

EAST VALLEY COLLEGE



Course Catalog
2016-2018

“Educating for a Better Future”

East Valley College 2016 -2018

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WHO WE ARE

Campus Address

East Valley College

11081 Cherry Ave.,

Fontana, CA 92337

Web site: www.eastvalleycollege.com

1-626-852-2000

Toll Free Telephone No.: 1-866-204-6390 Fax No.: 909-350-1551

Who we are!

Welcome to East Valley College! East Valley College is a private postsecondary institution organized under the Laws of the State of California. East Valley College was founded to provide accessible, innovative, education to adult learners.

Managing in today's fast paced, complex society, along with increasing demands and challenges in technological advances have created an unprecedented need for expert workers in all fields. To this end, we work diligently to bridge the gap between the typical academic classroom experience and the day-to-day demands of business by:

- *Preparing courses of study where the learning is accomplished by studying courses in sequential order. The method of this learning is the exchange of lessons which have been prepared by the faculty with consultation from the business community.*
- *These courses proceed from less difficult to more difficult concepts and the faculty assesses student progress using the methods that are appropriate for each course.*

Our faculty is comprised of practicing business professionals who, in combination with solid educational credentials and a strong desire to teach, provide a unique education that is immediately useful on the job.

East Valley College offers programs that keep up with the requirements of the business world. Our programs enable students to earn the certificate or diploma they need to advance their career in the shortest timeframe possible, consistent with quality education, without having to give up their present jobs.

Although the specific goals of every student are different, your decision to further your education will be the "defining moment" for you as you begin the rest of your life. **Remember**, THE FUTURE BELONGS TO THOSE WHO PREPARE FOR IT.

The time to start your future is NOW.

**Executive Director
East Valley College**

PHILOSOPHY

We believe that the discipline of our courses is based on identifying and implementing the different methods of inquiry. As a result, the educational philosophy of East Valley College is grounded on the belief that advance learning is achieved by developing:

- A basics foundation of knowledge resulting from methods of investigation relevant to a given discipline
- Insights developed from specialized and relevant areas of discipline
- Set of skills and abilities mastered through the process relevant to the specialized discipline
- Thorough knowledge of a particular area of inquiry

Our academic programs have been designed in accordance with this philosophy. East Valley College believes that:

- Learning is an active and lifelong process
- Commitment to learning is an integral component of the process
- The central interest of the learning process and the institution is the learner
- Experiencing success is crucial to the learning process
- Dialogue between faculty and students creates effective and enhancing experience for the learner
- Quality of instruction and learning are strongly correlated

MISSION STATEMENT

East Valley College is dedicated to providing high quality education using the best teaching learning methodologies and up to date technologies. Our quality educational programs combine knowledge with professional know-how that inspires, challenges and empowers our students to attain their professional goals and lifelong ambitions for gainful employment.

OBJECTIVES

East Valley College was founded to provide a unique platform to mature motivated and enthusiastic adults who desire to pursue/advance their careers. Unfortunately, the traditional educational institutions cannot fulfill the needs and demands of these enthusiastic adults due to factors like fixed academic calendars, high cost and tight schedule that does not coincide with their needs.

Diploma/certificate programs of East Valley College are designed in accordance with the following objectives:

- Equip students with academic and professional education related to their careers.

- Integrated continuously changing issues and trends emerging in each area of Study.
- Lay relevant foundations for each course
- Provide adequate opportunities to students to apply their theoretical knowledge to real life settings.
- Deliver course content using the most appropriate teaching learning strategies and most advanced technology available
- Upgrade and adopt the program on an ongoing basis based on the analysis provided by the experts in the field
- Stimulate higher level of critical thinking and problem solving abilities.
- Develop appropriate qualifications, skills and abilities to demonstrate effective independent thinking
- Promote ethical values and create an atmosphere of learning mutual trust and teamwork
- Foster commitment to a lifelong learning and provide resources accordingly

OWNERSHIP

Privately Owned,
Manuel Vargas, Executive Director, Owner

WHAT SHOULD I KNOW?

Approvals and Affiliations

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. The 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 §94909 (a)(2) & §94897 (1)(1)(2)

We are not currently not accredited by any regional or national accrediting agency

Required Statements

§94909 (a)(3)(A) “Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the”

Web site: www.bppe.ca.gov
Bureau for Private Postsecondary
Education

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Toll Free Telephone No.: (888) 370-7589
Fax: (916) 263-1897
E-mail: bppe@dca.ca.gov

“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.” §94909 (a)(3)(B)

(a) *Except as provided in subdivision (d), prior to enrollment, and institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:*

(5) A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion.

(9)The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site www.bppe.ca.gov. ” §94909(a)(3)(C)

Bankruptcy Status

East Valley College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within 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.) §94909(a)(12)

List of Courses

TITLE	LECTURE	HANDS ON	WEEKS	HOURS	DOT
Medical Assisting	480 hours	420 hrs.	38 wks.	900 hrs.	31-9092
Truck Driving Certificate I	66 hours	94 hrs.	8 wks.	160 hrs.	53-3032
Truck Driving Certificate II	102 hours	138 hrs.	12 wks.	240 hrs.	53-3032
Truck Driving Certificate III - Hybrid	66 hours	94 hrs.	8 wks.	160 hrs.	53-3032
Truck Driving Certificate IV - Hybrid	102 hours	138 hrs.	12 wks.	240 hrs.	53-3032
Truck Driver Fast Track 1	13 hours	7 hrs.	1 Wk.	20 hrs.	53-3032
Truck Driver Fast Track 2	11 hours	9 hrs.	1 Wk.	20 hrs.	53-3032
Truck Driver Fast Track 3	18 hours	2 hrs.	1 Wk.	20 hrs.	53-3032
Truck Driver Fast Track 4	19 hours	1 hrs.	1 Wk.	20 hrs.	53-3032
Truck Driver Fast Track 5	3 hours	17 hrs.	1 Wk.	20 hrs.	53-3032
Truck Driver Fast Track 6	2 hours	18 hrs.	1 Wk.	20 hrs.	53-3032
Truck Driver Fast Track 7	17 hours	3 hrs.	1 Wk.	20 hrs.	53-3032
Truck Driver Fast Track 8	19 hours	1 hrs.	1 Wk.	20 hrs.	53-3032
Truck Driver Fast Track 9		20 hrs.	1 Wk.	20 hrs.	53-3032
Computer Maintenance & Repair	225 hours	175 hrs.	16 wks.	400 hrs.	49-2011

Average Class Size

Program	Average Class Size	Maximum Class Size
Medical Assisting	10	15
Truck Driver Certificate I	10	15
Truck Driver Certificate II, III, IV	10	15
Truck Driver Fast Track 1-9	10	15
Computer Maintenance and Repair	10	15

Catalog of Entry

When a student is admitted, the school accepts the responsibility to provide the vocational/academic program in which the student has enrolled. To accomplish this goal, all programs are under constant review for improvement and updates, to best meet the demands of the job market.

If any program requirements are changed, students already enrolled will be protected from any hardship resulting from such changes. Consequently, the course and the unit hour requirements stated in the catalog at the time of the student's start date shall determine that student's graduation requirements.

Restarts however, will be required to meet new program requirements. Catalogs in force at the restart date will become the catalog of entry

Holidays

New Year's Day
Martin Luther King Day (Observed) President's Day
(Observed) Memorial Day (Observed) Independence
Day
Labor Day Thanksgiving Day
Friday after Thanksgiving Christmas Eve
Christmas Day New Year's Eve

Office Hours

East Valley College offices are closed on all above-mentioned holidays. The offices are also closed from the week proceeding Christmas until the first business day after New Year's Day. Our office hours are from 8:00 a.m. until 8:00 p.m. from Monday through Friday and 8:00 am to 2:00 pm Saturdays

Non-Discriminations Policy

As a learning institution, East Valley College must continuously address issues of diversity and multiculturalism. Every member of East Valley College community is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in our East Valley College.

In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, and all other applicable civil rights and nondiscrimination statutes, East Valley College prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veterans status.

Equal Opportunity Policy

East Valley College is also proud of its goal to help all individuals realize their potential. To this end, East Valley College is committed to providing an equal opportunity for all qualified individuals to be considered for employment, benefits and conditions of employment, educational programs and activities, regardless of race, religion, color, sex, disability, national origin, ancestry, age, veteran status, sexual orientation, marital status or parental status. East Valley College leaders and supervisory personnel shall recruit, hire, train and promote persons in all job titles utilizing only valid requirements related to the position functions. A school community that provides equal opportunity in hiring and all conditions of employment will make significant strides towards the elimination of discrimination. Thus, East Valley College applauds every effort to create a positive working and learning environment for all individuals. For more information regarding non-discrimination or to resolve complaints contact the school's Executive Director

Student Conduct

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

Students shall at all time, when on the school premises, conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violations of the school's conduct policy include, but are not limited to, the following:

- Destroying or damaging school property.
- Use any illegal drugs or alcohol while on school property or attending school while under the influence of illegal drugs or alcohol.
- Cheating on a school examination.
- Engaging in any unlawful action.
- Breach of or privacy or modesty
- Sexual overtures, explicit or implied

Exhibiting violence, insubordination, or inappropriate language toward any school staff or another student.

Substance Abuse

East Valley College recognizes that individuals sometimes use substances such as alcohol and drugs to an extent that impairs their abilities. This policy is implemented because East Valley College believes that any students' impairment due to the use of substances is likely to place that student, other students, clients, employees, and other personnel, at risk.

Our policy on substance abuse remains consistent whether alcohol, marijuana, illegal prescription, and/or controlled substances are at issue. For the purposes of this policy, "substance" refers to any of the above. "Impairment" or "being impaired" refers to a state in which normal physical or mental faculties in use at school have been detrimentally affected by a substance. A "substance abuser" is anyone who uses drugs for non-medical purposes, and this use detrimentally affects academic performance or interferes with normal social adjustment at school.

Any student attending school while impaired or who becomes impaired while at school will be found in violation of school policy and will be subject to severe disciplinary action. Such action can include suspension, dismissal, or other penalty appropriate to the circumstances. Likewise, the use, possession, transfer, or sale of any substance on school premises or in any East Valley College parking space, storage area, or job site, is prohibited and subject to severe disciplinary action. Students using prescription drugs have a duty to report this to their instructors, and school officials in case an adverse reaction to the medication occurs while at school, and in case the student is falsely accused of using an illegal substance. When a student is involved in the use, possession, transfer, or sale of a substance in violation of this policy, East Valley College may notify the appropriate authorities. Such notice will be given only after the incident is investigated and reviewed by the Executive Director

Substance abuse is both a school and a medical problem. East Valley College is aware that substance abuse is a complex public health issue that has both physical and emotional consequences for students, their families, and other social relationships. Any psychological or physical problem effecting students' academic performance is the concern of East Valley College.

Any instructor suspecting a substance abuse case should discuss the matter with the Executive Director

immediately. Because each case is different, the handling and referral of the case must be coordinated between the instructor and Executive Director. East Valley College maintains a referral service for students with substance problems. Counseling and referrals are provided on a confidential basis. Voluntary, successful participation in a recovery or rehabilitation program may be a mitigating factor in disciplinary action depending on the particulars of each case. While East Valley College does not require students to get help, he or she may ask the school for it. In some cases, disciplinary action may be suspended, or the student may be placed on probation, pending the successful completion of a recovery program. Students who enter a rehabilitation program due to performance or behavior problems resulting from substance abuse are subject to dismissal for failing to successfully complete the program.

East Valley College is concerned with its students' privacy, especially when matters of a medical or personal nature are concerned. As long as such information is not required for police or security purposes, East Valley College shall maintain student information in confidence, but subject to release to authorized school personnel on a "need to know" basis. An exception to this rule exists when the student signs a release for the transfer of such information to designated persons or agencies.

Drug Free School Policy

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101- 226 require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. All students and employees of the School are required to comply with the requirements of the School's Drug and Alcohol Abuse policy. Under no circumstances will alcoholic beverages, controlled substances / illicit drugs or persons under the influence of alcohol or controlled substances/illicit drugs be permitted on school premises. Drug and alcohol abuse counseling is available from the following agency:

Start Dates

East Valley College offers open enrollment. Students may enroll at any time. Classes begin every Monday for the Truck Driving Certificate Programs. Upon enrollment, students will receive orientation instruction as to school policies rules and regulations required to comply with the school and health regulations, and outlining established tuition, fees and charges

Physical facilities

§94909(a)(4)

Classes will be held at :

The address where class sessions will be held is: 11081 Cherry Ave.,
Fontana, CA 92237

Web site: <http://eastvalleycollege.com>
Toll Free Telephone No.: 1-866-204-6390
Phone Number: 626-852-2000
Fax No: 909-350-1551

ENROLLMENT – ADMISSIONS REQUIREMENTS AND PROCEDURES

Enrollment / Admissions Requirements

“A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student any by an authorized Employee of the institute. §94902(a)

1. You must be 18 years of age or older, past the age of compulsory education.
2. You must submit \$150.00 non-refundable registration fee
3. If you have graduated from a regionally accredited high school, you will be eligible for admission to East Valley College. (not required for the Truck Driver Certificate programs.)
4. You will be asked if you have a high school diploma. If you do, then provide a copy of the diploma or official transcript. If you do not have a copy of your diploma or official transcript, you will need to fill out the **REQUEST FOR TRANSCRIPT** form. It is your responsibility to mail or deliver the **REQUEST FOR TRANSCRIPT** form to the school you graduated from and have the high school send the copy to the Admissions office. You may not begin a program of study until a copy of the diploma or official transcript is received by East Valley College. (not required for the Truck Driver Certificate programs)
5. If you have passed the California High School Proficiency Examination with satisfactory scores, you will be eligible for admission to East Valley College. (not required for the Truck Driver Certificate programs)
6. If you have earned The California High School Equivalency Certificate (G.E.D.), you will be eligible for admission to East Valley College. CCR 71770 (a)(1) (not required for the Truck Driver Certificate programs)
7. If you have an Associate, Bachelor, Master’s or Professional Doctoral degree from a national or regional accredited institution, you will eligible for enrollment.
8. If you do not have a high school diploma or equivalent, you must to take the **CELSA** This must be arranged with an independent test administrator. No further progress in the enrollment process can proceed until the results of the **CELSA** are received. You may not

proceed further until the results of this exam have been received by the school.

A graduate of a non-accredited high school, who is at least 18 years of age, or a transfer from a non-accredited collegiate institution, may be admitted if the Executive or designee determines the student is capable of profiting from the instruction offered at East Valley College and they successfully pass the **CELSA**.

A **minimum score of 97 is required for passing**. If admitted, you will be on a provisional status and thereafter must comply with all school rules and regulations and remain in good standing as a condition of remaining enrolled at East Valley College. Upon completion of 50 hours of work at East Valley College with a minimum grade-point average of 2.0, full status will be granted. (not required for the Truck Driver Certificate Programs)

9. Testing must be completed prior to signing the **ENROLLMENT AGREEMENT**. You will be notified of test results in person, by mail, email, or by telephone.
10. You must take an entrance examination. It takes about 20 minutes, determine if you are ready to enroll in the program you have chosen.
11. School on-campus interview with you prior to acceptance into any program. The school encourages parents and spouses to attend the interview. This gives you and your family the opportunity to see the campus equipment and facilities and to ask specific questions relating to the campus, the curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet you and evaluate your qualifications and aptitude
12. You must meet the physical requirements of the program in which you wish to Enroll.
13. Students applying outside the United States must have Official transcripts from all secondary or postsecondary institutions attended, certifying a grade point average of at least 2.0 (4.0 scale). Foreign transcripts, not in English, must be submitted together with certified English translations
14. Students applying outside the United States, Canada, United Kingdom, Australia, New Zealand, or other English-speaking countries must provide the institutional copy of scores form the Test of English as a foreign Language (TOEFL) for international students whose native language is not English, and who studied in a language, other than English at the high school level. **Paper-based TOEFL – All part scores at least 57: Computer-based TOEFL – at least 23, Essay at Least 4.0**. Testing must be completed prior to signing the **ENROLLMENT AGREEMENT**. You will be notified of your test results by the testing agency. You must provide a copy of the results of the test.

The medium of instruction at this institution is English Only.

No visa services for students applying from outside US are provided this institution.

15. You must pass a medical examination for the truck driver certificate program.
16. You must have a proper student visa or the right to work in the United States.

