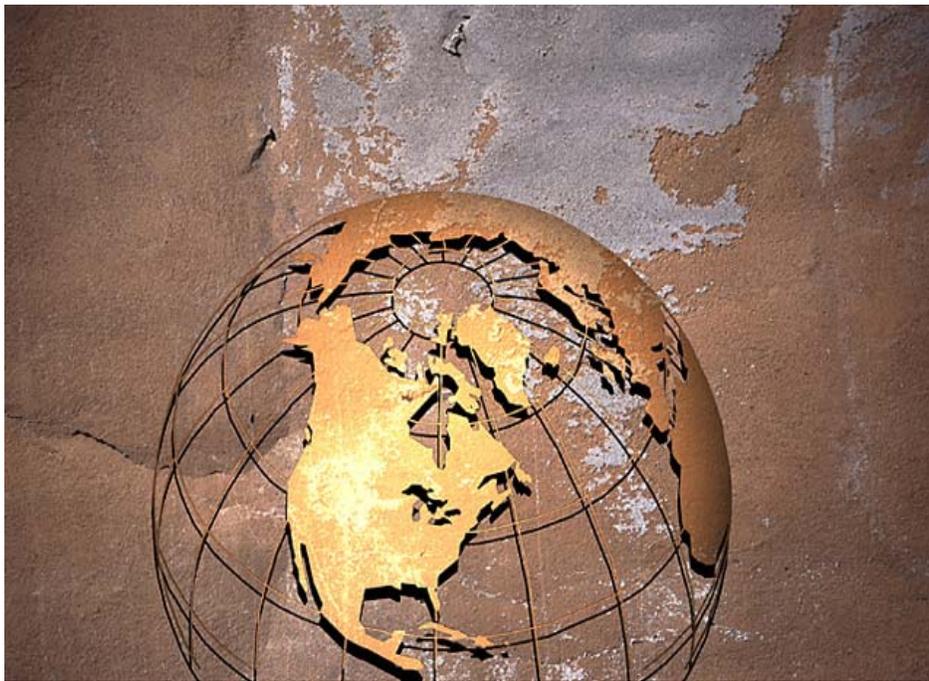


# Laurus College

*Quality Education • Quality Experience*



**Catalog**

**Effective December 20, 2016 to December 31, 2017**

**Volume 3.03 v12-20-16**

# Table of Contents

|   |    |
|---|----|
| Welcome from the Chief Executive Officer.....                 | 3  |
| Statement of Purpose, Mission, and Objectives.....            | 4  |
| History of the College.....                                   | 5  |
| What is the Laurus Experience?.....                           | 5  |
| Licensure and Approvals.....                                  | 6  |
| The Locations.....  | 6  |
| Occupational Associate Degree Programs at Laurus College..... | 8  |
| Digital Arts and Computer Animation.....                      | 8  |
| Information Technologies and Network Systems.....             | 10 |
| Medical Billing and Coding.....                               | 12 |
| Professional Business Systems.....                            | 14 |
| Web Design.....   | 16 |
| Certificate Programs at Laurus College.....                   | 18 |
| 3D Animation.....   | 18 |
| Computer Networking.....                                      | 19 |
| Information Technology & Service Professional.....            | 20 |
| Medical Billing.....  | 21 |
| Office Support.....   | 22 |
| Professional Business Systems.....                            | 23 |
| Web Design.....   | 25 |
| Course Descriptions.....                                      | 26 |
| Admission to Laurus College.....                              | 40 |
| Academic Information.....                                     | 42 |
| Financial Assistance.....                                     | 56 |
| Student Services.....   | 58 |
| Faculty.....  | 59 |
| Academic Freedom.....   | 60 |
| Corporate Staff.....  | 61 |
| Student Policies.....   | 61 |
| Contact Information.....                                      | 66 |
| Holidays.....   | 67 |

## Laurus College Catalog

**Disclosure Statement:** This catalog contains a summary of the policies, rules and procedures of Laurus College at the time of publication. 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. Also, any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr., Suite 400 in Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone (888) 370-7589 or fax (916) 263-1897.

Laurus College reserves the right to change any provisions of this catalog at any time. Notice of such changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. This catalog is updated, at a minimum, on an annual basis on or before December 5<sup>th</sup> of the current year. The most current version of this catalog is printed and made available at each campus location, and is posted on the Laurus College website ([lauruscollege.edu](http://lauruscollege.edu)). An electronic version of the catalog can also be requested via email: [admin@lauruscollege.edu](mailto:admin@lauruscollege.edu).

### **Welcome from the Chief Executive Officer**

Are you a person who wants a career that uses your talents? Do you dream of working in an exciting professional environment or in a company geared to take advantage of new global opportunities?

Welcome to Laurus College! Our mission is to provide every student with a quality education and a quality experience that prepares you for success in the global marketplace of the modern world. To do this we provide focused instruction and personalized caring to every student. Our emphasis on career opportunities in all of our program offerings helps open up avenues of opportunity that previously may have gone unrealized. We offer this experience in fields such as Microsoft Office software, A+ Certification, 3D Animation, Business, Medical Billing, Web Design, and Computer Networking.

We know that our success as a school and your success in your career depend on all of us doing our utmost to build a strong commitment to our goals and keeping communication open and evolving. Begin networking from day one and work to make this experience as powerful a learning opportunity as possible. We wish you good luck and look forward to working with you and being part of your success story!

*Dr. David E. Ahn*

Chief Executive Officer

## **Statement of Purpose, Mission, and Objectives**

### **Statement of Purpose**

Laurus College is a private postsecondary career school founded to provide a collegiate-level education for students seeking successful careers. Laurus College has developed Occupational Associate's Degree and Certificate programs to train students entering the business, video game, and technology fields.

### **Mission Statement**

The mission of Laurus College is to serve as a quality institution of higher education dedicated to creating a quality experience for all of its students by combining career focused programs and the necessary fundamentals of learning that supply the tools needed to succeed in the 21<sup>st</sup> century enabling our students to lay the foundation to get further education that will augment their careers.

### **Objectives**

- I) Provide a quality education within a well-planned, relevant, and concise curriculum to give students success in their chosen field.
- II) Educate students with relevant technology, equipment, and tools used in the program area.
- III) To give students an educational basis that they may use for further educational endeavors
- IV) Provide and develop personal growth and life skills through participation in all classes, cultural enrichment opportunities, and/or guest lectures.
- V) Provide a skilled and experienced educational faculty and staff devoted to the personal and professional skill development of each student.
- VI) Provide student services to assist students in obtaining the needed skills and employment assistance in their selected career field.

## **I) History of the College**

Laurus is derived from a Latin word meaning “success”. We at Laurus College strive to make our learning environment a place where caring and excellence thrives. The name of our college signifies our commitment to our goal of success for students and serves as a reminder of our most important mission, a quality education and a quality experience.

Laurus College is a private postsecondary institution and is a wholly owned subsidiary of Laurus College, LLC. Laurus College, LLC helped to develop this college in order to offer a quality education and a quality experience for students seeking a unique college experience. Laurus College, LLC was founded in 2006, and is proud to open its first campuses in the state of California. The colleges were formerly known as Atlas Computer Centers and were established in 1998.

