



**AGAPE COLLEGE**  
of **BUSINESS & SCIENCE**

**CATALOG**

**1313 P Street  
Fresno, CA 93721  
(559) 486-1166**

**[www.acbscollege.org](http://www.acbscollege.org)**

**July 1, 2020 – June 30, 2021**

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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 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

The following Certificate Program can be completed in a minimum of 10 Months: (40 Weeks)

- Medical Assistant                      Certificate      760 Hours      52 Credits

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

- 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 and Associate'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):  
750 First St. NE, Suite 980  
Washington, DC 20002-4241  
(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 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` 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 ASSOCIATE OF SCIENCE DEGREE IN THE FOLLOWING PROGRAMS:**

- **Associate of Science Degree - Business Administration**
- **Associate of Science Degree – Medical 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. 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 and Medical Administration program will complete selected courses 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 or higher  
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 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 enrollment agreement. 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 courses through a blended model of distance education and residential format and must complete a distance education questionnaire and have access to the following technology:

***System Requirements***

Windows Users

- Windows 7, XP or Vista or higher
- 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- 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 proper transcripts. A determination will be made by the school within thirty days. In the case of our AS Degree the maximum number of transfer credit 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.

## **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 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.

- 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 and Medical Administration AS Degree classes are held 12:30 pm to 6:00 pm Monday through Thursday.
- Medical Assistant and Phlebotomy CPT I make-up time is offered during regularly scheduled meeting times.
- Business Administration and Medical Administration 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**

<b>Associate of Science Degree Programs Quarter Dates: Business Administration and Medical Administration</b>	
<b>Fall 2020 Quarter</b>	<b>Sept. 21, 2020 – Dec. 18, 2020</b> Last Day of Registration: Sept. 25, 2020
<b>Winter 2021 Quarter</b>	<b>Jan. 4, 2021 – March 26, 2021</b> Last Day of Registration: Jan. 8, 2021
<b>Spring 2021 Quarter</b>	<b>Apr. 6, 2020 – June 25, 2021</b> Last Day of Registration: Apr. 9, 2021
<b>Summer 2021 Quarter</b>	<b>June 28, 2021 – Sept. 17, 2021</b> Last Day of Registration: July 2, 2021

<b>Medical Assistant Module Start Dates</b>	
<b>Start Date</b>	<b>End Date</b>
6/29/20	7/24/20
7/27/20	8/21/20
8/24/20	9/18/20
9/21/20	10/16/20
10/19/20	11/13/20
11/16/20	12/18/20
1/4/21	1/29/21
2/1/21	2/26/21
3/1/21	3/26/21
4/6/21	4/30/21
5/3/21	5/28/21
5/31/21	6/25/21
6/28/21	7/23/21

### Phlebotomy Program Course Start and End Dates

Course	Start Date	End Date
PHL101 Phlebotomy I	1/4/21	1/22/21
PHL102 Phlebotomy II	1/25/21	2/12/21
PHL 103 Phlebotomy Externship	2/16/21	3/26/21
PHL101 Phlebotomy I	4/6/21	4/23/21
PHL102 Phlebotomy II	4/26/21	5/14/21
PHL 103 Phlebotomy Externship	5/17/21	6/25/21
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

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



## **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.

<b>Course Abbreviations</b>	
Accounting (ACC)	Mathematics (MTH)
Business (BUS)	Medical (MED)
Business Technology (BT)	Phlebotomy (PHL)
Communications (COM)	Psychology (PSY)
Economics (ECN)	Science (SCI)
English (ENG)	Sociology (SOC)
Externship (EXT)	

## **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 34.

### **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:

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

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. 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.

### **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:

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

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 40.

### **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 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 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.

## **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 109 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 (44 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](http://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](http://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), 750 First St. NE #980, Washington, DC 20002, 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:**

<b>Program</b>	<b>Registration Fee Non-Refundable</b>	<b>Student Tuition Recovery Fee* Non-Refundable</b>	<b>Books/Supplies</b>	<b>Laptop/Equipment</b>	<b>Certifications</b>	<b>Tuition</b>	<b>Total**</b>
A.S. Business Administration	\$130	\$4	\$1700	\$450	\$90	\$5715	\$8,089.00
A.S. Medical Administration	\$130	\$4.50	\$2005	\$450	\$280	\$5715	\$8,584.50
Medical Assistant Certificate	\$130	\$2	\$605	\$450	\$280	\$2,700	\$4,167.00
Phlebotomy CPT I	\$130	\$1	\$340	N/A	\$280	\$1,300	\$2,051.00

\*\$0.50 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

**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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of 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 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.

## **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 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 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 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; 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 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. 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.

### **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.

### **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.

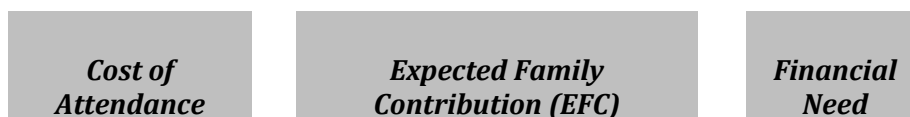
## General Eligibility Requirements

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:



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.

