



# AGAPE COLLEGE of BUSINESS & SCIENCE

## Catalog

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Fresno, CA 93721  
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**[www.agapeschool.org](http://www.agapeschool.org)**

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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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

## **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 Associate of Science Degree Program can be completed in a minimum time of 18 months (60 Weeks)

- Business Administration      AS Degree      1060 Hours      90 Credits

The following Certificate Program can be completed in a minimum of 9 Months: (36 Weeks)

- Medical Assistant      Certificate      760 Hours      52 Credits

## **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:

- Everette Cowings, Jr., President
- Christina Rodriguez, Secretary/Parent Representative
- Vivian Byrd, Treasurer

## **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 8 classrooms and 15 administrative offices with options to convert offices to classrooms. 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.

A satellite/learning site location that consists of classroom space for the medical assistant program is located at 2630 Tuolumne Street, Fresno, CA 93721. The classroom space is located across the street from 1313 P. Street, Fresno, CA 93721.

## **SCHOOL MISSION, VISION AND PURPOSE, PHILOSOPHY, AND OBJECTIVES**

Mission: Our mission at the Agape College of Business and Science is to provide, Associate of Science Degrees and certificate programs with quality professional career training 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 Associate of Science 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 Incorporated, a non-profit, public benefit corporation 501(c)(3) was formed in 1999 with the mission to provide an education to economically disadvantaged students who are most in need by establishing adequate resources for families to succeed. The organizations focus is on core academics, vocational training, technology, leadership, and social development skills to ensure the success of young families in becoming educated, self-sufficient, and economically independent. On November 10, 1999 the W.E.B. Dubois Public Charter School was developed and approved as a public school by the West Fresno School District and the California Department of Education. A second school, The Carter G Woodson Public Charter School was developed and approved on May 10, 2001 by the Fresno Unified School District and the California Department of Education. In 2006 Agape Inc. open 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 ASSOCIATE OF SCIENCE DEGREE IN THE FOLLOWING PROGRAM:

- Associate of Science Degree - Business Administration

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, Confidential Questionnaire, and financial forms. Failure to complete documents accurately may result in denial of admission.

Prospective students requesting enrollment in an AS program will complete their general education courses (except for Speech) via distance education/online and must complete a distance education questionnaire and have access to the following technology:

## ***System Requirements***

### Windows Users

Windows 7, XP or Vista  
56K modem or higher  
Soundcard & Speakers  
Firefox, Chrome or Microsoft Internet Explorer

### Mac OS User

Mac OS X or higher (in classic mode)  
56K modem or higher  
Soundcard & Speakers  
Apple Safari

### iPad Users

iPad – iOS 5.1 (or latest)

## ***Browser Requirements***

### Windows Users

Mozilla Firefox  
Google Chrome  
Microsoft Internet Explorer

### Mac OS Users

Apple Safari  
Google Chrome  
Mozilla Firefox

## ***Mobile Requirements***

### Mobile Sites

iPhone: iOS Safari 3.1.3 and above  
Android: OS Browser 1.5 and above  
Windows: OS Browser 7.0 and above  
Blackberry: OS Browser 5.0 and above  
webOS: OS Browser 1.4.1 and above  
Symbian: OS Browser 3.0 and above

### Native Apps

Android: is 2.1 and above  
iPhone: iOS 3.0 and above  
Windows: Windows Phone 7, 480×800 resolution

## ***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...).

#### ADMISSION REQUIREMENTS FOR A CERTIFICATE OF COMPLETION IN THE FOLLOWING PROGRAM:

- Certificate- Medical Assistant

Students need not have a High School diploma for admission to Agape College of Business and Science's non-degree programs. If a prospective student is not-a High School graduate, he or she must be at least 16 years of age, have a GED or its equivalent or may demonstrate through examination the ability to benefit in the program, documentation is required. Students will be interviewed by a School official before a decision will be made regarding their admission to the program. Students who are concurrently enrolled in high school must have proof of enrollment documentation and parent or guardian signatures if under 18 years of age on the enrollment agreement.