Laurus College, LLC is a wholly owned subsidiary of Qe2 Systems, Inc., a Michigan corporation incorporated in 2004. At this time, neither this institution nor its parent company Qe2 Systems, Inc. have a pending petition in bankruptcy, are operating as a debtor in possession, have filed a petition within the preceding five years, or have 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.

The Trustees and Directors of Laurus College, LLC and Qe2 Systems, Inc., include James G. Redmond-Chairman of the Board of Directors; Jeffrey T. Redmond-Vice Chair; James E. Redmond-Treasurer; and Brendan Coyle – Secretary.

## **II) What is the Laurus Experience?**

The Laurus experience is our commitment to a quality education and a quality experience for every student. The quality education rests on the dedication, experience and caring of our staff and faculty, and also requires the serious pursuit of career goals by the student. The quality experience centers on our passion for excellent customer service.

The programs at Laurus College prepare students for a career. Students at Laurus College gain an understanding of how their field of study operates. Students study current and emerging markets and the impact those markets have on the industry today and in the future. Laurus College prepares students for a career and for the world.

The facilities are modern, well lit, air-conditioned, clean, and safe, and include administrative offices, classrooms, and student lounge areas. Students at Laurus College learn in modern classrooms using industry standard software and equipment in their programs. Students work at individual computer work stations, where they interact with their instructors and fellow classmates during scheduled class meeting times. Classroom lectures are supplemented with additional open laboratory time during which students’ complete assignments and work on their program’s software and equipment. Classroom computers are all Internet connected, and equipped with all software and peripherals students will need during their enrollment with the college. Students also have access to printers, copy machines, and fax machines at each campus location. The college also provides an 1,800 square foot conference center for research and study on a separate site near the college campus and administrative offices in Santa Maria, California.

### **III) Licensure and Approvals**

Laurus College is a private postsecondary institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). 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.

Laurus College gained this approval in March 2006 and is formed under the laws of the State of California. Laurus College, formerly Atlas Computer Centers, received a Change of Ownership approval from the Bureau in March 2006. Atlas Computer Centers received its most recent approval to operate by the Bureau for Private Postsecondary and Vocational Education in October 2003, and has been in continuous operation since 1998. Laurus College is recognized by the new California Bureau for Private Postsecondary Education (BPPE), which became effective January 1, 2010.

Laurus College is accredited by the Accrediting Council for Independent Colleges and Schools to award Occupational Associate Degrees and Certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. Laurus College is also recognized by the United States Department of Education to offer students enrolled in select programs Federal Student Financial Aid for those who qualify (see the school's policies regarding financial assistance on Pages 55-56 for more information).

### **IV) The Locations**

Laurus College has four locations in the central coast of California offering quality education to students. In July 2011, the college opened its fourth location in Oxnard, CA. Classes are held on site at each of the campus locations, and students may choose which campus to attend their classes. Individuals can contact the college at (805) 267-1690 or visit the website at [www.lauruscollege.edu](http://www.lauruscollege.edu) for more information.

#### **Atascadero Campus**

The Atascadero campus is located at 8693 El Camino Real and 8771 El Camino Real in Atascadero, CA 93422. Traveling north or south on Highway 101, take the Curbaril Avenue exit, proceed east to El Camino Real. Turn south and proceed to the Atascadero Oaks shopping center. The school is located in the first shopping section.

#### **Oxnard Campus**

The Oxnard campus of Laurus College is located at 2351 Lockwood Street in Oxnard, CA 93036. Traveling north or south on Highway 101, take the Rice Avenue exit, turn right onto East Gonzales Road, and another right onto Solar Drive; Solar Drive becomes Lockwood Street. The school is located immediately on the right. In addition to offering on site programs, the Oxnard campus is approved to offer online programs.

#### **San Luis Obispo Campus**

The San Luis Obispo campus is located at 81 Higuera Street, Suite 110 in San Luis Obispo, CA 93401. Traveling north or south on Highway 101, take the Madonna Road exit, turn east and go to the Pacific Coast Center at the intersection of Madonna Road and Higuera Street.

**Santa Maria Campus**

The Santa Maria campus is located at 325 East Betteravia Road, Suite B-7 and Suite B-8 in Santa Maria, CA 93454. Traveling north or south on Highway 101, take the Betteravia Road exit, proceed west and go to the Target Shopping Center at the corner of Miller Road and Betteravia Road.

# Occupational Associate Degree Programs at Laurus College

## Digital Arts and Computer Animation

This program introduces students to the world of computer animation. Students focus on the techniques and the methods for creating 3D animation and effects using the industry standard software Maya. Maya software is one of the world's most powerfully integrated 3D modeling, animation, effects, and rendering solutions in the video game design and development industry today. Film and video artists, video game developers, web designers, and print designers turn to Maya software to realize their creative vision. Using this software, students explore ways to model, texture, animate, and render creative environments. Students work in both 2D and 3D, creating characters with realistic motion in everyday life. In this program, students work with industry standard software to gain valuable skills in the video game design and development industry. Students in this Occupational Associate Degree program create a portfolio that showcases their creativity and their skills.

**Program Length:** The Digital Arts and Computer Animation Occupational Associate Degree program is a 1200 clock hour, 90 quarter credit hour<sup>1</sup> program and can be completed in two (2) years if the student attends all terms full time and consecutively.

**Admissions:** Students applying to the Digital Arts and Computer Animation Occupational Associate Degree program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Digital Arts and Computer Animation Occupational Associate Degree program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Digital Arts and Computer Animation Occupational Associate Degree program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on laboratory and computer time for students to enhance their skills and abilities. Interactive teleconference classrooms may be part of the instructional process. Instruction may be supplemented guest speakers in class.

**Communication and Critical Thinking Skills:** Students in the Digital Arts and Computer Animation Occupational Associate Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate

ideas through written and oral presentations in various courses throughout the program.

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<sup>1</sup> For all courses in all programs: 1 Quarter Credit = 10 Lecture Hours; 20 Laboratory Hours

**Completion Requirements:** Students wishing to obtain an Occupational Associate Degree in Digital Arts and Computer Animation from Laurus College need to meet all program completion requirements. Students must have completed a minimum of 1200 clock hours, and 90 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for an Occupational Associate Degree. Students also must have completed the program within a maximum of 135 quarter credits attempted (within 150% of the total program length) to earn an Occupational Associate Degree from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Occupational Associate Degree is Represented to Lead<sup>2</sup>:** Upon successful completion of the Digital Arts and Computer Animation Occupational Associate Degree program, the student may be qualified for entry-level positions in the animation industry such as an Animator, Video Game Project Manager, a 3D Modeler, Animation Technician, and Assistant Character Designer.