### Living Allowances for 2020-2021 Academic Year

<b>A.S. Business Administration</b>	<b>Students Living At Home With No Dependents</b>	<b>All Other Students</b>
<b>Tuition &amp; Fees*</b>	2,968	2,968
<b>Books/Equipment/Supplies*</b>	1,075	1,075
<b>Room &amp; Board</b>	11,712	22,104
<b>Transportation</b>	1,248	1,140
<b>Personal/Miscellaneous</b>	4,296	5,040
<b>Total Cost of Attendance</b>	\$21,299	\$32,327

<b>A.S. Medical Administration</b>	<b>Students Living At Home With No Dependents</b>	<b>All Other Students</b>
<b>Tuition &amp; Fees*</b>	3,063	3,063
<b>Books/Equipment/Supplies*</b>	1,199	1,199
<b>Room &amp; Board</b>	11,712	22,104
<b>Transportation</b>	1,248	1,140
<b>Personal/Miscellaneous</b>	4,296	5,040
<b>Total Cost of Attendance</b>	\$21,518	\$32,546

<b>Medical Assistant - Certificate</b>	<b>Students Living At Home With No Dependents</b>	<b>All Other Students</b>
<b>Tuition &amp; Fees*</b>	3,110	3,110
<b>Books/Equipment/Supplies*</b>	499	997
<b>Room &amp; Board</b>	9,760	18,420
<b>Transportation</b>	1,040	950
<b>Personal/Miscellaneous</b>	3,580	4,200
<b>Total Cost of Attendance</b>	\$17,989	\$27,677

\*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 2020-2021 academic year would be:

<b>Tuition, Fees, Books, Supplies</b>				<b>Cost of Attendance</b>
<b>\$4,107*</b>	+	<b>Living Allowance</b>	=	<b>\$27,677</b>
		<b>\$23,570</b>		
<i>*This is an example. Your amount may be different</i>		<i>\$2,357 x 10 months. Certificate program is approximately 10 months</i>		

### 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](http://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](http://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](http://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 2020-2021 award year (July 1, 2020 to June 30, 2021), the maximum amount is \$6,345. 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 \$6,345 for 2020-2021 award year; however, due to sequester, all Iraq & Afghanistan Service Grant award amounts first disbursed on or after October 1, 2018, and before October 1, 2019, are reduced by 6.9%.

#### *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:

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

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

<b>\$3420</b>	X	<b>47.1%</b>	=	<b>\$1610.82</b>
<i><b>Institutional charges for the payment period</b></i>		<i><b>Reciprocal of percentage of earned Title IV aid</b></i>		<i><b>Unearned institutional charges</b></i>

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. 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 cost 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 as 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.

**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  
 Gary Nicholes, Financial Aide Officer  
 Dr. Carolyn Drake, Phlebotomy Director

**FACULTY QUALIFICATIONS**

The Faculty at Agape College of Business and Science shall have bachelor’s degrees when teaching the general core AS degree program courses. Faculty teaching technology or vocational classes within the AS degree programs may 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, experience, and classes/ programs they are qualified to teach.

**FULL-TIME FACULTY**

<b>Full Time Faculty</b>	<b>Qualifications</b>	<b>Courses</b>
Priscilla Yglesias	AS Administrative and Clinical Medical Assisting Phlebotomy CPT I	Medical Administration/ Medical Assisting
Sandra Saunders	Associate of Science in Medical Administration; Clinical Medical Assisting Certificate, Vocational Nurse Diploma	Medical Administration/Medical Assisting
John Mendoza	Bachelor of Arts in Management Concentration in Marketing Master in Global Management	Business Core Classes

## **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 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 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.

#### **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](http://www.LIRN.net). Journal articles and other periodicals will be required readings throughout the program sequence.

<b>Business Administration, AS</b>		<b>72 Weeks</b>	<b>C.I.P. Code 52.0201</b>		
<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>
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
<b>Core Total:</b>		<b>530</b>	<b>200</b>	<b>90</b>	<b>66</b>
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
<b>General Education Total:</b>		<b>240</b>			<b>24</b>
<b>Associate's Degree Total:</b>		<b>770</b>	<b>200</b>	<b>90</b>	<b>90</b>

\*Course delivery mode is through distance education.

## **ASSOCIATE OF SCIENCE DEGREE IN MEDICAL ADMINISTRATION**

### **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, and 150 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 21<sup>st</sup> 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.

### **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](http://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
<b>CORE TOTAL</b>		<b>665</b>	<b>370</b>	<b>150</b>	<b>66</b>
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
<b>General Education Total</b>					<b>24</b>
<b>Associate's Degree Total</b>		<b>665</b>	<b>370</b>	<b>150</b>	<b>90</b>

\*Course delivery is through a blended model of distance education and residential format.

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

## **CERTIFICATE PROGRAM**

### **MEDICAL ASSISTANT**

#### **Program Description**

This is a 10 month Certificate program that is offered through direct seated, 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, 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 120-hour Externship.