Students will be advised that they must supply complete and accurate information on the Application of Admission, Confidential Questionnaire, and financial forms. Failure to complete documents accurately may result in denial of admission. Prospective students without a high school diploma or GED will be given an entrance examination to determine their ability to complete the program successfully. 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.

#### ADMISSION INTERVIEW

Prospective students will be interviewed by the Admissions Director 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 programs or High School diploma or GED for a certificate program. Prospective students must provide the applicable documentation. Students may also be administered the Wonderlic Exam by an independent proctor to determine the ability to benefit (progress) within the program. Prospective students are advised that they must supply complete and accurate information on the Application of Admission, Confidential Questionnaire, and financial forms, if required. Failure to complete documents accurately may result in denial of admission.

#### ADMISSION EXAMINATIONS

Prospective students without a high school diploma or GED will be given an entrance examination that is independently administered, to determine their ability to complete the

program successfully. Examinations are broad and cover abilities in the areas of mathematics, reading, and English. The passing score on the Wonderlic Basic Skills Test (WBST) is Verbal: 200, and Quantitative: 210.

## EVALUATION OF PREVIOUS EDUCATION, TRAINING, AND EXPERIENCE

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 proper transcripts a determination made by the school within ten days. Challenge examinations for credit testing must be completed as part of the enrollment process. Students are required to complete a test or series of tests to measure their current level of knowledge. Each test is correlated with the final test administered in a course. Students are granted credit equal to the most advanced test completed with a minimum grade of 70 %. In the case of our AS Degree the maximum number of transfer credit will be a total of 38 units. The maximum about a credit accepted for the certificate program is 9 units.

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

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

## **NOTICE CONCERNING TRANSFERABILITY 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 INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

Agape College of Business and Science does not participate in federal or state financial aid programs.

Agape College of Business and Science is not accredited by an agency recognized by the United States Department of Education (USDE). A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. Students are not eligible for federal financial aid programs.

## **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.

- Medical Assistant classes are held from 12:15 pm to 5:30 pm Monday through Thursday
- Business Administration classes are held 1:00 pm to 6:00 pm Monday through Thursday.
- Make-up time if offered from 9:00 am to 2:00 pm Friday.

## 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.

## Course Numbering System

The college's numbering system consists of three numbers:

- The first number indicates the year the course is typically taken, "1" for the first academic year, "2" for second academic year.
- The second number and third numbers typically indicate the sequence based on low to high and the program start date.
- A course number with the designation of "G" as part of the course number is a general education course.

Associate of Science Business Administration:

<b>Summer</b>	<b>June 17, 2015 – August 21, 2015</b> Last Day of Registration: 6/25/15
<b>Fall</b>	<b>September 14, 2015 – November 20, 2015</b> Last Day of Registration: 9/22/15
<b>Winter</b>	<b>November 30, 2015 – March 4, 2016</b> Last Day of Registration: 12/8/15
<b>Spring</b>	<b>March 14, 2016 – May 27, 2016</b> Last Day of Registration: 3/29/16

Medical Assistant:

<b>Start</b>	<b>End</b>
March 18, 2015	January 8, 2016
April 27, 2015	February 5, 2016
June 9, 2015	March 4, 2016
July 6, 2015	April 1, 2016
August 3, 2015	April 29, 2016

August 31, 2015	May 27, 2016
September 28, 2015	June 24, 2016
October 26, 2015	July 22, 2016
November 30, 2015	August 19, 2016

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

**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 at least an overall 80% attendance level 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 Moodlerooms 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.

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.

### **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. One or more leave of absences cannot exceed 180-days total during the training program.

### **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 maintaining a 70% cumulative grade point average (qualitative measure) and completing the program within 150% of the scheduled credit hours (quantitative measure).

## Evaluation Points

Student progress for the Medical Assistant program is evaluated at the end of the each course; if the hours for the course are not earned the student has not met satisfactory progress. For the Business Administration - AS program the student progress is evaluated at the end of each quarter.

If a student fails to meet the SAP requirements, that student will be placed on a warning until the end of the next grading 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.

If a student changes programs or enrolls in an additional program, the College will not include the hours attempted and grades earned from the prior program toward the student's current program.