**Program Outline\***

| Course #     | Title   | Quarter<br>Credit Hours |
|--------------|---|-------------------------|
| ENG 101      | Business Communications I**                                     | 5                       |
| ENG 110      | Business Communications II**                                    | 5                       |
| CDM 101      | Communication and Decision Making**                             | 5                       |
| MAT 101      | Applications of Mathematics**                                   | 5                       |
| WEB 140      | Adobe Photoshop   | 4                       |
| ANI 100      | Foundations of 3D Animation                                     | 4                       |
| ANI 110      | Animation Dynamics  | 4                       |
| ANI 120      | Rendering in Animation  | 4                       |
| ANI 150      | Modeling  | 4                       |
| ANI 170      | Color Theory  | 4                       |
| ANI 180      | ZBrush Digital Sculpting  | 4                       |
| ANI 200      | Character Animation   | 4                       |
| ANI 205      | 3D Portfolio Presentation                                       | 4                       |
| ANI 220      | Advanced Design and Animation<br>Computer Video Compositing and | 5                       |
| ANI 230      | Camera Matching   | 4                       |
| ANI 240      | Game Design   | 5                       |
| ANI 250      | Digital Drawing and Design                                      | 5                       |
| ANI 260      | Character Creation  | 5                       |
| ANI 270      | Texture and Shader Creation                                     | 5                       |
| ANI 280      | Character Rigging   | 5                       |
| <b>Total</b> |   | <b>90</b>               |

\*All courses meet for 60 clock hours unless noted otherwise.  
 \*\* Applied General Education course

<sup>2</sup> Available jobs depend on employment trends at time of graduation.

## Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Digital Arts and Computer Animation Occupational Associate Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

|         |         |  |
|---------|---------|--|
| Term 1  | MAT 101 | Applications of Mathematics                    |
| Term 2  | ENG 101 | Business Communication I                       |
| Term 3  | ENG 110 | Business Communications II                     |
| Term 4  | CDM 101 | Communication and Decision Making              |
| Term 5  | WEB 140 | Adobe Photoshop                                |
| Term 6  | ANI 100 | Foundations of 3D Animation                    |
| Term 7  | ANI 110 | Animation Dynamics                             |
| Term 8  | ANI 120 | Rendering in Animation                         |
| Term 9  | ANI 150 | Modeling                                       |
| Term 10 | ANI 170 | Color Theory                                   |
| Term 11 | ANI 180 | ZBrush Digital Sculpting                       |
| Term 12 | ANI 200 | Character Animation                            |
| Term 13 | ANI 220 | Advanced Design and Automation                 |
| Term 14 | ANI 230 | Computer Video Compositing and Camera Matching |
| Term 15 | ANI 240 | Game Design                                    |
| Term 16 | ANI 250 | Digital Drawing and Design                     |
| Term 17 | ANI 260 | Character Creation                             |
| Term 18 | ANI 270 | Texture and Shader Creation                    |
| Term 19 | ANI 280 | Character Rigging                              |
| Term 20 | ANI 205 | 3D Portfolio Presentation                      |

## Information Technologies and Network Systems

Many companies want to have a staff member who can maintain the company's PC's and support their non-technical PC users, while other companies need staff who can go onsite to service computer problems. For this reason, technicians with this knowledge are in very high demand. Computer networking offers businesses, schools, small and large corporations, and families several benefits including faster access to more information, improved communication and collaboration, and more convenient access to software tools. Students in this program gain an understanding of how networks actually work and how they are used in many businesses today. Students move from the basics of computer networking to advanced network issues and implementations. This challenging and exciting program gives students the tools and the information for potential employment in the IT and network service

**Program Length:** The Information Technologies and Network Systems Occupational Associate Degree program is 1200 clock hours and 90 quarter credits and can be completed in two (2) years by attending all terms full time and consecutively.

**Admissions:** Students applying to the Information Technologies and Network Systems Occupational Associate Degree program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Information Technologies and Network Systems Occupational Associate Degree program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Information Technologies and Network Systems Occupational Associate Degree program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on computer and laboratory time for students to enhance their skills and abilities. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

**Communication and Critical Thinking Skills:** Students in the Information Technologies and Network Systems Occupational Associate Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

**Completion Requirements:** Students wishing to obtain an Occupational Associate Degree from Laurus College in Information Technologies and Network Systems need to meet all program completion requirements. Students must have completed a minimum of 1200 clock hours, and 90 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 135 quarter credits attempted (within 150% of the total program length) to earn an Occupational Associate Degree from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Occupational Associate Degree is Represented to Lead<sup>3</sup>:** Upon successful completion of the Information Technologies and Network Systems Occupational Associate Degree program, the student may be qualified for entry-level positions in this industry. Students should be eligible to obtain employment in areas such as Associate Staff Programmer, A+ Programmer, Information Systems Analyst, and Information Systems Specialist, Networking Consultant, entry-level Network Administrator, and entry-level Systems analyst.

### Program Outline\*

| Course #     | Title                               | Quarter Credit Hours |
|--------------|-------------------------------------|----------------------|
| BUS 150      | Entrepreneurship                    | 5                    |
| MAT 101      | Applications of Mathematics**       | 5                    |
| ENG 101      | Business Communications I**         | 5                    |
| ENG 110      | Business Communications II**        | 5                    |
| CDM 101      | Communication and Decision Making** | 5                    |
| IST 100      | Network Services                    | 5                    |
| IST 130      | Database Foundations                | 5                    |
| IST 150      | Information Systems Management      | 5                    |
| IST 200      | IT Portfolio Presentation           | 4                    |
| NET 101      | Foundations of Networking           | 5                    |
| NET 110      | TCP/IP and Subnetting               | 4                    |
| NET 130      | Network Administration              | 4                    |
| NET 150      | Maintaining Networks                | 4                    |
| NET 200      | Information Security Foundations    | 4                    |
| NET 210      | Network Deployment                  | 4                    |
| ITP 100      | Technology Fundamentals             | 5                    |
| ITP 110      | Operating System Fundamentals       | 4                    |
| ITP 120      | Administering Computers and Devices | 4                    |
| ITP 150      | Support Systems                     | 4                    |
| ITP 250      | Technical Certifications            | 4                    |
| <b>Total</b> |                                     | <b>90</b>            |

\*All courses meet for 60 clock hours unless noted otherwise.

<sup>3</sup> Available jobs depend on employment trends at time of graduation.

\*\* Applied General Education course  
Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Information Technologies & Network Systems Occupational Associate Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

|         |         |                                     |
|---------|---------|-------------------------------------|
| Term1   | MAT 101 | Application of Mathematics          |
| Term 2  | ENG 101 | Business Communication I            |
| Term 3  | ENG 110 | Business Communications II          |
| Term 4  | CDM 101 | Communication and Decision Making   |
| Term 5  | BUS 150 | Entrepreneurship                    |
| Term 6  | ITP 100 | Technology Fundamentals             |
| Term 7  | ITP 110 | Operating System Fundamentals       |
| Term 8  | ITP 120 | Administering Computers and Devices |
| Term 9  | ITP 150 | Support Systems                     |
| Term 10 | ITP 250 | Technical Certifications            |
| Term 11 | NET 101 | Foundations of Networking           |
| Term 12 | NET 110 | TCP/IP and Subnetting               |
| Term 13 | NET 130 | Network Administration              |
| Term 14 | NET 150 | Maintaining Networks                |
| Term 15 | NET 200 | Information Security Foundations    |
| Term 16 | NET 210 | Network Deployment                  |
| Term 17 | IST 100 | Network Services                    |
| Term 18 | IST 130 | Database Foundations                |
| Term 19 | IST 150 | Information Systems Management      |
| Term 20 | IST 200 | IT Portfolio Presentation           |

## Medical Billing and Coding

The standards for accuracy in health insurance claims processing are becoming more exacting at the same time that health insurance plan options are rapidly expanding. These changes, coupled with modifications in regulations affecting the health insurance industry, are a constant challenge to medical office personnel. Those responsible for processing health insurance claims require instruction in all aspects of medical insurance, including plan options, carrier requirements, various regulations, extracting relevant information from source documents, accurate claim form completion, and diagnosis and procedure coding. The Medical Billing and Coding Occupational Associate Degree program at Laurus College gives students the skills to market themselves to future employers in this fast paced industry.

