements that pertain to weights and measures. Identify and give the meaning of selected suffixes that pertain to pathologic conditions, those used in diagnostic and surgical procedures, and those that are used in general. Analyze, build, spell, and pronounce selected medical words. Interpret terms related to diagnosis and clinical procedures and identify and list the definitions of surgical terms. Identify major regions, organs, organ systems of the body systems and learn proper terminology and spelling of the body systems.

MED102 Medical Computerized Office
Quarter Credits: 6
Prerequisite: None
This module will provide instruction for students in software that assists in all aspects of the medical front office. This instruction includes proper scheduling, service charges, payment processing, billing, and how to create various reports. Understanding the basic fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient are also covered. Keyboarding, ten-key calculator, and transcription are practiced for increased accuracy and speed.

MED103 Anatomy and Physiology
Quarter Credits: 6
Prerequisite: None
This module will provide an overview of the basic principles of the human body, along with an introduction to clinical assisting. This module will also assist with the development of a medical vocabulary utilizing word construction and analysis. The students will be introduced to both OSHA and CLIA regulations. The students will also learn to obtain vital signs, prepare patients, obtain patient histories, and proper documentation of patient charts. Students will be able to identify and properly apply a 12-lead EKG unit to a patient and EKG strip mounting. This module will include an introduction to Radiology safety, contrast media, & patient education.

MED104 Pharmacology and Hematology
Quarter Credits: 6

Prerequisite: None
The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. The focus of this module will include pharmacology, administration of both parenteral and nonparental medications, interpretation of medication orders and abbreviations, as well as patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures will be introduced in this mod. Students will be given an introduction to hematology, chemistry lab values, venipuncture, microhematocrit, differential cell counts, standard precautions, screenings and follow- ups, and proper documentation of records.

MED105 Introduction to Microbiology
Quarter Credits: 6
Prerequisite: None
This module will introduce students to bacterial cell structures, microscope usage, and various types of equipment used in the microbiology laboratory. In this module, students will also learn how to safely handle all specimens and identify the types of media used to collect specimens. Students will be introduced to the importance of and steps involved in quality control in the microbiology laboratory, as well as sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgical assisting.

MED106 Medical Laws and Ethics
Quarter Credits: 6
Prerequisite: None
This module will introduce students to federal, state and local guidelines. Students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances. Students will gain an understanding of ethical principles, the promotion of the RMA credential legal concepts, confidentiality expectations, preparation and maintenance of confidential records, and appropriate guidelines to follow when releasing information.

MED107 Administrative Applications
Quarter Credits: 6
Prerequisite: None
Students will be introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be discussed. The Privacy Rule will be discussed to provide strong privacy protections that do not interfere with patient access to, or the quality of health care delivery. The student will also learn to obtain vital signs and will learn proper documentation of patient charts. The

course will assist with the development of a medical vocabulary utilizing word construction and analysis.

MED108 Professionalism and Safety
Quarter Credits: 6
Prerequisite: None
This module will provide a basic introduction to job search skills necessary to prepare the student for externship and employment. Skills will include completing job applications, resumes, cover letters, and thank you notes, demonstrate professional appearance and workplace etiquette, practice interview techniques, and understand the expectations of professional workplace communication. This module will also introduce OSHA and CLIA regulations, an introduction to Radiology safety, contrast media and patient education. Students will also receive CPR/AED/First Aid, and Emergency Oxygen and Blood Borne Pathogen training.

BT101 - Computer Fundamentals I
Quarter Credits: 3
Prerequisite: None
This course will cover a basic introduction to the personal computer with an emphasis towards terminology, hardware, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

MED202 Medical Billing and Coding
Quarter Credits: 3
Prerequisite: MED107
In this course students gain a greater understanding of billing and coding for the purpose of health care. Students will focus on using medical terminology to determine correct actions in reimbursement process. Students will focus on insurance plans, medical ethics in billing, HIPAA, diagnostic and procedural coding, coding compliance and auditing, physician and hospital billing, Medicare, Medicaid, and TRICARE, EOBs, refunds, and appeals, workers compensation and electronic claims processing. Students will fully review ICD-10-CM/PCS, CPT, and HCPCS code assignments.

MED207 Administrative Applications II
Quarter Credits: 4
Prerequisite: MED107, MED102
This course provides a detailed overview of principles to manage a medical office, critical thinking, and concepts including organizational trends, technology, cultural diversity, and global business ethics. Students will explore the principles of problem solving, system thinking, and productivity evaluation. Students will be offered a certification in Microsoft Excel and gain training in Microsoft Suite.

MED209 Externship
Quarter Credits: 5
Prerequisite: MED101, MED102, MED103, MED104, MED105, MED106, MED107, MED108, BT101, MED202 & MED207
The externship is designed to prepare students with "real world" experience in the Health care Administration field. Eligible students will be assigned a position within one of the settings in order to perform the duties of a Health care Administrator. The position is unpaid and used for class credit only. Students may use the externship as practical experience on their resume.

ACC213 - Accounting I
Quarter Credits 3
*Prerequisite: *BUS112*
**BUS112. Not applicable for the BS in HCA.*
The course will introduce students to the accounting information system of recording and reporting of business transactions with a focus on the accounting cycle, and the application of generally accepted accounting principles.

BUS216 - Industry/Job Development/Search
Quarter Credits: 3
Prerequisite: *BUS114
**BUS114. Not applicable for the BS in HCA, BS in Social Work , AS in Med Admin, and AS in Social Work.*
This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.
SOC201 - Diversity and Culture
Quarter Credits: 4
Prerequisite: None
The course embraces the knowledge of human diversity in society which encompasses race, ethnicity, religion, gender identity, disability and the norms and values that transcends globally. Students will explore the difference and the dynamics of diversity, privilege, and oppression in communities along with multicultural competence that emphasize knowledge the introduces awareness, cultural humility, and culturally specific approaches.

HCA201 - Introduction to the Health care System
Quarter Credits: 4

Prerequisite: MED101, MED102, MED103, MED104, MED105, MED106, MED107, MED108, MED202, MED207, MED209
This course prepares individuals to establish, plan, and manage health-care operations and services in health-care facilities and across health-care systems. Planning, business management, financial management, public relations, human resources management, health care system operation and management, health care resource allocation and policy making, health law and regulations, and applications to specific types of health care services are all covered in this course.

HCA206 - Legal and Ethical Issues for Health Care Professionals
Quarter Credits: 4
Prerequisite: MED101, MED102, MED103, MED104, MED105, MED106, MED107, MED108, MED202, MED207, MED209
This course displays familiarity with the website of the regulatory body in charge of the student's workplace regulation. If the student is unemployed, he or she can choose a hypothetical workplace. Demonstrate the capacity to examine a fact situation in the same method of lawyers and courts. Demonstrate a usable legal vocabulary with accuracy.

HCA302 - Health Care Information Systems and Technology
Quarter Credits: 4
Prerequisite: MED101, MED102, MED103, MED104, MED105, MED106, MED107, MED108, MED202, MED207, MED209
This course examines current difficulties in health care information technology, as well as the efforts of organizations and governments to address them. Apply basic informatics concepts to health care information system architecture, administration, and security. Demonstrate the advantages of electronic health records in terms of health care delivery and management.

HCA307 - Human Resource Management for Health Care Professionals
Quarter Credits: 4
Prerequisite: HCA201
Human Resources in Health care presents the techniques and practices behind effective management of people the health care profession's most important asset. Particular attention is paid to compensation management, employee recruitment, employee retention and employment policies. It will also provide an understanding of the impact of licensing, regulation and labor relations activities on health care institutions, with an emphasis on organization effectiveness and productivity. This various employment arrangements and contracts of physicians, nurses, and allied health professionals are presented in this rapid changing health care environment.