## Grading Scale

Excellent	100%-90%	A
Above Average	89%-80%	B
Average	79%-70%	C
Below Average	69%-60%	D
Unsatisfactory	59%-0%	F
Incomplete – a portion of the course has not been completed. The student must complete the program within 90 days of taking the INC. Failure to do so will result in a Withdrawal.		INC
Repeat		R
Transfer of Credit – program credit granted from another institution.		T
Withdrawal – student has withdrawn from the course.		W
In Progress – a portion of the course is still in progress		IP

Incomplete, Transfer of Credit, Repeat, and Withdrawal course designations have no effect on the qualitative measure of satisfactory progress. When a course is repeated, the second grade is included in the cumulative grade average.

Credits attempted and designated as a Repeat and Withdrawal are included in the quantitative measure of satisfactory progress. All hours attempted count towards the requirement of a student to complete the program within 150% of the scheduled credit hours.

The college does not offer non-credit or remedial coursework.

## 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 Moodlerooms Portal or Moodlerooms discussion module. Scores for student

discussion posts, activities, and assessments will be returned to students through the Moodlerooms portal drop box or within the discussion module.

### **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).

### **Maximum Time Frame**

The student must complete a program within one and a half times the length of the program based on credits. Therefore, the program must successfully be completed at the maximum timeframe of 135 attempted credits in the Associate of Science program and 78 attempted credits in the Certificate program.

### **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 the 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. 80% overall attendance.
3. 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 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.

### **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 case manager if the student was agency referred. 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 the Professional Career Readiness course offers for advanced research and interview techniques, employer networking. This course prepare the student for the workplace months in advance of graduation. During these courses, the Director of Placement will be working directly with these students making contacts and building confidence and professionalism.

Upon graduation, the Placement 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.

### **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<sup>®</sup> electronic library which is a academic multi-disciplinary database. The LIRN<sup>®</sup> electronic library currently includes resources from CREDO Reference Unlimited; Infotrac Search Bank: Academic OneFile, Business and Company Resource Center with PROMT and Newsletters, Computer Database, selected Custom Newspapers, Expanded Academic ASAP, Gale Virtual Reference Library, General Business File ASAP, Health Reference Center Academic, Health and Wellness Resource Center, InfoTrac Criminal Justice Collection, ;Informe!, InfoTrac OneFile, LegalTrac, Literature Resource Center - LRC, Newsletters ASAP, Opposing Viewpoints Resource Center, and the Student Resource Center-Gold; ProQuest Direct Psychology Journals; The Electric Library: selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts for news and public affairs broadcasts; and Bowkers: Books in Print and RCLweb. The core package also includes LIRN*Search*<sup>®</sup>, a search engine that searches all LIRN<sup>®</sup> databases. The ACBS has also purchased ProQuest's Health & Medical Complete and the Nursing & Allied Health Source. Finally students will have additional resources to assist in the Career and job search area by having electronic library resources in the Gale Vocations and career database, and the ProQuest Career and Technical database.

Students will also be able to receive help from a Librarian electronically and at various scheduled times onsite. Students are able to access library resources by using the onsite library and multimedia resource lab to access the internet during posted school hours and 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. Arrangements have been made with the Fresno County Library to allow Agape students full access to the necessary materials that may be required.

## **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.

### **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](http://www.bppe.ca.gov).

### **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**

<b>Program</b>	<b>Registration Fee Non-Refundable</b>	<b>Student Tuition Recovery Fee*  Non- Refundable</b>	<b>Books</b>	<b>Materials</b>	<b>Certs</b>	<b>Internet Mobile Device Fee  \$36 month</b>	<b>Tuition</b>	<b>Total**</b>
A.S. Business Administration	\$75	\$0	\$900	\$100	\$100	\$650	\$4065.00	\$5,890.00
Medical Assistant	\$75	\$0	\$400	\$50	\$50	\$300	\$2,000	\$2,875.00

\*\$0.00 for every \$1,000 rounded to the nearest \$1,000.

\*\*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

### **STUDENT TUITION RECOVERY FUND**

1. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
  1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
  2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## **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**

### **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 a written notice of cancellation at the following address: Agape College of Business and Science, 1313 P Street, Fresno, CA 93721. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; 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.