**Program Length:** The Medical Billing and Coding Occupational Associate Degree is a 1200 clock hour, 90 quarter credit hour program and can be completed in two (2) years by attending all terms full time and consecutively.

**Admissions:** Students applying to the Medical Billing and Coding Occupational Associate Degree program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Medical Billing and Coding Occupational Associate Degree Program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Medical Billing and Coding Occupational Associate Degree program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on laboratory and computer time for students to enhance their skills and abilities. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

**Communication and Critical Thinking Skills:** Students in the Medical Billing and Coding Occupational Associate Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

**Completion Requirements:** Students wishing to obtain an Occupational Associate Degree from Laurus College in Medical Billing and Coding need to meet all program completion requirements. Students must have completed a minimum of 1200 clock hours, and 90 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 135 quarter credits attempted (within 150% of the total program length) to earn an Occupational Associate Degree from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Occupational Associate Degree is Represented to Lead<sup>4</sup>:** Upon successful completion of the Medical Billing and Coding Occupational Associate Degree program, the student may be qualified for entry-level positions in this industry. Billing Specialist, Electronic Claims Processor, Medical Front Office Personnel, Coding Specialist, and Claims Assistant Professional are just a few of the opportunities that await students with an Occupational Associate Degree in Medical Billing.

### Program Outline\*

| Course #     | Title                                 | Quarter Credit Hours |
|--------------|---------------------------------------|----------------------|
| CPU 100      | Computer Basics                       | 4                    |
| ENG 101      | Business Communications I**           | 5                    |
| ENG 110      | Business Communications II**          | 5                    |
| CDM 101      | Communication and Decision Making**   | 5                    |
| MAT 101      | Applications of Mathematics**         | 5                    |
| MED 110      | Medical Terminology                   | 5                    |
| MED 150      | Health Insurance                      | 5                    |
| MED 160      | Diagnosis Coding                      | 5                    |
| MED 170      | Supplies and Procedural Coding        | 5                    |
| MED 200      | Electronic Medical Billing            | 4                    |
| MED 205      | Medical Portfolio Presentations       | 4                    |
| MED 210      | Medical Field Overview                | 4                    |
| MED 220      | Medical Office Functions              | 4                    |
| MED 230      | Legal & Regulatory Issues in Business | 5                    |
| MED 240      | Health Care Facility                  | 4                    |
| MED 250      | Medical Billing Processes             | 4                    |
| MED 260      | Human Resource Issues                 | 5                    |
| MED 270      | Medical Management Supervision        | 4                    |
| MED 280      | Staff Management                      | 4                    |
| MED 290      | Medical Front Office                  | 4                    |
| <b>Total</b> |                                       | <b>90</b>            |

\*All courses meet for 60 clock hours unless noted otherwise.

<sup>4</sup> Available jobs depend on employment trends at time of graduation.

\*\* Applied General Education course

## MB Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Medical Billing and Coding Occupational Associate Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

|         |         |                                       |
|---------|---------|---------------------------------------|
| Term 1  | MAT 101 | Application of Mathematics            |
| Term 2  | ENG 101 | Business Communication I              |
| Term 3  | ENG 110 | Business Communications II            |
| Term 4  | CDM 101 | Communication and Decision Making     |
| Term 5  | CPU 100 | Computer Basics                       |
| Term 6  | MED 110 | Medical Terminology                   |
| Term 7  | MED 150 | Health Insurance                      |
| Term 8  | MED 160 | Diagnosis Coding                      |
| Term 9  | MED 170 | Supplies and Procedural Coding        |
| Term 10 | MED 200 | Electronic Medical Billing            |
| Term 11 | MED 210 | Medical Field Overview                |
| Term 12 | MED 220 | Medical Office Functions              |
| Term 13 | MED 230 | Legal & Regulatory Issues in Business |
| Term 14 | MED 240 | Health Care Facility                  |
| Term 15 | MED 250 | Medical Billing Processes             |
| Term 16 | MED 260 | Human Resource Issues                 |
| Term 17 | MED 270 | Medical Management Supervision        |
| Term 18 | MED 280 | Staff Management                      |
| Term 19 | MED 290 | Medical Front Office                  |
| Term 20 | MED 205 | Medical Portfolio Presentation        |

## Professional Business Systems

This program helps students prepare for entry into the business world by guiding them through the core principles of accounting, marketing, business start-up and management. Students will have the opportunity to build a strong foundation for understanding business operations while also enhancing their skills in communication, digital presentations and business software. Upon completion of the Professional Business Systems program, students may compete for entry-level work in a variety of business-related fields including project coordination, account management, communications, accounts payable, human resources and office environment supervision.

**Program Length:** The Professional Business Systems Occupational Associate Degree is a 1200 clock hour, 90 quarter credit hour program, and can be completed in two (2) years by attending all terms full time and consecutively.

**Admissions:** Students applying to the Professional Business Systems Occupational Associate Degree program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Professional Business Systems Occupational Associate Degree program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Professional Business Systems Occupational Associate Degree program is hands-on and involves intense interactive learning. All classes in this program are lecture based with hours designated to laboratory time. Classes are held in computer laboratories in order to give students the full experience with working with Microsoft Office software and programs. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

**Professional Skills:** Students learn how to work in a business oriented environment and are prepared for entry-level positions in the office industry. They learn to follow professional and ethical guidelines used within the office industry.

**Communication and Critical Thinking Skills:** The ability to follow oral and written instructions is a mandatory job skill for employees in the business industry. Students generate creative solutions to challenging assignments, demonstrating a clear understanding of project needs. Students communicate ideas effectively through written and oral presentations in various courses throughout the program.

**Completion Requirements:** Students wishing to obtain an Occupational Associate Degree from Laurus College in Professional Business Systems need to meet all program completion requirements. Students must have completed a minimum of 1200 clock hours, and 90 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion of the program. Students also must have completed the program within a maximum of 135 quarter credits attempted (within 150% of the total program length) to earn an Occupational Associate Degree from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Occupational Associate Degree is Represented to Lead <sup>5</sup>:** Students successfully completing the Professional Business Systems Occupational Associate Degree program may be qualified for positions in the business offices with job titles such as Microsoft Office Technician, Microsoft Office Analyst, Microsoft Office Support Personnel, Microsoft Office Trainer, Microsoft Office Specialist, Office Manager, and Administrative Assistant.