Enrollment Procedure

The proper sequence for enrollment is as follows:

1. You will complete the **APPLICATION FORM** about your personal, education, and employment history, as well as your area of occupational interest.
2. Upon completion of the **APPLICATION FORM**, you and the buying committee, if applicable, will be taken on a tour of the school by the Admissions Representative. This tour includes an explanation of what goes on in each classroom and lab as well as a review of the course equipment and materials. You will be encouraged to talk with students and teachers about the school and its programs. You will sign the **TOUR OF SCHOOL** form.
3. The Admissions Representative will conduct an interview using the **ADMISSION Interview** form to determine your goals and expectations (if applicable to your program of study)
4. **REQUEST FOR TRANSCRIPT** (if needed). The Admissions Representative will help you fill out this request and explain that until a copy of the transcript has been received, you can be enrolled but cannot start the educational program until the transcript has been received
5. You will be given a tour of the school. The Admissions Representative will fill out the **TOUR OF SCHOOL** form.
6. After the tests are evaluated and graded, the Admissions Representative will discuss the results with you. The Admission Representative will recommend the general and specific courses needed to achieve your goals.
7. The Admissions Representative will give share a copy of the **CATALOG** and go through the catalog with you. The Admissions Representative will fill out the **CATALOG RECEIPT** form.
8. You will receive a copy of the **SCHOOL PERFORMANCE FACT SHEET** for the program in which you wish to enroll. The Admissions Representative will explain each item on the **SCHOOL PERFORMANCE FACT SHEET**. You must initial each item after it has been discussed. When the **SCHOOL PERFORMANCE FACT SHEET** has been completed with all of the required initials, you must sign the document. This step is an absolute requirement and must without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**
9. **TRANSFERABILITY OF UNITS FORM:** The Admissions Representative explain that units earned at East Valley College most likely will not be transferable to another institution. After this has been explained, you sign **TRANSFERABILITY OF UNITS FORM**. (if applicable to your program of study)
10. The Admissions Representative will explain and have you sign the **FOLLOW- UP AGREEMENT**. The Admissions Representative will explain the responsibilities that you must report back to the school your employment status and that this is a contract where you agree to give the school the required and that this is a contract where you agree to give the school the required.
11. If you do not have a high school diploma or equivalent, and required by your program of study, the Admissions Representative will make arrangements for you to take the **CELSA – English Language Skills Assessment Test**. This must be arranged with an independent test

- administrator. No further progress in the enrollment process can proceed until the results of the **CELSA – English Language Skills Assessment Test** are received.
12. For those programs that require certification, licensure, or registration, the Admissions Representative will discuss with you the requirements for your chosen field and give you a copy of the certification, licensing, or registration requirements from the appropriate agency. If you would not be eligible to obtain certification, licensure, or registration in the occupation, trade, or career field at the time of your graduation, the Admissions Representative will discuss possible options you might need to follow to be qualified for certification, licensure, or registration. If the minimum course requirements of the school exceed the minimum requirements for certification, licensure, or registration, then the Admissions Representative will disclose this information to you, including a list of those courses that are required for certification, licensure, or registration. You will be asked to sign the **STATE LICENSURE REQUIREMENTS** form if required. You will be asked to sign the **CERTIFICATION REQUIREMENTS** form if required. The institution shall not execute an **ENROLLMENT AGREEMENT** with you if you are ineligible for certification, licensure, or registration unless your stated objective is other than certification, licensure, or registration. This step is a requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.
 13. You will be given a **PHYSICAL REQUIREMENTS** form to read and sign to signify your knowledge of the physical requirements of the program of instruction in which you are enrolling.
 14. The Admission Representative will now present the **ENROLLMENT AGREEMENT** to you and explain that this is a contract. This is the agreement that will spell out the educational services you have chosen, the time and number of hours required to complete your program of choice. It will show how the educational service will be paid for and the terms of payment you will be responsible for.
 15. The Admissions Representative will explain to you the cancellation and withdrawal policy and the refund policy.
 16. The Admissions Representative will explain the STRF protection
 17. The Admissions Representative will explain the attendance including tardiness.
 18. The Admissions Representative will explain the grading systems and how often you will receive grade reports.
 19. The Admissions Representative will ask “How do you wish to pay for this, cash or check? The Admissions Representative will explain that the school cannot require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the student will be required to pay balance due. This is not optional. It is the law. you may pay in full for tuition and fees, including any funds received through institutional loans, after you have been accepted and enrolled and the date of the first-class session is disclosed on the **ENROLLMENT AGREEMENT**.
 20. Fill in the financial details of the chosen program of study. If you need to have a financial plan approved, have the Admissions Representative make an appointment with the Director to discuss what type of payment plan is available
 21. After the financial arrangements have been concluded, The Admissions Representative will explain the balance of the **ENROLLMENT AGREEMENT**.

22. The Admissions Representative will explain the non-refundable registration fee and that it must be paid when the **ENROLLMENT AGREEMENT** is signed. You will be asked if you are ready to sign the **ENROLLMENT AGREEMENT**. If so, sign and initial the **ENROLLMENT AGREEMENT** and pay the non-refundable registration fee.

You will be provided with copies of all the forms listed above.

The Admissions Representative will inform you that the application will be reviewed by the Executive Director and that you will be notified of your acceptance or rejection.

Nullification of Application

An applicant's file remains open for six (6) months. If an application is not complete within six (6) months of submission of the **APPLICATION FORM**, the application will be nullified. To be reconsidered, the applicant must then reapply for admission, pay the registration fee in effect at the time of the reapplication.

Acceptance

You must complete all admissions requirements and procedures before being considered for acceptance to the school. After receiving your application file, the Executive Director will formally accept or reject your application. You will be notified by phone, letter, phone, or email within 5 business days after completing the **ENROLLMENT AGREEMENT**.

STUDENT RECORD

Student Files

Student records are confidential and are kept by the Registrar Department for five years in accordance with Bureau for Private Postsecondary Education § 94900, 94900.5. The transcripts will be kept permanently. No one, except appropriate school faculty and staff or, an authorized representative or an Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. WIA, VA) may review any educational records without the approval of the student.

Without the student's written consent and upon authorization of the Executive Director / Director of Education or designee, East Valley College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

- a. College with a legitimate educational interest.
- b. Authorized representatives of the Controller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- c. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- d. Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code
- e. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; if information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- f. Accrediting organizations in order to carry out their accrediting functions

Transfer Policy / Credit for prior Experiential Learning

Transfer of Credit

Transfer of credit from other institutions is encouraged and available in all programs.

Applicants may request an informal transfer of credit evaluation prior to admission. Official notification of credits that have been accepted for transfer to a program normally occurs at the time an offer of admission is made or during the student's first module of enrollment.

Minimum Requirements for the Evaluation of Transfer of Credit

Credits evaluated for transfer from other educational institutions must have been:

- Earned and recorded on an official transcript at a school that was accredited by an agency recognized by either the U.S. Department of education or the Council for Higher Education Accreditation.
- Earned within 5 years prior to or after matriculation.
- Earned in courses posting a "C" (2.0 on a 4.0 scale) or higher.
- Earned in a course where the content is equivalent to the corresponding East Valley College

- course or where the content is considered to enhance the student's education; and
- Approved prior to registering for the course
- The school also considers credits for transfer from educational accomplishments attained in extra-institutional settings that are recognized by the American Council on Education's (ACE) Center for Adult Learning and Educational Credentials.

Maximum Number of Credits Permitted for Transfer

The maximum number of credits accepted for transfer from another institution to East Valley College program is one-fourth (25 percent) of the required number of credits to complete a program of study.

1. East Valley College will grant credit for prior experiential learning only if:
 - (A) The prior learning is equivalent to a college or university level of learning;
 - (B) The learning experience demonstrates a balance between theory and practice and;
 - (C) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements. 5 CCR § 71770 (c)
2. Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
3. Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.
4. The faculty evaluating the prior learning shall prepare a written report indicating all of the following:
 - a. The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience
 - b. The bases for determining that the prior experience (i) is equivalent to college or university level learning and (ii) demonstrates a balance between theory and practice
 - c. The bases for determining (i) is what college or university level the experience is equivalent and (ii) the proper number of credits to be awarded toward the degree for that experience.
5. The institution shall designate at least one administrator to be responsible for the review of faculty determinations regarding the award of credit for prior experiential learning
6. The administrator shall document the institution's periodic review of faculty evaluations to assure that the faculty written evaluations and awards of credit comply with this section

and the institution's Policies and are consistent.

Evaluation of credits for transfer to a program will require the following documentation: a copy of the transcript that reflects the course being evaluated, a copy of the university/college/vocational catalog course description for non-U.S. institutions. Please be advised that evaluation of credits for transfer from non-U.S. institutions will normally require transcripts evaluated and certified by a National Association of Credential Evaluation Services (NACES) member agency. Transfer of credit documentation, when requested, should be submitted to the Office of Admission

Reconsideration of a Transfer of Credit Evaluation

Applicants may request a review of a transfer of credit evaluation by submitting a written request to the Office of Admission within 30 days of receiving an evaluation. Recognizing that transfer of credit evaluations are based on a number of important factors, written requests for their review should explain, in detail, the issues or circumstances that led the student to believe the evaluation was flawed or that an error was made during the evaluation process. The outcome of this review is final. A non-refundable fee of \$150 will be charged for this service.

East Valley College has not entered into an articulation or transfer agreement with any other college or university. § 94909 (a) (8)(A)

Transferability of Credits and Credentials Earned

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

The transferability of credits you earn at East Valley College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) Truck Driving Certificate I and II, is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 East Valley College to determine if your (credits or degree, diploma or certificate) will transfer.” §94909(a)(15)

HOW DO I PAY FOR MY EDUCATION?

Program Cost

Program	Total Clock Hours	Hours per week	Course Length	Registration Fee	Equipment, tools, books	Tuition Fee For period of attendance	Total Cost
Medical Assisting	900 hours	25	38 wks.	\$150.00	\$1,325.00	\$12,284.00	\$13,759.00
Truck Driving Certificate I	160 hours	25	8 wks.	\$150.00	\$125.00	\$3,225.00	\$3,500.00
Truck Driving Certificate II	240 hours	25	12 wks.	\$150.00	\$373.00	\$5,477.00	\$6,000.00
Truck Driving Certificate III -	160 hours	25	8 wks.	\$150.00	\$125.00	\$3,225.00	\$3,500.00
Truck Driving Certificate IV -	240 hours	25	12 wks.	\$150.00	\$373.00	\$5,477.00	\$6,000.00
Truck Driver Fast Track 1	20 hours	25	1 Wk.	\$150.00*	\$125.00	\$500.00	\$625.00
Truck Driver Fast Track 2	20 hours	25	1 Wk.	\$150.00*	\$125.00	\$500.00	\$625.00
Truck Driver Fast Track 3	20 hours	25	1 Wk.	\$150.00*	\$125.00	\$500.00	\$625.00
Truck Driver Fast Track 4	20 hours	25	1 Wk.	\$150.00*	\$125.00	\$500.00	\$625.00
Truck Driver Fast Track 5	20 hours	25	1 Wk.	\$150.00*	\$125.00	\$500.00	\$625.00
Truck Driver Fast Track 6	20 hours	25	1 Wk.	\$150.00*	\$125.00	\$500.00	\$625.00
Truck Driver Fast Track 7	20 hours	25	1 Wk.	\$150.00*	\$125.00	\$500.00	\$625.00
Truck Driver Fast Track 8	20 hours	25	1 Wk.	\$150.00*	\$125.00	\$500.00	\$625.00
Truck Driver Fast Track 9	20 hours	25	1 Wk.	\$150.00*	\$125.00	\$1,375.00	\$1,500.00
Computer Maintenance &	400 hours	25	16 wks.	\$150.00	\$1000.00	\$7,150.00	

**Registration is paid only once for Truck Driver Fast Track 1 - 9. To be paid separate from tuition.*

Registration, Tuition and Other Fees

Each program offered by East Valley College has a schedule of fees and charges. You will find the detailed list of charges under Program Cost above. Tuition payment is due, or by an arranged delayed payment plan, on or before the first day of scheduled instruction.

Change in Tuition Fees

If the School makes changes in the tuition rates during the enrollment period covered by the **ENROLLMENT AGREEMENT**, the School will honor the rates stated in the **ENROLLMENT AGREEMENT** and the student will not be subject to pay the difference in program cost. However, if you withdraw from the program and later re-enroll, you will be subject to the current program rates at the time of the subsequent re-enrollment.

Payment Methods

Payments can be made with Cash, Checks, Money Orders, Visa, or Master card. Local bank imprinted checks for the amount due only. No two-party checks, post-dated, or altered checks are accepted. A \$25 service charge is assessed on any item returned by the bank.

“Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction.” §94899.5(a)

“For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.” §94899.5(b)

“The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.” §94899.5(c)

“An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.” [Ed. Code §94899.5(d)]

“At the student’s option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.” §94899.5(e)

Financial Assistance

East Valley College does not offer financial assistance or Title IV funding. However, this school is

approved by Cal JOBS and is on eligible Training Provider List (ETPL).

Cal JOBS provides the only statewide Eligible Training Provider List featuring qualified employment training providers offering a wide range of educational programs. 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.

Loan information is available from the Administrative Office. It may be possible to obtain loans from various banks

“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 a student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. “§94909 (a)(11)

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 programs funds. §94911(e)(2)

Payment Default

Student (and Co-buyer, if applicable) understands that payments are to be made to the School or assignee. If this Agreement is assigned, Student (and Co-Buyer, if applicable) will be bound by all its terms and conditions. Payments 10 days delinquent may accrue a LATE CHARGE of \$25. If account is delinquent for over 30 days, the student will be dropped from the program of study. Students who have elected the Payment Plan may pay off the balance in advance

WITHDRAWAL AND CANCELLATION POLICY

Students may cancel or withdraw from the program. Cancellation or withdrawal may be effectuated by the student's written **NOTICE OF CANCELLATION** or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students have the right to cancel the **ENROLLMENT AGREEMENT** that a student signed for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement. East Valley College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$150), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. §94920(b)

A student must withdraw or cancel by (Date) _____, before the student completes 60 percent of the attendance period, in order to receive the pro-rate refund according the Refund Table.

A student will not be eligible for a refund, if the student withdraws or cancels after the 60.1 percent of the attendance period.

Cancellation shall occur when students gives written **NOTICE OF CANCELLATION** at the address of the school shown on the top of the front page of the **ENROLLMENT AGREEMENT**. Students can do this by mail, hand delivery, email, or telegram. 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 students no longer wish to be bound by students' **ENROLLMENT AGREEMENT**. Students will be given a '**NOTICE OF CANCELLATION**' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

East Valley College has a refund policy for the return of unearned institutional charges if the student cancels an **ENROLLMENT AGREEMENT** or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. §92940(d)

If the student has purchased any equipment from the school, including books or other materials, students shall return them to the school within 30 days following the date of student's **NOTICE OF CANCELLATION**. If student fails to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment including books from any refund that may be due student.

School Drop Policy/ Program Dismissal

Students may be dropped/dismissed from the program for any of the following: unsatisfactory academic performance (below a "C") after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school's **ENROLLMENT AGREEMENT**. Students may be readmitted to their program of study only upon approval of the Executive Director

Withdrawal / Termination, Appeal and Reinstatement

Should a student find it necessary to discontinue their training, they should arrange to meet with an Admissions Representative to discuss their situation and must submit written notification of their request

Students shall be terminated for failure to (1) meet minimum standards for academic progress, (2) meet the minimum conduct standards of the school, or (3) fulfill their financial obligations according to their agreement with the school. Students not maintaining Satisfactory Academic Performance during the first 25% of the stated course period will be placed on academic probation for the next 25% of the course. Such students shall receive a written **ACADEMIC-ATTENDANCE PROBATION** form from the Director of Education outlining the procedure, and a copy will be kept in the student's academic file. Upon completion of the probationary period, students shall be advised in writing and a copy will be kept in the student's academic file.

REFUND POLICY

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

- a. You notify the School in writing of the withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.

You have failed to attend classes for a three-week period. The date of your withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid. The student shall be deemed to have withdrawn at the end of the three-week period.

If the amount that you have paid is more than the amount that is owed for the time you attended. Then a refund will be made within 45 days of withdrawal. If the amount that you owed is more than the amount that you have already paid, they will have to make arrangements to pay it.

Assume a student enrolls in a 400-hour program, and pays \$5,700.00 for tuition, \$150.00 for registration fee, then withdraws after completing 125 hours of elapsed time without returning the equipment he/she obtained. The pro rata refund to the student would be \$3,918.75 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student. See Payment Methods Page 18 for further information.

