

CATALOG

2018

JAN 1ST TO DECEMBER 31ST



15643 SHERMAN WAY #140, VAN NUYS, CA 91406

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Mission

Giligia College is committed to develop and enrich lives by meeting the education, training, and workforce development needs of the communities it serves; to provide students with opportunities leading to potential career paths, teach them the skills needed to market themselves successfully to the professional marketplace, and maximize their employment opportunities.

Objectives

1. Make available learning that recognizes individual distinctions and esteems the right of persons to search for accomplishment of learning needs.
2. Present up to date set of courses, instructional substances, and gear to educate knowledge, abilities, and outlooks suitable to industry requirements.
3. Provide an educational environment that promote knowledge and supply secure, vigorous surroundings obtainable and available to all students who can gain from the course.
4. Supply educational teaching that holds up effective knowledge within the curriculum and that will improve specialized presentation on the job.
5. Grant employment abilities that support work approaches and work customs that will allow graduates of the course to execute as flourishing employees.
6. Offer learning that promotes growth of constructive security routines.
7. Offer information to the public concerning the program that will make easy staffing and conscription of students.
8. Endorse high-quality community relations using associates and habitual contact with business, industry, and the public division.
9. Provide an enlightening ambiance that endorses a constructive character and a sense of individual happiness.

Statement of Non-Discrimination

Giligia College does not discriminate in their admissions practices with regard to race, age, gender, gender identity, disability, religion, sexual orientation, or national and ethnic origin of the applicant. Each student is entitled to all rights, privileges, and access to programs and activities generally accorded or made available to students at Giligia College. However, Giligia College reserves the right to refuse admission to any applicant who does not meet the Institute's established criteria for admission as outlined above or, who, by their behavior in the enrollment process indicates disregard for the Institute's policies relating to student conduct, or any student who is deemed unable to benefit from the educational program, due to certain criminal convictions or related concerns.

Buckley Amendment

The Family Educational Rights and Privacy Act, otherwise referred to as the Buckley Amendment, is a federal law enacted in November 1984. Students, parents of minors, and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records for these students. Confidentiality of student is strictly protected. The provision to release financial data or related information to authorized state and federal agencies is not a violation of the Buckley Amendment.

Disclosure of Educational Records

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Giligia College in an administrative, supervisory, academic, or support staff position or company with whom Giligia College has contracted.

Facilities

The main campus of Giligia College, is located at **15643 Sherman Way #140, Van Nuys, CA 91406**. The College is conveniently located within a modern and secured building in the mid-Van Nuys area of the San Fernando Valley. It is accessible by car and public transportation. A variety of restaurants, retail stores, hotels, and apartments are within walking distance.

The main campus occupies about 1,171 square feet with a front entrance. This space is divided into a reception area, one administrative office, 2 classrooms, and 1 computer lab. Handicap accessible restrooms are available.

The classrooms are designed to maintain classes up to 8 students per classroom with sufficient equipment and supplies to meet the needs of the curricula and of the students. The lecture classrooms contain posters depicting program objectives and terminology charts. Our Campus also has a reference library that contains books, periodicals, and videos which supplement course presentations. All students have access to the library during library hours and can borrow books as needed.

Computer-based training materials are available for individual self-paced study. The hardware includes personal computers with network/web communication access. All of our learning areas have desktop and laptop computers assigned to each student, LCD Projectors, color printers, copy machines, fax machines, telephones and active Wi-Fi.

The campus is equipped with medical equipment. It is the policy of the College to have the total facility comply with the requirements of the State regulatory agencies, local building codes, and Fire Department regulations. In case of an emergency during school hours, the College will take action to obtain local medical services as needed. Our Library is here to support your academic development. It is known for its hi-tech, environmentally friendly design, joined with the accessibility of a one-stop academic support service center.

School Address:

15643 Sherman Way #140, Van Nuys, CA 91406
Tel: (818) 881-1112 Fax: (818) 881-2221

Main Campus:

15643 Sherman Way #140, Van Nuys, CA 91406
Tel: (818) 881-1112 Fax: (818) 881-2221

* All programs are conducted at the main campus address listed above.

Library Hours and Access: Library is open from **9:00 a.m. – 5:00 p.m.** Students are required to sign in at the front desk once entering the library and sign out when exiting.

Transportation: There is frequent bus service to downtown as well as to the beach cities and other suburban areas via access to the Metro Rail Gold line. It provides service to downtown Los Angeles and direct connections to south-central Los Angeles and Long Beach on the Blue Line. For RTD and MTA riders, a student discount is available by presenting their Giligia College student I.D. and proof of enrollment.

Occupancy Level: Instruction is in residence with a facility occupancy level that will accommodate 20 students at any one time.

-California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. **Giligia College awards its graduates an appropriate program certificate as an acknowledgement of their accomplishment and graduation from the institute.**

Note: Giligia College does not provide dormitory and residential facilities.

Range of Cost of Housing: The average rent within 10 miles of Van Nuys, CA is \$1,424.00. One-bedroom apartments near Van Nuys, CA rent for \$1,239.00 a month on average and two-bedroom apartment rents average \$1,596.

Note: Giligia College does not take the responsibility to find or assist in finding housing for students enrolled or due to enroll with our institution.

Disclosures:

- 1) Giligia College does **NOT** Guarantee Employment.
- 2) Job Placement Statistics are available upon request within our performance fact sheet and will be reviewed during student orientation.
- 3) Giligia College provides employment opportunities with realistic terms and conditions, all opportunities will be presented to interested candidates.
- 4) Potential salaries will be presented to applicants and will be verified once they interview with the employer for consistent valid pay rates.
- 5) All program costs are true, consistent and correct and can be found on Pg. _____.
- 6) Giligia College does NOT accept transfer credit(s) from other institution, nor will it vouch for credit transfer(s) from our institution to another.
- 7) Giligia College is a Candidate for Accreditation by the Commission of the Council on Occupational Education.

SCHOOL ADMISSION POLICIES

Enrollment Requirements

All applicants are required to complete a personal interview with a counselor in order to mutually determine whether the program meets the needs of the applicant and are given a guided tour of the facility, a thorough presentation of the training program and receive information on tuition and fees.

Admission Requirements

An Applicant Must:

- Be at least 17 years old;
- Have a high school diploma, a GED equivalent or pass the ATB test.
- Have a valid social security number
- Complete personal Interview with a counselor

Award for Completion:

Upon successful completion of the program, a certificate will be granted.

Vocational- ESL

- Student **must** demonstrate Job skills prior to enrollment in Vocational-ESL.
You can prove Job-skill by presenting one or all of the following: (sources will be verified)
 - Diploma and/or Official Transcript
 - Resume with contact information for Verification of prior work experience
 - Letter from Previous Employer / References with Phone Numbers

ATB Test: California Education Code (CEC) §94811 describes an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or an acknowledged equivalent of that certificate. Under CEC §94904 Giligia College is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE).

Giligia College uses the *ACCUPLACER* ATB Examination.

Passing scores:

Reading Comprehension – **55**

Sentence Skills – **60**

Arithmetic – **34**

In addition, each prospective student will receive an admissions interview. Applicants failing to achieve the required passing scores may be retested no sooner than one week from the administration of the first test. *ACCUPLACER*'s test results are tied directly to requirements established by the U.S. Department of Education.