### Program Outline\*

| Course #     | Title  | Quarter Credit Hours |
|--------------|--|----------------------|
| ENG 101      | Business Communications I**  | 5                    |
| ENG 110      | Business Communications II**   | 5                    |
| CDM 101      | Communication and Decision Making**  | 5                    |
| MAT 101      | Applications of Mathematics**  | 5                    |
| BUS 100      | Bookkeeping Essentials for Business  | 4                    |
| BUS 110      | Principles of Accounting   | 4                    |
| BUS 150      | Entrepreneurship   | 5                    |
| BUS 210      | Introduction to Business Management  | 5                    |
| CPU 100      | Computer Basics  | 4                    |
| DES 200      | Portfolio Presentation   | 4                    |
| MOS 110      | Word Processing with MS Word   | 4                    |
| MOS 140      | Spreadsheets with MS Excel   | 4                    |
| MOS 160      | Computer Presentations   | 4                    |
| MOS 200      | Databases with MS Access   | 4                    |
| MOS 210      | Professional Publications<br>Advanced Word Processing & Electronic<br>Spreadsheets | 4                    |
| MOS 230      | Spreadsheets   | 4                    |
| BUS 220      | Marketing in Today's World   | 5                    |
| BUS 230      | Organizational Behavior  | 5                    |
| BUS 240      | Regulations in Business  | 5                    |
| BUS 250      | Principles of Economics  | 5                    |
| <b>Total</b> |  | <b>90</b>            |

\*All courses meet for 60 clock hours unless noted otherwise.

\*\* Applied General Education course

<sup>5</sup> Available jobs depend on employment trends at time of graduation.

## Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Professional Business Systems Occupational Associate Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

|         |         |  |
|---------|---------|--|
| Term 1  | MAT 101 | Application of Mathematics                         |
| Term 2  | ENG 101 | Business Communication I                           |
| Term 3  | ENG 110 | Business Communications II                         |
| Term 4  | CDM 101 | Communication and Decision Making                  |
| Term 5  | CPU 100 | Computer Basics                                    |
| Term 6  | BUS 100 | Bookkeeping Essentials for Business                |
| Term 7  | BUS 110 | Principles of Accounting                           |
| Term 8  | BUS 150 | Entrepreneurship                                   |
| Term 9  | MOS 110 | Word Processing with MS Word                       |
| Term 10 | MOS 140 | Spreadsheets with MS Excel                         |
| Term 11 | MOS 160 | Computer Presentations                             |
| Term 12 | MOS 200 | Databases with MS Access                           |
| Term 13 | BUS 210 | Intro to Business Management                       |
| Term 14 | MOS 210 | Professional Publications                          |
| Term 15 | MOS 230 | Advanced Word Processing & Electronic Spreadsheets |
| Term 16 | BUS 220 | Marketing in Today's World                         |
| Term 17 | BUS 230 | Organizational Behavior                            |
| Term 18 | BUS 240 | Regulations in Business                            |
| Term 19 | BUS 250 | Principles of Economics                            |
| Term 20 | DES200  | Portfolio Presentations                            |

## Web Design

In today's world the Internet is the fastest growing source of information. For this reason, the demand for innovative and creative web pages and web sites has grown immensely. Laurus College offers students the opportunity to learn the skills needed for careers in the web design and the web development industry. Students in this dynamic program examine and train on software and design programs that are considered the standards in the industry. This exciting program includes training in the principles of web design, programming languages, image development and implementation, movie and animation loading to the web, graphics applications, and web page formatting.

**Program Length:** The Web Design Occupational Associate Degree program is a 1200 clock hour, 90 quarter credit hour program, and can be completed in two (2) years if the student attends all terms full time and consecutively.

**Admissions:** Students applying to the Web Design Occupational Associate Degree program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Web Design Occupational Associate Degree program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Web Design Occupational Associate Degree program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on laboratory and computer time for students to enhance their skills and abilities. Classes are held in computer laboratories in order to give students experience with working with web design software and programs. Interactive teleconference classrooms may be part of the instructional process. Instruction may be supplemented with guest speakers in class.

**Communication and Critical Thinking Skills:** Students in the Web Design Occupational Associate Degree program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

**Completion Requirements:** Students wishing to obtain an Occupational Associate Degree from Laurus College in Web Design need to meet all program completion requirements. Students must have completed a minimum of 1200 clock hours, and 90 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 135 quarter credits attempted (within 150% of the total program length) to earn an Occupational Associate Degree from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Occupational Associate Degree is Represented to Lead<sup>6</sup>:** Upon successful completion of the Web Design Occupational Associate Degree program, students may be qualified for entry-level positions in the web design and development industry such as an Webmaster, Web Project Manager, Web Designer, Web Site Technician, and Web Developer.

### Program Outline\*

| Course # | Title                               | Quarter Credit Hours |
|----------|-------------------------------------|----------------------|
| BUS 150  | Entrepreneurship                    | 5                    |
| ENG 101  | Business Communications I**         | 5                    |
| MAT 101  | Applications of Mathematics**       | 5                    |
| CDM 101  | Communication and Decision Making** | 5                    |
| ENG 110  | Business Communications II**        | 5                    |
| WEB 205  | Web Design Portfolio Presentation   | 4                    |
| WEB 101  | Introduction to Web Design          | 4                    |
| WEB 130  | HTML/XHTML                          | 4                    |
| WEB 140  | Adobe Photoshop                     | 4                    |
| WEB 150  | Vector-Based Drawing                | 4                    |
| WEB 160  | Electronic Documents                | 4                    |
| WEB 180  | PHP                                 | 5                    |
| WEB 210  | Electronic Authoring Tools          | 4                    |
| WEB 220  | Structured Query Language (SQL)     | 4                    |
| WEB 230  | Web Frameworks                      | 4                    |
| WEB 250  | Scripting for Web Design            | 5                    |
| WEB 260  | Designing for E-Commerce            | 4                    |
| WEB 270  | Advanced Scripting for Web Design   | 5                    |
| WEB 280  | Basic Mobile App Development        | 5                    |
| WEB 290  | Multimedia Design                   | 5                    |

**Total** **90**

*Proficiency in Windows or Mac OS is highly recommended for this program.*

\*All courses meet for 60 clock hours unless noted otherwise.

\*\* Applied General Education course

<sup>6</sup> Available jobs depend on employment trends at time of graduation.

## Program Plan

The following is an example of the sequence of classes a student would follow in order to complete the Web Design Occupational Associate Degree program in the planned time frame. Your course progression may be different based on course availability in a specific term and the student's schedule and availability.

|         |         |                                   |
|---------|---------|-----------------------------------|
| Term 1  | MAT 101 | Application of Mathematics        |
| Term 2  | ENG 101 | Business Communication I          |
| Term 3  | ENG 110 | Business Communications II        |
| Term 4  | CDM 101 | Communication and Decision Making |
| Term 5  | BUS 150 | Entrepreneurship                  |
| Term 6  | WEB 101 | Introduction to Web Design        |
| Term 7  | WEB 130 | HTML/XHTML                        |
| Term 8  | WEB 140 | Adobe Photoshop                   |
| Term 9  | WEB 150 | Vector-Based Drawing              |
| Term 10 | WEB 160 | Electronic Documents              |
| Term 11 | WEB 180 | PHP                               |
| Term 12 | WEB 210 | Electronic Authoring Tools        |
| Term 13 | WEB 220 | Structured Query Language (SQL)   |
| Term 14 | WEB 230 | Web Frameworks                    |
| Term 15 | WEB 250 | Scripting for Web Design          |
| Term 16 | WEB 260 | Designing for E-Commerce          |
| Term 17 | WEB 270 | Advanced Scripting for Web Design |
| Term 18 | WEB 280 | Basic Mobile App Development      |
| Term 19 | WEB 290 | Multimedia Design                 |
| Term 20 | WEB 205 | Web Design Portfolio Presentation |