Sample Refund Calculation

Based on the preceding example, the refund calculation would be made in the following way:

Amount Paid (Total):	5,950.00
Less Equipment Costs:	0.00
Less Non-Refundable Registration Fee:	150.00
Total Amount Paid for Instruction (Tuition):	5,700.00

Total Hours of Instruction Paid For:	400
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Hours of Instruction Completed:	125
Hours of Instruction Paid for But Not Received:	275
Tuition divided by Total Hours=Cost Per Hour	14.25
Total Cost of Instruction Paid For	5,700.00
Less Tuition for Hours Received and Paid For (125 x \$14.25)	1,781.25
Equipment Costs Charged as Part of Instruction: Used Equipment:	0.00
Plus, Unused Equipment Charge	0.00
Total Refund:	\$3,918.75

Refund Time Limits

In accordance with California State law, all refunds will be made within 45 days from the date of cancellation or withdrawal. If a Student does not return from an approved leave of absence period as stated in the School catalog, refunds will be made within 45 days from the end of the leave of absence period. (However, such leave of absence may never exceed 60 calendar days.) Within ten days of any refund, the Student will receive a **NOTICE OF REFUND** stating the amount of the refund and to whom refund was made. If you have any questions regarding these calculations, please contact the Office.

§94920(e)

Once the Student begins classes, the registration fee is non-refundable, and the following pro rata refund policy applies:

- a. During the first 10% of the period of financial obligation, the School shall refund at least 90% of tuition.
- b. For up to 25%, of the period of financial obligation, the School shall refund at least 75% of tuition.
- c. For up to 50%, of the period of financial obligation, the School shall refund at least 50% of tuition.
- d. After 60% of the period of financial obligation, the School shall retain 100% of tuition

Tuition Refund Schedule

Examples of pro rata refund is shown below:

Course	Tuition	10% of program completed	25% of program completed	50% of program completed	After 60% of program completed
Program	10,000	9,000	7,500	5,000	No Refund

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall drop the student, make a refund based on the refund policy.

Interruption / Discontinuation of Program

*“An institution shall be considered in default of the **ENROLLMENT AGREEMENT** when an educational program is discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original **ENROLLMENT AGREEMENT**. If the institution does not make that provision, a total refund of all institutional charges shall be made to students.” §94927*

Third Party Payers

For students receiving tuition assistance, any tuition refunds will be made first to any lender up to the amount of such disbursement; any additional refunds will next be made to other funding sources accounts or any other sponsoring source up to the amount of such disbursement; any additional refunds due will be made to the Student or sponsor. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the hours completed over the total time in that payment period. The Student will be responsible for the repayment of any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency account or individual.

STUDENT TUITION RECOVERY FUND

Catalog Disclosure / Student Tuition Recovery Fund

It is a state requirement that a student who pays his/her tuition is required to pay a state-imposed assessment for the 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 STFR a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following”

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

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law . However, no claim can be paid to any student without a social security number or a taxpayer identification number”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

It is important that you keep copies of the **ENROLLMENT AGREEMENT**, receipts, or any other information that documents the money paid to the school. regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Web site:

www.bppe.ca.gov

Toll Free Telephone No.: (888) 370-7589

Fax: (916) 263-1897

E-mail: bppe@dca.ca.gov

ACADEMIC STANDARDS

What academic standards must I meet?

Maximum Time Frame

Students must complete their programs within 1.5 times the scheduled program length. If the scheduled program length is 18 weeks the maximum time frame is 27 weeks

Grading System

The school maintains an academic **GRADE REPORT** for each student. Grades are issued upon the completion of each term, module or level.

Rating	% Score	Letter Grade	Grade Point Average
Excellent	100-90	A	4
Good	89-80	B	3
Average	79-70	C	2
Below Average	69-60	D	1 point
Fail	59-00	F	0 point

Passing grades are "A", "B", "C", and "D". All grades appear on the official transcripts and are used in calculating the grade point average. Student progress and **GRADE REPORTS** become part of the student's permanent record and all grades received are posted on the student's academic record.

Credit/Clock Hour

For completion of coursework students are awarded credit units. Credit units are awarded on the following basis:

Definition

East Valley College courses measure academic progression in quarter units of credit. One-quarter unit of credit is equivalent to 10 clock hours of classroom instruction, 20 hours of laboratory, or 30 clock hours of externship/internship.

A clock hour is one class period of approximately 60 minutes in length. 50 minutes of lecture, demonstration, faculty-supervised laboratory, or similar learning activity takes place, and 10 minutes are given for a break

Academic Progress

Satisfactory Academic Progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by the institution.

The elements of satisfactory progress are as follows:

Satisfactory progress is evaluated at 50% and a 100% point of the program. The student is required to make **quantitative progress toward program completion**. Students maintaining an average grade of 70% (G.P.A of 2.0) or better meet the quantitative measure of Satisfactory Academic Progress. The student must also meet attendance policy and thereby maintaining an overall attendance rate of 80%.

The student's academic average is reviewed to determine **qualitative progress**. The minimum required is 70% at the conclusion of each evaluation period. Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0 in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution

Transcript

Students will receive a transcript after the completion of the term/course.

A final grade report (Transcript) is to be prepared for each student at the end of each grading period and provided to the student **no later than 10 days after the end of the grading period**. Entries on the final grade report for each grading period may be handwritten and must contain the following:

- a. Student's name
- b. Grading period start and end dates
- c. Program name
- d. Course number and title
- e. Final grade
- f. Clock hours completed
- g. Grade point average for the period (if applicable to your program of study)
- h. Cumulative grade point average
- i. Absences (by course)

All this information will be in the student's record.

Grade Appeals

In cases where a student believes that a grade has been assigned incorrectly, it is expected that the student will seek to resolve any concerns informally by speaking directly with the course instructor before beginning a formal appeal process. The formal appeals process should not be undertaken lightly, nor should it be undertaken merely because a student is unhappy with the grade received in a course.

A student who has questions regarding his/her course grade must speak with the instructor within two weeks from the date grades are posted. If, after speaking with the instructor in a good-faith effort to resolve a grade dispute, a student still believes that his/her course grade was assigned in a way that is arbitrary, prejudicial or in error, the student may make a formal grade appeal no later than two weeks after speaking with the instructor.

Student must fill out a **GRADE APPEAL FORM** and submit it to the Director of Education

Satisfactory Academic Progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by the institution.

The elements of satisfactory progress are as follows:

Satisfactory progress is evaluated at 50% and a 100% point of the program. The student is required to make **quantitative progress toward program completion**. Students maintaining an average grade of 70% (G.P.A of 2.0) or better meet the quantitative measure of Satisfactory Academic Progress. The student must also meet attendance policy and thereby maintaining an overall attendance rate of 80%.

The student's academic average is reviewed to determine **qualitative progress**. The minimum required is 70% at the conclusion of each evaluation period. Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0 in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Probation

If a student fails to meet the cumulative 80% attendance or 70% grade average for any evaluation period, he or she will be placed on **ACADEMIC- ATTENDANCE PROBATION** for the next evaluation period. Failure to achieve an 80% attendance or a 70% grade average, or both, at the end of the probationary evaluation period will result with an administrative withdrawal of the student.

Students will be notified in writing when they are placed on **ACADEMIC- ATTENDANCE PROBATION** and the steps necessary to be removed from probationary status will be given. Students will also receive attendance or academic counseling, from the Executive Director or designee, as appropriate, when they are placed on probation. The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress

Appeal Process

The academic appeal process is as follows:

- a. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.
- b. The Director of Education in consultation with the instructor will review all requests, and a determination will be made to either maintain or change the extant record.
- c. The student may meet with the Director of Education and anyone else he or she may

designate to review the conclusions.

- d. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings and make a recommendation to the Director of Education for final action.

A student placed on academic probation or deemed as failing to make Satisfactory Academic Progress may review the determination and may appeal the determination through the Executive Director whose judgment in this matter shall be final, conclusive, and binding.

Academic Difficulty

Academic support is required for students on academic probation. Students must meet with their instructor or a designated academic advisor to discuss the factors interfering with their academic progress, determine an appropriate course selection before registering for the next term or module, and develop an individual plan/contract for academic success. The student must meet the terms of the probation plan including a 2.0 GPA during the following term or module and/or meet the minimum GPA for good standing. A copy of the ACADEMIC DIFFICULTY ANALYSIS FORM will be provided to the Registrar and placed in the student's academic file for follow-up

Attendance Policy

East Valley College programs are based on resident programs and examinations; thus, class attendance is required for resident students. Attendance and punctuality is stressed for all the resident programs. A student consistently coming to class sessions late or failing to attend class sessions on a regular basis will be advised. Excessive absences and/or tardiness may be cause for dismissal. Tardiness is defined as entering the classroom/lab after the class has started.

Attendance of all scheduled class meetings is expected and required. Attending class is one of the most important parts of the learning process. Arriving to class on time is essential. A student who arrives late can be disruptive to other students, and often spends a good part of the session trying to figure out what is happening rather than learning.

If a student's attendance in the any program during any course falls below 80%, continued enrollment is permitted only with the approval of the Education Director.

If a student's attendance in the any program during any course falls below 80%, continued enrollment is permitted only with the approval of the Education Director.

Reporting Responsibilities

Instructors in a residence program are required to fill in **DAILY ATTENDANCE RECORD SHEET**. The report should be forwarded to the Registrar at the end of the class session.

Attendance is an important aspect of professionalism. Being present in class is defined as being physically present and mentally alert in the classroom or lab. Sleeping in class is disruptive to other students and unprofessional. A student who is sleeping may be asked to leave class at the discretion of the instructor and will be counted absent. Arriving late or leaving early on a regular basis can result in attendance difficulties. Future employers will be inquiring about attendance patterns while in school.

Any student who is seriously ill, who is hospitalized, or who has surgery (including a C-Section) must submit a written doctor's release on the day she/he returns to class. Students need to arrange for reliable childcare and to anticipate childcare needs during holidays and during the summer. It is school policy not to bring children of any age, other family members or friends into the classroom. In addition, students who anticipate being late or absent must notify the instructor prior to the start of class.

Classroom absences: Students are required to attend all classes as scheduled. Each class will keep a **DAILY ATTENDANCE RECORD** for each student and the instructor will mark absence or tardiness on that roll. A minimum of 80% attendance in a course is required for completion. If a student misses three (3) consecutive days, unexcused, the student will be advised. If there is no improvement, then the Director of Education will place the student on **ACADEMIC-ATTENDANCE PROBATION** or may suspend or withdraw the student depending on the circumstances. Re-admittance will occur only when the conditions causing the reprimand or suspension have been resolved.

Tardiness

East Valley College encourages students to be "on time" for all activities, appointments and classes. Tardiness is defined as entering the classroom/lab after the class has started.

Make Up Classes

The school does not require a student to make-up missed classes. Make up classes are not specifically scheduled and are never guaranteed. However, missed classes can be made up on a drop-in or space available basis within two weeks from the date the original class was missed. In no event will make-up classes be provided for students after the scheduled end of the module or level.

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 on the **LEAVE OF ABSENCE** form to the Director of Education and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the Executive 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 Director of Education 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 time frame.

Leave of absence (LOA) may be granted under special circumstances. Students may receive one leave of absence during the course of their training.

There are two categories of LOA:

1. General LOA for emergency or personal purposes, up to 6 months,
2. Medical LOA for medical situations.

Only the Director of Education is authorized to grant a Leave of Absence.

All medical Leaves of Absence whether requested in advance or based on an emergency situation must be documented by a doctor's statement.

The student completes the request for **LEAVE OF ABSENCE** for approval by the Director of Education and the Registrar completes the **STUDENT STATUS CHANGE** and ensures their proper disbursement

Uncompleted Subjects and Remediation

Students will be given an opportunity, at the discretion of the Director of Education and subject to the availability of space, to repeat, remediate, or make up lost work. This work shall be given full standing and credit with respect to the student's Satisfactory Academic Progress.

Graduation Requirements

To graduate from one of East Valley College's allied health programs; a student must successfully complete all of the courses by achieving an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and thereby maintain an overall attendance rate of 80%. Student must have fulfilled all financial arrangements as stated on the ENROLLMENT AGREEMENT.

ACADEMIC INTEGRITY

East Valley College is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing

written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources).

Plagiarism includes submitting a paper, report or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, a faculty member will take disciplinary action including but not limited to: requiring the student to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a student who violates the standards of academic integrity.

GRIEVANCE RESOLUTION

Students are encouraged, always, to communicate their concerns to instructors and the Executive Director for amicable solutions. Please use the following procedures to handle any and all complaints:

- a. First express concern in writing to primary instructor for resolution using the **GRIEVANCE RESOLUTION FORM**.
- b. If the instructor cannot solve the issue, then a written request should be submitted to the Director of Education for resolution.
- c. If the Director of Education cannot solve the student's concern, the student must submit in writing a letter of complaint to the Executive Director, which includes all pertinent information, any communications, and any written statements. It is recommended this written complaint be submitted within 48 hours of the initial incident prior to all parties being present.
- d. The Executive Director will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the Executive Director will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present.
- e. Any and all students or instructors involved must be present at the time of the grievance meeting. All parties will be allowed to present evidence or testimony concerning the incident. The Executive Director will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the Executive Director explaining why they believe the decision is unacceptable. All complaints will then be resolved within thirty days from the receipt of the initial incident report date

- f. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures

Students can use the internal process first, but it is not required and the student may contact the Bureau at any time. The student can write or call

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite
400

Sacramento, CA 95833

Web site:

www.bppe.ca.gov

Toll Free Telephone No.: (888) 370-
7589

Fax: (916) 263-1897

E-mail:

bppe@dca.ca.gov

STUDENT' RIGHT

While matriculated as a student at East Valley College. Students shall have the follow rights:

1. East Valley College shall advise each student that a **NOTICE OF CANCELLATION** shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance East Valley College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred and fifty dollars (\$150), if **NOTICE OF CANCELLATION** is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later
2. The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education
3. East Valley College shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund
4. East Valley College shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.
5. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
6. To receive quality instruction provided by the faculty, meeting the educational and experiential requirements mandated by the state regulatory agency;

7. To obtain factual information concerning the school's educational programs;
8. To receive a fair and impartial hearing in accordance with the established grievance resolution procedure, if the disciplinary action taken against a student is not satisfactory to the student; See Grievance Resolution Policy Page 37
9. To examine the student's educational records during the normal business hours and if errors are detected, request correction thereof; and
10. Students have the right to contact the Bureau at any time for any complaints, questions, or problems that they may have. The student can write or call

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Family Right and Privacy Act

East Valley College complies with the confidentiality and student's accessibility provision of the Family Right and Privacy Act of 1974 (P.L. 93-380, section 438), commonly known as the Buckley Amendment. Confidentiality of student records is protected. Information on students is not available to anyone without:

1. Written request/release from the student
2. A court order or
3. Accreditation or other oversight agencies requirements.

However, parents of minors and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student. An appointment may access his/her own records by submitting a written request to the school.

STUDENT SERVICES

Facilities

Our main campus is located in the heart of Fontana, CA. We have one acre, where our drivers can practice their maneuvers. Our teaching facility consist of an office area, computer room for our students and classroom space

Our satellite is located in Glendora, CA. We are located in a unit at a multi-unit professional building which is fully equipped to meet the ADA requirements including handicap accessible restrooms. The facility has adequate parking for the students, staff, and visitors. The facility has an elevator and secured entrance. The facility has adequate heating and cooling system. The instructional material is in good working condition.

Parking

Adequate parking spots are available in the campus parking lot.

Emergency Phone Numbers

Ambulance	911
Fire-Rescue	911
Medical Center	(626) 852-5000
Police	911

Types of equipment and material used for instruction

Various teaching learning equipment and materials are used for instruction at this institution. It includes but is not limited to laptop, multimedia projector, DVD player, VCR, white board, posters, computers and handouts.

For our Truck Driving Certificate, we have 7 Heavy Duty Trucks and 11 Trailers

Library Resources

We will be using J.J. Keller online learning resources. Plus, online libraries:

<https://openlibrary.org>

<https://www.getabstract.com>

<http://www.ellibs.com>

<http://www.thefreelibrary.com/>

<https://www.questia.com/>

<http://publiclibrariesonline.org/>

<http://www.lioninc.org/>

http://tour.playster.com/?ref=5031034&sub_id=NOB&utm_campaign=bingbook&utm_source=Bing
<http://library.harvard.edu/>
<http://www.libraries-online.com/>
<http://www.library.nd.gov/onlineresources.html>

Our Students will be given a training section on how to use these resources.