Student and Exchange Visitor Program (SEVIS)

Once you are accepted to Giligia College; a SEVP certified school, you should expect a document called *Form I-20*. The *Form I-20* is a paper record of your information in a database called SEVIS. Once you are accepted, Giligia will mail you the *Form I-20*. Before you apply for your visa through SEVIS, you must select Giligia's *Form I-20*. Please keep in mind that Giligia College does **not** provide visa services and/ or will not vouch for student status. For help with visa services please visit the link below.
<https://www.ice.gov/sevis/students>

All classes at Giligia College are taught in English. Applicants must be aware of this fact and must possess the ability to read and write the English language with considerable fluency. International students whose native language is not English are required to take the TOEFL and earn a minimum TOEFL score of 500 out of 687 in order to be admitted. If the student fails the exam they are required to take the V-ESL course offered by Giligia College concurrent with their studies; as long as the student can prove prior work experience and job skill with a diploma or reference.

ACADEMIC PROGRESS POLICY

Maximum Time in Which to Complete

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame. **Note for VA Students only: VA students are required to complete the program in the approved course length.**

Satisfactory Academic Progress Policy

With consideration given to a student's program of enrollment and the scheduled total hours and credit units, and the "Maximum Time Frame Allowed" (defined as one and one half times the regular scheduled program length) for course completion, Satisfactory Academic Progress is measured at three (3) incremental benchmarks within a student's program of enrollment, one at the 25% benchmark of the program's total hours and credit units, second at the 50% benchmark of the program's total hours and credit units, and the third one at the 100% benchmark of the program's hours and credit units of their training program. In addition to meeting the required benchmark hours and units, to be considered achieving Satisfactory Academic Progress, at each incremental benchmark (25%, 50% and 100%), each student must have achieved a cumulative earned minimum grade point average (G.P.A.) of 70% = C or better on all scheduled program modules.

In determining Satisfactory Academic Progress, students shall be given the opportunity to make-up coursework when the earned module grade is less than 70.0%. The make-up course work receiving a higher-grade achievement shall replace the original lesser grade for that module. Credit for all hours of attendance shall be given. Students must request permission to make up work directly from their instructor. A student achieving a cumulative grade point average below 70% or a "C" at the time of evaluation will be advised of their "Unsatisfactory Academic Progress" and placed on "30-day" Academic Probation. During this period of probation, the student must maintain, at a minimum, a cumulative grade point average of 70% or "C". If the student is unable to maintain cumulative grade point average 70% or "C" or better during the probation period, the Dismissal Policy might be in effect. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the Student Appeals Procedure outlined in this catalog.

Grading and Evaluation Procedures

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. The grading scale is as follows:

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	100 – 90 %	Excellent
B	3.0	89 – 80 %	Good
C	2.0	79 – 70 %	Average
D	1.0	69 – 60 %	Below Average
F	0.0	Below 59 %	Failing
I	0.0	-	Incomplete

Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating the rate of progress, grades of F (failure), W (withdrawn), and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A W will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving a F. The student must repeat any required course for which a grade of F or W is received. Students will only be allowed to repeat courses in which they received a D or below. In the case of a D or F, the better of the two grades is calculated into the CGPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

A W grade is not replaced when a student repeats the course. Full tuition will be charged for any portion of the program or course lab course that is re-taken. To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to an F and will affect the student's CGPA. The college reserves the right to extend the time needed to make-up an incomplete grade.

As Giligia College offers courses with a specific duration and a coordinated curriculum there are no policies regarding the acceptance of credits earned at other institutions. Nevertheless, we have regulations for admission as explained above.

Course Retake Policy

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F). The student will be charged tuition at the appropriate rate.

Leave of Absence

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the College Director and must include an anticipated return date and be signed by the student. Failure to return to college as scheduled without prior written notification to and approval from the College Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The College Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Attendance & Attendance Probation

At least once a week, the College Director monitors the student attendance cards of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 70% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-third of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A probation letter will be sent to that student.

Giligia College's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the allied health industry. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of Giligia College consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students who are excessively absent (30% or more of classroom hours) will be placed on probation without notice. If student's attendance does not improve, the student will be dropped from the course. Students will not be readmitted without approval of the primary instructor and College Director.

Tardiness and early departures are included in the student's attendance record of absences.

- One tardy equals one hour of absence;
- One early departure equals one hour of absence;
- One tardy and one early departure on the same day equals one hour of absence.

Note for VA Students only: After the 30-academic probation period, if the students grade is not raised to 70% the VA will be notified and benefits will be interrupted.

Student Conduct Requirements

Students are expected to dress and act properly while attending classes. At the discretion of the college administration, a student may be dismissed from college for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon college premises, possession of weapons upon college premises, behavior creating a safety hazard to other persons at college, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

Termination, Appeal and Reinstatement

Should students find it necessary to discontinue their training, they should arrange to meet with the College Director to discuss their situation and submit written notification of their request. Students shall be terminated for failure to

- Meet minimum standards for academic progress,
- Meet the minimum conduct standards of the college, or
- Fulfill their financial obligations according to their agreement with the college.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the college based on the refund policy. Students have the right to appeal dismissal decisions made by the college administration by submitting a written request to the College Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the College Director. Apart from the registration fee of \$75 there are no other administrative costs associated with withdrawal or termination.

Note for VA Students only: The maximum allowable non-refundable registration fee for veterans is \$10.

Notice Concerning Transferability & Acceptance of Credits and Credentials Earned at our Institution:

The transferability of credits you earn at Giligia College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate and credits you earn in any program of Giligia College, is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) or credit(s) 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 future educational goals. This may include contacting an institution to which you may seek to transfer after attending Giligia College to determine if your credits will transfer. Giligia College does not accept any prior credits from other institutions even though prior education is reviewed during counseling to set educational goals.

Transfer of Students Between Programs at Giligia College

Students transferring from one program to another within the institution will be given credit for all transcribed courses common to both programs. Transferring between programs is allowable within the first two weeks of a program, or students may officially withdraw from one program and register for a new program in the next quarter. If students finish a program and then request to change, credit will be given only for "like" courses.

To be considered as a transfer student between programs within Giligia, a student must:

- Meet the admission requirements of the specific program.
- Be in good academic standing
- Be in good financial aid standing

Unofficial Withdrawal

If the student fails to attend college for more than three weeks, the college will consider the student a drop and automatically withdraw him/her from the program.

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend college more than three weeks.
- Failure to return from an approved leave of absence on the scheduled return date.
- Failure to maintain satisfactory progress for two consecutive modules.
- Failure to fulfill financial agreements.
- Failing any course in the program twice during the one enrollment period.

Appeal

Suspended or terminated students may appeal the college's decision in writing to the College Director. The College must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the college.

Graduation Requirements

A certificate of completion will be awarded to those students meeting the graduation requirements. Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with appropriate number of quarter credits with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges. If a third-party is paying for your course, the college will not issue the course completion record until the course has been completely paid in full. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

Student Services & Graduate Placement Information

Giligia College **does not** guarantee employment to any student upon graduation. Giligia College **does** provide all graduates with assistance regarding placement opportunities, resume preparation, employment and internship search assistance and interview counseling & advising concerning job search and job interview techniques. Placement assistance is available to all graduates of the institution. Additionally, Giligia College is required under California law to track placement of its graduates of its programs and to verify placement 2 months after employment.

Our College Director, Student Services and Placement Coordinator will assist you in your job search. This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment.

- Preparing resumes
- Developing education plan with counselor
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews
- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the Institute's assistance will, in all probability and likelihood, be an entry-level position.