HCA313 - Financial Management in Health Care
Quarter Credits: 4
Prerequisite: HCA201, ACC213

Financial management concepts, including financial planning principles, reimbursement methods, government regulation, and legal limitations, are applied within health care organizations.

HCA316 - Health Care Quality Assurance and Analysis
Quarter Credits: 4
Prerequisite: HCA201
The principles of Quality Assurance (QA) and related importance in the context of Health Systems and Hospitals will be introduced to the students. To comprehend the breadth of quality assurance. To comprehend the significance of QA standards, indicators, and benchmarks. To study the fundamentals of QA assessment and measurement. To gain a better understanding of the quality assurance process and to learn how to apply various quality improvement tools. Develop abilities in monitoring and supervising service quality. To improve leadership effectiveness and to learn the process of forming quality teams. To develop and implement a quality assurance program in the health care system and hospitals.

HCA317 - Health Care Organization, Management and Leadership
Quarter Credits: 4
Prerequisite: HCA201, HCA307
Students will learn about diversity and cultural competence, as well as how to recognize changes in US demographics that may have an impact on the health care profession. Demonstrate knowledge of motivation and attribution theories. Learn how to choose, apply, and critically evaluate current research and literature in Health Administration.

HCA318 - Risk Management in Health Care
Quarter Credits: 4
Prerequisites: HCA201, HCA316
Principles of Risk Management and Patient Safety identifies changes in the industry and describes how these changes have influenced the functions of risk management in all aspects of health care. The current state of the health care industry and looks at the importance of risk management and the emergence of patient safety. It also explores the importance of working with other sectors of the health care industry such as the pharmaceutical and device manufacturers.

HCA320 - Health Care Across the Lifespan
Quarter Credits: 4
Prerequisite: HCA201
Long-Term Care to management in this industry. This covers the history of how long-term care originated and its importance of a continuum process in health care. Understanding how the long-term care system came about and the current care today. Recognize the long-tern setting and everyday life issues. Students will understand the importance of ethical Issues in long-term care facilities, reimbursement, quality, and quantity of care.

HCA321 - Universal Issues in Health Care Practices
Quarter Credits: 4
Prerequisite: HCA201
This course will compare and analyze current issues in health-care policy and delivery in a number of developed and developing countries. Examine the financial, management, government, private sector, and public policy aspects of health system performance. Obtain a full understanding of the challenges and potential solutions to inefficiencies and injustices in the US health-care system by obtaining an international perspective. Identify other countries' missteps and identify concepts that have increased access and enhanced the quality of health care.

HCA331 - Capstone in Health care Administration
Quarter Credits: 4
Prerequisite: Successful completion of the area of concentration degree coursework.
The Health care Management Capstone is designed to integrate knowledge and skills from previous coursework. This class focuses on the key issues affecting the administration of modern health care organizations and explores how those issues impact the delivery of care. The goals of the course are to provide a solid foundation of applying managerial knowledge within the health care industry. The students will demonstrate the knowledge in a professionally competent and ethical manner conductive to the advancement of health care in the local community. This course is writing intensive.

HCA332 - Internship in Health Care
Quarter Credits: 3
Prerequisite: MED101, MED102, MED103, MED104, MED105, MED106, MED107, MED108, BT101, MED202, MED207, MED209, ACC213, BUS216, SOC201, HCA201, HCA302 HCA206, HCA307, HCA313, HCA316, HCA317, HCA318, HCA320, HCA321, HCA331
A minimum of 90-hours, the internship provides the student administrative experience The purpose of the administrative internship course it is designed to allow the student the opportunity to work in a structured health care setting under the direct supervision of a preceptor-employee is required. The internship is designed to prepare students with "real world" experience in the Health care Administration field. Eligible students will be assigned a position within one of the settings to perform the duties of Health care Administrator.

GENERAL EDUCATION

AAS114 – African-American Studies
Quarter Credits 3
Prerequisite: None
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow

era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.

ART109 – Art Appreciation
Quarter Credits 3
Prerequisite: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

BIO212 – Biology
Quarter Credits 3
Prerequisite: None
This course will explore the science of living things. Topics include: Cell Biology, Genetics, Ecology, Evolution, and Physiology. Content will be reinforced with in-class demonstrations and experiments.

BIO212L – Biology Lab
Quarter Credits 2
Prerequisite: None
This course will explore the science of living things. Topics include: Cell Biology, Genetics, Ecology, Evolution, and Physiology. Content will be reinforced with in-class demonstrations and experiments.

COM105 – Speech Communication
Quarter Credits 3
Prerequisite: None
This course will introduce students to the theories and techniques involved in public speaking. The course will emphasize organization and composition of informative and persuasive speeches; practice in clearly stating and developing ideas.

ECN214 – Microeconomics
Quarter Credits 3
*Prerequisite: *BUS112*
**BUS112. Not applicable for the BS in HCA, BS in Social Work and AS in Social Work.*
The course will give students an introduction to microeconomics and explain the use of analytical tools to navigate the material. This is a general education course in which students learn about the ways economics can be used to explain personal, business, and political economic behavior and policy.

ENG104 Writing and Composition
Quarter Credits 3

Prerequisite: None
This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

ENG203 - Contemporary Literature
Quarter Credits 3
Prerequisite: None
This course covers selected works in American Literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG304 – Advanced Composition
Quarter Credits 4
Prerequisite: ENG 104
The advanced composition course is designed to enhance proficiency in critical reading and thinking and in expository writing on issues relevant to students' career field. Attention is also given to workplace communications such as correspondence, performance reports, resumes, memorandums, and financial reports.

ETS301 – Ethnic Studies
Quarter Credits 4
Prerequisite: None
An introduction to the historical and socio-cultural experiences of racial and ethnic groups in the United States. Focus will be on key issues such as immigration, political stratification, employment discrimination, Americanization, class, racial and ethnic identity, and gender roles that have shaped relations in American society. Study is inter- and multi-disciplinary. A comparative approach covering African American, Mexican American, Asian American, Native American and Middle Eastern American.

HLT110 – Nutrition & Health
Quarter Credits 3
Prerequisite: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

CLS115 – Introduction to Chicano/Latino Studies
Quarter Credits 3

Prerequisite: None
This course is designed to research information and strategies related to Chicano/Latino Studies. This course is an introduction to some of the key issues facing Chicanos/Latinos from both a historical and contemporary perspective. This course will provide students a broad understanding of the role that Chicanos/Latinos have played in the United States society and the increasing role they are playing into the 21st century.

LIN115 – Linguistics
Quarter Credits 3
Prerequisite: None
The aim of this course is to make you aware of the complex organization and systematic nature of language, the primary means of human communication. This course will clarify ideas about language and bring the student to a better understanding of its nature. By the end of the course students should be familiar with some of the terminology and techniques of linguistics analysis and be able to apply this knowledge to the description of different languages.

MTH106 - College Math and Algebra
Quarter Credits 3
Prerequisite: None
An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities.

MTH306- Statistics
Quarter Credits 4
*Prerequisite: *BUS112, MTH106*
**BUS112. Not applicable for the BS in HCA and BS in Social Work.*
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion students should be able to describe data and test inferences about populations using sampling data.

POL118 – Political Science
Quarter Credits 3
Prerequisite: None
In this course students will analyze the roles and responsibilities of the U.S. Gov't. Students will understand the roles of citizens in American Democracy. Students will examine issues regarding political parties and the election process. Students will compare and contrast the

powers of National, State, and Local Government. Students will examine U.S. Supreme Court interpretations and rulings and the judgment process.