Tutorial Assistance

East Valley College offers free tutorial assistance to students given by the course instructor. This tutoring generally falls into three categories:

- a. Students who need assistance to maintain satisfactory academic progress.
- b. Students who need assistance with a particular element in the training program
- c. Students who desire to obtain training, which exceeds the training curriculum in order to prepare for some higher-level goal.

Need for tutoring must be identified by the course faculty and completing appropriate documentation. Student must make an appointment to avail the tutoring services

Housing

East Valley College does not have dormitory facilities under its control and we do not provide assistance in finding housing. The availability of housing near an institution is favorable with the average cost of a home in the area at around \$4000, 000 and rent for 1-bedroom apartment is approximately \$1200, within 10 miles.

Lost /Stolen Property

East Valley College takes every effort to assure that there are no missing personal items, but it is the student's responsibility to see that there are no valuable personal items left about for someone to take. East Valley College cannot be responsible for any lost or stolen student property. All personal items of value should not be brought to school while students attend classes or labs.

Job Placement Assistance

Placement Officer is responsible for maintaining all job referral activities and for locating jobs within the local business community. The school will attempt to set up interviews for as many graduates as possible with local businesses and industries. It is the Placement officer's job to develop and maintain a

job network.

In the area, assist in job search and placement: provide readiness discussions and training in accordance with school policies and contract requirements; search for and develop employment opportunities through personal and media contact with employers; seek out and develop potential business / industry training contracts that could be serviced by the school.

Additionally, students can benefit from assistance in the following areas:

- a. Preparing resumes
- b. Developing job interviewing skills
- c. Identifying job position openings
- d. Following up with employers after interviews
- e. Securing opportunities for advancement once hired
- f. Developing and utilizing a network of professional contacts who can aid the job Search effort

Guarantee Disclaimer

The Career Services Department is committed to assisting graduates find suitable employment. East Valley College or its Career Services Department cannot, however, guarantee employment to any student, recent graduate, or alumni of this school.

STUDENT PLACEMENT

Staff Interaction

Instructional staff is always aware of the fact that they are to do more than “impart facts.” Every part of their classroom function needs to be pointed toward a future job. In reality, sitting in that classroom or Hands On is that student’s first job. It is “pre-on-the-job-training.

Placement Process

Placement includes two elements: casual placement while the student is attending school and academic and professional career placement after the student graduates. The placement process does not start a month prior to graduation, but with the first contact the student has with the school.

Student requests the Career Services Department for services needed. The student, when enrolled, signed a **FOLLOW UP AGREEMENT** which conveys the student’s responsibility after graduation to report any employment they receive on the **EMPLOYMENT VERIFICATION FORM**.

SCHOOL PERFORMANCE FACT SHEET

Each prospective student will receive a copy of the **SCHOOL PERFORMANCE FACT SHEET** for the program(s) of instruction they are interested in taking. As part of the enrollment process the student must sign on the **ENROLLMENT AGREEMENT** that they have received a copy of the **SCHOOL PERFORMANCE FACT SHEET** prior to signing the **ENROLLMENT AGREEMENT**.

East Valley College annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and publish in our **SCHOOL PERFORMANCE FACT SHEET**, the completion rate for each program. The completion rate shall be calculated by dividing the number of graduates by the number of students available for graduation. §94929.

East Valley College annually reports to the Bureau for Private Postsecondary Education, as part of the annual report, and shall publish in our **SCHOOL PERFORMANCE FACT SHEET**, all of the following:

- (a) The job placement rate, calculated by dividing the number of graduates employed in the field by the number of graduates available for employment for each program that is either*
 - (1) signed, or advertised, to lead to a career, or*
 - (2) advertised or promoted with any claim regarding job placement*
- (b) The license examination passage rates for the immediately preceding two years for programs leading to employment for which passage of a state licensing examination is required, calculated by dividing the number of graduates who pass the examination by the number of graduates who take the licensing examination the first time that the examination is available after completion of the educational program. The institution shall use state agency licensing data to calculate license examination passage rates. If those data are unavailable, the institution shall calculate the license examination passage rate in a manner consistent with regulations adopted by the bureau*
- © Salary and wage information, consisting of the total number of graduates employed in the field and the annual wages or salaries of those graduates stated in increments of five thousand dollars (\$5,000) §94929.5*

SECURITY

Campus Security

General Information

The program is administered in accordance with the law. The physical facilities goes through periodic inspections as required by the State of California and the city and county agencies that are responsible to the users of the building.

- Students are provided with safety instructions at the time of enrollment
- Fire department visits on a regular basis
- CAL/OSHA requirements are followed
- Fire escape routes are posted.
- Earthquake procedures are routinely reviewed with staff and students

Health, safety, earthquake, security is handled by the Executive Director or designee.

Security Policies

The school has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act" effective September 1, 1992

The following policy will be implemented to ensure to the fullest extent possible that students, faculty and staff are informed all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off-campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.

Criminal offenses are defined as an unlawful attempt or threat to do physical injury to another or to do damage to another's personal property. These offenses include: murder, aggravated assault, rape, burglary, robbery and motor vehicle theft.

The following procedure will be followed to ensure campus security:

1. The staff will be trained to be aware of any unusual occurrences / behaviors on or around the campus grounds. Also, they will be trained in notifying proper authorities.
2. Instructors who are in the classroom at all times monitor all classrooms.
3. The Executive director, or designee, secures the building each evening and insures that all students, faculty and staff have properly exited out of the building.

Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:

1. Each student and employee of the school is responsible for his or her personal belongings.
2. Proper security of all personal belongings is the responsibility of each student and employee
3. Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper school personnel immediately
4. All students and employees of East Valley College are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions

5. Students are provided with school rules and regulations during orientation; employees receive an employee handbook
6. Any student or employee who is found in possession of, using or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
7. All students and employees are provided with information during orientation, regarding the 'Drug Free' status of all this school's campuses.

Students and employees sign a statement that they are aware of this policy and will abide by it. This documentation is found in the student's file and employee's personnel file and is included in the school catalog. The following steps will be taken in the event of a criminal action or other emergencies:

1. The Executive Director, or designated individual in his/her absence, is the first person to be notified in case of criminal action or other types of emergencies occurring on campus. The second contact person would be the designated department manager. The third contact person would be the next designated department manager.
2. The school will immediately notify the proper law authorities. A written statement from the victim will be obtained.
3. The school will abide by all legal requirements set forth by law enforcement.
4. Medical and follow-up treatment services will be made available to the victim if required.
5. The management of the school will be in contact with the victim regarding the status of medical treatment and law enforcement and/or necessary action taken regarding disciplinary proceedings and/or results of disciplinary action or appeal.
6. Confidentiality will be guaranteed.
7. Appropriate services that are available to the victim will be provided to each individual immediately.

OUR COURSES

Medical Assistant

Credential Level – Certificate of Completion

Program Schedule – To be Announced

Program Length

Program takes 3 quarters; 900 Clock Hours to complete including the Practicum.
Allowing for holidays and vacations the program is expected to take 40 weeks normal time.

First Quarter

Module	Course	Lecture Clock hrs.	Lab Clock hrs.
Module 1	MA 101: Anatomy and Physiology for Medical Assistant	120 hrs.	0 hrs.
Module 2	MA 102: Medical Terminology	75 hrs.	0 hrs.
Module 3	MA 103: Procedures in a Clinical Setting	60 hrs.	90 hrs.
	Quarter Total hrs.	255 hrs.	90 hrs.

Second Quarter

Module	Course	Lecture Clock hrs.	Lab Clock hrs.
Module 4	MA 104: Administrative Procedure	90 hrs.	60 hrs.
Module 5	MA 105: Pharmacology and Administration of Medications	60 hrs.	90 hrs.
	Quarter Total hrs.	150 hrs.	150 hrs.

Third Quarter

Module	Course	Lecture Clock hrs.	Lab Clock hrs.
Module 6	MA 106: Medical Assistant Laboratory Procedures	50 hrs.	30 hrs.
Module 7	MA 107: Professional Development	25 hrs.	0 hrs.
*Module 8	*MA 108: Externship/Clinical Practice for Medical Assistant	0 hrs.	150 hrs.

One-quarter unit of credit is equivalent to 10 clock hours of classroom instruction, 20 hours of laboratory, or 30 clock hours of externship/internship.

** Capstone course

Class Schedule

Morning Session	8:00 a.m. – 10:00	Class
	10:00 - 10:15	Break
	10:15 - 12:00 Noon	Class
Afternoon Session	1:00 pm – 2:30	Class
	2:30 - 2:45	Break
	2:45 - 5:00	Class
Evening Session	5:00 - 7:30	Class
	7:30 - 7:45	Break
	7:45 - 9:00	Class
Weekend (Saturday Morning Session)	8:00 am – 10:00	Class
	10:00 - 10:15	Break
	10:15 - 12:00 Noon	Class
Afternoon Session	1:00 pm – 2:30	Class
	2:30 - 2:45	Break
	2:45 - 5:00	Class

Program Information

Prerequisites: Acceptance for Admission

- 18 Years of age
- High school diploma or GED Certificate
- Valid CPR certification (must state for Health Care Providers)
- Documentation of Hepatitis B, MMR,DT, Rubella/Rubeola and Varicella (Titer/vaccine)
- Documentation of a complete physical examination within the last 12 months
- Tuberculosis Testing

Each student must provide proof of the following:

- Health Care Insurance
- Medical Malpractice Insurance

Program Description

Medical assistant program at East Valley College is an instructional program that prepares individuals to support physicians by providing assistance during patient examinations, treatment administration and

monitoring; by keeping patient and related health record information; and by performing clinical, administrative and laboratory duties. *Medical assistants* perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually do many different kinds of tasks, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators

Program Objectives/Core Competencies:

1. Identify parts of the human body.
2. Describe the basic function of each body system.
3. Utilize medical terminology in written and spoken communications.
4. Define medical terminology found in medical records.
5. Define medical conditions, diseases, and disorders commonly treated.
6. Perform the procedures for rooming a patient.
7. Obtain the vital signs of a patient.
8. Perform basic wound care.
9. Demonstrate proper positioning and draping for patient procedures.
10. Demonstrate first aid for disorders of the musculoskeletal system.
11. Demonstrate the collection of specimens.
12. Locate information regarding medications.
13. Demonstrate the administration of oral and injectable medications.
14. Instruct patient in preventative health practices.
15. Assist physician with examinations.
16. Demonstrate minor specimen testing and recording of results.
17. EKG/ECG skills training instruction.
18. Demonstrate skill in goal-setting, organization, note-taking, and test-taking.
19. Complete prerequisites including physical exam, TB test, CPR, computer Proficiency.
20. Use communication strategies associated with quality customer service
21. Draft a resume that clearly communicates one's value to an employer.
22. Contrast effective communication approaches
23. Use listening, mirroring and parameter – setting in difficult conversations.

Instructional Methodology:

1. Lecture
2. Discussion
3. Demonstration
4. Audiovisual material
5. Group discussion
6. Laboratory Practice

7. Clinical Practice

Methods of Evaluation:

1. Pre- and Post-Tests
2. Class Discussion
3. Quizzes and Exams
4. Performance Levels Reports
5. Observation
6. Assignments
7. Self-Evaluation

Course Descriptions

MA 101: Anatomy and Physiology for Medical Assistant (Lecture 120 clock hrs.; Lab 0 clock hrs.)

This course introduces the students to anatomy and physiology of human body systems. Students learn the parts and functions of each body system. This course then covers the basic overview of common diseases and conditions that Medical Assistant students will be encountering during their clinical experiences.

MA 102: Medical Terminology (Lecture 75 clock hrs.; Lab 0 clock hrs.)

This course covers the study and practical application of a medical vocabulary system. It includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

MA 103: Procedures in a Clinical Setting (Lecture 60 clock hrs.; Lab 90 clock hrs.)

This course prepares the student to perform skills and procedures in the clinical setting. Emphasis is laid on patient assessment, examination, and treatment as directed by the physician. Some of the skills/procedures taught in this course are obtaining vital signs, performing interviewing skills and collecting patient information, maintaining asepsis during procedures, and other treatments as appropriate for the medical office.

MA 104: Administrative Procedures (Lecture 90 clock hrs.; Lab 60 clock hrs.) The purpose of this course is to train the student to undertake the administrative role of a Medical Assistant. Medical office procedures include appointment scheduling, medical records creation and maintenance, interpersonal communications, financial processes, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

MA 105: Pharmacology and Administration of Medications(Lecture 60 clock hrs.; Lab 90 clock hrs.)

The course helps students to prepare and administer medications by introducing them to concepts

and application of pharmacological principles. Focus of instruction includes drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

MA 106: Medical Assistant Laboratory Procedures (Lecture 50 clock hrs.; Lab 30 clock hrs.)
In this course, waived procedures stated in the Current Clinical Laboratory Improvement Act (CLIA) are taught. Some of the skills included are blood collection, specimen handling, identification of normal ranges and quality assurance.

MA 107: Professional Development (Lecture 25 clock hrs.; Lab 0 clock hrs.) This course prepares the student to look for employment. The student will learn how to write a resume, cover letter and thank you letter. These students will also learn how to prepare for the interview and how to respond to questions asked in the interview. In addition, they will be provided guidance in preparing for the Medical Assistant Credential exam.

MA 108: Externship / Clinical Practice for Medical Assistant (150 Externship clock hrs.)
This course is a capstone course. It includes work-based learning experience that provides an opportunity to the student to apply specialized occupational theory, skills, and concept to the clinical setting. Direct supervision is provided by the clinical professional

Graduation Requirements

To graduate with a Certificate of Completion, students are required to successfully complete all didactic and clinical education courses and hours, including co-requisites if applicable. In addition, all financial obligations to the program must be fulfilled.

Instructional Resources:

- Laptop/Projector
- Power points
 - White Board

Textbook:

Beaman, N. et al. (2010). *Pearson's Comprehensive Medical Assisting: Administrative and Clinical Competencies*. Pearson

Tuition

Non-refundable Registration Fee	\$150.00
Tuition	\$12,184.00
Non-refundable STRF Fee (California residents only)	\$0.00
Total Charges Paid to School	\$12,434.00

Textbooks— approx.	\$400.00
Supplies/Materials	\$ 200.00
Uniform—scrubs & school patch— approx.	\$150.00
Mal-Practice Insurance	\$50.00
Live Scan & CPR	\$200.00
Tools (BP cuff, stethoscope, pen light, bandage scissor, sanitizers)	\$125.00
Physical Exam/TB/Drug screening	200.00
Total Charges Purchased by Student	\$1325.00

Total charges for a period of attendance \$13,759.00 Estimated schedule of total charges for the entire \$13,759.00 educational program

State Licensure/ Certification

Pro rata Refund Calculation

<i>Course</i>	<i>Tuition</i>	<i>10% of program completed</i>	<i>25% of program completed</i>	<i>50% of program completed</i>	<i>After 60% of program completed</i>
MA	12,184	10,966	9,138	6,092	No Refund

Other Requirements

Medical assistants are not licensed, certified, or registered by the State of California. However, the medical assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the medical assistant be certified by a national or private association.

Health Examination:

Each student enrolled in a certification training program or competency evaluation program shall have a health examination prior to participating in segments of the program which involve contact with patients in a nursing facility.

This examination shall include:

- medical history and physical examination.
- A purified protein derivative, intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated.
- A report, signed by the physician, physician's assistant or nurse practitioner, shall be

provided to the nursing facility. This report shall indicate that the student does not have any health condition that would create a hazard to himself, fellow employees, or patients.

Physical Requirements

The following list of physical requirements is for the Medical Assistant Program. If at any time throughout this program, the student is unable to meet any of these Requirements; it is the students' responsibility to see these health care providers for re-evaluation. All changes in health status and ability to continue to meet the physical requirements of the program must be documented by the provider and submitted to the Director.