Retention of Records

Giligia College will maintain student records permanently, as required by state law. Students have the right to access their records anytime that the institution is open and during normal business hours. Students desiring to obtain and/or view their records may request to see their records in the college records office during normal business hours or may schedule a time to review records that is convenient to both the student and the college administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the college administration have the right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory, accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept permanently upon completion or withdrawal of the student. Financial payment documents will be kept for a permanently after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

TUITION PAYMENT, CANCELLATION AND REFUND POLICIES

Tuition Payment Methods

Giligia College accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third-party check. Giligia College will also assist students in applying for student financial assistance in order to defray the cost of their education; the programs students may be eligible for are Workforce Investment Act (WIA), Employment Training Panel (ETP) and the Post 911 GI Bill, for more information on these funds please view pages 29-30. At the college's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The college will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the college in order to remove their delinquency and remain in good financial standing.

Notice of Cancellation

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within **30 days** following the school's receipt of your cancellation notice.

A student has the right to cancel the enrollment agreement they signed for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, until midnight of the seventh day after the first class they attended.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on the top of the front page of the enrollment agreement. They can do this by mail, hand delivery, or E-MAIL to info@giligiacollege.com. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wish to be bound by the enrollment agreement.

Students will be given two notices of cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice that they wish. If the college has given them any equipment, including books or other materials, they shall return them to the college within 30 days following the date of their notice of cancellation. If they fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the college may deduct its documented cost for the equipment from any refund that may be due them. Once a student pays for the equipment, it is theirs to keep without further obligation. If they cancel the agreement, the college will refund any money that they paid, less any deduction for equipment not timely returned in good condition, within 30 days after their notice of cancellation is received.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds

Refund Policy

Method of calculating the refund:

Refunds for Classes Canceled by Giligia College

- a. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.

Refunds for Students Who Withdraw On or Before the First Day of Class

- a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$75.00 of the tuition and fees.
- b. Appropriate refunds for a student who does not begin classes are made within 30 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Withdrawal after Class Commences

(1) Refund Policy for Students for Periods of 12 Months or Less

The refund policy for students who incur a financial obligation for a period of 12 months or less is as follows:

- (i) During the first 10% of the period of financial obligation, Giligia refunds at least 90% of the tuition;
- (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, Giligia refunds at least 50% of the tuition;
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, Giligia refunds at least 25% of the tuition; and,
- (iv) After the first 50% of the period of financial obligation, Giligia may retain all of the tuition.

(2) Refund Policy for Students for Periods beyond Twelve Months

- (i) For programs longer than 12 months that financially obligate the student for any period of time beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.
- (ii) If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal.

The California State Refund Policies

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

- a) Deduct a registration fee not exceeding seventy-five dollars (\$75) from the total tuition charge.
- b) Divide this figure by the number of hours in the program.
- c) The quotient is the hourly charge for the program.
- d) The amount owed by you for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
- e) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- f) The refund amount shall be adjusted for equipment, if applicable.

Hypothetical Refund Example

Assume that a student, upon enrollment in a 80 hour course, pays \$2047.00 for tuition, \$75.00 for registration, and \$215.00 (fair market value) for books and equipment as specified in the enrollment agreement, then withdraws after completing 30 hours of elapsed time without returning the equipment he/she obtained. The pro rata refund to the student would be **\$1279.38** based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the college shall refund the charge for the equipment paid by the student. Based on the preceding example, the refund calculation would be made in the following way:

Total amount the student paid:	\$2047 tuition + \$75 registration			\$2,122.00
Less	Registration fee (amount school may retain)	minus	-	\$75.00
Divided by	80 Clock hours of instruction	divided by	÷	80
	The quotient is the hourly charge for the program			\$25.60
Multiplied by	30 Clock hours of instruction attended	multiplied	×	30
				\$767.62
	Initial amount paid by student for tuition	equals	=	\$2047.50
Actual refund amount	Amount paid minus cost of clock hours attended	equals	=	\$1279.38

- A. They notify the college of their withdrawal or the actual date of withdrawal.
- B. The college terminates their enrollment agreement.
- C. They fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

COMPLAINT GRIEVANCE PROCEDURE

It is expected that minor differences can be resolved without alternative to the process listed below. Nevertheless, there may be situations where a more formal process may be necessary. This process is planned to settle disagreements through mediation and reasoned discussion. It is not intended to displace the faculty or staff process, the administrative rules of the College or any provisions of the collective bargaining agreement between the faculty or staff member and the College or any other appeal/grievance already existing within a department. Usually the resolution of a complaint or grievance involves resolution of the problem/issue; not punishment of those involved. Faculty or staffs who intend to file a complaint or grievance must follow the instructions below.

Procedures for Complaints or Grievances Not Discussed Below

More formal alternative procedures exist for situations such as when faculty or staff are incorrectly denied certain privileges, incorrectly has money withheld by the college, is charged with an offense under the code of conduct, is alleging unfairness on the basis of race, national origin, religion, gender, sexual orientation, age, disabling condition or marital status, or is alleging sexual harassment. For more formal procedures relating to such situations, consult the Affirmative Action Plan, Sexual Harassment Policy, Consensual Relationships Policy, Code of Conduct, Contested Case Procedures, or contact the Academic Standards Committee, the Affirmative Action Officer, or the Office or HR Director.

Definitions

A) Informal Complaint: An informal complaint is defined as an issue that Faculty or staffs have with a staff member, administrator, or department or program of the College.

B) Non-Academic Grievance: A non-academic grievance occurs when a **Formal grievance form** has been filed because a Faculty or staff member believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies or procedures, or past practices by the College as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the faculty or staff member.

C) Complainant/Grievant: A complainant/grievant is an individual who believes his/her rights have been violated. **(Fill out a complaint form in conjunction with the formal grievance form)**

D) Respondent: A respondent is an individual who is the subject of the grievance or complaint, if applicable.

E) Appellant: An individual who is filing an appeal.

F) Appeal: The resolution of a non-academic grievance may be appealed. Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial consideration of the case.

G) Confidentiality: It is understood that committee members, faculty, staff, and administrators involved in the discussion of complaints or grievances will maintain professional standards of confidentiality. Employees should be aware that every effort will be made to maintain confidentiality; however, College officials may be obligated to disclose information to law enforcement or other agencies as required by law.

Informal Complaints

A) Resolving a Non-Academic Informal Complaint

The faculty or staff member must first discuss and attempt to resolve the issue with whomever the issue arose, if at all possible. Please note, this requirement does not apply in cases of alleged sexual harassment, sexual misconduct or discrimination. In those cases, the faculty or staff member should contact the Affirmative Action Officer for guidance. In the event that such an informal discussion is not possible or the issue is not resolved, then the faculty or staff member should contact the HR Director / HR Department, or designee to try to reach an informal resolution. The faculty or staff member must initiate a complaint no later than thirty (30) work days after the alleged incident. The HR Director / HR Department receiving the complaint shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) via their College assigned email address within fifteen (15) work days of receiving the complaint.

B) Initiating a Grievance

If the complaint is not resolved informally and the faculty or staff member wishes to continue the process, the faculty or staff member must present a completed **Formal Grievance form** (copies are provided in the HR Office and discussed in hiring process) to the HR Department. Prior to any grievance action, the complainant(s) must attempt to obtain a satisfactory resolution through the Informal Complaint process. A grievance petition must be filed no later than thirty (30) work days after the notice of informal complaint resolution decision, or if no decision was issued, no later than thirty (30) work days after the applicable decision deadline.