PSY101 - Introduction to Psychology
Quarter Credits 3
Prerequisite: None
This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.

SOC102 - Introduction to Sociology
Quarter Credits: 3
Prerequisite: None
This course introduces the student to the fundamentals of Sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied, as well as the effect of society on people and people on society

SOC325 – Research Methods
Quarter Credits: 4
Prerequisite: ENG 104, BUS112, MTH106
**BUS112. Not applicable for the BS in HCA and BS in Social Work.*
This general education course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient and appropriate techniques and the Internet to produce a factual, relevant in-depth research paper. Students will develop and evaluate data collection methods.

SCI103 Introduction to Natural Sciences
Quarter Credits: 3
Prerequisite: None
Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

WMS116 – Women Studies
Quarter Credits: 3
Prerequisite: None
This course introduces the ways in which the study of women and sex/gender as social categories transforms our understanding of culture, history and society. Topics include the social construction of gender, the gender division of labor, production and reproduction, intersections of gender, race, class and ethnicity, and the varieties of sexual experience.

BACHELOR OF SCIENCE IN SOCIAL WORK

BT101 – Computer Fundamentals
Quarter Credits 3
Prerequisite: None
This course will cover a basic introduction to the personal computer with an emphasis towards terminology, hardware, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects

BUS216 – Industry/ Job Development/ Search
Quarter Credits 3
Prerequisite: BUS114
**BUS114. Not applicable for the BS in HCA, BS in Social Work , AS in Med Admin, and AS in Social Work.*
This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

CRM110 – Social Inequality and Justice
Quarter Credits 4
Prerequisite: None
This course explores social inequality, victimization and poverty in society. It also examines how racial/ethnic, gender, and socioeconomic inequality influence economics, initialized systems, crime, policymaking, processes, and outcomes. Additionally, trending issues in policing, courts, sentencing, housing, social welfare and how these factors all intertwine and foster social disadvantage among communities through race, class, and social and criminal justice systems.

HCA206- Legal and Ethical Issues for Health Care Professionals
Quarter Credits 4
Prerequisite: None
This course introduces and reinforces the ethical responsibilities in the Health Care Industry including legal and ethical issues, whistle blowing, privacy, Confidentiality of records and technology, diversity, mandated reporting, laws protecting children, adults and geriatrics, sexual harassment, civil rights, HIPPA, and cultural competency.

LIB110 – Child Development
Quarter Credits 4
Prerequisite: None
This broad introductory course explores child development from a multidisciplinary framework. Students examine the development of the child from birth through adulthood. Four primary domains: ego, physical, psychological, and socioemotional. The course continues to focus scientific theory and research on human development from conception

through adolescence. This includes specific biological and environmental influences on development, addressing the longstanding debate of whether nature or nurture has the more powerful influence on human development.

PSY102 Psychology of the Life Span
Quarter Credits 4
Prerequisite: None
This course explores human development across the lifespan from conception to death. Students will learn about the physical, cognitive, and socioemotional changes that occur throughout human life, as well as important milestones that underlie typical development. Topics in this course are addressed using classic developmental psychology theories and research in the field. Topics in this course include prenatal development, language development, social skills and interpersonal relationships, identity formation, environmental influences on development, cognitive growth and decline, parenting, retirement, and dying.

PSY201 Deviance and Psychology
Quarter Credits 4
Prerequisite: None
This course will focus on analyzing deviant behaviors in humans and the social psychological issues, resulting from post trauma effectiveness of subliminal persuasion, whether media violence causes aggression, the power of the situation, personal characteristics, and previous experience. The cause will assist students in examining psychological factors leading to social and emotional dysfunction among child and families.

SOC201 Diversity and Culture
Quarter Credits: 4
Prerequisite: None
The course embraces the knowledge of human diversity in society which encompasses race, ethnicity, religion, gender identity, disability and the norms and values that transcends globally. Students will explore the difference and the dynamics of diversity, privilege, and oppression in communities along with multicultural competence that emphasize knowledge the introduces awareness, cultural humility, and culturally specific approaches.

SWK101 Introduction to Social Work
Quarter Credits: 4
Prerequisite: None
Introduction to Social Work, is intended to promote an understanding of the profession of social work and the development of social welfare in western society, particularly the United States. The course is designed to provide content about the social, economic, political, historical, and philosophical components of the profession of social work and social welfare. Populations at-risk, such as low-income people, racial and ethnic minorities, children, women, elderly, lesbian and gay people and other vulnerable and oppressed groups are identified and discussed. Core values and an introductory overview of the knowledge, and skill bases required of beginning social work practitioners are covered

SWK102 Counseling Techniques
Quarter Credits: 4
Prerequisite: None
This course focuses on the development of counseling skills through instruction and experiential shadowing including videotaped practice sessions. Emphasis on techniques and skills including developing a treatment plans, active listening, reflection, Socratic questioning, and examining the plan of care with measurable goals.

SWK103 Group and Community Social Services
Quarter Credits: 4
Prerequisite: None
This course builds on the generalist practice with individuals, families and group class, extending the concepts of empowerment-based practice and the strengths perspective to macro client systems such as organizations and communities. The relationships between organizations and communities and at-risk populations are infused throughout the course.

SWK110 Introduction to School Social Work
Quarter Credits: 4
Prerequisite: None
This course will present knowledge and critical skills for analyzing educational School guidance programs Policies and standards within relation to social workers in the schools setting. Noteworthy social work programs in various educational institutions and settings will be analyzed, and proposals for change will be formulated to enhance educational achievement and well-being

SWK121 Introduction to Child Welfare in Social Work
Quarter Credits: 4
Prerequisite: None
This course is designed to provide students with an understanding of the dynamics of child abuse and the impact on children who are exposed to neglect. In addition, we will examine the legislative and legal efforts to increase support for families and create better outcomes for children in care. Particular attention will be given to examining best practices such as family-centered programs, which engage families and communities to achieve more effective case planning and placements. Key issues such as the disproportional representation of racial and ethnic groups in the child welfare system.

SWK201 Social Work Theory
Quarter Credits: 4
Prerequisite: SWK101
This course is designed to link theory and beginning-level generalist social work practice. The content in this course provides opportunity for students to experience practice situations through role plays and other experiential activities. Students will understand the theoretical orientation and the stages of the helping process. Theoretical information appropriate for beginning-level social work practice.

SWK202 Conflict Resolution
Quarter Credits: 4
Prerequisite: SWK101
The purpose of this course is for students to develop a holistic understanding of conflict. Examine the dynamics and emotions that perpetuates conflict. Explore the steps that lead to resolution.

SWK203 Crisis Intervention in Social Work
Quarter Credits: 4
Prerequisite: SWK101
The course is designed for students in the School of Social Work to learn the practice with crisis intervention.
Students will apply crisis intervention theory and models of intervention to various problem areas such as suicide, sexual assault, domestic violence, substance abuse, grief and loss, and violent behavior in institutions. A social and cultural emphasis will guide students on how to evaluate and assess each situation.

SWK250 Practicum
Quarter Credits: 4
Prerequisite: Course taken in last quarter of program.
This course provides an opportunity for students to gain practical experience in a professional setting. Students will apply their acquired skills and knowledge within their practicum experience. The student intern is expected to work a total of 120 hours under the direct supervision of a working professional.