1. **STANDING / WALKING** – 75% - 95% of work day spent / walking on carpet, tile, linoleum, asphalt and cement while providing and managing client care, gathering client supplies and medications, obtaining and returning equipment. Approximate distant = 3 to 5 miles.
2. **SITTING** – 5 – 25% of workday spent sitting while communicating with and teaching clients, operating computers, answering the telephone, writing reports, documenting, calling doctors, and scheduling appointments.
3. **LIFTING** – 10 – 15% of workday spent floor to kneed, knee to waist, waist to waist, and waist to shoulder level lifting while handling supplies (5 lbs. – 20 to 30 times per shift), using trays (5-10 lbs.) and assisting with positioning patients in bed /moving patients on and off gurneys and exam tables (average weight 200 lbs.).
4. **CARRYING** – 65% of workday spent carrying items at waist level.
5. **PUSHING/PULLING** – 40% of workday spent pushing/pulling, using carts, utilizing crash carts, opening and closing doors, pushing/pulling beds, gurneys, and wheelchairs, and moving equipment and furniture.
6. **CLIMBING** – 15 – 25% of workday spent climbing stairs going to and from other departments, offices, and homes.
7. **BALANCING** – 15 – 25% see climbing.
8. **STOOPING/KNEELING** – 10% spent stooping/kneeling while retrieving supplies from medication carts, bedside stands, bathrooms, storerooms, etc.
9. **BENDING** – 20% of workday spent bending at the waist while performing patient assessments and treatments, gathering supplies, assisting patients with positioning, adjusting patient beds and exam tables, bathing patients, and emptying drainage apparatus
10. **CROUCHING/CRAWLING** – 2% retrieving patient belongings.
11. **REACHING/STRETCHING** – 35% of workday spent reaching/stretching administering and monitoring IV therapy, gathering supplies, operating computers, disposing of equipment and linens, assisting with patient positioning, connecting equipment. Cleaning office equipment. Retrieving patient files.
12. **MANIPULATING** – 90% hand-wrist movement, hand-eye coordination, simple firm grasping required and 90% fine and gross motor dexterity required to calibrate and use equipment and perform CPR.
13. **FEELING** – 90% normal tactile feeling required to complete physical assessment

- including palpation and notation of skin temperature.
14. TWISTING – 15% of workday spent twisting at the waist while gathering supplies and equipment, administering care, and operating equipment.
 15. COMMUNICTING IN VERBAL AND WRITTEN FORM – 95% ability to communicate nursing actions, interpret patient responses, initiate health teaching, document and understand health care activities, and interact with patients, staff, faculty and peers.
 16. HEARING – 95% ability to hear and interpret many people and correctly interpret what is heard; auscultation, physician orders whether verbal or over the telephone, patient reports and cries for help, fire and equipment alarms, etc.
 17. SEEING – 95% acute visual skills necessary to detect signs and symptoms, coloring and body language of patients, color of wounds and drainage, and possible infections anywhere. Interpret written word accurately, read characters and identify colors in the patient’s record and on the computer screen

Background Check and Drug Screen

East Valley College requires the applicant to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. East Valley College considers the nature and severity of the offense, subsequent acts, frequency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for certification. Some convictions permanently disqualify individuals from certification. Go to www.cdph.ca.gov/certlic/occupations/Documents/ATCS_98-4.pdf for a list of these crimes.

All applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these penal code violations.

In compliance with Health and Safety Code section 1338.5, subdivision (a)(3), (Chapter 74, statutes of 2006 (A.B. 1807) the student must submit Life Scan (electronic fingerprints) to the Department of Justice for criminal clearance prior to the student’s first day of class. The student is responsible for the costs associated with Life Scan process. The Life Scan must be obtained from the any authorized Live Scan facilities office in the area using a transmittal form that will be provided to the student following completion of all other health and safety requirements

Criminal Background Check/Live Scan Procedure

If there are concerns regarding criminal histories or background screening, the individual student should contact the East Valley College for clarification regarding eligibility for licensure or certification. For questions concerning eligibility to participate in clinical experiences at the local health facilities, the applicant may contact East Valley College offices to schedule a meeting with the Director.

Drug Screening

All students are required to submit drug screening following course registration. This screening should not be done until specific information and directions are provided by the Director. East Valley College maintains a no tolerance policy regarding substance abuse when participating in Allied Health programs. A student with a positive drug screen will be denied participation and placement at a clinical agency and withdrawal from the program will be necessary. Additionally, students must agree at time of admission into the program to be drug tested at any time while in the program and any evidence of substance abuse will result in immediate administrative dismissal from the program. Drug screening must be done at lab in local area designated by the school. Students are responsible for the cost of all drug screenings.

Computer Maintenance and Repair

Credential Level

Certificate of Completion

Program Schedule

400 hours – 16 weeks (Lecture: 225 hours, Lab: 175 hours)

Class Schedule

Day Class: Monday – Friday, 8:30 – 2:00

Night Class: Monday – Thursday: 7-10 p.m.

Prerequisites:

None

Program Description

This program is designed to equip students with proficiency in Computer Maintenance and Repair. The goal of this course is to provide a thorough, step-by-step process for learning the fundamentals of supporting and troubleshooting computer hardware. This course covers a wide range of material about operating systems, from using the different Windows operating systems to demonstrating how the boot process works, as well as installing, supporting, and troubleshooting the different hardware and Windows operating systems. Other topics include supporting hard drives from a software point of view, supporting and troubleshooting Windows on networks and the Internet, and an introduction to the Linux and

Mac OS operating systems. The final topic addresses issues related to notebook computers. The course takes a hands-on approach to learning the steps to installing, troubleshooting and supporting the most common hardware and operating systems in use on the personal computer. In addition to explaining concepts, the course uses a multitude of real world examples of problems and issues related to operating systems, making it a practical preparation for the real world.

As a graduate of this program you'll be prepared to perform diagnostic test and fix computers and laptops. Also maintain and upgrade computers

Program Objectives

Module 1

Objectives

Introduction to a Typical PC

- Give examples of how computers are used.
- Contrast analog and digital electronics.
- Give examples of computer data.
- Interpret binary and hexadecimal numbers 0 through 15.
- Compare bit, byte, and word.
- Contrast serial and parallel data transfer.
- Interpret the common prefixes associated with the computer's size and speed

- Identify external computer connections.
- Identify the major components of a typical PC.
- Explain how the major computer components interact with each other.
- Contrast electrostatic discharge, electromagnetic interference, and radio frequency interference.
- Identify common PC service tools.
- Recall common safety practices related to computer repair

Operating Systems

- Explain the basic model of an operating system.
- Recall the common characteristics of all operating systems.
- Compare Windows features.
- Carry out a Windows operating system installation.
- Explain the Windows boot sequence.
- Give examples of common portable devices and tasks.

- Give examples of cloud computing resources and services.
- Summarize the guidelines for selecting software and drivers for 32-bit and 64-bit systems.

Motherboards

- Recall motherboard bus systems and their function.
- Identify common motherboard form factors.
- Explain motherboard bus architecture.
- Identify expansion card slot architectures.
- Use Device Manager and System Information to identify system resources.
- Carry out a software driver installation.
- Carry out a BIOS upgrade.
- Use the Setup utility to view system settings.
- Identify major parts of a motherboard.
- Check a motherboard for pinched cables, loose connections, oxidation, and high-voltage damage

Module 2

Central Processing Unit (CPU)

- Recall the purpose of an instruction set.
- Explain the basic operation of a CPU.
- Recall the technologies used to enhance CPU operation.
- Use processor descriptive terminology to explain, identify, and compare CPUs.
- Identify the three top CPU manufacturers.
- Compare Intel and AMD CPUs.
- Explain the construction and operation of multi-core processors.
- Use Task Manager to set processor affinity.
- Identify sockets associated with the CPU.
- Evaluate a computer system's performance.
- Evaluate whether to upgrade a CPU.
- Carry out a CPU installation.
- Carry out a cooling system installation

Power Supplies

- Explain the terms *voltage*, *current*, *resistance*, and *power* in relation to electrical energy.
- Use a digital multimeter to check a fuse, cable, switch, and power outlet.
- Identify possible commercial power problems.
- Identify the signs of a bad power supply.
- Explain the operation of UPS systems and power strips.
- Use the appropriate guidelines when handling and disposing of a battery.
- Use Windows Power Options to control PC power consumption

Memory

- Evaluate the type and amount of memory needed for an upgrade.
- Identify physical memory packages.
- Recall various memory types and their characteristics.
- Use proper procedures to install memory.
- Apply knowledge of RAM characteristics when adding or replacing RAM modules.
- Explain the construction of flash memory devices.
- Identify memory map areas and functions.
- Explain the benefits and operation of virtual memory and Windows ReadyBoost.
- Recognize typical memory problems

Module 3

Input Devices

- Recall the purpose of the Human Interface Device standard for USB devices.
- Explain how a keyboard scan code is generated and interpreted.
- Explain how an optical mouse operates.
- Explain how a bar code reader, scanner, and digital camera operate.
- Recall the characteristics of the major touch screen technologies.
- Recall the characteristics of Bluetooth, Wi-Fi, WUSB, and UWB.
- Use Device Manager, Devices and Printers, and the Ease of Access Center to manage computer input devices.

Video and Audio Systems

- Recall the characteristics common to all monitors.

- Explain the basic operation of a CRT, an LCD, and a gas-plasma monitor.
- Carry out general procedures for troubleshooting a video display.
- Use the generally-accepted guidelines to properly clean a display.
- Compare video adapter card types.
- Carry out a video card installation.
- Use the **Appearance and Personalization** dialog box to change the display properties.
- Identify computer monitor and home theater center connection types.
- Explain how data compression works.
- Explain analog-to-digital conversion.
- Explain the operation of microphones and speakers.
- Carry out a sound card installation.
- Recall common codecs and their characteristics.
- Select components to create a customized configuration to meet customer specifications

Magnetic and Solid State Storage Devices

- Explain how magnetic principles are applied to data storage.
- Explain disk geometry.
- Identify disk partition systems.
- Recall common file systems and their characteristics.
- Use Disk Defragmenter and Chkdsk.
- Carry out a PATA, a SATA, and an eSATA hard drive installation.
- Compare SAS and SCSI technologies.
- Recall the uses of Solid-State Drives and their advantages over disk and disc storage devices.
- Use Computer Management to create a Virtual Hard Disk

Module 4

Optical Storage Technology

- Explain how magnetic principles are applied to data storage.
- Explain disk geometry.
- Identify disk partition systems.
- Recall common file systems and their characteristics.
- Use Disk Defragmenter and Chkdsk.

- Carry out a PATA, a SATA, and an eSATA hard drive installation.
- Compare SAS and SCSI technologies.
- Recall the uses of Solid-State Drives and their advantages over disk and disc storage devices.
- Use Computer Management to create a Virtual Hard Disk

Printers

- Explain the operating principles of a laser printer.
- Explain the operating principles of an LED printer.
- Explain the operating principles of an inkjet printer.
- Explain the operating principles of a dot matrix printer.
- Explain the operating principles of a color thermal printer.
- Explain the operating principles of a dye-sublimation printer.
- Explain the operating principles of a solid ink color printer.
- Identify the common features of all-in-one products.
- Carry out a printer installation.
- Use the print queue window to view and manage print jobs.
- Carry out a printer memory upgrade. Identify and diagnose common printer faults.
- Explain how fonts are generated and installed.

Laptops and Mobile Devices

- Compare and contrast laptops, tablets, and smartphones.
- Identify portable PC parts.
- Use Windows **Power Options** to configure power management features.
- Compare and contrast mobile operating systems.
- Identify the features of Windows Mobility Center.
- Compare and contrast the IEEE 802.11 standards.
- Compare and contrast methods of securing mobile devices.
- Identify the ways data can be transferred between a mobile device and a full-size PC.
- Carry out a laptop upgrade.
- Use common laptop troubleshooting practices to evaluate and repair a faulty laptop.
- Carry out a laptop disassembly.
- Use common preventive maintenance tips to maintain a laptop.

Module 5

Modems and transceivers

- Recall the characteristics of the public telephone system.
- Recall the characteristics of telephone wiring systems.
- Carry out a typical telephone modem installation and configuration.
- Recall the characteristics of ISDN, DSL, cable, and satellite.
- Explain the basic operation of a multiplexer and demultiplexed.
- Recall the characteristics of mobile band.
- Carry out a residential Internet connection installation and configuration.
- Use McAfee Internet Connection Speedometer to determine Internet connection speed.
- Use common troubleshooting practices to diagnose modem problems.

Physical and Digital Security

- Implement appropriate security practices for securing the physical area of a computer system and disposing of and destroying critical data.
- Implement security best practices for securing a workstation.
- Recall the purpose and characteristics of common Microsoft security applications.
- Classify malware by their action or description.
- Recall the purpose and characteristics of a firewall

Module 6

PC troubleshooting

- Implement common sense practices when troubleshooting a PC.
- Identify the three stages of computer operation.
- Recognize common startup problems and identify their causes.
- Recognize common hard drive failures and identify their causes.
- Recognize common mechanical problems and identify their causes.
- Use a variety of troubleshooting modes and utilities to recover from a system startup failure.
- Use the appropriate diagnostics utility given a specific problem.
- Recall the boot sequence for Windows XP and later.
- Recall basic data recovery methods.
- Implement appropriate practices when preparing to upgrade or install an operating system.

- Implement preventive computer maintenance.
- Interpret the CompTIA A+ troubleshooting steps.

Introduction to Networking

- Recall the benefits of a network.
- Compare the client/server and peer-to-peer administrative models.
- Recall the characteristics of a LAN, MAN, WAN, and PAN.
- Recall the characteristics of common network topologies.
- Explain how networks communicate. Identify common network cabling materials.
- Select the proper cable tool for a specific task.
- Recall the characteristics of basic network equipment.
- Carry out a typical network adapter card installation.
- Compare a diskless workstation and thin client.
- Recall the three most common network operating systems.
- Match the OSI model layer to its function.
- Recognize common IEEE 802 standards.

Network Administration

- Implement the various types of file sharing available in Windows XP and later.
- Identify the characteristics of centralized and decentralized network administration.
- Identify the features of Windows Server 2012.
- Recall the general procedures and tools used for installing multiple copies of an operating system and application software onto multiple computers.
- Identify the most common RAID levels and their characteristics.
- Differentiate between Microsoft Storage Spaces and Storage Pools

Module 7

Wide Area Network (WAN)

- Identify the various methods of TCP/IP addressing.
- Identify equipment associated with a WAN.
- Use common diagnostic utilities associated with networks.
- Explain the physical structure of the Internet and how a web browser locates a webpage.

- Use e-mail client software or a webmail program to set up an e-mail account.
- Recall common Internet protocols and their characteristics.
- Identify cloud service terminology and characteristics.
- Implement basic knowledge of networking when troubleshooting network problems.

Small Office / Home Office Networking

- Design a SOHO network based on the media, the number of PCs, and the type of Internet access that will be used.
- Select the best media for use in a SOHO network based on cost and building structure.
- Select an appropriate file sharing and storage media method based on overall cost for equipment and administration.
- Select an appropriate Internet access configuration based on the number of PCs and the type of network media used in a SOHO network.
- Select an appropriate level of administration for a SOHO network.
- Identify methods to secure a SOHO network.
- Construct a Windows XP SOHO network.
- Construct a Windows Vista or later SOHO network.
- Identify common problems that can occur in a new SOHO network installation.
- Recall the role of backups as related to data protection.
- Use the Remote Desktop feature to connect to a remote PC.

Module 8

Customer Support, Communication and Professionalism

- Explain common customer support organization models.
- Use proper communication skills in the workplace.
- Identify the traits that exhibit a professional image.
- Identify the key steps related to handling a prohibitive content or prohibitive activity incident

Employment and Advance Education

- Plan a career in an IT field, including education, certification, and keeping up-to-date with changes in technology.
- Carry out a job search.

- Identify appropriate interview skills.

Instructional Methodology

- Lecture
- Reading
- PowerPoints
- Discussion
- Demonstration
- Video
- Laboratory practice

Methods of Evaluation

- Class Discussion
- Quizzes and exams
- Assignment

Course Description

Module 1 – Introduction to a Typical PC, Operating Systems, Motherboards (Lecture – 25 hours, Lab – 25 hours)

In this module the student will learn to remove the case from 3 different PC's. They will select a major brand of PC and use the Internet to access the website of the manufacturer. Look for technical reference material to help you identify the component locations on the motherboard and on the outside of the case. In the second part of the module they will access the command prompt and explore more text based commands. And lastly, the student will remove a motherboard, setup utilities, such as the hard drive, CD/DVD drive configurations. They will open Device Manager and study the way the system resources are displayed and assigned. Identify the IRQ, memory, and DMA assignments for various devices .

Module 2 - Central Processing Unit (CPU), Power Supplies, Memory (Lecture – 25 hours, Lab – 25 hours)

In this module the student will learn all about the Central Processing Unit of the computer, from installation to performance. Also, the student will learn to remove a power supply from a typical PC. Take voltage and resistance readings. Lastly the student will learn how to remove and add more memory to the computer, run the menu command format the command prompt and view the information

concerning conventional, XMS, Extended, and HMA memory.