C) A Grievance Petition

A Grievance Petition must be in writing and contain:

1. The grievant(s)'s name, student identification number (if applicable), and contact information, including email address
2. The name(s) of the respondent(s)
3. A detailed description of the nature of the grievance and the actual harm suffered by the student
4. A detailed description of attempts at informal resolution
5. A detailed description of the relief sought
6. Signature of complainant(s)
7. Date of grievance submission

Appeal

A) Initiating an Appeal

A faculty or staff member may submit an appeal to the HR Department within ten (10) work days of the notification of the grievance decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline. The specific grounds to be addressed are:

- a) Were the procedures of the policy followed?
- b) If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?
- c) Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?
- d) Was the information presented during the review sufficient to justify the decision reached?
- e) Was there relevant information existing at the time of the review that was not discovered until after the review that is sufficient to alter a decision?

B) The Appeal Form

An appeal must be in writing and contain:

1. The appellant(s)'s name and contact information, including email address
2. A detailed description of the nature of the appeal
3. A copy of the findings of the complaint review/hearing and supporting documents
4. The specific grounds supporting the appeal. This must be one of the criteria listed in Section IV (A), above.
5. A detailed description of the relief sought
6. Signature of appellant(s)
7. Date of grievance submission

C) The Appeal Process

To file an appeal, the faculty or staff member must submit a completed **appeal form** to the Colleges HR Department. The appeal will be reviewed within fifteen (15) work days of receipt. HR will notify the complainant(s), respondent(s) and appropriate college, dean, director, administrator, or designee of the decision, in writing via their email addresses, within ten (10) work days of their decision. In the event of an appeal, no less than five (5) members of the HR committee must be present to hear the case. In the event of a split vote the appeal is denied. Except as the HR Committee determines necessary to explain the basis of new information, an appeal is limited to a review of underlying decision, the file supporting the decision as provided by the decision-makers and any statement supporting the appeal submitted by the appellant:

- a) To determine if the grievance procedures policy and investigation was conducted fairly in light of the complaint and grievance made and information presented and giving the appellant(s) a reasonable opportunity to present information. A deviation from procedures required by this policy will not be a basis for sustaining an appeal unless significant prejudice of impartial consideration of the case results.
- b) To determine whether the decision reached regarding the matter was based on substantial information, that is, whether there were facts that, if believed by the college president, were sufficient to support the grievance decision.
- c) To consider new information sufficient to alter a decision or other relevant facts not brought out in the original complaint or grievance, but only if such information or facts were not known to the grievant at the time of presenting the grievance.

If the HR decision making Committee overrules a decision in whole or in part, it may:

- a) Modify the decision; or
- b) Remand for further proceeding.

No appeal shall be allowed unless the appellant cites specifically to the grievance record and states with specificity the grounds under which the appeal shall be allowed. Any appeal submitted that does not include the required information will be dismissed without review.

If you need further assistance or have any questions or concerns you can also contact the Council for Occupational Education (COE) see contact info below.

Council for Occupational Education

7840 Roswell Road
Building 300, Suite 325

Atlanta, GA 30350

Telephone (Local): 770-396-3898

Telephone (Toll-Free): 800-917-2081

FAX: 770-396-3790

www.council.org

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

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

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

However, no claim can be paid to any student without a social security or taxpayer identification number.

You must pay the current state-imposed fee for the student tuition recovery fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay to the third-party.

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

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

The student is responsible for paying the state assessment amounts for the Student Tuition Recovery Fund. STRF is currently assessed at a rate of \$0.00 for each \$1000.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services.

The Department of Labor's Office of Disability Employment Policy (ODEP) provides publications and other technical assistance on the basic requirements of the ADA. It does not enforce any part of the law.

In addition to the Department of Labor, four federal agencies enforce the ADA:

- The Equal Employment Opportunity Commission (EEOC) enforces regulations covering employment.
- The Department of Transportation enforces regulations governing transit.
- The Federal Communications Commission (FCC) enforces regulations covering telecommunication services.
- The Department of Justice enforces regulations governing public accommodations and state and local government services.

Another federal agency, the Architectural and Transportation Barriers Compliance Board (ATBCB), also known as the Access Board, issues guidelines to ensure that buildings, facilities, and transit vehicles are accessible and usable by people with disabilities.

Two agencies within the Department of Labor enforce portions of the ADA. The Office of Federal Contract Compliance Programs (OFCCP) has coordinating authority under the employment-related provisions of the ADA. The Civil Rights Center is responsible for enforcing Title II of the ADA as it applies to the labor- and workforce-related practices of state and local governments and other public entities.

PROGRAM DESCRIPTION

Medical Billing

415 Clock Hours/ 21.8 Weeks

- The student will learn the basic features of Windows basics and Microsoft Office. The student will develop familiarity with Word, Excel, Access, PowerPoint, email, and Internet basics. Upon graduating from the Medical Billing program provides students with the skills necessary to function as Medical Billers, Medical Billing Clerks, Medical Billing Coders, Medical Billing Specialists, Medical Billing and Coding Specialists, Medical Coders, Medical Coding Specialists, Medical Insurance Billers, Medical Insurance Clerks, Medical Insurance Coders, Medical Reimbursement Specialists or Medical Voucher Clerks. Today, there are many demands for coding specialists and accurately coded data from the medical record in all types of health care institutions. Coded data are used on claims for reimbursement, patient care management, and healthcare evaluation and research. The curriculum includes medical terminology, human anatomy, computer skills and CPT and ICD coding. (SOC Cod: 43-3011 [Bill and Account Collectors](#), and 43-3021 [Billing and Posting Clerks](#))

Learning Objectives:

Upon successful completion of this course, the student will be able to:

- Use Windows 8 and manage files
- Explore Microsoft Essentials
- Create, Edit, and Format documents using Word
- Enhance a document with Special features
- Create, Edit, and Format worksheets using Excel
- Working with functions, charts, tables and page layout options in Excel
- Create, Edit, and Format presentations using PowerPoint
- Enhance a presentation with pictures, sound, video, and Animation effects
- Create a table, form, and report in Access
- Label the human body systems
- Know the anatomy and physiology of body systems
- Distinguish between common illnesses associated with these systems
- Know the structure of the medical field
- Understand medical laws and ethics
- Understand health information management
- Understand the principles of medical billing and coding practices
- Demonstrate the ability to manage insurance and patient payments for medical services.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Office and Windows 8	60	30		90
Medical Terminology	45	15		60
Medical Coding	45	15		60
Medical Transcription	45	30		75
Medical Billing	60	30		90
Externship			40	40
Total	255	120	40	415

Course Offered ONLY on Campus

Licensure and Course Outcome

Upon completion of the Medical Billing program the student will receive a Certificate of Course Completion. There is no licensure exam after this course.

Taxation

370 Clock Hours/ 19 Weeks

This course introduces fundamental concepts in federal income taxation including the definition of income, the computation of tax liability, exclusions from income, basis, and deductions available for individuals in computing taxable income, and assignment of income. It provides training in a variety of office skills such as typing, data entry, and spreadsheets. The course will also teach students how to deal with Windows 8 operating environment, QuickBooks and Microsoft Office. The program seeks to prepare students for positions such as accounting clerk, bookkeeper, income tax preparer, entry-level accountant, accounts receivable/payable assistant payroll coordinator, and assistant office manager.