### **ADMINISTRATION & SUPPORT STAFF**

**LINDA WASHINGTON**: Linda Washington is the Dean of Schools for Agape College of Business and Science and serves as Executive Director of Agape Corporation. She is currently a PhD Candidate in K-12 Educational Leadership from Walden University, Minnesota with an expected completion date in 2015. She earned her Administrative Credential from Pacific University, Fresno in 1999 and her Pupil's Personnel Credential in 1998. Her Master of Arts Degree in Counseling Psychology, MFCC was received from National University, Fresno in 1996 and her Bachelor of Arts Degree in Social Work from California State University, Fresno in 1993. Ms. Washington has many years of experience connecting education to community service. She has been Founder/Executive Director of Agape Incorporated since 1999. She was Principal of Schools of Unlimited Learning in Fresno from 1997 to 1999 and prior to that, Lead Teacher for Project Fresno Pride from 1993 to 1997, also in Fresno. She has been an Intern Therapist for Ron Steele LCSW & Associates in Fresno from 1996 to current, and administrated two group homes from 1992 to 1994 and 2010 to 2013. Mrs. Washington is certified by Ecollege to teach in the online platform.

**DIANA B. PADILLA**: Mrs. Padilla is the Associate Dean for Agape College of Business and Science and serves as the Assistant Superintendent of Agape Schools. She has developed and is currently directing the program that provides academic, college/career, and personal counseling for at-risk youth. She is responsible for coordinating career and vocational programs as well as developing the master schedule, bell schedule, and creation of yearly school calendar for all school sites. She schedules classes for students, evaluates transcripts, coordinates and administers state and district assessments. Ms. Padilla received her B.A. Degree in Psychology in 1997 from California State University, Fresno and her Master of Arts in Education – Counseling and Student Services Option in 2003. She has been a High School Teacher at EOC School of Unlimited Learning in Fresno, CA and became their Guidance Counselor in 1999 and Guidance Counselor Coordinator in 2000. She joined Agape Corporation in 2000 as Guidance Learning Coordinator and later, Guidance Learning Director in 2001.

**JEFFREY D. HUNT**: Mr. Hunt is the Chief Academic Officer for Agape Schools. Mr. Hunt received his Bachelor of Arts degree in 1999, his Preliminary Multiple Subject Teaching

Credential in 2002, and his Masters in Educational Administration and Preliminary Administrative Services Credential in 2004 from California State University, Fresno and an Education Specialist Degree in 2012 from Walden University. He is the Director of Curriculum and Instruction for both charter schools. He has been the Assistant Program Director for Agape Corporation's Carter G. Woodson Public Charter School since 2004 and before that was the Educational Director of Agape Corporation's W.E.B. Dubois Public Charter High School since 2001. He was an Instructor for the High School's Independent Study program from 2000-2001. Mr. Hunt also taught mathematics, from remedial level to Geometry and coordinated the mathematics curriculum for Fresno County E.O.C. School of Unlimited Learning from 1997 to 2000. Mr. Hunt specializes in curriculum development, program building, mentoring, coaching, and evaluation. Mr. Hunt has served as the BTSA coordinating training beginning teachers on curriculum and instruction for 8 years.

LINDA SANCHEZ: Ms. Sanchez is the Compliance Coordinator for Agape College of Business and Science. Ms. Sanchez has over 30 years of management experience in private post-secondary education. Specifically in the area of federal financial aid and school compliance with Federal, State, regulations and Accreditation standards. She has held the positions of Corporate Financial Aid Director from 3/1992 to 01/2003, School Director from 01/1993 to 1/1998, Vice President of Operations from 01/2001 to 12/2003 and Vice President of Financial Aid and Regulations from 12/2003 to 10/2013.

DENISE BOLTON: Ms. Bolton is the Human Resource Coordinator for Agape College of Business and Science. After receiving a Bachelor of Science in Business Administration in 1992 from San Jose State University she became the Executive Coordinator with Laserscope, Inc. after ten years of consecutive service with this organization she and her family relocated to Fresno, CA where she worked as a Human Resource Recruiter for Community Medical Centers. Her experience varies from a wide range as a Consultant, Grant Writer, and Administrative Analyst II for several non-profit/governmental agencies. She has 25 years of business experience.