## Certificate Programs at Laurus College

### 3D Animation

This program introduces students to the world of 3D animation. Students focus on the techniques and the methods for creating 3D animation and effects using the industry standard software Maya. Maya software is one of the world's most powerfully integrated 3D modeling, animation, effects, and rendering solutions in the video game design and development industry today. Film and video artists, video game developers, web designers, and print designers turn to Maya software to realize their creative vision. Using this software, students explore ways to model, texture, animate, and render creative environments. Students work in both 2D and 3D, creating characters with realistic motion in everyday life. In this program, students work with industry standard software to gain valuable skills in the video game design and development industry. Students in this certificate program create a portfolio that showcases their creativity and their skills.

**Program Length:** The 3D Animation Certificate program is a 960 clock hour, 69 quarter credit hour<sup>7</sup> program and can be completed in 80 weeks if the student attends all terms full time and consecutively.

**Admissions:** Students applying to the 3D Animation Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the 3D Animation Certificate program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The 3D Animation Certificate program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on laboratory and computer time for students to enhance their skills and abilities. Interactive teleconference classrooms may be part of the instructional process.

Instruction may be supplemented with guest speakers in class.

**Communication and Critical Thinking Skills:** Students in the 3D Animation Certificate program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

**Completion Requirements:** Students wishing to obtain a Certificate in 3D Animation from Laurus College need to meet all program completion requirements. Students must have completed a minimum of 960 clock hours, and 69 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for a Certificate. Students also must have completed the program within a maximum of 103 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Certificate is Represented to Lead<sup>8</sup>:** Upon successful completion of the 3D Animation Certificate program, the student may be qualified for entry-level positions in the animation industry such as an Animator, Video Game Project Manager, a 3D Modeler, Animation Technician, and Assistant Character Designer.

### Program Outline\*

| Course #     | Title  | Quarter Credit Hours |
|--------------|--|----------------------|
| ANI 100      | Foundations of 3D Animation                    | 4                    |
| ANI 110      | Animation Dynamics                             | 4                    |
| ANI 120      | Rendering in Animation                         | 4                    |
| ANI 150      | Modeling                                       | 4                    |
| ANI 170      | Color Theory                                   | 4                    |
| ANI 180      | ZBrush Digital Sculpting                       | 4                    |
| ANI 200      | Character Animation                            | 4                    |
| ANI 220      | Advanced Design and Animation                  | 5                    |
| ANI 230      | Computer Video Compositing and Camera Matching | 4                    |
| ANI 240      | Game Design                                    | 5                    |
| DES 150      | Project Management                             | 4                    |
| ANI 205      | 3D Portfolio Presentation                      | 4                    |
| ENG 101      | Business Communications                        | 5                    |
| CDM 101      | Communication and Decision Making              | 5                    |
| MAT 101      | Applications of Mathematics                    | 5                    |
| WEB 140      | Adobe Photoshop                                | 4                    |
| <b>Total</b> |  | <b>69</b>            |

\*All courses meet for 60 clock hours unless noted otherwise.

<sup>7</sup> For all courses in all programs: 1 Quarter Credit = 10 Lecture Hours; 20 Laboratory Hours

<sup>8</sup> Available jobs depend on employment trends at time of graduation.

## Computer Networking

Maintaining and upgrading networks is essential for even the smallest of networks to ensure proper operation. Computer networking offers businesses, schools, small and large corporations, and families several benefits including faster access to more information, improved communication and collaboration, and more convenient access to software tools. Students in this program gain an understanding of how networks actually work and how they are used in many businesses today. Students move from the basics of computer networking to advanced network issues and implementations. This challenging and exciting program gives students the tools and the information for potential employment in the IT and network service fields.

**Program Length:** The Computer Networking Certificate Program is a 480 clock hour, 33 quarter credit hour program, and can be completed in 40 weeks by attending all terms full time and consecutively.

**Admissions:** Students applying to the Computer Networking Certificate Program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Computer Networking Certificate Program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Computer Networking Certificate program is hands-on and encompasses intense interactive learning. Students work with industry standard networking programs and computer software. All classes are lecture based with additional instruction held in computer laboratories in order to give the student the full networking experience. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

**Networking Skills:** Students in this program gain basic networking knowledge and skills. Students in the Computer Networking Certificate program explore and install protocols for various operating systems. They study network security and gain an understanding of the numerous risks associated with basic and complex networks.

**Professional Skills:** Students in this program gain first-hand experience in the computer networking industry through intense, interactive courses. Students gain professional knowledge about the computer networking industry that can be used in their careers.

**Communication and Critical Thinking Skills:** Students in the Computer Networking Certificate program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

**Completion Requirements:** Students wishing to obtain a Certificate in Computer Networking from Laurus College need to meet all program completion requirements. Students must have completed a minimum of 480 clock hours, and 33 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 49 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Certificate is Represented to Lead<sup>9</sup>:** Students successfully completing the Certificate in Computer Networking program may be qualified for entry-level positions in the computer networking industry with titles such as Networking Consultant, entry-level Network Administrator, and entry-level Systems analyst. The field of computer networking is technology based, and as new technologies emerge, jobs in this field may change.

### Program Outline\*

| Course #     | Title                            | Quarter Credit Hours |
|--------------|----------------------------------|----------------------|
| DES 150      | Project Management               | 4                    |
| IST 200      | IT Portfolio Presentation        | 4                    |
| NET 210      | Network Deployment               | 4                    |
| NET 101      | Foundations of Networking        | 5                    |
| NET 110      | TCP/IP and Subnetting            | 4                    |
| NET 130      | Network Administration           | 4                    |
| NET 150      | Maintaining Networks             | 4                    |
| NET 200      | Information Security Foundations | 4                    |
| <b>Total</b> |                                  | <b>33</b>            |

\*All courses meet for 60 clock hours unless noted otherwise.

<sup>9</sup> Available jobs depend on employment trends at time of graduation.

## **Information Technology & Service Professional**

Many companies want to have a staff member who can maintain the company's PC's and support their non-technical PC users, while other companies need staff who can go onsite to service computer problems. For this reason, technicians with this knowledge are in very high demand. The Computer Technology Industry Association (CompTIA) represents over 7,500 computer hardware and software manufacturers that certify information technology and service professionals through certificate exams such as A+. This program is designed to teach students the skills needed to become competitive in the Service and Technology field and prepare students for the CompTIA A+ certification examination.

**Program Length:** The Information Technology & Service Professional Certificate program is 480 clock hours and 35 quarter credits and can be completed in 40 weeks by attending all terms full time and consecutively.