BUS305 – Organizational Communication and Behavior
Quarter Credits 4
Prerequisite: None. No prerequisite for the BS in Social Work.
This course provides a basis for understanding the human process that occurs in organizations. Organizational communication deals with conflict, persuasion, ethics, roles, rules, culture, networks, diversity, leadership, creativity, and technology.

SWK321- Social Welfare Policies and Programs
Quarter Credits: 4
Prerequisite: SWK101
This course is an introduction to the ways in which social welfare policies and program contribute to social work practice and society.

SWK322 - Human Behavior and Social Environment
Quarter Credits: 4
Prerequisite: SWK101
This course will introduce the concept of viewing human behavior as an outcome of biological, psychological, familial factors in transaction with social, economic, political and cultural contexts and forces.

SWK323 - Social Work Practice Professional Identity
Quarter Credits: 4
Prerequisite: SWK101, SWK321, SWK322
This course will prepare students to develop a professional identity that incorporates the values and ethics of the social work profession.

SWK324 - Social Work Assessment Process
Quarter Credits: 4
Prerequisite: SWK101, SWK321, SWK322
This course will prepare students to utilize a generalist approach in helping students gain a beginning understanding of social work processes. Students will increase their knowledge of engagement, assessment, intervention, evaluation and termination.

SWK330 - Quantitative Research in Social Work Theory and Application
Quarter Credits: 4
Prerequisite: SWK101, SWK321, SWK322
This course is an introduction to quantitative research methods as applied to social work practice. Topics will explore general issues that are related to the conduct of quantitative social work research as applied to social work practice and service delivery.

SWK335 - Seminar in Macro Practice
Quarter Credits: 4
Prerequisite: SWK101, SWK321, SWK322
This course will examine Marco social work practice that promotes individual, family, and community well-being through systems-level intervention. This course is part of the culminating experience in conjunction with the practicum experience.

SWK340- Qualitative Research theory and Application
Quarter Credits: 4
Prerequisite: SWK101, SWK321, SWK322, SWK330
This course is an introduction to qualitative research methods as applied to social work practice. Topics will explore general issues that are related to the conduct of qualitative social work research as applied to social work practice and service delivery.

SWK345 – Seminar in Micro Practice
Quarter Credits: 4
Prerequisite: SWK101, SWK321, SWK322, SWK335
This course will examine Micro social work practice that promotes individual, family, and community well-being through systems-level intervention. This course is part of the culminating experience in conjunction with the practicum experience 2.

SWK346 - Diversity within a Global Context
Quarter Credits: 4
Prerequisite: SWK101

This course will increase student's awareness, knowledge, and understanding of issues related to diversity, human rights, social and economic justice. Topics of this course will include engaging diversity and differences in social work practice and advancing human rights and social and economic justice.

SWK350 - Field Instruction A
Quarter Credits: 4
Prerequisite: SWK101, SWK321, SWK322
Supervised social work practicum practice experience with individuals, families and communities.

SWK355 - Field Experience B
Quarter Credits: 4
Prerequisite: SWK101, SWK321, SWK322, SWK335, SWK350, concurrent enrollment in SWK345
Supervised social work practicum practice experience with individuals, families and communities.

GENERAL EDUCATION

AAS114 – African-American Studies
Quarter Credits 3
Prerequisite: None
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.

ART109 – Art Appreciation
Quarter Credits 3
Prerequisite: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

BIO212 – Biology
Quarter Credits 3
Prerequisite: None
This course will explore the science of living things. Topics include: Cell Biology, Genetics, Ecology, Evolution, and Physiology. Content will be reinforced with in-class demonstrations and experiments.

BIO212L – Biology Lab

Quarter Credits 2
Prerequisite: None
This course will explore the science of living things. Topics include: Cell Biology, Genetics, Ecology, Evolution, and Physiology. Content will be reinforced with in-class demonstrations and experiments.

COM105 – Speech Communication
Quarter Credits 3
Prerequisite: None
This course will introduce students to the theories and techniques involved in public speaking. The course will emphasize organization and composition of informative and persuasive speeches; practice in clearly stating and developing ideas.

ECN214 – Microeconomics
Quarter Credits 3
*Prerequisite: *BUS112*
**BUS112. Not applicable for the BS in HCA, BS in Social Work and AS in Social Work.*
The course will give students an introduction to microeconomics and explain the use of analytical tools to navigate the material. This is a general education course in which students learn about the ways economics can be used to explain personal, business, and political economic behavior and policy.

ENG104 Writing and Composition
Quarter Credits 3
Prerequisite: None
This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

ENG203 - Contemporary Literature
Quarter Credits 3
Prerequisite: None
This course covers selected works in American Literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG304 – Advanced Composition
Quarter Credits 4
Prerequisite: ENG 104

The advanced composition course is designed to enhance proficiency in critical reading and thinking and in expository writing on issues relevant to students' career field. Attention is also given to workplace communications such as correspondence, performance reports, resumes, memorandums, and financial reports.

ETS301 – Ethnic Studies
Quarter Credits 4
Prerequisite: None
An introduction to the historical and socio-cultural experiences of racial and ethnic groups in the United States. Focus will be on key issues such as immigration, political stratification, employment discrimination, Americanization, class, racial and ethnic identity, and gender roles that have shaped relations in American society. Study is inter- and multi-disciplinary. A comparative approach covering African American, Mexican American, Asian American, Native American and Middle Eastern American.

HLT110 – Nutrition & Health
Quarter Credits 3
Prerequisite: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

CLS115 – Introduction to Chicano/Latino Studies
Quarter Credits 3
Prerequisite: None
This course is designed to research information and strategies related to Chicano/Latino Studies. This course is an introduction to some of the key issues facing Chicanos/Latinos from both a historical and contemporary perspective. This course will provide students a broad understanding of the role that Chicanos/Latinos have played in the United States society and the increasing role they are playing into the 21st century.

LIN115 – Linguistics
Quarter Credits 3
Prerequisite: None
The aim of this course is to make you aware of the complex organization and systematic nature of language, the primary means of human communication. This course will clarify ideas about language and bring the student to a better understanding of its nature. By the end of the course students should be familiar with some of the terminology and techniques of linguistics analysis and be able to apply this knowledge to the description of different languages.

MTH106 - College Math and Algebra

Quarter Credits 3
Prerequisite: None
An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities.

MTH306- Statistics
Quarter Credits 4
Prerequisite: BUS112, MTH106
***BUS112. Not applicable for the BS in HCA and BS in Social Work.*
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion students should be able to describe data and test inferences about populations using sampling data.

POL118 – Political Science
Quarter Credits 3
Prerequisite: None
In this course students will analyze the roles and responsibilities of the U.S. Gov't. Students will understand the roles of citizens in American Democracy. Students will examine issues regarding political parties and the election process. Students will compare and contrast the powers of National, State, and Local Government. Students will examine U.S. Supreme Court interpretations and rulings and the judgment process.

PSY101 - Introduction to Psychology
Quarter Credits 3
Prerequisite: None
This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.

SOC102 - Introduction to Sociology
Quarter Credits: 3
Prerequisite: None
This course introduces the student to the fundamentals of Sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied, as well as the effect of society on people and people on society

SOC325 – Research Methods
Quarter Credits: 4
Prerequisite: ENG 104, BUS112, MTH106
**BUS112. Not applicable for the BS in HCA and BS in Social Work.*
This general education course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient and appropriate techniques and the Internet to produce a factual, relevant in-depth research paper. Students will develop and evaluate data collection methods.

SCI103 Introduction to Natural Sciences
Quarter Credits: 3
Prerequisite: None
Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

WMS116 – Women Studies
Quarter Credits: 3
Prerequisite: None
This course introduces the ways in which the study of women and sex/gender as social categories transforms our understanding of culture, history and society. Topics include the social construction of gender, the gender division of labor, production and reproduction, intersections of gender, race, class and ethnicity, and the varieties of sexual experience.