DEMETRIOS VOULGARIS, CPA: Mr. Voulgaris is the Fiscal Director for Agape College of Business and Science. After receiving a Bachelor of Science in Business Administration, Mr. Voulgaris became a California Certified Public Accountant in 1994 and has 24 years of accounting experience.

AMALIA OCAMPO: Ms. Ocampo is an Admissions Coordinator for Agape College of Business and Science. Received an AS Degree in Business Administration in 2015, Holds Certificates in Outlook 2007 and Office Automation Technician. Ms. Ocampo has 13 years' experience in Case Management work and 9 years in Job Readiness Preparation Workshops and Job Developing.

## **FACULTY**

**Linda Washington**, General Ed. , Business Administration, Business Accounting,– Intro to Psychology, Intro to Sociology, Critical Thinking & Problems in The Workplace, Ethics in The Workplace, Intro to Human Resources, Leadership & Business Management, Management Theory & Practice, Supervised Practicum

PH.D. Educational Leadership Candidate, Walden University, Online, Minnesota  
Master of Arts, Counseling Psychology, National University, Fresno, CA  
Bachelor of Arts, Social Work, California State University Fresno, Fresno, CA  
Administrative Credential and Pupil Personnel Services Credential, Fresno Pacific University, Fresno, CA  
20 years' experience as an Administrator  
9 years teaching experience in the areas of Sociology, Psychology, Career Readiness  
17 years teaching, training, and coaching in the area of Human Resources, Leadership, Management, and Ethics  
4 years' experience in catering for Adorning  
7 years' experience as Director of School Lunch Cafeteria Programs  
12 years of experience managing, renting, and/or owning residential and commercial properties  
Marriage Family Therapist Intern  
Consumer Board of Behavioral Science

**Diana Padilla**, General Ed. & Professional Career Readiness Instructor - Intro to Psychology, Industry/Job Development/Search, Practicum, Professional Career Readiness, Externship  
Master of Arts, in Education- Counseling and Student Services Option, California State University, Fresno, Fresno, CA  
Bachelors of Arts, Psychology, California State University, Fresno, Fresno, CA  
12 years teaching experience in the area of Career Readiness and Exploration  
4 years' experience teaching Algebra and General Math  
Administrative and Pupil Personnel Services Credential, California State University Fresno, Fresno, CA

**Jeff Hunt**, General Ed. Business Administration Instructor – Writing and Composition, Contemporary Literature, Speech Communication,  
PH.D. in Divinity from Ecclesia University of Divinity, Fresno, CA  
Educational Specialist, Administrative Leadership, Walden University  
Masters of Arts, Educational Administration, California State University, Fresno, Fresno, CA  
Bachelors of Arts, Liberal Studies, California State University, Fresno, Fresno, CA  
10 year as a curriculum developer for K-12 schools and private postsecondary  
14 years teaching experience in the areas of English, Math, and Writing  
Multiple Subject and Administrative Credentials, California State University Fresno, Fresno, CA

**Johnson-CPhT**, Medical Instructor  
A.S. Degree in Pharmacy Technology  
A.S. Biology Graduate Candidate 2014  
70+ Units of General Education and Nursing Pre-requisites  
12 Years' Experience as Pharmacy Technician practitioner  
5 Years of Experience as Pharmacy Technician Teacher and trainer  
Preliminary Designated subjects Adult Education Teaching Credential – Health Occupations

**Ameaca Packard**, Medical Assistant Instructor  
Bachelors of Science in Health Science from Kaplan University  
A.S. Degree in Administrative and Clinical Medical Assisting from San Joaquin Valley College

Certifications: Registered Medical Assistant and BLS for Health Care Professionals Instructor  
4 Years of experience as a Medical Assistant  
7 Years of experience as a Medical Instructor

**Priscilla Yglesias**, Medical Assistant Instructor  
A.S. Degree in Administrative and Clinical Medical Assisting from San Joaquin Valley College  
Certifications: CPR and BLS for Health Professionals  
11 years experience as a Medical Assistant  
2 years experience as a Medical Assistant Instructor