Module 3 – Input Devices, Video and Audio Systems, Magnetic and Solid-State Storage Devices (Lecture – 25 hours, Lab – 25 hours)

In this module the student will Recall the purpose of the Human Interface Device standard for USB devices. Explain how a keyboard scan code is generated and interpreted. Explain how an optical mouse operates. Explain how a bar code reader, scanner, and digital camera operate. Recall the characteristics of the major touch screen technologies. Recall the characteristics of Bluetooth, Wi-Fi, WUSB, and UWB. Plus, Use Device Manager, Devices and Printers, and the Ease of Access Center to manage computer input devices. Under the topic of Video and Audio Systems, the student will Make a sound recording and experiment with changing the sampling rates. Use the control panel to install and modify the properties of a digital camera input system. Locate and identify the driver for the monitor. Under the section “Solid State Storage Devices” the student will install a hard drive, install a second SATA hard disk drive. Open the storage spaces wizard and view the options available. Access the firmware Setup Utility and find information about the hard drive configuration.

Module 4 – Optical Storage Technology, Printers, Laptops and Mobile Devices (Lecture – 25 hours, Lab – 25 hours)

In this module the student will learn about Optical Storage Technology. They will learn how to install an optical storage device into a PC, check the Hardware Compatibility List to see if all CD and DVD drive systems are compatible. With windows. Also, a student will set up a laptop to access your home or school PC. The student will also inspect the wireless encryption configuration associated with a wireless device.

Module 5 – Modems and Transceivers, Physical and Digital Security (Lecture – 25 hours, Lab – 25 hours)

In this module the student will learn about Modems and transceivers. Also, Physical and Digital Security of a PC.

Module 6 – PC Troubleshooting, Introduction to Networking, Network Administration (Lecture – 25 hours, Lab – 25 hours)

In this module the student will learn how to trouble shot a PC. Plus, they will Learn

all about Networking, and Networking Administration.

Module 7 – Wide area Network (WAN), Small Office / Home Office Networking (Lecture – 25 hours, Lab – 25 hours)

In this Module the student will learn how to troubleshoot tools and utilities for networking. They will demonstrate automatic assignment of IP address using various versions of Windows operating systems. Also, demonstrate multiple operating systems on one computer. Plus, the student will set up a SOHO network with a shared internet connection.

Module 8– Customer Support, Communication and Professionalism, Employment and Advance Education (Lecture – 50 hours)

In this module the student will learn all about customer support, Communication and Professionalism in the new work place. They will learn how to write a resume, and prepare for their first interview. Also, they will go over the requirement for the MTA certification.

Textbooks

Title: *Computer Service and Repair*

Authors: Richard M. Roberts

Publisher The Goodheart-Willcox Company

ISBN 978-1-61960-795-8

Edition: 4th

Title: *Computer Service and Repair Laboratory Manual*

Authors: Richard M. Roberts

Publisher The Goodheart-Willcox Company

ISBN 978-1-61960-801-6

Edition: 4th

Title: *Computer Service and Repair Student Manual*

Authors: Richard M. Roberts

Publisher The Goodheart-Willcox Company

ISBN 978-1-61960-800-9

Edition: 4th

Truck Driver Certificate I

Credential Level

Certificate of Completion

Class Schedule

Program takes 8 Weeks; 160 Clock Hours to complete, 66 hours of Lecture, 94 hours of Lab and Rode time.

Evening Classes – Monday through Friday, 5:P.M. to 8:00 P.M. (11 weeks)

Program Information

Prerequisites: Acceptance for Admission

- Must be 18 and over
 - Have a valid motor vehicle record (MVR);
 - Have no current MVR convictions of driving under the influence of alcohol and/or drugs;
 - Good driving record
 - Obtain a Ten Year DVN Printout – (\$5.00 at your local DMV Office)
 - No more than two moving violations in the last 36 months
 - Pass a D.O.T. physical exam
 - You'll need to be a minimum of 21 years old if you intend to:
 - Drive across state lines.
- AND/OR**
- Transport [HAZMAT materials](#).

Program Description

Our course will teach students with little or no commercial driving experience will be able to obtain to obtain a Commercial Driver's License. Students who do not already have a valid Commercial Driver's License Learner's Permit will be prepared for that exam. At the end of the course, students will take a Class "A" License test administered by the California's DMV. The program includes classroom instruction, hands-on labs and independent study, and substantial behind-the-wheel driving time on a practice range and public street.

Program Objectives

- Describe importance of the trucking industry
- Define compliance with applicable regulations
- Describe the procedure for obtaining a commercial driver's license (CDL)
- Identify the qualifications you are subject to in this industry
- Identify and describe the engine controls
- Identify and describe the function of the primary controls
- Identify and describe the function of the secondary controls
- Identify and describe the acceptable operating range for the instruments required to monitor vehicle oil, coolant, and electrical systems
- Identify the key parts of a tractor-trailer
- Describe how the key parts of a tractor-trailer function
- Identify the key parts of a tractor-trailer
- Identify the key parts of a tractor-trailer function
- Inspect and check the condition of critical components of the tractor-trailer
- Perform accurate and efficient pre-trip inspections
- Perform en-route, and post-trip inspections
- Perform an actual Tractor alignment
- Perform Backing procedures
- Describe trailer securement
- Perform Tractor/trailer connections
- Demonstrate Landing gear retraction and securement
- Describe your role in vehicle inspection and maintenance
- Describe different types of maintenance
- Preventive maintenance as a cost deterrent
- Describe the different aspects of Refrigeration
- Define Accident procedures and preventability guidelines
- Describe Vehicle fire procedures
- Demonstrate Operating in adverse driving conditions including snow, ice, and cold and hot temperatures
- Identify the challenges of mountain driving
- Describe the 11-hour driving rule
- Describe the 14-hour duty limit
- Describe Mandatory break provision
- Describe 60 hour /7 day and 70 hours / 8-day limit
- Driver's record of duty status / electronic logging device (ELD)
- Explain what are the exceptions to the hours of service regulations (including short-haul, sleeper berth, and adverse weather conditions)
- Describe what are the multiple articulation vehicles (doubles, triples, and B-trains)

- Identify oversize, low-clearance, and high center-of-gravity vehicles
- Identify Unstable loads (tankers and livestock haulers)
- Identify other special rigs
- Describe what is a Healthy diet and are good exercise habits
- Describe Stress Management
- Identify Driver fatigue
- Describe the prohibitions and regulations addressing the use and abuse of alcohol and drugs.
- Identify Safe workplace practices
- Describe Good customer relations
- How to apply for a job
- Describe what CSA is and how it affects your professional driving career
- Demonstrate Starting, warming up, and shutting down the engine or a tractor-trailer
- Demonstrate how to turn a tractor-trailer
- Demonstrate How to properly adjust and use your vehicle's mirrors
- Describe the different aspects of good communication
- Demonstrate the key elements required to properly shift a manual transmission
- Demonstrate the Basic shift patterns and procedures of a manual transmission
- Demonstrate backing principles, rules and maneuvers
- Demonstrate Shopping at and crossing tracks safely
- Describe the science of speed and stopping distance
- Describe the importance of space management
- Describe the factors that affect night driving including the driver, way and vehicle
- Describe the Procedures for driving at night
- Identify Hazard recognition
- Describe the role of emergency maneuvers, evasive steering, emergency stopping and off recovery.
- Describe how to handle brake failure
- Describe how to deal with a tire blowout
- Describe the factors that affect vehicle control

Instructional Methodology

- Lecture
- Discussion
- Demonstration
- Video

Methods of Evaluation:

- Class Discussion
- Quizzes and exams
- Assignment
- Performance Level exams

Course Description

Module 1 - Introduction, Control and Vehicle Systems, Pre-Trip Vehicle Inspection (Lecture – 13 hours, Lab – 7 hours)

In this Module the student will complete an introduction to the Truck Driving industry. They will learn about engine controls, primary and secondary controls. Identify and describe the acceptable operating range for the vehicles instruments, what is required to monitor vehicle oil, coolant and electrical systems, identify and describe warning devices. Also, they will learn about the Vehicle systems. Identify the key parts of a tractor – trailer, and how they function. The student will also learn how to perform accurate and efficient Pre-Trip Vehicle inspections

Module 2 - Coupling and Uncoupling, Preventive Maintenance, Refrigeration (Lecture: 11 hours, Lab: 9 hours)

In this module the student will learn about Coupling and Uncoupling, tractor alignment, backing procedures, trailer securement, trailer – tractor connections and landing gear retraction and securement. Also, they will learn about Preventive Maintenance. The different types of maintenance and maintenance requirements under the Federal Motor Carrier Safety Regulations (FMCSRs). Also, this module will focus on the different aspects of Refrigeration

Module 3 - Accident Procedures, Extreme Driving Conditions, Hours of Service (Lecture: 18 hours, Lab: 2 hours)

In this module the student will learn about accident procedures. The preventability guidelines and fire procedures when in an accident. They will also learn about extreme driving conditions. Operating in adverse driving conditions including snow, ice, cold and hot temperatures. Plus, the challenges of mountain driving. The last topic to be covered in this module will be “Hours of Service”. The 11 hours driving rule, 14 hours’ duty limit, mandatory break provision, 60-hour/7-day and 70-hour/8-day and Driver’s record of duty status /electronic logging device (ELD).

Module 4 –Special Rigs, Personal Health and Safety, Public and Employer Relations, CSA

(Lecture: 19 Hour - Lab: 1 hours)

In this module the student will learn about Special Rigs, Multiple articulation vehicles, oversize, low-clearance, and high center-of-gravity vehicles, Unstable loads (tankers and livestock haulers), and Reefers (refrigerated trailers). Plus, the student will learn about personal health and safety, including stress management, driver fatigue, and the prohibitions and regulations addressing the use and abuse of alcohol and drugs. As a student getting ready for employment in the real world, we will go over Public and Employer relations, the image of the trucking industry, good customer relations, job requirements and how to apply for a job. Also in this module students will learn what CSA is and how it affects your professional driving career.

**Module 5: Basic Control, Hands On visual, Communication, Shifting, Backing, Rail Crossing
(Lecture: 3 hours - Lab: 17 hours)**

In this module the student will learn about Basic Controls, such as starting, warming up, and shutting down the engine of a tractor-trailer. They will learn how to put a tractor-trailer into motion, how to stop a tractor-trailer, how to straight line back up and how to turn a tractor-trailer. The student will also learn the importance of continually scanning your entire sight area, how to adjust and use their vehicle's mirrors. Other topics that we will cover in this module will be Shifting, Backing up principles and rules, and Rail Crossing.

**Module 6: Night Driving, Speed Management, Space Management, Hazard Perception, Emergency Maneuvers, Skid Control and Recovery
(Lecture: 2 hours - Lab: 18 hours)**

In this module with student will learn the different aspects of night driving, speed management, space management, hazard perception, emergency maneuvers, skid control and recovery. Every topic will go over the driver's role, effective driving procedures and advanced how's and whys.

**Module 7: On the Rode training
Lab: 20 hours**

In this module the student will spend 20 hours on the , practicing all he has learned.

Textbooks

Tractor-Trailer Driver Training Manual
Publisher: JJ Keller
Edition: 3rd

California Commercial Handbook

http://www.dmv.ca.gov/portal/wcm/connect/42c566ef-31ac-4df2-a8ed-480619084886/comlhdbk.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=42c566ef-31ac-4df2-a8ed-480619084886

[Video On demand training by JJ Keller \(During the first day of class you will be given your login information to JJ Keller Training\)](#)

Tuition

Registration fee (Non- Refundable)	\$150.00
Tuition	\$3,050.00
Books	\$125.00
Total	\$3,500.00

Truck Driver Certificate II

Credential Level

Certificate of Completion

Program Schedule

Program takes 12 Weeks; 240 Clock Hours to complete, 102 hours of Lecture, 138 hours of Lab and time

Class Schedule

Day Classes - Monday through Thursday, 9:00 A.M. to 2:30 P.M. (12 weeks)
Evening Classes – Monday through Friday, 5:00 P.M. to 8:00 P.M. (16 weeks)

Prerequisites: Acceptance for Admission

- Must be 18 and over
- Have a valid motor vehicle record (MVR)
- Have no current MVR convictions of driving under the influence of alcohol and / or drugs
- Good driving record
- Obtain a Ten-Year DMV Printout - \$5.00 at your local DMV Office)
- No more than tow moving violations in the last 36 months
- Pass a D.O.T. physical exam

- You'll need to be a minimum of 21 years old if you intend to
 - Drive across state lines AND /OR
 - Transport HAZMAT material

Program Description

Our course will teach students with little or no commercial driving experience will be able to obtain a Commercial Driver's License. Students who do not already have a valid Commercial Driver's License Learner's Permit will be prepared for that exam. At the end of the course, students will take a Class "A" License test administered by the California's DMV. The program includes classroom instruction, hands-on labs and independent study, and substantial behind-the-wheel driving time on a practice range and public street.

Truck Driving Certificate II will include two extra modules, Module 7 and Module 8: These Modules will cover: Handling Cargo, Cargo documentation, security of cargo, Diagnosing and reporting Malfunctions, trip planning, Hazardous Materials, Basic Business Practices for Truck Drivers, plus an additional 40 hours of Rode driving time

Program Objectives

- Truck Driving Certificate II
- All the skills in Certificate I plus the following objectives:
 - Describe the importance of properly handling cargo
 - Demonstrate the principles and methods of cargo securement
 - Demonstrate the principles of weight distribution
 - Describe safe loading responsibilities
 - Identify the common tools used to load/unload a vehicle
 - Discuss terms/definitions most commonly used in conjunction with cargo documentation
 - Identify the basic forms used to document cargo movement
 - Describe Pickup and delivery procedure
 - Describe cargo theft prevention
 - Discuss how to Ensure your security while on the
 - Discuss the importance of safety protocol
 - Describe the diagnosis and reporting of vehicle malfunctions
 - Describe troubleshooting your vehicle
 - Discuss procedures for reporting vehicle malfunctions

- Describe having up to date paperwork
- Estimating time
- Estimating fuel use and fuel stops
- Describe estimating trip expenses
- Describe what hazardous material is
- Describe the CDL hazmat endorsement
- Demonstrate Loading and unloading hazmat and transporting hazmat
- Identify Cost determination and control
- Demonstrate starting, warming up, and shutting down the engine of a tractor-trailer
- Demonstrate how to put a tractor-trailer into motion and how to stop a tractor-trailer
- Demonstrate how to straight line back a tractor-trailer
- Demonstrate how to turn a tractor-trailer
- Describe the importance of continually scanning your entire sight area
- Demonstrate how to properly adjust and use your vehicle's mirrors
- Describe the importance of monitoring the space behind your vehicle
- Discuss what is considered misuse of communications
- Demonstrate the key elements required to properly shift a manual transmission
- Demonstrate basic shift patterns and procedures of a manual transmission
- Demonstrate backing principles
- Recognizing crossing signs, gates, and signals
- Discuss emergency procedures
- Discuss the science of speed and stopping distance
- Demonstrate adjusting your speed for curves and grades
- Demonstrate the importance of space management
- Demonstrate the factors that affect night driving including the driver, way, and vehicle
- Describe hazards
- Demonstrate evasive steering
- Demonstrate emergency stopping
- Discuss how to deal with a tire blowout
- Demonstrate skid recovery technique

Instructional Methodology

- Lecture
- Discussion
- Demonstration

- Video
- Discussions
- Laboratory practice
- On the road Practice

Methods of Evaluation:

- Class Discussion
- Quizzes and exams
- Assignment
- Performance Level exams

Course Description

Module 1 - Introduction, Control and Vehicle Systems, Pre-Trip Vehicle Inspection (Lecture – 13 hours, Lab – 7 hours)

In this Module the student will complete an introduction to the Truck Driving industry. They will learn about engine controls, primary and secondary controls. Identify and describe the acceptable operating range for the vehicles instruments, what is required to monitor vehicle oil, coolant and electrical systems, identify and describe warning devices. Also, they will learn about the Vehicle systems. Identify the key parts of a tractor – trailer, and how they function. The student will also learn how to perform accurate and efficient Pre-Trip Vehicle inspections

Module 2 - Coupling and Uncoupling, Preventive Maintenance, Refrigeration (Lecture: 11 hours, Lab: 9 hours)

In this module the student will learn about Coupling and Uncoupling, tractor alignment, backing procedures, trailer securement, trailer – tractor connections and landing gear retraction and securement. Also, they will learn about Preventive Maintenance. The different types of maintenance and maintenance requirements under the Federal Motor Carrier Safety Regulations (FMCSRs). Also this module will focus on the different aspects of Refrigeration

Module 3 - Accident Procedures, Extreme Driving Conditions, Hours of Service (Lecture: 18 hours, Lab: 2 hours)

In this module the student will learn about accident procedures. The preventability guidelines and fire procedures when in an accident. They will also learn about extreme driving conditions. Operating in adverse driving conditions including snow, ice, cold and hot temperatures. Plus, the challenges of mountain driving. The last

topic to be covered in this module will be “Hours of Service”. The 11 hours driving rule, 14 hours’ duty limit, mandatory break provision, 60-hour/7-day and 70-hour/8-day and Driver’s record of duty status /electronic logging device (ELD).