**Admissions:** Students applying to the Information Technology & Service Professional Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Information Technology & Service Professional Certificate program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Information Technology & Service Professional Certificate program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on computer and laboratory time for students to enhance their skills and abilities. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

**Communication and Critical Thinking Skills:** Students in the Information Technology & Service Professional Certificate program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

**Completion Requirements:** Students wishing to obtain a certificate from Laurus College in Information Technology & Service Professional need to meet all program completion requirements. Students must have completed a minimum of 480 clock hours, and 35 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 52 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Certificate is Represented to Lead<sup>10</sup>:** Upon successful completion of the Information Technology & Service Professional Certificate program, the student may be qualified for entry-level positions in this industry. Students should be eligible to obtain employment in areas such as Associate Staff Programmer, A+ Programmer, Information Systems Analyst, and Information Systems Specialist.

### **Program Outline\***

| <u>Course #</u> | <u>Title</u>                        | <u>Quarter<br/>Credit Hours</u> |
|-----------------|-------------------------------------|---------------------------------|
| BUS 150         | Entrepreneurship                    | 5                               |
| DES 200         | Portfolio Presentation              | 4                               |
| CDM 101         | Communication and Decision Making   | 5                               |
| ITP 100         | Technology Fundamentals             | 5                               |
| ITP 110         | Operating System Fundamentals       | 4                               |
| ITP 120         | Administering Computers and Devices | 4                               |
| ITP 150         | Support Systems                     | 4                               |
| ITP 250         | Technical Certifications            | 4                               |
| <b>Total</b>    |                                     | <b>35</b>                       |

\*All courses meet for 60 clock hours unless noted otherwise.

<sup>10</sup> Available jobs depend on employment trends at time of graduation.

## Medical Billing

The standards for accuracy in health insurance claims processing are becoming more exacting at the same time that health insurance plan options are rapidly expanding. These changes, coupled with modifications in regulations affecting the health insurance industry, are a constant challenge to medical office personnel. Those responsible for processing health insurance claims require instruction in all aspects of medical insurance, including plan options, carrier requirements, various regulations, extracting relevant information from source documents, accurate claim form completion, and diagnosis and procedure coding. The Medical Billing Certificate program at Laurus College gives students the skills to market themselves to future employers in this fast paced industry.

**Program Length:** The Medical Billing Certificate is a 480 clock hour, 37 quarter credit hour program and can be completed in 40 weeks by attending all terms full time and consecutively.

**Admissions:** Students applying to the Medical Billing Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Medical Billing Certificate Program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Medical Billing Certificate program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on laboratory and computer time for students to enhance their skills and abilities. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

**Communication and Critical Thinking Skills:** Students in the Medical Billing Certificate program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

**Completion Requirements:** Students wishing to obtain a certificate from Laurus College in Medical Billing need to meet all program completion requirements. Students must have completed a minimum of 480 clock hours, and 37 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 55 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Certificate is Represented to Lead<sup>11</sup>:** Upon successful completion of the Medical Billing Certificate program, the student may be qualified for entry-level positions in this industry. Billing Specialist, Electronic Claims Processor, Medical Front Office Personnel, Coding Specialist, and Claims Assistant Professional are just a few of the opportunities that await students with a certificate in Medical Billing.

### Program Outline\*

| Course #     | Title                             | Quarter<br>Credit Hours |
|--------------|-----------------------------------|-------------------------|
| CPU 100      | Computer Basics                   | 4                       |
| MED 205      | Medical Portfolio Presentation    | 4                       |
| CDM 101      | Communication and Decision Making | 5                       |
| MED 110      | Medical Terminology               | 5                       |
| MED 150      | Health Insurance                  | 5                       |
| MED 160      | Diagnosis Coding                  | 5                       |
| MED 170      | Supplies and Procedural Coding    | 5                       |
| MED 200      | Electronic Medical Billing        | 4                       |
| <b>Total</b> |                                   | <b>37</b>               |

\*All courses meet for 60 clock hours unless noted otherwise.

<sup>11</sup> Available jobs depend on employment trends at time of graduation.

## Office Support

This certificate allows students to enhance their computer skills and gives students the basic skills needed to work in a business environment. Students gain an understanding of computers and computer software and how they operate. This program is designed to develop and enhance skills in the areas of basic word processing, electronic spreadsheets, and databases. Job readiness skills may also be covered to increase students' potential. Students completing this program may be prepared for entry level employment in an environment using basic Microsoft Office software.

**Program Length:** The Office Support Certificate is a 480 clock hour, 34 quarter credit hour program, and can be completed in 40 weeks by attending all terms full time and consecutively.

**Admissions:** Students applying to the Office Support Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Office Support Certificate program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Office Support Certificate program is hands-on and involves intense interactive learning. All classes in this program are lecture based with hours dedicated to laboratory time. Classes are held in computer laboratories in order to give students experience working with Microsoft Office software and programs. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

**Professional Skills:** Students learn how to work in a business oriented environment. They are prepared for an entry-level position in the office industry and they learn to follow professional guidelines used within the industry.

**Communication and Critical Thinking Skills:** The ability to follow oral and written instructions is a mandatory job skill for participants in the office industry. Students generate creative solutions to challenging assignments, demonstrating a clear understanding of project needs. Students communicate ideas effectively through written and oral presentations of their work.

**Completion Requirements:** Students wishing to obtain a certificate from Laurus College in Office Support need to meet all program completion requirements. Students must have completed a minimum of 480 clock hours, and 34 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion of the program. Students also must have completed the program within a maximum of 51 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Certificate is Represented to Lead :** Students successfully completing the Office Support Certificate program may be qualified for entry-level positions in the business industry with job titles such as a Microsoft Office Technician, Microsoft Office Analyst, Office Support Personnel, and Administrative Assistant. To take advantage of further job opportunities in this field, students are encouraged to continue their training and enhance their office skills in advanced programs offered at Laurus College.

### Program Outline\*

| Course #     | Title                               | Quarter<br>Credit Hours |
|--------------|-------------------------------------|-------------------------|
| CPU 100      | Computer Basics                     | 4                       |
| DES 200      | Portfolio Presentation              | 4                       |
| ENG 101      | Business Communications I           | 5                       |
| CDM 101      | Communication and Decision Making   | 5                       |
| MOS 110      | Word Processing with Microsoft Word | 4                       |
| MOS 140      | Spreadsheets with Microsoft Excel   | 4                       |
| MOS 160      | Computer Presentations              | 4                       |
| MOS 200      | Databases with Microsoft Access     | 4                       |
| <b>Total</b> |                                     | <b>34</b>               |

\*All courses meet for 60 clock hours unless noted otherwise.

\* Available jobs depend on employment trends at time of graduation.

## **Professional Business Systems**

This program helps students prepare for entry into the business world by guiding them through the core principles of accounting, marketing, business start-up and management. Students will have the opportunity to build a strong foundation for understanding business operations while also enhancing their skills in communication, digital presentations and business software. Upon completion of the Professional Business Systems program, students may compete for entry-level work in a variety of business-related fields including project coordination, account management, communications, accounts payable, human resources and office environment supervision.

**Program Length:** The Professional Business Systems Certificate is a 960 clock hour, 70 quarter credit hour program, and can be completed in 80 weeks by attending all terms full time and consecutively.