**Angela Scrivner**, Business QuickBooks Basics Spreadsheets 1 & 2, Business Accounting  
Bachelor of Science in Business Administration – Accountancy Option from California State University Fresno, Fresno, CA  
2 year teaching experience  
8 years' experience in the Accounting Field  
Single Subject Teaching Credential – Business

**Youness Belfquih**, General Ed. Instructor –Contemporary Literature, Speech Communication  
Master of Arts Degree in English (Linguistics) from San Francisco State University, San Francisco, CA  
Bachelors of Arts Degree in English Language and Literature, Minor in Linguistics from Ibn Tofail University, Kenitra, Morocco  
6 years teaching experience – Foreign Language and ESL

**David Komanapalli**, General Ed. Instructor – Intro to Natural Sciences  
Master of Science Degree in Agriculture from California State Polytechnic University Pomona, Pomona, CA  
Bachelor of Science Degree in Animal Science and Agronomy from California State Polytechnic University, Pomona, CA  
3 ½ years teaching experience  
Single Subject Teaching Credential – Science: Biological Science

**Sonny Yang**, General Ed. Instructor  
Master of Arts Degree in Education , Curriculum and Instruction from California State University, Fresno, Fresno, CA  
Bachelors of Arts Degree in Ethnic Studies  
7 ½ years of teaching experience – Math Teacher  
Single Subject Teaching Credential – Mathematics (Examination)

**Janice Holman**, Business Administration Instructor – Word Processing & Presentations, Word Processing I, Data Base Management I & II, Marketing/Network & Internet, Office Procedures I & II  
Master of Science Degree in Education – Online Teaching and Learning, California State University, East Bay, Hayward, CA  
Bachelor of Arts Degree in Communications – San Jose State University, San Jose, CA  
Associates of Science Degree in Business Management, Chabot College, Hayward, CA

7 ½ years teaching experience – Adjunct Faculty, Career Technical Education and Adult Education

Adult Education Teaching Credential (Computer Applications)

Certificates in HTML Coding, Microsoft Access and XML

**Andres Hernandez**, General Ed. –Anatomy & Physiology

PH.D. Exercise Physiology from Auburn University, USA

Master of Arts Degree in Exercise Science, California State University Fresno, Fresno, CA

Bachelor of Science Degree in Exercise Science, California State University Fresno, Fresno, CA

4 years teaching experience in Exercise, Exercise Science and Physiology Courses

Consulting: Fitness Assessment and Consultation for the City of Clovis Police and Firefighters

**Karen Moseley**, General Ed. Instructor –Business Accounting

Master of Business Administration Degree from California State University Monterey Bay, Monterey, CA

Bachelor of Arts Degree in History – Second Major in Women’s Studies from California State University Fresno, Fresno, CA

1 year teaching experience as a Community College Adjunct Instructor

11 ½ years experience as an Accountant and in Human Resources

**Enid Perez**, General Ed. Instructor – Critical Thinking and Problems in the Workplace, Ethics in the Workplace

Juris Doctorate from the University of Michigan Law School, Michigan

Master of Arts Degree in Public Administration from California State University Fresno, Fresno, CA

Graduate Certificate in Women’s Studies, University of Michigan, Michigan

Bachelor of Arts Degree in Latin American Studies from University of California Berkley, Berkley, CA

18 years experience as an Adjunct Professor at the University and Community College level

7 years experience as a practicing Attorney at Law

## **PROGRAMS**

### **ASSOCIATE OF SCIENCE DEGREE IN BUSINESS 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 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 week 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 21<sup>st</sup> 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 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.

**Exit Requirement**

All students in the AS Business Administration program must pass each class with a minimum score of 70%. Required attendance must be at 80%. All students in the Business Administration AS program must successfully complete Microsoft Office User Specialist Certification in Microsoft Word and Microsoft Excel.