<b>Medical Assistant Certificate</b>		<b>40 Weeks</b>	<b>C.I.P. Code 51.0801</b>		
<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>
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
MED109	Externship			120	4
<b>Certificate Total:</b>		<b>320</b>	<b>320</b>	<b>120</b>	<b>52</b>

*\*Course delivery is through a blended model of distance education and residential format.*

## **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 21<sup>st</sup> 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
<b>Credit Total</b>		<b>40</b>	<b>40</b>	<b>80</b>	<b>8.5</b>

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	1/4/21	1/22/21
PHL102 Phlebotomy II	1/25/21	2/12/21
PHL 103 Phlebotomy Externship	2/16/21	3/26/21
PHL101 Phlebotomy I	4/6/21	4/23/21
PHL102 Phlebotomy II	4/26/21	5/14/21
PHL 103 Phlebotomy Externship	5/17/21	6/25/21
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

### Department of Labor Standard Occupational Classifications (SOC) Code(s)

Business Administration, A.S.	
SOC Codes	SOC Titles
11-9199	Managers, All Other
11-3011	Administrative Services Managers
11-9151	Social and Community Service Managers
43-6011	Executive Secretaries and Executive Administrative Assistants
433031	Accounting Clerk/Bookkeeping Clerk
433051	Payroll Clerk/Billing Clerk
439199	Office & Administrative Support
433011	Billing & Account Collectors
434051	Customer Service Representative
436014	Secretaries & Administrative Assistants
434161	Human Resource Assistants
439061	Office Clerk, General

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

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

<b>Phlebotomy CPT I</b>	
<b>SOC Codes</b>	<b>SOC Titles</b>
31-9097	Phlebotomy Technician/Phlebotomist.

### **Distance Education**

ACBS offers distance education courses in the Associate of Science Degree in Business Administration and Medical Administration. 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. Also, instruction for selected core courses in the AS Medical Administration program is delivered through a blended model of distance education and residential format.

In the Medical Assistant Certificate, instruction for selected courses is delivered through a blended model of distance education and residential format. Courses/modules are taken via the college's eLearning platform, Populi. However, students may choose to access computer resources on campus to work on eLearning material.

#### **Business Administration, AS**

<b>Course Delivery</b>	<b>Number of Courses</b>	<b>Program Percentage</b>
Distance Education	11	37%
Residential Format	19	63%

#### **Medical Administration, AS**

<b>Course Delivery</b>	<b>Number of Courses</b>	<b>Program Percentage</b>
Distance Education	6	29%
Residential Format	11	52%

Blended Model of Distance Education and Residential Format	4	19%
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#### Medical Assistant Certificate

Course Delivery	Number of Courses	Program Percentage
Blended Model of Distance Education and Residential Format	4	44%
Residential Format	5	56%

#### *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.

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 Assessments*

Prior to taking the first online course, students must complete a self-paced tutorial located in the Populi platform. Students also are required to attend an orientation to explain the online platform and demonstrate they have the ability to navigate the online classroom by completing an assignment or discussion. In addition, students also complete a questionnaire to determine if they need additional tutoring and services.

**Business Administration, AS**

<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>
BUS110	*Management, Theory, and Practice	30			3
BUS210	*Leadership and Business Management	30			3
BUS106	*Intro to Human Resources	30			3
BUS112	*Business Math	30			3
BUS216	*Industry /Job Development/Search	10	40		3
PSY101	*Introduction to Psychology	30			3
SOC102	*Introduction to Sociology	30			3
SCI103	*Introduction to Natural Science	30			3
ENG104	*Writing and Composition	30			3
ECN204	*Economics	30			3
BT214	*Application Certification	10	40		3

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

## Medical Administration, AS

Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Quarter Credits
MED101	*Medical Terminology	40	40		6
MED103	*Anatomy and Physiology	40	40		6
MED106	*Medical Law and Ethics	40	40		6
MED108	*Professionalism and Safety	40	40		6
BUS216	**Industry /Job Development/Search	10	40		3
ECN204	**Economics	30			3
ENG104	**Writing and Composition	30			3
PSY101	**Introduction to Psychology	30			3
SCI103	**Introduction to Natural Science	30			3
SOC102	**Introduction to Sociology	30			3

*\*Course delivery is through a blended model of distance education and residential format.*

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

### Medical Assistant Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Quarter Credits
MED101	*Medical Terminology	40	40		6
MED103	*Anatomy and Physiology	40	40		6
MED106	*Medical Law and Ethics	40	40		6
MED108	*Professionalism and Safety	40	40		6

*\*Course delivery is through a blended model of distance education and residential format. Distance education and administrative oversight is provided by the Faculty Distance Educator.*

## **COURSE DESCRIPTIONS**

### **BUSINESS ADMINISTRATION-AS**

#### **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.

## **MEDICAL ADMINISTRATION-AS**

### 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 – Professional Career Readiness*

*\*Not applicable to the AS Medical Administration Program*

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*

\*Not applicable to the AS Medical Administration Program

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.

## **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.

### MED109 Externship

*Quarter Credits: 4*

*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.