**Module 4 –Special Rigs, Personal Health and Safety, Public and Employer Relations, CSA
(Lecture: 19 Hour - Lab: 1 hours)**

In this module the student will learn about Special Rigs, Multiple articulation vehicles, oversize, low-clearance, and high center-of-gravity vehicles, Unstable loads (tankers and livestock haulers), and Reefers (refrigerated trailers). Plus, the student will learn about personal health and safety, including stress management, driver fatigue, and the prohibitions and regulations addressing the use and abuse of alcohol and drugs. As a student getting ready for employment in the real world, we will go over Public and Employer relations, the image of the trucking industry, good customer relations, job requirements and how to apply for a job. Also in this module students will learn what CSA is and how it affects your professional driving career.

Module 5: Basic Control, Hands On visual, Communication, Shifting, Backing, Rail Crossing (Lecture: 3 hours - Lab: 17 hours)

In this module the student will learn about Basic Controls, such as starting, warming up, and shutting down the engine of a tractor-trailer. They will learn how to put a tractor-trailer into motion, how to stop a tractor-trailer, how to straight line back up and how to turn a tractor-trailer. The student will also learn the importance of continually scanning your entire sight area, how to adjust and use their vehicle’s mirrors. Other topics that we will cover in this module will be Shifting, Backing up principles and rules, and Rail Crossing

Module 6: Night Driving, Speed Management, Space Management, Hazard Perception, Emergency Maneuvers, Skid Control and Recovery (Lecture: 2 hours - Lab: 18 hours)

In this module with student will learn the different aspects of night driving, speed management, space management, hazard perception, emergency maneuvers, skid control and recovery. Every topic will go over the driver’s role, effective driving procedures and advanced how’s and whys

Module 7: Handling Cargo, Cargo Documentation, Security of Cargo (Lecture – 17 hours, Lab -3 hours)

In this module the student will learn the importance of properly handling cargo,

the principles and methods of cargo securement, principles of weight distribution, and safe loading responsibilities.

Module 8: Diagnosing and Reporting Malfunctions, Trip Planning, Hazardous Materials, Basic Business Practices for Truck Drivers.
(Lecture – 19 hours, Lab – 1 hour)

In this module the student will learn how to diagnose, troubleshoot and report vehicle malfunctions. Also, the student will learn the important aspects of Trip Planning, having up to date paperwork, selecting a route, estimating time, trip expenses, fuel use and fuel stops. Hazardous Materials will be another topic in this module. The student will learn what is a hazardous material, the proper way to fill out Hazmat shipping papers, loading and unloading hazmat. To close the module, we will cover Basic Business Practices for Truck Drivers.

Module 9: On the training
(Lab: 20 hours)

In this module the student will spend 20 hours on the , practicing all he has learned.

Module 10: On the Training
(Lab: 20 hours)

In this module the student will spend 20 hours on the , practicing all he has learned

Module 11: On the training
(Lab: 20 hours)

In this module the student will spend 20 hours on the , practicing all he has learned

Module 12: On the training
(Lab: 20 hours)

In this module the student will spend 20 hours on the, practicing all he has learned

Textbooks

Tractor-Trailer Driver Training Manual
Publisher: JJ Keller
Edition: 3rd

California Commercial Handbook
<http://www.dmv.ca.gov/portal/wcm/connect/42c566ef-31ac-4df2-a8ed->

Registration fee (Non-Refundable)	\$150.00
Tuition	\$5,477.00
Books	\$135.00
Safety vest	\$15.00
Physical Exam	\$150.00
Licensing Fee	\$73.00

Total

\$6,000.00

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[Video On demand training by JJ Keller \(During the first day of class you will be given your login information to JJ Keller Training\)](#)

Tuition

Video On demand training by JJ Keller (During the first day of class you will be given your login information to JJ Keller Training)

Truck Driving Certificate III

Credential Level

Certificate of Completion

Program Schedule

Program takes 8 Weeks; 160 Clock Hours to complete, 66 hours of Lecture, 94 hours of Lab and Rode time.

Class Schedule

Day Classes - Monday through Thursday, 8:00 A.M. to 2:30 P.M. (8 weeks)
Evening Classes – Monday through Friday, 5:P.M. to 8:00 P.M. (11 weeks)

Method of Delivery

Hybird

Program Description

Our course will teach students with little or no commercial driving experience will be able to obtain to obtain a Commercial Driver’s License. Students who do not already have a valid Commercial Driver’s License Learner’s Permit will be prepared for that exam. At the end of the course, students will take a Class “A” License test administered by the California’s DMV. The program includes classroom instruction, hands-on labs and independent study, and substantial behind-the-wheel driving time on a practice range and public street.

Program Information

Prerequisites: Acceptance for Admission

- Must be 18 and over
- Have a valid motor vehicle record (MVR);
- Have no current MVR convictions of driving under the influence of alcohol and /or drugs;
- Good driving record
- Obtain a Ten Yearn DMV printout – (\$5.00 at your local DMV office)

- No more than two moving violations in the last 36 months
- Pass a D.O.T. physical exam
- You'll need to be a minimum of 21 years old if you intend to
 - Drive across state lines, AND/OR
 - Transport HAZMAT Materials.

Program Objectives

- Describe importance of the trucking industry
- Define compliance with applicable regulations
- Describe the procedure for obtaining a commercial driver's license (CDL)
- Identify the qualifications you are subject to in this industry
- Identify and describe the engine controls
- Identify and describe the function of the primary controls
- Identify and describe the function of the secondary controls
- Identify and describe the acceptable operating range for the instruments required to monitor vehicle oil, coolant, and electrical systems
- Identify the key parts of a tractor-trailer
- Describe how the key parts of a tractor-trailer function
- Identify the key parts of a tractor-trailer
- Identify the key parts of a tractor-trailer function
- Inspect and check the condition of critical components of the tractor-trailer
- Perform accurate and efficient pre-trip inspections
- Perform en-route, and post-trip inspections
- Perform an actual Tractor alignment
- Perform Backing procedures
- Describe trailer securement
- Perform Tractor/trailer connections
- Demonstrate Landing gear retraction and securement
- Describe your role in vehicle inspection and maintenance
- Describe different types of maintenance
- Preventive maintenance as a cost deterrent
- Describe the different aspects of Refrigeration
- Define Accident procedures and preventability guidelines
- Describe Vehicle fire procedures
- Demonstrate Operating in adverse driving conditions including snow, ice, and cold and hot temperatures
- Identify the challenges of mountain driving
- Describe the 11-hour driving rule
- Describe the 14-hour duty limit

- Describe 60-hour/7-day and 70-hour/8-day limit
- Driver's record of duty status /electronic logging device (ELD)
- Explain what are the exceptions to the hours-of-service regulations (including short-haul, sleeper berth, and adverse weather conditions)
- Describe what are the multiple articulation vehicles (doubles, triples, and B-trains)
- Identify oversize, low-clearance, and high center-of-gravity vehicles
- Identify Unstable loads (tankers and livestock haulers)
- Identify Other special rigs
- Describe what is a Healthy diet and are good exercise habits
- Describe Stress management
- Identify Driver fatigue
- Describe the prohibitions and regulations addressing the use and abuse of alcohol and drugs
- Identify Safe workplace practices
- Describe Good customer relations
- How to apply for a job
- Describe what CSA is and how it affects your professional driving career
- Demonstrate Starting, warming up, and shutting down the engine of a tractor-trailer
- Demonstrate How to turn a tractor-trailer
- Demonstrate How to properly adjust and use your vehicle's mirrors
- Describe the different aspects of good communication
- Demonstrate The key elements required to properly shift a manual transmission
- Demonstrate the Basic shift patterns and procedures of a manual transmission
- Demonstrate Backing principles. rules and maneuvers
- Demonstrate Stopping at and crossing tracks safely
- Describe The science of speed and stopping distance
- Describe the importance of space management
- Describe The factors that affect night driving including the driver, way, and vehicle
- Describe the Procedures for driving at night
- Identify Hazard recognition
- Describe The role of emergency maneuvers, Evasive steering, emergency stopping, and off recovery
- Describe how to handle brake failure
- Describe How to deal with a tire blowout
- Describe The factors that affect vehicle control
- Describe the Common types of tractor-trailer skids, how they are caused, and prevention

Instructional Methodology

- Lecture
- Discussion
- Demonstration

- Video
- Laboratory practice
- On the road Practice

Methods of Evaluation:

- Class Discussion
- Quizzes and exams
- Assignment
- Performance Level exams

Course Description

Module 1 - Introduction, Control and Vehicle Systems, Pre-Trip Vehicle Inspection (Lecture – 13 hours, Lab – 7 hours)

In this Module the student will complete an introduction to the Truck Driving industry. They will learn about engine controls, primary and secondary controls. Identify and describe the acceptable operating range for the vehicles instruments, what is required to monitor vehicle oil, coolant and electrical systems, identify and describe warning devices. Also, they will learn about the Vehicle systems. Identify the key parts of a tractor – trailer, and how they function. The student will also learn how to perform accurate and efficient Pre-Trip Vehicle inspections

Module 2 - Coupling and Uncoupling, Preventive Maintenance, Refrigeration (Lecture: 11 hours, Lab: 9 hours)

In this module the student will learn about Coupling and Uncoupling, tractor alignment, backing procedures, trailer securement, trailer – tractor connections and landing gear retraction and securement. Also, they will learn about Preventive Maintenance. The different types of maintenance and maintenance requirements under the Federal Motor Carrier Safety Regulations (FMCSRs). Also this module will focus on the different aspects of Refrigeration

Module 3 - Accident Procedures, Extreme Driving Conditions, Hours of Service (Lecture: 18 hours, Lab: 2 hours)

In this module the student will learn about accident procedures. The preventability guidelines and fire procedures when in an accident. They will also learn about extreme driving conditions. Operating in adverse driving conditions including snow, ice, cold and hot temperatures. Plus, the challenges of mountain driving. The last topic to be covered in this module will be “Hours of Service”. The 11 hours driving

rule, 14 hours' duty limit, mandatory break provision, 60-hour/7-day and 70-hour/8-day and Driver's record of duty status /electronic logging device (ELD).

Module 4 –Special Rigs, Personal Health and Safety, Public and Employer Relations, CSA
(Lecture: 19 Hour - Lab: 1 hours)

In this module the student will learn about Special Rigs, Multiple articulation vehicles, oversize, low-clearance, and high center-of-gravity vehicles, Unstable loads (tankers and livestock haulers), and Reefers (refrigerated trailers). Plus, the student will learn about personal health and safety, including stress management, driver fatigue, and the prohibitions and regulations addressing the use and abuse of alcohol and drugs. As a student getting ready for employment in the real world, we will go over Public and Employer relations, the image of the trucking industry, good customer relations, job requirements and how to apply for a job. Also in this module students will learn what CSA is and how it affects your professional driving career.

Module 5: Basic Control, Hands On visual, Communication, Shifting, Backing, Rail Crossing
(Lecture: 3 hours - Lab: 17 hours)

In this module the student will learn about Basic Controls, such as starting, warming up, and shutting down the engine of a tractor-trailer. They will learn how to put a tractor-trailer into motion, how to stop a tractor-trailer, how to straight line back up and how to turn a tractor-trailer. The student will also learn the importance of continually scanning your entire sight area, how to adjust and use their vehicle's mirrors. Other topics that we will cover in this module will be Shifting, Backing up principles and rules, and Rail Crossing

Module 6: Night Driving, Speed Management, Space Management, Hazard Perception, Emergency Maneuvers, Skid Control and Recovery
(Lecture: 2 hours - Lab: 18 hours)

In this module with student will learn the different aspects of night driving, speed management, space management, hazard perception, emergency maneuvers, skid control and recovery. Every topic will go over the driver's role, effective driving procedures and advanced how's and whys

Module 7: On the Rode training
Lab: 20 hours

In this module the student will spend 20 hours on the , practicing all he has learned

Textbooks

Tractor-Trailer Driver Training Manual
Publisher: JJ Keller
Edition: 3rd

California Commercial Handbook
http://www.dmv.ca.gov/portal/wcm/connect/42c566ef-31ac-4df2-a8ed-480619084886/comlhdbk.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=42c566ef-31ac-4df2-a8ed-480619084886

[Video On demand training by JJ Keller \(During the first day of class you will be given your login information to JJ Keller Training\)](#)

Tuition

Registration fee (Non Refundable)	\$150.00
Tuition	\$3,050.00
Books	\$125.00
Total	\$3,500.00

TRUCK DRIVER CERTIFICATE IV

Credential Level

Certificate of Completion

Program Schedule

Program takes 12 Weeks; 240 Clock Hours to complete, 102 hours of Lecture, 138 hours of Lab and time

Class Schedule

Day Classes - Monday through Thursday, 9:00 A.M. to 2:30 P.M. (12 weeks)
Evening Classes – Monday through Thursday, 5:00 P.M. to 8:00 P.M. (16 weeks)

Method of Delivery

Hybrid

Program Information

Prerequisites: Acceptance for Admission

- Must be 18 and over
- Have a valid motor vehicle record (MVR);
- Have no current MVR convictions of driving under the influence of alcohol and /or drugs;
- Good driving record
- Obtain a Ten Year DMV printout – (\$5.00 at your local DMV office)
- No more than two moving violations in the last 36 months
- Pass a D.O.T. physical exam
- You'll need to be a minimum of 21 years old if you intend to
 - Drive across state lines, AND/OR
 - Transport HAZMAT Materials.

Program Description

Our course will teach students with little or no commercial driving experience will be able to obtain a Commercial Driver's License. Students who do not already have a valid Commercial Driver's License Learner's Permit will be prepared for that exam. At the end of the course, students will take a Class "A" License test administered by the California's DMV. The program includes classroom instruction, hands-on labs and independent study, and substantial behind-the-wheel driving time on a practice range and public street.

Truck Driving Certificate III will include two extra modules, Module 7 and Module 8: These Modules will cover: Handling Cargo, Cargo documentation, security of cargo, Diagnosing and reporting Malfunctions, trip planning, Hazardous Materials, Basic Business Practices for Truck Drivers, plus an additional 40 hours of Rode driving time

Program Objectives

- All the skills in Certificate I plus the following Objectives:
- Describe the importance of properly handling cargo
- Demonstrate the principles of weight distribution
- Describe safe loading responsibilities
- Identify the common tools used to load/unload a vehicle
- Discuss terms/definitions most commonly used in conjunction with cargo

documentation

- Identify the basic forms used to document cargo movement
- Describe Pickup and delivery procedure
- Describe cargo theft prevention
- Discuss the importance of safety protocol
- Describe the diagnosis and reporting of vehicle malfunctions
- Describe troubleshooting your vehicle
- Discuss procedures for reporting vehicle malfunctions
- Describe having up to date paperwork
- Estimating time
- Estimating fuel use and fuel stops
- Describe estimating trip expenses
- Describe what hazardous material is
- Describe the CDL hazmat endorsement
- Demonstrate Loading and unloading hazmat and transporting hazmat
- Identify Cost determination and control
- Demonstrate starting, warming up, and shutting down the engine of a tractor-trailer
- Demonstrate how to put a tractor-trailer into motion and how to stop a tractor-trailer
- Demonstrate how to straight line back a tractor-trailer
- Demonstrate how to turn a tractor-trailer
- Describe the importance of continually scanning your entire sight area
- Demonstrate how to properly adjust and use your vehicle's mirrors
- Describe the importance of monitoring the space behind your vehicle
- Discuss what is considered misuse of communications
- Demonstrate the key elements required to properly shift a manual transmission
- Demonstrate basic shift patterns and procedures of a manual transmission
- Demonstrate backing principles
- Recognizing crossing signs, gates, and signals
- Discuss emergency procedures
- Discuss the science of speed and stopping distance
- Demonstrate adjusting your speed for curves and grades
- Demonstrate the importance of space management
- Demonstrate the factors that affect night driving including the driver, way, and vehicle
- Describe hazards
- Demonstrate evasive steering
- Demonstrate emergency stopping
- Discuss how to deal with a tire blowout
- Demonstrate skid recovery technique

Instructional Methodology

- Lecture
- Discussion
- Demonstration
- Video
- Discussions
- Laboratory practice
- On the road Practice

Methods of Evaluation:

- Class Discussion
- Quizzes and exams
- Assignment
- Performance Level exams

Course Description

Module 1 - Introduction, Control and Vehicle Systems, Pre-Trip Vehicle Inspection (Lecture – 13 hours, Lab – 7 hours)

In this Module the student will complete an introduction to the Truck Driving industry. They will learn about engine controls, primary and secondary controls. Identify and describe the acceptable operating range for the vehicles instruments, what is required to monitor vehicle oil, coolant and electrical systems, identify and describe warning devices. Also, they will learn about the Vehicle systems. Identify the key parts of a tractor – trailer, and how they function. The student will also learn how to perform accurate and efficient Pre-Trip Vehicle inspections.