COURSE DESCRIPTIONS
ASSOCIATE OF SCIENCE DEGREES

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

BT214 Application Certification
Quarter Credits: 3
Prerequisite: BT203, BT207, BT208
This course provides an opportunity to reinforce the previous learning with instructor-monitored review of computer hardware, software, with an emphasis on the Microsoft Office suite including all levels of Word, Excel, Access, PowerPoint, and Publisher. This is also an excellent preparation for the Microsoft Office User Specialist examination.

ACC212- Business Accounting
Quarter Credits: 3
Prerequisite: BUS112
Provides a basic introduction into business accounting through the use of double-entry manual accounting. The student will learn the difference between Cash and Accrual accounting methods, debits and credits, understand the information on the Profit and Loss Statement and Balance Sheet, analyze transactions, understand reports, and understand GAAP (Generally Accepted Accounting Principles).

BUS112 - Business Math
Quarter Credits: 3
Prerequisite: None
A basic introduction to the 10 key calculator as well as the basic mathematical formulas used in businesses. Emphasis will be on correctly setting up and operating a 10 key, perform basic math skills using the 10 key, work with fractions, decimals, and conversions, calculate various percentages and averages, perform mark-ups and mark-downs, understand and perform Measures of Central Tendency.

BT101 - Computer Fundamentals I:
Quarter Credits: 3
Prerequisite: None
This course will cover a basic introduction to the personal computer with an emphasis towards terminology, hardware, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

BUS102 - Critical Thinking and Problems in the Workplace
Quarter Credits: 3
Prerequisite: None
This course focuses on instruction and practice in critical thinking and problem-solving through analysis of case studies and workplace scenarios. Students learn to work in teams, to identify and resolve problems, and to use research effectively to gather and evaluate information relevant to solving problems.

BT108 - Database Management I
Quarter Credits: 3
Prerequisite: BT101
Introduces the student to the basics of database operations through the application of Microsoft Access. Emphasis will be on understanding what a database is and when to use one, creating a database, creating and modifying a table, create a form, creating and modifying queries, and setting field properties.

BT208 - Database Management II
Quarter Credits: 3
Prerequisite: BT108
Introduces the student to the intermediate and advanced usage of Microsoft Access. Focus will be on relational databases, planning and creating related tables, One-to-Many relationships, multiple table queries, forms and sub forms, the Database Wizard, using Format Painter, and inserting images into the database. Group learning will be introduced through team projects assigned throughout the course.

BUS104 - Ethics in the Workplace
Quarter Credits: 3
Prerequisite: None
This course introduces and reinforces the ethical responsibilities of management in the workplace. Topics include: legal and ethical issues in business, whistle blowing, privacy and technology, diversity, sexual harassment, workplace safety, environmental protection, marketing and advertising, and product liability.

BUS216- Industry/Job Development/Search
Quarter Credits: 3
Prerequisite: BUS114
This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

BUS106 - Introduction to Human Resources
Quarter Credits: 3
Prerequisite: None
This course introduces students to legal and managerial implications of human resource functions in the areas of recruitment and employee selection, training, evaluation, professional development, and document preparation and management.

BUS210 - Leadership and Business Management
Quarter Credits: 3
Prerequisite: BUS110

Leadership and Business Management: This course explores historical foundations of leadership theory. Students will learn and apply principles of leadership theory to various workplace environments and scenarios. Students will identify their leadership styles and traits and develop a plan to improve their leadership skills.

BUS110 - Management Theory and Practice
Quarter Credits: 3
Prerequisite: None
This course explores the field of management in theory and practice. Students learn to apply management concepts to current workplace issues. Students apply theories to case studies and practical scenarios to achieve desired outcomes in the workplace.

BUS109 - Marketing, Networking and Internet
Quarter Credits: 3
Prerequisite: None
This course covers the foundations of designing, building, and maintaining a network with an emphasis on marketing technology. It provides students with an understanding of network basics and emerging local area network technologies. Students will apply their knowledge of networking and the internet to the use of Social Media, email, and other internet-based communication tools.

BUS105 - Office Procedures I
Quarter Credits: 3
Prerequisite: None
Will introduce the student to the basics of modern office procedures and operations through the use of the latest office technology. Emphasis will be on understanding the duties of an office and what is expected of the employee, organizing various duties into a daily routine, preparing reports, telephone answering techniques, call transfers, and message taking, understanding shipping and mail services used in the workplace.

BUS205 - Office Procedures II
Quarter Credits: 3
Prerequisite: BT105
A continuation of intermediate modern office procedures and operations through the use of the latest office technology. Emphasis will be on setting up and using a basic filing system, using a photocopier, understanding and using facsimile machines and procedures for sending a FAX, and continuation on letter writing, reports, telephone answering techniques, and taking messages. Group projects will be assigned to encourage teamwork.

BUS217 - Practicum
Quarter Credits: 3
Prerequisite: All courses prior to the last quarter of enrollment.
This course provides an opportunity for students to gain practical experience in a professional setting. Students will apply their acquired skills and knowledge within their practicum experience. The student intern is expected to work a total of 90 hours under the direct supervision of a working professional.

BUS114 - Professional Career Readiness
Quarter Credits: 3
Prerequisite: None
This course provides an examination of career development and career readiness literature. Students will learn career readiness skills to apply to their personal lives as well as provide guidance for others. Students will examine and apply print and electronic resources related to career choices, education and experience requirements, and trends in local job markets.

BT107 - Spreadsheets I
Quarter Credits: 3
Prerequisite: BT101
Introduces students to the basics of spreadsheet applications through the use of Microsoft Excel. The student will learn to format and edit worksheets, apply patterns and borders to a worksheet, create and print out reports, discover Conditional Formatting, and use Auto format and pre-designed templates.

BT207 - Spreadsheets II
Quarter Credits: 3
Prerequisite: BT107
Exposes the student to intermediate and advanced usage of Excel. The student will create and print more advanced reports, use intermediate and advanced formulas and functions, use several operators, generate multiple totals with AutoSum, use IF Function, run a Macro, and freeze columns and rows. Teamwork will be encouraged through assigned group projects.

ACC113 - QuickBooks Basics I
Quarter Credits: 3
Prerequisite: None
Students will be introduced to business accounting through the use of QuickBooks accounting software. Emphasis will be on accounting basics applied to electronic data entry in QuickBooks. Students will create a small business using the "Easy-Step Interview", understand and set up Accounts Receivable and Accounts Payable, create and edit an invoice, record and pay bills, and create Customer and Vendor Lists.

BT103 - Word Processing I
Quarter Credits: 3
Prerequisite: BT101
Provides a basic introduction into word processing using Microsoft Word. Emphasis will be on text entry, document editing and formatting, and creating simple business letters. Group projects as well as individual learning will be emphasized.

BT203 - Word Processing and Presentations
Quarter Credits: 3
Prerequisite: BT103

Students will learn and apply advanced word-processing tools and techniques to develop and enhance communication skills. Students will apply skills to create multimedia presentations using presentation software. Students will also incorporate graphics, fonts, styles, layout techniques, and online resources in both electronic and print presentations.

GENERAL EDUCATION

MTH106 College Math and Algebra
Quarter Credits: 3
Prerequisite: None
An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra, and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities.