Learning Objectives:

Upon successful completion of this course, the student will be able to:

- Exhibit refined knowledge related to tax accounting rules and regulations and analyze and resolve tax problems.
- Identify, define, and resolve tax issues through their understanding, knowledge, and application of research methods and databases.
- Recognize and apply relevant ethical standards as required in tax practice.
- Write and deliver skillful tax communications (Demonstrate an understanding of tax issues)
- Students will be able to create a company file
- Run accounts receivable and accounts payable
- Manage time-tracking and payroll
- Track inventory
- Manage budgets and describe key elements of bookkeeping.
- Maintain ledgers and journals
- Create and compare the major financial reports.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Office & Windows 8	60	30		90
Bookkeeping Fundamentals	30	20		50
Applied taxing	30	20		50
Taxation	30	30		60
Tax Preparer	45	30		75
Externship			45	45
Total	195	130	45	370

Course Offered ONLY on Campus

Licensure and Course Outcome

Upon completion of the Taxation program the student will receive a Certificate of Course Completion. There is no licensure exam after this course.

System Administrator/Administrative Assistant

450 Clock Hours/24 Weeks

This course is designed to provide students with the knowledge, skills and attitudes to function effectively using advanced word processing tools, spreadsheets, databases, and presentation software within a modern Microsoft office environment. It will take a closer and much more detailed look at the Microsoft Office programs and its components. It also adopts a practical approach aimed at equipping students with the technical and professional skills to perform effectively as clerical and administrative support personnel within an organization.

Learning Objectives:

Upon successful completion of this course, the student will be able to:

- Acquire the knowledge and skills of office administration to function effectively in a modern office environment.
- Develop problem-solving capabilities to function with minimum supervision.
- Develop the confidence and capability to respond effectively to new processes in the office.
- Acquire technological, communicative, problem-solving and attitudinal skills to function effectively in the working environment.
- Acquire inter-personal skills to help foster organizational harmony and customer goodwill
- Develop the confidence to seek promotional opportunities within the organization.
- Acquire skills to conduct self-directed investigations into alternative procedures and systems that may assist in maximizing the output of the office.
- Develop proper work ethics, social responsibility, and integrity that contribute in promoting a positive image of the organization in which they are employed.

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Windows 8 & Microsoft OneNote	60	30		90
Microsoft Word 2016	30	30		60
Microsoft Excel 2016	30	30		60
Microsoft Access 2016	30	30		60
Microsoft PowerPoint 2016	30	30		60
General System Troubleshooting	40	30		70
Externship			50	50
Total	220	180	50	450

Course Offered ONLY on Campus

Licensure and Course Outcome

Upon completion of the System Administrator/ Administrative Assistant program the student will receive a Certificate of Course Completion. There is no licensure exam after this course.

This course is designed through series of classes were students learn and adopt latest technology and software skills to develop high end web pages and fulfil consumer needs. First class is intro to Microsoft office were students learn how to create basic documents and spreadsheets and prepare professional presentations. During Photoshop class Students develop image manipulation skills in a raster-based computer environment. Emphasis is placed on mastering the fundamentals of scanning, color management, photo retouching, imaging, special effects and filters and masks. Students advance image editing techniques for web design development practices. HTML (the Hypertext Markup Language) and CSS (Cascading Style Sheets) are two of the core technologies for building Web pages. HTML provides the *structure* of the page, CSS the (visual and aural) *layout*, for a variety of devices. Along with graphics and scripting, HTML and CSS are the basis of building Web pages and Web Applications. This course introduces HTML technology. It reviews basic HTML and CSS, and then introduces the more complicated new features of HTML. This course also allows the learner to receive hands-on experience building webpages and mobile applications using HTML. CSS is the language for describing the presentation of Web pages, including colors, layout, and font.

Learning Objectives:

Upon successful completion of this course, the student will be able to:

- Save documents using the appropriate specialized file formats
- Use knowledge of HTML and CSS code and an HTML editor to create personal and/or business websites following current professional and/or industry standards.
- Use critical thinking skills to design and create websites.
- Use a stand-alone FTP program to upload files to a web server.
- Be prepared to pursue future courses in website development and design.
- Web Site, HTML and server terminology
- HTML tag and basic CSS usage
- Using an HTML editor
- Planning and completing a web site
- File and folder management
- Introduction to the Internet and the WWW
- Web design concepts (planning/storyboarding, navigation bars, using folders)
- Web site structure (DOCTYPE, html, etc.)
- Structure of HTML tags
- Types of images (JPG, GIF, PNG)
- Inserting media (audio and video) in web pages
- Basic CSS
- Using a search engine to find information
- Create and publish a multi-page web site using these technologies

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Office & Windows 8	60	30		90
Adobe Photoshop	90	60		150
HTML & CSS	60	30		90
Externship			20	20
Total	210	120	20	350

Course Offered ONLY on Campus

Licensure and Course Outcome

Upon completion of the Web Site Design & Programming program the student will receive a Certificate of Course Completion. There is no licensure exam after this course.

The objective of this course is to train non-native students with the necessary language skills and basic information needed to become successful, self-supporting members of society. The program is particularly well suited for students who have basic job skills, but who lack the ability to work in their career fields because of inability to speak English. Graduates acquire sufficient English and job-related information to successfully begin work or pursue further education or training the curriculum provides a competency-based approach that identifies minimum performance criteria needed to function in each situation. This course is an introduction to the Vocational English language in the areas of Office Technology, Customer service, Electronic communication, Office communication, resume writing/Interview skills, letter writing, Forms, Sales, Hospitality, OSHA Safety/Health care, Transportation and Medical Office. The objective is teaching the students the language necessary to obtain a job or advance at their current job.

Learning Objectives:

Upon successful completion of this course, you will be able to:

- Introduce yourself, Talk about where you are from, Read a world map, Say and spell your first name and last name, Use titles, and Complete a form with your personal information.
- Talk about people in your class, Talk about school, and Introduce someone.
- Talk about jobs, Use numbers 0-9, Give phone numbers, Complete a form at work, Ask about jobs, and Talk about where you work.
- Give and follow classroom instructions, Complete a school registration form, Talk about things in the classroom, Use numbers from 10-100, Talk about places at school, and Talk about people and places at school.
- Talk about family, Describe people, Talk about months and dates, Write dates in numbers and words, Give your birthday and date of birth, Give a child's age and grade in school, and Complete an emergency contact form.
- Talk about colors, Talk about clothes, Talk about things you need, want, or have, Use U.S. money, Talk about prices, Read price tags, Read receipt, Write a personal check, Ask about sizes and colors, and Return something to a store
- Describe a house, Ask about an apartment for rent, Ask about things in a house, Read addresses, Give your address, Address an envelope, Read apartment ads and Give directions.
- Talk about daily activities, Talk about times of the day, Talk about work schedules, Read and complete a time sheet, Write a note asking for time off, Talk about weekend activities, and Talk about how often you do something.
- Talk about common foods, Write a note about things you need at the store, Read a menu, Order a meal in a restaurant, Use food measurements, Compare food prices, Read food labels, Talk about the nutritional value of foods, and Plan a healthy meal.
- Talk about the weather and the seasons, Talk about what you are doing now, Write a postcard, Talk about weather conditions, Plan for an emergency, Ask what someone is doing now, and Understand a weather report.
- Give locations of places in the community, Talk about forms of transportation, Read traffic signs, Read bus signs and schedules, Ask about bus routes and costs, Write directions to your home, Ask about places to in the community, and Talk about future plans.
- Name parts of the body, Call to explain an absence, Talk about health problems, Make a doctor's appointment, Complete a medical history form, Follow instructions during a medical exam, Read medicine labels.
- Talk about the past, Give advice, Respond to a help wanted sign, Talk about job skills, Read want ads, Talk about hours you can work, Ask about job skills, Use correct body language at a job interview, Talk about work experience, and Compete a job application.
- Describe the way people look, Complete an application, Describe personalities, Get to know someone, Identify family members, Talk about life and family, and Talk about what people have in common.