Module 2 - Coupling and Uncoupling, Preventive Maintenance, Refrigeration (Lecture: 11 hours, Lab: 9 hours)

In this module the student will learn about Coupling and Uncoupling, tractor alignment, backing procedures, trailer securement, trailer – tractor connections and landing gear retraction and securement. Also, they will learn about Preventive Maintenance. The different types of maintenance and maintenance requirements under the Federal Motor Carrier Safety Regulations (FMCSRs). Also this module will focus on the different aspects of Refrigeration.

Module 3 - Accident Procedures, Extreme Driving Conditions, Hours of

Service (Lecture: 18 hours, Lab: 2 hours)

In this module the student will learn about accident procedures. The preventability guidelines and fire procedures when in an accident. They will also learn about extreme driving conditions. Operating in adverse driving conditions including snow, ice, cold and hot temperatures. Plus, the challenges of mountain driving. The last topic to be covered in this module will be “Hours of Service”. The 11 hours driving rule, 14 hours’ duty limit, mandatory break provision, 60-hour/7-day and 70-hour/8-day and Driver’s record of duty status /electronic logging device (ELD).

**Module 4 –Special Rigs, Personal Health and Safety, Public and Employer Relations, CSA
(Lecture: 19 Hour - Lab: 1 hours)**

In this module the student will learn about Special Rigs, Multiple articulation vehicles, oversize, low-clearance, and high center-of-gravity vehicles, Unstable loads (tankers and livestock haulers), and Reefers (refrigerated trailers). Plus, the student will learn about personal health and safety, including stress management, driver fatigue, and the prohibitions and regulations addressing the use and abuse of alcohol and drugs. As a student getting ready for employment in the real world, we will go over Public and Employer relations, the image of the trucking industry, good customer relations, job requirements and how to apply for a job. Also in this module students will learn what CSA is and how it affects your professional driving career.

**Module 5: Basic Control, Hands On visual, Communication, Shifting, Backing, Rail Crossing
(Lecture: 3 hours - Lab: 17 hours)**

In this module the student will learn about Basic Controls, such as starting, warming up, and shutting down the engine of a tractor-trailer. They will learn how to put a tractor-trailer into motion, how to stop a tractor-trailer, how to straight line back up and how to turn a tractor-trailer. The student will also learn the importance of continually scanning your entire sight area, how to adjust and use their vehicle’s mirrors. Other topics that we will cover in this module will be Shifting, Backing up principles and rules, and Rail Crossing

**Module 6: Night Driving, Speed Management, Space Management, Hazard Perception, Emergency Maneuvers, Skid Control and Recovery
(Lecture: 2 hours - Lab: 18 hours)**

In this module with student will learn the different aspects of night driving, speed management, space management, hazard perception, emergency maneuvers, skid

control and recovery. Every topic will go over the driver's role, effective driving procedures and advanced how's and whys

**Module 7: Handling Cargo, Cargo Documentation, Security of Cargo
(Lecture – 17 hours, Lab -3 hours)**

In this module the student will learn the importance of properly handling cargo, the principles and methods of cargo securement, principles of weight distribution, and safe loading responsibilities

**Module 8: Diagnosing and Reporting Malfunctions, Trip Planning, Hazardous Materials, Basic Business Practices for Truck Drivers.
(Lecture – 19 hours, Lab – 1 hour)**

In this module the student will learn how to diagnose, troubleshoot and report vehicle malfunctions. Also, the student will learn the important aspects of Trip Planning, having up to date paperwork, selecting a route, estimating time, trip expenses, fuel use and fuel stops. Hazardous Materials will be another topic in this module. The student will learn what is a hazardous material, the proper way to fill out Hazmat shipping papers, loading and unloading hazmat. To close the module, we will cover Basic Business Practices for Truck Drivers.

**Module 9: On the training
(Lab: 20 hours)**

In this module the student will spend 20 hours on the , practicing all he has learned

**Module 10: On the Training
(Lab: 20 hours)**

In this module the student will spend 20 hours on the , practicing all he has learned

**Module 11: On the training
(Lab: 20 hours)**

**Module 12: On the training
(Lab: 20 hours)**

In this module the student will spend 20 hours on the, practicing all he has learned

Textbooks

Tractor-Trailer Driver Training Manual
Publisher: JJ Keller
Edition: 3rd

California Commercial Handbook
http://www.dmv.ca.gov/portal/wcm/connect/42c566ef-31ac-4df2-a8ed-480619084886/com1hdbk.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=42c566ef-31ac-4df2-a8ed-480619084886

[Video On demand training by JJ Keller \(During the first day of class you will be given your login information to JJ Keller Training\)](#)

Truck Driver Fast Track 1-9

Credential Level

Certificate of Completion

Program Schedule

Each Fast Track Program 1 Week; 20 Clock Hours to complete.

Class Schedule

Day Classes - Monday through Thursday, 8:00 A.M. to 2:30 P.M.

Evening Classes – Monday through Thursday, 6:00 P.M. to 10:15 P.M. (15 weeks)

Program Information

Prerequisites: Acceptance for Admission

- Must be 18 and over
- Have a valid motor vehicle record (MVR);
- Have no current MVR convictions of driving under the influence of alcohol and/or drugs;
- Good driving record
- Obtain a Ten Year DVN Printout – (\$5.00 at your local DMV Office)
- No more than two moving violations in the last 36 months
- Pass a D.O.T. physical exam
- You'll need to be a minimum of 21 years old if you intend to:

- Drive across state lines.
- AND/OR
- Transport [HAZMAT materials](#)

Instructional Methodology

- Lecture
- Discussion
- Demonstration
- Video
- Discussions
- Laboratory practice
- On the rode Practice

Methods of Evaluation:

- Class Discussion
- Quizzes and exams
- Assignment
- Performance Level exams

Course Description

Truck Driver Fast Track 1 - Introduction, Control and Vehicle Systems, Pre-Trip Vehicle Inspection (Theory – 13 hours, Lab – 7 hours)

In this course the student will complete an introduction to the Truck Driving industry. They will learn about engine controls, primary and secondary controls. Identify and describe the acceptable operating range for the vehicles instruments, what is required to monitor vehicle oil, coolant and electrical systems, identify and describe warning devices. Also, they will learn about the Vehicle systems. Identify the key parts of a tractor – trailer, and how they function. The student will also learn how to perform accurate and efficient Pre-Trip Vehicle inspections.

Truck Driver Fast Track 2 - Coupling and Uncoupling, Preventive Maintenance, Refrigeration (Theory: 11 hours, Lab: 9 hours)

In this course the student will learn about Coupling and Uncoupling, tractor alignment, backing procedures, trailer securement, trailer – tractor connections and landing gear retraction and securement. Also, they will learn about Preventive Maintenance. The different types of maintenance and maintenance requirements under the Federal Motor Carrier Safety Regulations (FMCSRs). Also this module

will focus on the different aspects of Refrigeration

Truck Driver Fast Track 3 - Accident Procedures, Extreme Driving Conditions, Hours of Service (Theory: 18 hours, Lab: 2 hours)

In this course the student will learn about accident procedures. The preventability guidelines and fire procedures when in an accident. They will also learn about extreme driving conditions. Operating in adverse driving conditions including snow, ice, cold and hot temperatures. Plus, the challenges of mountain driving. The last topic to be covered in this module will be “Hours of Service”. The 11 hours driving rule, 14 hours’ duty limit, mandatory break provision, 60-hour/7-day and 70-hour/8-day and Driver’s record of duty status /electronic logging device (ELD).

Truck Driver Fast Track 4 –Special Rigs, Personal Health and Safety, Public and Employer Relations, CSA (Theory: 19 Hour - Lab: 1 hours)

In this course the student will learn about Special Rigs, Multiple articulation vehicles, oversize, low-clearance, and high center-of-gravity vehicles, Unstable loads (tankers and livestock haulers), and Reefers (refrigerated trailers). Plus, the student will learn about personal health and safety, including stress management, driver fatigue, and the prohibitions and regulations addressing the use and abuse of alcohol and drugs. As a student getting ready for employment in the real world, we will go over Public and Employer relations, the image of the trucking industry, good customer relations, job requirements and how to apply for a job. Also in this module students will learn what CSA is and how it affects your professional driving career.

Truck Driver Fast Track 6: Night Driving, Speed Management, Space Management, Hazard Perception, Emergency Maneuvers, Skid Control and Recovery (Theory: 2 hours - Lab: 18 hours)

In this course with student will learn the different aspects of night driving, speed management, space management, hazard perception, emergency maneuvers, skid control and recovery. Every topic will go over the driver’s role, effective driving procedures and advanced how’s and whys

Truck Driver Fast Track 7: Handling Cargo, Cargo Documentation, Security of Cargo (Theory – 17 hours, Lab -3 hours)

In this course the student will learn the importance of properly handling cargo, the

principles and methods of cargo securement, principles of weight distribution, and safe loading responsibilities.

**Truck Driver Fast Track 8: Diagnosing and Reporting Malfunctions, Trip Planning, Hazardous Materials, Basic Business Practices for Truck Drivers.
(Theory – 19 hours, Lab – 1 hour)**

In this course the student will learn how to diagnose, troubleshoot and report vehicle malfunctions. Also, the student will learn the important aspects of Trip Planning, having up to date paperwork, selecting a route, estimating time, trip expenses, fuel use and fuel stops. Hazardous Materials will be another topic in this module. The student will learn what is a hazardous material, the proper way to fill out Hazmat shipping papers, loading and unloading hazmat. To close the module, we will cover Basic Business Practices for Truck Drivers

**Truck Driver Fast Track 9: On the Road training
(Lab: 20 hours)**

In this course the student will spend 20 hours on the road.

Note: For Truck Driver Certificate I, you need 66 hours of theory and 97 hours of lab. If later you want to receive Truck Driver Certificate I you need to complete Truck Driver Fast Track Courses 1 – 6 and Truck Driver Fast Track 9 twice.

To receive Truck Driver Certificate II you need to complete Truck Driver Fast Track Courses 1 – 8 and Truck Driver Fast Track 9 4 times.

Textbooks

Tractor-Trailer Driver Training Manual
Publisher: JJ Keller
Edition: 3rd

California Commercial Handbook
http://www.dmv.ca.gov/portal/wcm/connect/42c566ef-31ac-4df2-a8ed-480619084886/comlhdbk.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=42c566ef-31ac-4df2-a8ed-480619084886

[Video On demand training by JJ Keller \(During the first day of class you will be given your login information to JJ Keller Training\)](#)

Tuition

*Registration fee (Non-Refundable)	\$150.00
Tuition per Fast Track course	\$1500.00
*Books	\$125.00

**Registration fee is only once*

**Books are for all 9 courses. You need only purchase them once*

WHO ARE THE STAFF AND FACULTY?

Staff Members

Shirley Arriola – Director of Education
Karina Carreon – Director of Admissions
Elizabeth Loza – Registrar
Maribel Ramirez – Student Services Administrator
Maribel Ramirez – Career Services Administrator

Faculty Members

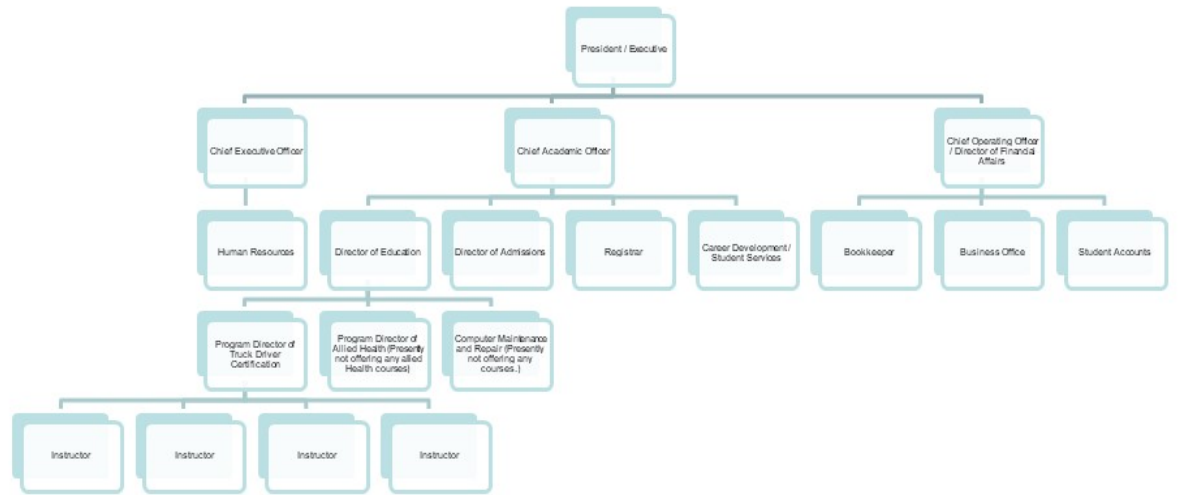
Frank Prado
License: Commercial Driver License
Insturctor for Truck Driver Certificate Program

Rosadelina Ramos
License: Commercial Driver License

Instructor for Truck Driver Certificate Program

Cesar Javier Estrada
Instructor for Computer Maintenance and Repair
Associate of Science: Computer and Electronic
Engineering Technology

SAMPLE ORGANIZATION CHART



JOB CLASSIFICATIONS FOR MEDICAL ASSISTANT

Standard Occupational Classifications

31-9092

31-9099

Employment Positions

Medical Assistants

Healthcare Support Workers

JOB CLASSIFICATIONS FOR TRUCK DRIVER CERTIFICATE

Standard Occupational Classifications

53-3032

53-3030

53-0000

Employment Positions

Heavy and Tractor-Trailer Truck Drivers

Driver/Sales Workers and Truck Drivers

Transportation and Material Moving Occupations

RECRUITMENT / ADVERTISING / PROMOTIONAL PRACTICE POLICIES

The responsibility to admit student’s rests solely with the Executive Director and Admissions Representatives staff. Recruitment and Admissions Representative of students are never delegated to an outside party. All applications need to be approved and signed by the Executive Director

CATALOG DISCLAIMER

This Catalog is not intended to be, and should not be construed as, a contract between the East Valley College and its students, either individually or collectively. This catalog is updated annually. Any changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation and 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.

All information contained herein reflects as accurately as possible current curricula, policies, tuition, fees, and requirements for admission to, participation in, and graduation from the programs of the East Valley College as of the date of printing.

The East Valley College reserves the right, without notice, to modify fees, curricula, policies, and requirements for admission to, participation in, and graduation from the programs of the East Valley College consistent with good educational practice and the requirements of the profession. Students will be officially informed of any changes that may affect them by the Administration.

Detailed information regarding the specific regulations, which govern the educational and extracurricular programs at East Valley College, and the procedures by which they are enforced, are published in the Student Handbook.


In keeping with the school philosophy of an immediate response to the needs of students and employers, the school reserves the right to make modifications in the program content and the structure of the curriculum and schedules without additional charges to the student and within regulatory guidelines.

Information contained in the addendum of this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein. This catalog will be updated at least once a year in accordance with regulatory guidelines. This publication must be prepared well in advance of the time period it covers; therefore, changes in some programs may occur. Programs as described are subject to change with reasonable notice. Some programs or programs that are offered may have to be canceled because of insufficient enrollment, elimination or reduction in programs, or for any other reason considered sufficient by the East Valley College Executive Director or designee. Any questions about programs listed in this catalog should be directed to the Executive Director.

Policies and changes made by the Bureau for Private Postsecondary and Education issued prior to publishing a new catalog will be given to each student and staff member in the form of a memo describing the changes and the effect to the student and/or staff member.

The information contained in this catalog is true and correct in content and policy to the best of my knowledge.

Signature of Chief Executive Officer



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Fontana, CA 91752
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