ENG203 Contemporary Literature
Quarter Credits: 3
Prerequisite: None
This course covers selected works in American Literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ECN204 Economics
Quarter Credits: 3
Prerequisite: BUS112
The course will give students a general introduction to the subject matter and analytical tools of economics. This is a General Education Course in which students learn about the ways economics can be used to explain personal, business, and political economic behavior and policy.

SCI103 Introduction to Natural Sciences
Quarter Credits: 3
Prerequisite: None
Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

PSY101 Introduction to Psychology
Quarter Credits: 3
Prerequisite: None
This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.

SOC102 Introduction to Sociology
Quarter Credits: 3
Prerequisite: None
This course introduces the student to the fundamentals of Sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied, as well as the effect of society on people and people on society.

COM105 Speech Communication
Quarter Credits: 3
Prerequisite: None
This course will introduce students to the theories and techniques involved in public speaking. The course will emphasize organization and composition of informative and persuasive speeches; practice in clearly stating and developing ideas.

ENG104 Writing and Composition
Quarter Credits: 3
Prerequisite: None
This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

ASSOICATE OF SCIENCE IN MEDICAL ADMINISTRATION

MED101 Medical Terminology
Quarter Credits: 6
Prerequisite: None
This Module will cover the basic fundamental word elements used to build medical terms. Identify and give the meaning of selected prefixes that pertain to position or placement, numbers and amounts, and those that are descriptive and used in general. Identify and give the meaning of selected word elements that pertain to weights and measures. Identify and give the meaning of selected suffixes that pertain to pathologic conditions, those used in diagnostic and surgical procedures, and those that are used in general. Analyze, build, spell, and pronounce selected medical words. Interpret terms related to diagnosis and clinical procedures and identify and list the definitions of surgical terms. Identify major regions, organs, organ systems of the body systems and learn proper terminology and spelling of the body systems.

MED102 Medical Computerized Office
Quarter Credits: 6
Prerequisite: None
This module will provide instruction for students in software that assists in all aspects of the medical front office. This instruction includes proper scheduling, service charges, payment processing, billing, and how to create various reports. Understanding the basic fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient are also covered.. Keyboarding, ten-key calculator, and transcription are practiced for increased accuracy and speed.

MED103 Anatomy and Physiology
Quarter Credits: 6
Prerequisite: None
This module will provide an overview of the basic principles of the human body, along with an introduction to clinical assisting. This module will also assist with the development of a medical vocabulary utilizing word construction and analysis. The students will be introduced to both OSHA and CLIA regulations. The students will also learn to obtain vital signs, prepare patients, obtain patient histories, and proper documentation of patient charts. Students will be able to identify and properly apply a 12-lead EKG unit to a patient and EKG strip mounting. This module will include an introduction to Radiology safety, contrast media, & patient education.

MED104 Pharmacology and Hematology
Quarter Credits: 6
Prerequisite: None
The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. The focus of this module will include pharmacology, administration of both parenteral and nonparenteral medications,

interpretation of medication orders and abbreviations, as well as patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures will be introduced in this mod. Students will be given an introduction to hematology, chemistry lab values, venipuncture, microhematocrits, differential cell counts, standard precautions, screenings and follow- ups, and proper documentation of records.

MED105 Introduction to Microbiology
Quarter Credits: 6
Prerequisite: None
This module will introduce students to bacterial cell structures, microscope usage, and various types of equipment used in the microbiology laboratory. In this module, students will also learn how to safely handle all specimens and identify the types of media used to collect specimens. Students will be introduced to the importance of and steps involved in quality control in the microbiology laboratory, as well as sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgical assisting.

MED106 Medical Laws and Ethics
Quarter Credits: 6
Prerequisite: None
This module will introduce students to federal, state and local guidelines. Students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances. Students will gain an understanding of ethical principles, the promotion of the RMA credential legal concepts, confidentiality expectations, preparation and maintenance of confidential records, and appropriate guidelines to follow when releasing information.

MED107 Administrative Applications
Quarter Credits: 6
Prerequisite: None
Students will be introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be discussed. The Privacy Rule will be discussed to provide strong privacy protections that do not interfere with patient access to, or the quality of health care delivery. The student will also learn to obtain vital signs and will learn proper documentation of patient charts. The course will assist with the development of a medical vocabulary utilizing word construction and analysis.

MED108 Professionalism and Safety
Quarter Credits: 6
Prerequisite: None
This module will provide a basic introduction to job search skills necessary to prepare the student for externship and employment. Skills will include completing job applications, resumes, cover letters, and thank you notes, demonstrate professional appearance and workplace etiquette, practice interview techniques, and understand the expectations of professional workplace communication. This module will also introduce OSHA and CLIA

regulations, an introduction to Radiology safety, contrast media and patient education. Students will also receive CPR/AED/First Aid, and Emergency Oxygen and Blood Borne Pathogen training.

MED202 Medical Billing and Coding
Quarter Credits: 3
Prerequisite: MED107
In this course students gain a greater understanding of billing and coding for the purpose of health care. Students will focus on using medical terminology to determine correct actions in reimbursement process. Students will focus on insurance plans, medical ethics in billing, HIPAA, diagnostic and procedural coding, coding compliance and auditing, physician and hospital billing, Medicare, Medicaid, and TRICARE, EOBs, refunds, and appeals, workers compensation and electronic claims processing. Students will fully review ICD-10-CM/PCS, CPT, and HCPCS code assignments**.**

MED207 Administrative Applications II
Quarter Credits: 3
Prerequisite: MED102, MED107
This course provides a detailed overview of principles to manage a medical office, critical thinking, and concepts including organizational trends, technology, cultural diversity, and global business ethics. Students will explore the principles of problem solving, system thinking, and productivity evaluation. Students will be offered a certification in Microsoft Excel and gain training in Microsoft Suite.

MED209 Externship
Quarter Credits: 5
Prerequisite: MED101, MED102, MED103, MED104, MED105, MED106, MED107, & MED108
The externship is designed to prepare future Medical Assistant with "real world" experience in the field. Eligible students will be assigned a position within one of the settings in order to perform the duties of a Medical Assistant. The position is unpaid and used for class credit only. Successful completion of this Module is required to satisfy requirements for the completion of the program. Students may use the externship as practical experience on their resume.

BT101 - Computer Fundamentals I:
Quarter Credits: 3
Prerequisite: None
This course will cover a basic introduction to the personal computer with an emphasis towards terminology, hardware, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

BUS216- Industry/Job Development/Search
Quarter Credits: 3
Prerequisite: *BUS114
**BUS114. Not applicable for the BS in HCA, BS in Social Work , AS in Med Admin, and AS in Social Work.*

This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

GENERAL EDUCATION

MTH106 College Math and Algebra
Quarter Credits: 3
Prerequisite: None
An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra, and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities.

ENG203 Contemporary Literature
Quarter Credits: 3
Prerequisite: None
This course covers selected works in American Literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ECN204 Economics
Quarter Credits: 3
Prerequisite: *BUS112
*BUS112. Not applicable to the AS Medical Administration.
The course will give students a general introduction to the subject matter and analytical tools of economics. This is a General Education Course in which students learn about the ways economics can be used to explain personal, business, and political economic behavior and policy.

SCI103 Introduction to Natural Sciences
Quarter Credits: 3
Prerequisite: None
Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

PSY101 Introduction to Psychology
Quarter Credits: 3
Prerequisite: None

This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.

SOC102 Introduction to Sociology
Quarter Credits: 3
Prerequisite: None
This course introduces the student to the fundamentals of Sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied, as well as the effect of society on people and people on society.

COM105 Speech Communication
Quarter Credits: 3
Prerequisite: None
This course will introduce students to the theories and techniques involved in public speaking. The course will emphasize organization and composition of informative and persuasive speeches; practice in clearly stating and developing ideas.