- Ask about sending mail, Complete a customs form, Ask about family members, Identify clothes and materials, and Describe your wants and needs.
- Count your change, Read a store ad, Read a sales receipt, Write a personal check, Talk about shopping plans, Describe problems with purchases.
 - Talk about weekend activities, Plan activities using a calendar, Complete a library card application, Communicate likes and dislikes, Invite someone to do something, and Accept or decline an invitation.
 - Describe problems in your home, Read apartment ads, Complete an application for an apartment, Ask about an apartment, and Get directions.
 - Identify events with family and friends, Talk about past activities, Recognize U.S. holidays, Talk about milestones, and Talk about something that happened.
 - Write an absence note to a teacher, Identify health problems, Make a doctor's appointment, Read medicine labels, Complete a medical history form, and Talk about an injury.
 - Call in when you have to miss work, Identify job duties, Talk about your skills at a job interview, Read help wanted ads, Complete a job application, Answer questions about work history, and Answer questions about availability.
 - Identify school subjects, Make plans for school events, Take a phone message, Complete a school enrollment form, Talk about progress in school, and Discuss your child's behavior in school.
 - Identify food containers and quantities, Ask for quantities of food, Read nutrition information, Complete a healthy eating log, Compare information in food ads, Read a menu, Order food in a restaurant.
 - Identify medical emergencies, Call 911 to report a medical emergency, Talk about medical emergencies, Understand fire safety procedures, Describe an emergency, Respond to police officer's instructions, and Complete an employee accident report.
 - Identify job responsibilities, Ask about policies at work, Talk about responsibilities, Read a pay stub, Ask a coworker to cover your hours, Ask about work schedules, Request a schedule change, and Complete a vacation request form.
 - Make small talk, Talk about life in U.S., Talk about holidays and celebrations, Follow a recipe and handle food safely, Compare your life now and in the past, Talk about going back to school, Talk about future plans, and Look for a better job.
 - Set goals, Talk about community services, Talk about problems at school, Find ways to help children with school, Talk about library services, Write a letter of request, Deal with bullies, Read a report card, and Help children continue their education.
 - Talk about your work experience, Read and complete a job application, Describe your work history, Learn job interview skills, Write a thank you letter, and Talk about positive work behavior.
 - Follow instructions at an airport, Talk about airline travel, Read screen instructions and maps, Make travel arrangements, Identify personal belongings, and Make polite requests and ask for permission.
 - Talk about product defects, Get a good deal, Compare price and quality, Read sales ads and rebates, and Compare shopping experiences.
 - Talk about car maintenance, Identify parts of a car, Talk about traffic accidents, Write a letter to a city official, and Talk about driving costs.
 - Talk about eating habits, Read a nutritional label, Talk about diets, Talk about family health, Talk about dental health, Ask for clarification.
 - Talk about health in the workplace, Talk about expectations on the job, Identify safety hazards at work, and Follow instructions.
 - Recognize hospital departments, Reschedule a doctor's appointment, Talk about feelings about doctors, Identify parts of the body, Read and interpret health history forms, Talk about symptoms, Talk about immunizations, Talk about medical procedures and concerns.
 - Use bank services wisely, Talk about uses and risks of credit cards, Budget expenses, Read utility bills and save money on utilities.

- Talk about housing, Talk about favorite places, Read a subway map, Talk about famous U.S. presidents, Talk about yourself and your family, Describe routines and Discuss goals.
- Interpret and complete a school application, Discuss ways to succeed, Discuss people's past experiences, and Write about a role model.
- Talk about work related goals, Interpret and write a resume, Use job-information sources, Discuss job-related skills and abilities, Respond to common interview questions, Describe previous work experiences and duties, and Write a cover letter.
- Talk about cultural festivals and traditions, Describe feelings about a neighborhood, Give and follow directions, Describe community issues, Talk about making changes in a community, Discuss ways to improve a community, Identify community problems, and Express feelings about a neighborhood benefits.
- Communicate with supervisors and co-workers, Interpret information about employee benefits, Check your understanding of situation at work, Talk about common workplace injuries, Ask and answer performance review questions, Follow work-related instructions, and Write a memo to supervisor.
- Identify ways to identify fires, Talk about what to do in case of fire, Talk about dangerous weather, Discuss weather reports, Talk about planning for a hurricane, Interpret an evacuation map, Communicate in a 911 emergency, and Write a plan for an emergency situation.
- Identify tenant responsibilities, Interpret a lease, Talk about landlord responsibilities, Check that information is correct, Talk about moving, Discuss problems with neighbors, and Write about a housing problem.
- Talk about things to consider when buying a car, Describe preference in cars, Talk about buying car insurance, Discuss car maintenance and repairs, Discuss consumer protection laws, Describe a car accident, and Write about a good or bad purchase.
- Communicate with medical personnel, Describe symptoms, Interpret and complete a health insurance form, Report a medical emergency, Describe ways to reduce your health risks, Discuss preventive health practices, Identify health-care services within the community, Discuss ways to stay healthy, and Compare and contrast health care in two places.
- Discuss a student's progress, Talk about parents' involvement in school, Interpret and respond to a report card, Talk about with school personnel, Talk about improving schools, Talk about afterschool programs, Discuss school safety.
- Write a letter to the editor, Give a progress report, Talk about work requirements, Discuss workplace safety, Talk about preventing accidents at work, Interpret and complete an accident report, Recognize requirements for promotions, Make request, suggestions, and offers at work, and Write about ways to improve workplace safety.
- Identify misdemeanors, Talk about legal problems, Identify people in a courtroom, Describe what happens in a courtroom, Talk about DNA evidence, Discuss traffic laws, and Write about different legal systems.
- Describe bank services, Talk about starting a business, Prepare a monthly budget, Interpret and complete an income tax form, Talk about dreams for the future, Write about giving money to charity.
- Identify and talk about job-related interests and abilities, Describe personality traits, Discuss how to find job information, Talk about abilities and plans, Talk about long-term career goals, Overcome obstacles to achieving your goals, Prepare for a job search, Analyzed and write a chronological resume, Talk about interview do's and don'ts, Prepare for a job interview, and Talk about your education and work experience.
- Identify car parts and related problems, Talk about highway safety do's and don'ts, Decide which insurance is best for you, Identify what to do if the police stop you, Describe traffic problems, Use the internet to get maps and directions.
- Talk about being safe in natural disasters and emergencies, Talk about keeping latchkey kids safe, Identify home safety measures, Learn about workers' rights to a safe workplace, Identify workplace safety measures, Identify factors that influence promotion, Understand performance reviews, Talk about how to respond to constructive criticism, Discuss job-training opportunities, and Use a course catalog.