**Research Requirements**

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

Course Number	*Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Quarter Credits
101	Computer Fundamentals I	25	10		3
102	Critical Thinking and Problems in the Workplace	30			3
103	Word Processing I	25	10		3
203	Word Processing and Presentations	25	10		3
104	Ethics in the Workplace	30			3
105	Office Procedures I	25	10		3
205	Office Procedures II	25	10		3

106	Introduction to Human Resources	30			3
107	Spreadsheets I	25	10		3
207	Spreadsheets II	25	10		3
108	Data Base Management I	25	10		3
208	Data Base Management II	25	10		3
109	Marketing, Networking and Internet	25	10		3
110	*Management, Theory, and Practice	30			3
210	*Leadership and Business Management	30.			3
112	Business Math	30			3
212	Business Accounting	25	10		3
113	Quickbooks Basics I	25	10		3
214	Application Certification	10	40		3
215	*Professional Career Readiness	30			3
216	*Industry /Job Development/Search	10	40		3
217	Practicum			90	3
G101	*Introduction to Psychology	30			3

G102	*Introduction to Sociology	30			3
G203	*Contemporary Literature	30			3
G103	*Introduction to Natural Science	30			3
G104	*Writing and Composition	30			3
G204	*Economics	30			3
G105	Speech Communications	30			3
G106	*College Math and Algebra	30			3
<b>Total:</b>		<b>770</b>	<b>200</b>	<b>90</b>	<b>90</b>

*\*Course delivery mode is through distance education.*

## **CERTIFICATE PROGRAM**

### **MEDICAL ASSISTANT**

#### **Program Description**

This is a 9 month Certificate program that is offered through direct seated and hands-on instruction. Students must complete 760 Hours of coursework and practicum 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 prepare the student for employment in both the Community and Institutional settings.

#### **Equipment and Materials**

Courses in this program are taught using print and digital textbooks, software, E-College Instructional modules for on-site interactive discussions (not distance learning), 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%. Required attendance must be at 80%. All students in the Medical Assistant certificate program must successfully complete 120-hour Externship.

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship Hours</b>	<b>Total Quarter Credits</b>
101	Medical Terminology	40	40		6
102	Medical Computerized Office	40	40		6
103	Anatomy and Physiology	40	40		6
104	Pharmacology and Hematology	40	40		6
105	Introduction to Microbiology	40	40		6
106	Medical Law and Ethics	40	40		6
107	Administrative Applications	40	40		6
108	Professionalism and Safety	40	40		6
109	Externship			120	4
<b>Total:</b>		<b>320</b>	<b>320</b>	<b>120</b>	<b>52</b>

### COURSE DESCRIPTIONS

#### BUSINESS ADMINISTRATION-AS

##### Application Certification

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.

### Business Accounting

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).

### Business Math

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.

### Computer Fundamentals 1:

Introduces the student to a basic introduction to the personal computer with an emphasis towards terminology, hardware, data, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

### Critical Thinking and Problems in the Workplace

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.

### Database Management 1

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, create and modify a table, create a form, create and modify queries, and set field properties.

### Database Management 2

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.

### Ethics in the Workplace

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.

### Industry/Job Development/Search

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.

### Introduction to Human Resources

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.

### Leadership and Business Management

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.

### Management Theory and Practice

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.

### Marketing, Networking and Internet

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.

### Office Procedures 1

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.

### Office Procedures 2

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.

### Practicum

This final-Quarter course introduces the student to the real world by on-site work-study with employer from the industry.

### Professional Career Readiness

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.

### Spreadsheets 1

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.

### Spreadsheets 2

Exposes the student to more 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.

### QuickBooks Basics 1

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.

### Word Processing 1

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.

### Word Processing and Presentations

Students will learn and apply advanced word-processing tools and techniques to develop and enhance communication skills. Students will apply skills to create a 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

### College Math and Algebra

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

### Contemporary Literature

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.

### Economics

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.

### Introduction to Natural Sciences

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.

### Introduction to Psychology

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.

### Introduction to Sociology

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.

### Speech Communication

This course will introduce students in 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.

### Writing and Composition

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.

## MEDICAL ASSISTANT-CERTIFICATE

### Medical Terminology

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.

### Medical Computerized Office

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.

### Anatomy and Physiology

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.

### Pharmacology and Hematology

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.

### Introduction to Microbiology

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.

### Medical Laws and Ethics

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.

### Administrative Applications

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.

### Professionalism and Safety

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.

### Externship

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.