ENG104 Writing and Composition
Quarter Credits: 3
Prerequisite: None
This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

ASSOCIATE OF SCIENCE IN SOCIAL WORK

BT101 – Computer Fundamentals
Quarter Credits 3
Prerequisite: None
This course will cover a basic introduction to the personal computer with an emphasis towards terminology, hardware, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects

BUS216 – Industry/ Job Development/ Search
Quarter Credits 3
Prerequisite: BUS114.
**BUS114. Not applicable for the BS in HCA, BS in Social Work , AS in Med Admin, and AS in Social Work.*
This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

CRM110 – Social Inequality and Justice
Quarter Credits 4
Prerequisite: None
This course explores social inequality, victimization and poverty in society. It also examines how racial/ethnic, gender, and socioeconomic inequality influence economics, initialized systems, crime, policymaking, processes, and outcomes. Additionally, trending issues in policing, courts, sentencing, housing, social welfare and how these factors all intertwine and foster social disadvantage among communities through race, class, and social and criminal justice systems.

HCA206- Legal and Ethical Issues for Health Care Professionals
Quarter Credits 4
Prerequisite: None
This course introduces and reinforces the ethical responsibilities in the Health Care Industry including legal and ethical issues, whistle blowing, privacy, Confidentiality of records and technology, diversity, mandated reporting, laws protecting children, adults and geriatrics, sexual harassment, civil rights, HIPPA, and cultural competency.

LIB110 – Child Development
Quarter Credits 4
Prerequisite: None
This broad introductory course explores child development from a multidisciplinary framework. Students examine the development of the child from birth through adulthood. Four primary domains: ego, physical, psychological, and socioemotional. The course continues to focus scientific theory and research on human development from conception

through adolescence. This includes specific biological and environmental influences on development, addressing the longstanding debate of whether nature or nurture has the more powerful influence on human development.

PSY102 Psychology of the Life Span
Quarter Credits 4
Prerequisite: None
This course explores human development across the lifespan from conception to death. Students will learn about the physical, cognitive, and socioemotional changes that occur throughout human life, as well as important milestones that underlie typical development. Topics in this course are addressed using classic developmental psychology theories and research in the field. Topics in this course include prenatal development, language development, social skills and interpersonal relationships, identity formation, environmental influences on development, cognitive growth and decline, parenting, retirement, and dying.

PSY201 Deviance and Psychology
Quarter Credits 4
Prerequisite: None
This course will focus on analyzing deviant behaviors in humans and the social psychological issues, resulting from post trauma effectiveness of subliminal persuasion, whether media violence causes aggression, the power of the situation, personal characteristics, and previous experience. The cause will assist students in examining psychological factors leading to social and emotional dysfunction among child and families.

SOC201 Diversity and Culture
Quarter Credits: 4
Prerequisite: None
The course embraces the knowledge of human diversity in society which encompasses race, ethnicity, religion, gender identity, disability and the norms and values that transcends globally. Students will explore the difference and the dynamics of diversity, privilege, and oppression in communities along with multicultural competence that emphasize knowledge the introduces awareness, cultural humility, and culturally specific approaches.

SWK101 Introduction to Social Work
Quarter Credits: 4
Prerequisite: None
Introduction to Social Work, is intended to promote an understanding of the profession of social work and the development of social welfare in western society, particularly the United States. The course is designed to provide content about the social, economic, political, historical, and philosophical components of the profession of social work and social welfare. Populations at-risk, such as low-income people, racial and ethnic minorities, children, women, elderly, lesbian and gay people and other vulnerable and oppressed

groups are identified and discussed. Core values and an introductory overview of the knowledge, and skill bases required of beginning social work practitioners are covered

SWK102 Counseling Techniques
Quarter Credits: 4
Prerequisite: None
This course focuses on the development of counseling skills through instruction and experiential shadowing including videotaped practice sessions. Emphasis on techniques and skills including developing a treatment plans, active listening, reflection, Socratic questioning, and examining the plan of care with measurable goals.

SWK103 Group and Community Social Services
Quarter Credits: 4
Prerequisite: None
This course builds on the generalist practice with individuals, families and group class, extending the concepts of empowerment-based practice and the strengths perspective to macro client systems such as organizations and communities. The relationships between organizations and communities and at-risk populations are infused throughout the course.

SWK110 Introduction to School Social Work
Quarter Credits: 4
Prerequisite: None
This course will present knowledge and critical skills for analyzing educational School guidance programs Policies and standards within relation to social workers in the schools setting. Noteworthy social work programs in various educational institutions and settings will be analyzed, and proposals for change will be formulated to enhance educational achievement and well-being

SWK121 Introduction to Child Welfare in Social Work
Quarter Credits: 4
Prerequisite: None
This course is designed to provide students with an understanding of the dynamics of child abuse and the impact on children who are exposed to neglect. In addition, we will examine the legislative and legal efforts to increase support for families and create better outcomes for children in care. Particular attention will be given to examining best practices such as family-centered programs, which engage families and communities to achieve more effective case planning and placements. Key issues such as the disproportional representation of racial and ethnic groups in the child welfare system.

SWK201 Social Work Theory
Quarter Credits: 4
Prerequisite: SWK101
This course is designed to link theory and beginning-level generalist social work practice. The content in this course provides opportunity for students to experience practice situations through role plays and other experiential activities. Students will understand the

theoretical orientation and the stages of the helping process. Theoretical information appropriate for beginning-level social work practice.

SWK202 Conflict Resolution
Quarter Credits: 4
Prerequisite: SWK101
The purpose of this course is for students to develop a holistic understanding of conflict. Examine the dynamics and emotions that perpetuates conflict. Explore the steps that lead to resolution.

SWK203 Crisis Intervention in Social Work
Quarter Credits: 4
Prerequisite: SWK101
The course is designed for students in the School of Social Work to learn the practice with crisis intervention.
Students will apply crisis intervention theory and models of intervention to various problem areas such as suicide, sexual assault, domestic violence, substance abuse, grief and loss, and violent behavior in institutions. A social and cultural emphasis will guide students on how to evaluate and assess each situation.

SWK250 Practicum
Quarter Credits: 4
Prerequisite: Course taken in last quarter of program.
This course provides an opportunity for students to gain practical experience in a professional setting. Students will apply their acquired skills and knowledge within their practicum experience. The student intern is expected to work a total of 120 hours under the direct supervision of a working professional.

GENERAL EDUCATION

COM105 – Speech Communication
Quarter Credits 3
Prerequisite: None
This course will introduce students to the theories and techniques involved in public speaking. The course will emphasize organization and composition of informative and persuasive speeches; practice in clearly stating and developing ideas.

ECN214 – Microeconomics
Quarter Credits 3
*Prerequisite: *BUS112.*
**BUS112. Not applicable for the BS in HCA, BS in Social Work, and AS in Social Work.*
The course will give students an introduction to microeconomics and explain the use of analytical tools to navigate the material. This is a general education course in which students learn about the ways economics can be used to explain personal, business, and political economic behavior and policy.

ENG104 Writing and Composition
Quarter Credits 3
Prerequisite: None
This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

ENG203 - Contemporary Literature
Quarter Credits 3
Prerequisite: None
This course covers selected works in American Literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

MTH106 - College Math and Algebra
Quarter Credits 3
Prerequisite: None
An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities.

PSY101 - Introduction to Psychology
Quarter Credits 3
Prerequisite: None
This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.