- Describe medical problems, Identify how to take medication properly, Learn about first aid, Ask and answer questions about health, and Learn about health screenings.
- Discuss the early history of the U.S., Show how the U.S. government works, Recognize individual rights in the constitution, Discuss how a bill becomes a law, Discuss becoming a U.S citizen, Identify the rights of the people accused of crimes, Learn about the right to vote, Recognized sexual harassment in the workplace, Learn about traffic court, and Discuss types of crimes.
 - Discuss recycling rules, Discuss carpooling, Note causes and effects of environmental problems, Identify ways to protect the environment, Understand how to use an instruction manual, Discuss the pros and cons of the internet, Discuss virtual training, and Identify how technology affects our daily lives.

Class Title	Lecture Hours	Lab Hours	Instructional Hours
V-ESL 101	60	15	75
V-ESL 102	60	15	75
V-ESL 103	60	15	75
V-ESL 104	60	15	75
V-ESL 105	60	15	75
V-ESL 106	60	15	75
V-ESL 107	60	15	75
V-ESL 108	60	15	75
V-ESL 109	60	15	75
V-ESL 110	60	15	75
V-ESL 111	60	15	75
V-ESL 112	60	15	75
Total	720	180	900

Course Offered ONLY on Campus

Licensure and Course Outcome

Upon completion of the ESL program the student will receive a Certificate of Course Completion. There is no licensure exam after this course. Placement Services are available.

APPENDIX A – Schedule of Charges

Schedule of Charges

Please Note: Total charges for period of attendance AND estimated schedule of total charges for the entire educational program are one in the same.

Program Title	STRF Fee	Registration Fee	Book(s) & Supplies	Tuition	Total Tuition
System Admin. / Administrative Assist.	\$0.00	\$75.00	\$350.00	\$6,750.00	\$7,175.00
Web Site Design & Programming	\$0.00	\$75.00	\$350.00	\$7,000.00	\$7,425.00
Taxation	\$0.00	\$75.00	\$300.00	\$5,500.00	\$5,925.00
Medical Billing	\$0.00	\$75.00	\$350.00	\$6,225.00	\$6,650.00
V-English as a Second Language	\$0.00	\$75.00	\$500.00	\$9,000.00	\$9,575.00

The purposes for those charges are as follows:

- Registration Fee- To cover the cost of enrollment and registration
- Tuition Fee- To cover the cost of tuition
- STRF- Student Tuition Recovery Fund
- Books/Supplies- To cover the cost of the textbook/exercise books/supplies

The college reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

California law requires that institutions collect from each newly enrolled student a "STRF" fee in the amount of \$0.00 per \$1,000 of tuition charged. The student is responsible for paying the state assessment amount. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. There are no optional student charges for this program. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.

Legal Holidays

- New Year's Day January 01
- Martin Luther King Day January 15
- President's Day February 19
- Memorial Day May 28
- Independence Day July 04
- Labor Day September 03
- Columbus Day October 08
- Veterans Day November 12
- Thanksgiving Day November 22
- Christmas Day December 25

General Class Schedules

- 9:00 A.M. – 1:00 P.M. Monday – Friday - 4 hours
- 1:30 P.M. – 5:30 P.M. Monday – Friday - 4 hours
- 6:00 P.M. – 10:00 P.M. Monday – Friday - 4 hours

Office Schedule

- 9:00 A.M. – 5:00 P.M. Monday – Friday

Appendix B – Class Schedule

Medical Billing

415 Clock Hours/ 21.8 Weeks

Course #	Name	Start Date	End Date	Days	Time	Instructor	Rm#
MO 100	Microsoft Office and Windows 8	1/8/2018	2/9/2018	MWThF	9:00 am - 1:00 pm or 6:00 pm - 10:00 pm	Rocio Martinez	1
MT 101	Medical Terminology	2/12/2018	3/5/2018	MWThF	9:00 am - 1:00 pm or 6:00 pm - 10:00 pm	Rocio Martinez	1
MC 110	Medical Coding	3/6/2018	3/26/2018	MWThF	9:00 am - 1:00 pm or 6:00 pm - 10:00 pm	Rocio Martinez	1
MT 120	Medical Transcription	3/27/2018	4/20/2018	MWThF	9:00 am - 1:00 pm or 6:00 pm - 10:00 pm	Rocio Martinez	1
MB 130	Medical Billing	4/23/2018	5/22/2018	MWThF	9:00 am - 1:00 pm or 6:00 pm - 10:00 pm	Rocio Martinez	1
MBEX	Externship	5/23/2018	6/1/2018	MWThF	9:00 am – 2:00 pm		

Taxation**370 Clock Hours/ 19 Weeks**

Course #	Name	Start Date	End Date	Days	Time	Instructor	Rm#
MO 100	Microsoft Office and Windows 8	1/8/2018	2/9/2018	MWThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Rosalba Barbosa	1
BF 201	Bookkeeping Fundamentals	2/12/2018	2/28/2018	MWThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Rosalba Barbosa	1
AT 210	Applied taxing	3/1/2018	3/16/2018	MWThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Rosalba Barbosa	1
TAX 220	Taxation	3/19/2018	4/6/2018	MWThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Rosalba Barbosa	1
TX 230	Tax Preparer	4/9/2018	5/3/2018	MWThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Rosalba Barbosa	1
TaxEx	Externship	5/4/2018	5/18/2018	MWThF	9:00 am - 2:00 pm		

System Administrator/Administrative Assistant**450 Clock Hours/24 Weeks**

Course #	Name	Start Date	End Date	Days	Time	Instructor	Rm#
MO 100	Microsoft Office and Windows 8	1/8/2018	2/9/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
MW 301	Microsoft Word 2016	2/12/2018	3/2/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
ME 302	Microsoft Excel 2016	3/5/2018	3/23/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
MA 303	Microsoft Access 2016	3/26/2018	4/13/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
MP 310	Microsoft PowerPoint 2016	4/16/2018	5/4/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
GT 330	General System Troubleshooting	5/7/2018	5/31/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
SAEX	Externship	6/1/2018	6/22/2018	MWThF	9:00 am - 2:00 pm		

Web Site Design & Programming**350 Clock Hours/ 18 Weeks**

Course #	Name	Start Date	End Date	Days	Time	Instructor	Rm#
MO 100	Microsoft Office and Windows 8	1/8/2018	2/9/2018	MWThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Shawn Richkind	2
AP 401	Adobe Photoshop	2/12/2018	4/5/2018	MWThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Shawn Richkind	2
HC 410	HTML & CSS	4/6/2018	5/7/2018	MWThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Shawn Richkind	2
WDEX	Externship	5/8/2018	5/11/2018	MWThF	9:00 am - 2:00 pm		

Vocational ESL**900 Clock Hours/ 48 weeks**

Course #	Name	Start Date	End Date	Days	Time	Instructor	Rm#
VE 1	V-ESL 101	1/8/2018	2/2/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 2	V-ESL 102	2/5/2018	3/1/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 3	V-ESL 103	3/2/2018	3/28/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 4	V-ESL 104	3/29/2018	4/24/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 5	V-ESL 105	4/25/2018	5/18/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 6	V-ESL 106	5/21/2018	6/15/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 7	V-ESL 107	6/18/2018	7/12/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 8	V-ESL 108	7/13/2018	8/8/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 9	V-ESL 109	8/9/2018	9/5/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 10	V-ESL 110	9/6/2018	10/2/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 11	V-ESL 111	10/3/2018	10/29/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2
VE 12	V-ESL 112	10/30/2018	11/28/2018	MWThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Tatevik Tatevosovna	2