SOC102 - Introduction to Sociology
Quarter Credits: 3
Prerequisite: None
This course introduces the student to the fundamentals of Sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied, as well as the effect of society on people and people on society

SCI103 Introduction to Natural Sciences

Quarter Credits: 3

Prerequisite: None

Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

COURSE DESCRIPTIONS
CERTIFICATE PROGRAMS

BUSINESS ADMINISTRATION CERTIFICATE

BT103 – Word Processing I
Quarter Credits 3
*Prerequisite: *BT101*
**Not applicable for the Business Admin. Certificate.*
Provides a basic introduction into word processing using Microsoft Word. Emphasis will be on text entry, document editing and formatting, and creating simple business letters. Group projects as well as individual learning will be emphasized.

BT107 – Spreadsheets I
Quarter Credits 3
*Prerequisite: *BT101*
**Not applicable for the Business Admin. Certificate.*
Introduces students to the basics of spreadsheet applications through the use of Microsoft Excel. The student will learn to format and edit worksheets, apply patterns and borders to a worksheet, create and print out reports, discover Conditional Formatting, and use Auto format and pre-designed templates.

BT214 – Application Certification
Quarter Credits 3
*Prerequisite:*BT203, *BT207, *BT208*
**Not applicable for the Business Admin. Certificate.*
This course provides an opportunity to reinforce the previous learning with instructor-monitored review of computer hardware, software, with an emphasis on the Microsoft Office suite including all levels of Word, Excel, Access, PowerPoint, and Publisher. This is also an excellent preparation for the Microsoft Office User Specialist examination.

BUS114 – Professional Career Readiness
Quarter Credits 3
Prerequisite: None
This course provides an examination of career development and career readiness literature. Students will learn career readiness skills to apply to their personal lives as well as provide guidance for others. Students will examine and apply print and electronic resources related to career choices, education and experience requirements, and trends in local job markets.

BUS105 – Office Procedures I
Quarter Credits 3
Prerequisite: None
Will introduce the student to the basics of modern office procedures and operations through the use of the latest office technology. Emphasis will be on understanding the

duties of an office and what is expected of the employee, organizing various duties into a daily routine, preparing reports, telephone answering techniques, call transfers, and message taking, understanding shipping and mail services used in the workplace.

MEDICAL ASSISTANT CERTIFICATE

MED101 Medical Terminology
Quarter Credits: 6
Prerequisite: None
This Module will cover the basic fundamental word elements used to build medical terms. Identify and give the meaning of selected prefixes that pertain to position or placement, numbers and amounts, and those that are descriptive and used in general. Identify and give the meaning of selected word elements that pertain to weights and measures. Identify and give the meaning of selected suffixes that pertain to pathologic conditions, those used in diagnostic and surgical procedures, and those that are used in general. Analyze, build, spell, and pronounce selected medical words. Interpret terms related to diagnosis and clinical procedures and identify and list the definitions of surgical terms. Identify major regions, organs, organ systems of the body systems and learn proper terminology and spelling of the body systems.

MED102 Medical Computerized Office
Quarter Credits: 6
Prerequisite: None
This module will provide instruction for students in software that assists in all aspects of the medical front office. This instruction includes proper scheduling, service charges, payment processing, billing, and how to create various reports. Understanding the basic fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient are also covered.. Keyboarding, ten-key calculator, and transcription are practiced for increased accuracy and speed.

MED103 Anatomy and Physiology
Quarter Credits: 6
Prerequisite: None
This module will provide an overview of the basic principles of the human body, along with an introduction to clinical assisting. This module will also assist with the development of a medical vocabulary utilizing word construction and analysis. The students will be introduced to both OSHA and CLIA regulations. The students will also learn to obtain vital signs, prepare patients, obtain patient histories, and proper documentation of patient charts. Students will be able to identify and properly apply a 12-lead EKG unit to a patient and EKG strip mounting. This module will include an introduction to Radiology safety, contrast media, & patient education.

MED104 Pharmacology and Hematology
Quarter Credits: 6
Prerequisite: None
The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. The focus of this module will include pharmacology, administration of both parenteral and nonparenteral medications,

interpretation of medication orders and abbreviations, as well as patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures will be introduced in this mod. Students will be given an introduction to hematology, chemistry lab values, venipuncture, microhematocrits, differential cell counts, standard precautions, screenings and follow- ups, and proper documentation of records.

MED105 Introduction to Microbiology
Quarter Credits: 6
Prerequisite: None
This module will introduce students to bacterial cell structures, microscope usage, and various types of equipment used in the microbiology laboratory. In this module, students will also learn how to safely handle all specimens and identify the types of media used to collect specimens. Students will be introduced to the importance of and steps involved in quality control in the microbiology laboratory, as well as sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgical assisting.

MED106 Medical Laws and Ethics
Quarter Credits: 6
Prerequisite: None
This module will introduce students to federal, state and local guidelines. Students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances. Students will gain an understanding of ethical principles, the promotion of the RMA credential legal concepts, confidentiality expectations, preparation and maintenance of confidential records, and appropriate guidelines to follow when releasing information.

MED107 Administrative Applications
Quarter Credits: 6
Prerequisite: None
Students will be introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be discussed. The Privacy Rule will be discussed to provide strong privacy protections that do not interfere with patient access to, or the quality of health care delivery. The student will also learn to obtain vital signs and will learn proper documentation of patient charts. The course will assist with the development of a medical vocabulary utilizing word construction and analysis.

MED108 Professionalism and Safety
Quarter Credits: 6
Prerequisite: None
This module will provide a basic introduction to job search skills necessary to prepare the student for externship and employment. Skills will include completing job applications, resumes, cover letters, and thank you notes, demonstrate professional appearance and workplace etiquette, practice interview techniques, and understand the expectations of professional workplace communication. This module will also introduce OSHA and CLIA

regulations, an introduction to Radiology safety, contrast media and patient education. Students will also receive CPR/AED/First Aid, and Emergency Oxygen and Blood Borne Pathogen training.

MED119 Externship
Quarter Credits: 5
Prerequisite: MED 101, 102, 103, 104, 105, 106, 107, 108
The externship is designed to prepare future Medical Assistant with "real world" experience in the field. Eligible students will be assigned a position within one of the settings in order to perform the duties of a Medical Assistant. The position is unpaid and used for class credit only. Successful completion of this Module is required to satisfy requirements for the completion of the program. Students may use the externship as practical experience on their resume.

PHLEBOTOMY CPT I CERTIFICATE

PHL101 Phlebotomy I
Quarter Credits: 3
Prerequisite: None
This course follows guidelines established by the Department of Health Services in preparation for the state phlebotomy technician certification examination and prepares the technician to work in a clinical laboratory environment and healthcare setting. Focus is on state identified topics including basic anatomy and medical terminology, infection control, and procedures understood to accurately collect laboratory specimens and communicate with patients.

PHL102 Phlebotomy II
Quarter Credits: 3
Prerequisite: PHL101
This course follows guidelines established by the Department of Health Services in preparation for the state phlebotomy technician certification examination and prepares the technician to work in a clinical laboratory environment and healthcare setting. Focus is on state identified topics including basic anatomy and medical terminology, infection control, and procedures understood to accurately collect laboratory specimens and communicate with patients.

PHL103 Phlebotomy Externship
Quarter Credits: 2.5
Prerequisite: PHL101, PHL102, and approval by the Phlebotomy Director
The externship is designed to prepare future Phlebotomist with "real world" experience in the field. Eligible students will be assigned a position within one of the settings in order to perform the duties of a Phlebotomist CPT-1. The position is unpaid and used for class credit only. Successful completion of this course is required to satisfy requirements for the completion of the program.