JOB TITLE AND TITLE NUMBER OF EDUCATIONAL SERVICES

<u>Job Title</u>	<u>Dictionary of Occupational Title Number</u>
Medical Transcriber (clerical)	31-9094
Clerk, General Office	43-9021
Administrative Clerk	43-9061
Data Entry Clerk	43-4071
Desktop Publishers	43-9030
Drafters	17-3019
Systems Analyst	15-1121
Audit Clerk	43-3031
Bookkeeper	43-3031
Accounting Clerk	43-3031
Computer Programmer	15-1131
Computer Systems Analysis/Analyst	15-1121
Computer and Information Sciences, General	15-1110
Bookkeeping, Accounting	43-3030
Clerk, general (clerical)	43-4199
Clerk, general office (clerical)	43-9021
Clerk guide (personal ser.)	43-4071

The Dictionary of Occupational Titles (DOT) was developed in response to the demand of an expanding public employment service for standardized occupational information to support job placement activities. The U.S. Employment Service recognized this need in the mid-1930's, soon after the passage of the Wagner-Geyser Act established a Federal-State employment service system, and initiated an occupational research program, utilizing analysts located in numerous field offices throughout the country, to collect the information required. The use of this information has expanded from job matching applications to various uses for employment counseling, occupational and career guidance, and labor market information services. In order to properly match jobs and workers, the public employment service system requires that a uniform occupational language be used in all of its local job service offices. Highly trained occupational analysts must go out and collect reliable data which is provided to job interviewers so they may systematically compare and match the specifications of employer job openings with the qualifications of applicants who are seeking jobs through its facilities.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

TRANSFERABILITY OF CREDITS AND CREDENTIALS

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at Giligia College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate that you earn in any educational program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Giligia College to determine if your certificate of completion from this institution will transfer." Giligia College does not accept credits issued from other schools, colleges, or universities for transfer. Giligia College does not currently have any articulation or transfer agreements with any other schools, colleges or universities. In case where student enrollment involves possible transfer of credits, there would be no charge to the student for either the assessment of the transfer or the transfer of credits.

FINANCIAL AID PROGRAMS

The students of Giligia College have access to the following forms of financial aid.

- **Workforce Investment Act (WIA):** California's Eligible Training Provider List (ETPL) was established in compliance with the Workforce Investment Act (WIA) of 1998 and amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014 to provide customer-focused employment training resources for adults and dislocated workers. Training providers who are eligible to receive Individual Training Accounts (ITAs) through WIOA Title I-B funds are listed on the ETPL. The WIOA ETPL Policy and Procedures issued in November 2015, governs the operation of the ETPL in California. California's statewide list of qualified training providers offers a wide range of educational programs, including classroom, correspondence, online and apprenticeship programs. To verify that Giligia College is an approved Certified Training Provider for WIA funding, please visit site below.
https://apps.twc.state.tx.us/PROVIDERCERT/dispatcher?link=HREF&pageid=APP_HOME
Phone: 1-800-758-0398, Email: CalJOBS@edd.ca.gov
Website: <http://www.cde.ca.gov/sp/ae/fg/wia14.asp>
- **Employment Training Panel (ETP):** The Employment Training Panel (ETP) provides funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs. The ETP was created in 1982 by the California State Legislature and is funded by California employers through a special payroll tax. The ETP is a funding agency, not a training agency. Businesses determine their own training needs and how to provide training. ETP staff is available to assist in applying for funds and other aspects of participation. Under its core program, ETP can only fund training for employers that are subject to paying the Employment Training Tax. The core-funded ETP Program is supported by this tax. Single Employers subject to the Unemployment Insurance tax and having a California Employer Account Number (CEAN) with a prefix of 699 or lower. Groups of Employers, including Chambers of Commerce, Joint Apprenticeship Training Committees, Trade Associations or Economic Development Corporations.
Phone: 818-755-1313, Email: elizabeth.jones@etp.ca.gov
Website: <http://www.etp.ca.gov/>
- **Post 911 GI Bill:** If you have at least 90 days of aggregate active duty service after Sept. 10, 2001, and are still on active duty, or if you are an honorably discharged Veteran or were discharged with a service-connected disability after 30 days, you may be eligible for this VA-administered program. Whether you want to apply your GI Bill benefits to college classes or an on-the-job training program, the GI Bill Comparison Tool will help you make the most of them.
For approved programs, the Post-9/11 GI Bill provides up to 36 months of education benefits, generally payable for 15 years following your release from active duty. Institutions of higher learning participating in the Yellow Ribbon Program may make additional funds available for your education program without an additional charge to your GI Bill entitlement. The following payments may also be available:
 - Monthly housing allowance
 - Annual books and supplies stipend
 - One-time rural benefit paymentPhone: 1-888-GIBILL-1 (1-888-442-4551) OR 1-855-225-1159
Website: <http://explore.va.gov/education-training/gi-bill>

Giligia College does not have a petition in bankruptcy and is not operating as a debtor in possession and has not had a petition in bankruptcy filed against it within the last preceding five years that would have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

INSTITUTION OWNERSHIP, FACULTY & OTHER INFORMATION

Giligia College is a For-profit Corporation incorporated in California as a private institution, which is approved to operate by the Bureau for Private Postsecondary Education (BPPE).

ROSTER OF INSTRUCTIONAL STAFF (FACULTY)

Name:	Subject:	Degree:
Ulysses Bateres	System Administrator/ Administrative Assistant	Bachelor's in science / Media Arts & Animation from Art Institute of Los Angeles
Nelson Moreno	System Administrator/ Administrative Assistant	Software Engineering M.S. from Cal State Northridge
Rosalba Barbosa	Taxation & Medical Billing	Master of Arts from Cal State Dominguez Hills
Rocio Martinez	Medical Billing	Medical Assistant Bryman College Associates from Valley College
Tatevik Tatevosovna	V-ESL	Master's in Linguistics CSUN B.A in Linguistics Saint Petersburg Institute
Nune Sarkisian	V-ESL	Masters of Art in Education from The University of Yerevan
Shawn Richkind	Website Design & Programming	Computer Graphics B.S. from Cal State Northridge
Peter Barnett	Website Design & Programming	MFA in Studio Art in Photography & Video BA in Interactive Experimental Media in Web Design & Video

ROSTER OF ADMINISTRATIVE STAFF

Name:	Job Title:
Hovhanes Kartounian	President & Chief Academic Officer (CAO)
Amie Garcia	Chief Administrative Officer
Anush Mnatsakanyan	Student Services Coordinator
Gaiane Adamian	Admission Coordinator and Job Placement Supervisor
Marine Mkrтчian	Administrative Assistant & Database Administrator
Megri Kartounian	Executive Assistant & Human Resource Assistant
Eric Sedrakyan	Director of Administration-Finance Officer

Catalog Revision Date

This catalog was last updated **2/16/2018 5:09:28 PM**. Giligia College is committed to ensuring that our students have the latest course information for students to make informed decisions.

CATALOG RECEIPT



Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

➤ **Print Name (Veteran or Eligible Person):** _____

➤ **Signature:** _____

➤ **Enrolled by:** _____

➤ **Date:** _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

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 (BPPE)** 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Phone: 1 (888) 370-7589, Fax: (916) 574-8648.

A student or any member of the public may file a complaint 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.

I understand that this is a legally binding contract. My signature above certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

15643 Sherman Way Street #140, Van Nuys, CA 91406 / Tel: (818) 881-1112 Fax: (818) 881-2221