**Admissions:** Students applying to the Professional Business Systems Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Professional Business Systems Certificate program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Professional Business Systems Certificate program is hands-on and involves intense interactive learning. All classes in this program are lecture based with hours designated to laboratory time. Classes are held in computer laboratories in order to give students the full experience with working with Microsoft Office software and programs. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

**Professional Skills:** Students learn how to work in a business oriented environment and are prepared for entry-level positions in the office industry. They learn to follow professional and ethical guidelines used within the office industry.

### **Communication and Critical Thinking Skills:**

The ability to follow oral and written instructions is a mandatory job skill for employees in the business industry. Students generate creative solutions to challenging assignments, demonstrating a clear understanding of project needs. Students communicate ideas effectively through written and oral presentations in various courses throughout the program.

**Completion Requirements:** Students wishing to obtain a certificate from Laurus College in Professional Business Systems need to meet all program completion requirements. Students must have completed a minimum of 960 clock hours, and 70 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion of the program. Students also must have completed the program within a maximum of 105 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See Pages 44-46 for the school's policy on Satisfactory Academic Progress).

### **Job Titles to Which This Certificate is Represented to Lead <sup>††††</sup>:**

Students successfully completing the Professional Business Systems Certificate program may be qualified for positions in the business offices with job titles such as Microsoft Office Technician, Microsoft Office Analyst, Microsoft Office Support Personnel, Microsoft Office Trainer, Microsoft Office Specialist, Office Manager, and Administrative Assistant.

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<sup>††††</sup> Available jobs depend on employment trends at time of graduation.

## Program Outline\*

| Course #     | Title  | Quarter | Credit Hours |
|--------------|--|---------|--------------|
| BUS 100      | Bookkeeping Essentials for Business                  |         | 4            |
| BUS 150      | Entrepreneurship                                     |         | 5            |
| BUS 210      | Introduction to Business Management                  |         | 5            |
| BUS 220      | Marketing in Today's World                           |         | 5            |
| CPU 100      | Computer Basics                                      |         | 4            |
| DES 150      | Project Management                                   |         | 4            |
| DES 200      | Portfolio Presentation                               |         | 4            |
| ENG 101      | Business Communications I                            |         | 5            |
| CDM 101      | Communication and Decision Making                    |         | 5            |
| MAT 101      | Applications of Mathematics                          |         | 5            |
| MOS 110      | Word Processing with Microsoft Word                  |         | 4            |
| MOS 140      | Spreadsheets with Microsoft Excel                    |         | 4            |
| MOS 160      | Computer Presentations                               |         | 4            |
| MOS 200      | Databases with Microsoft Access                      |         | 4            |
| MOS 210      | Professional Publications                            |         | 4            |
| MOS 230      | Advanced Word Processing and Electronic Spreadsheets |         | 4            |
| <b>Total</b> |  |         | <b>70</b>    |

\*All courses meet for 60 clock hours unless noted otherwise.

## Web Design

In today's world the Internet is the fastest growing source of information. For this reason, the demand for innovative and creative web pages and web sites has grown immensely. Laurus College offers students the opportunity to learn the skills needed for careers in the web design and the web development industry. Students in this dynamic program examine and train on software and design programs that are considered the standards in the industry. This exciting program includes training in the principles of web design, programming languages, image development and implementation, movie and animation loading to the web, graphics applications, and web page formatting.

**Program Length:** The Web Design Certificate program is a 960 clock hour, 68 quarter credit hour program, and can be completed in 80 weeks if the student attends all terms full time and consecutively.

**Admissions:** Students applying to the Web Design Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, and have evidence of high school completion or G.E.D. scores. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Web Design Certificate program is contingent upon the completion and receipt of all application materials. Refer to Page 39 of this catalog for further information on admission to Laurus College.

**Instructional Methods:** The Web Design Certificate program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on laboratory and computer time for students to enhance their skills and abilities. Classes are held in computer laboratories in order to give students experience with working with web design software and programs. Interactive teleconference classrooms may be part of the instructional process. Instruction may be supplemented with guest speakers in class.

**Communication and Critical Thinking Skills:** Students in the Web Design Certificate program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

**Completion Requirements:** Students wishing to obtain a certificate from Laurus College in Web Design need to meet all program completion requirements. Students must have completed a minimum of 960 clock hours, and 68 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 102 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

**Job Titles to Which This Certificate is Represented to Lead<sup>14</sup>:** Upon successful completion of the Web Design Certificate program, students may be qualified for entry-level positions in the web design and development industry such as an Webmaster, Web Project Manager, Web Designer, Web Site Technician, and Web Developer.

### Program Outline\*

| Course #     | Title                             | Quarter<br>Credit Hours |
|--------------|-----------------------------------|-------------------------|
| BUS 150      | Entrepreneurship                  | 5                       |
| DES 150      | Project Management                | 4                       |
| WEB 205      | Web Design Portfolio Presentation | 4                       |
| ENG 101      | Business Communications I         | 5                       |
| CDM 101      | Communication and Decision Making | 5                       |
| WEB 101      | Introduction to Web Design        | 4                       |
| WEB 130      | HTML/XHTML                        | 4                       |
| WEB 140      | Adobe Photoshop                   | 4                       |
| WEB 150      | Vector-Based Drawing              | 4                       |
| WEB 160      | Electronic Documents              | 4                       |
| WEB 180      | PHP                               | 5                       |
| WEB 210      | Electronic Authoring Tools        | 4                       |
| WEB 220      | Structured Query Language (SQL)   | 4                       |
| WEB 230      | Web Frameworks                    | 4                       |
| WEB 250      | Scripting for Web Design          | 4                       |
| WEB 260      | Designing for E-Commerce          | 4                       |
| <b>Total</b> |                                   | <b>68</b>               |

*Proficiency in Windows or Mac OS is highly recommended for this program.*

\*All courses meet for 60 clock hours unless noted otherwise

<sup>14</sup> Available jobs depend on employment trends at time of graduation.

## Course Descriptions

### **ANI 100**

#### **Foundations of 3D Animation**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

This intensive course introduces students to the Maya software and will cover the basics of 2D and 3D animation, and how Maya software is used to create animation in video games. This course familiarizes students with the menus, panels, and tools they will use in the Maya software. Students grasp the basic concepts of Maya and will use knowledge gained in this course as the foundation for future courses in this program.

### **ANI 110**

#### **Animation Dynamics**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

This course introduces students to the basics of visual effects and animation, and gives students the first stage to begin animating in 3D using the Maya software. The word “Dynamics” refers to the mathematical solutions for physics-based animation, such as the way objects collide or the way particles flow. Students in this course study many of the basic procedures used in building a dynamics system. Students begin exploring rigid body dynamics, constraints, and optimization. Students gain an understanding of particles and their use in creating effects such as fire, smoke, sparkles, and even flocks of models like insects.

### **ANI 120**

#### **Rendering in Animation**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

This course further expands the student’s proficiency with the Maya software as they examine the tools and techniques for rendering using this program. Students in this course learn to produce realistic environments and images through use of various shading, camera, lighting, and layering techniques. Students explore how various objects, materials, and environments are affected by lighting, textures, and shadows. This course includes how to use the rendering tool of Ray

tracing to produce realistic reflections and refractions and how to integrate 2D and 3D images to create innovative environments and scenes. Providing students with the skills to optimize rendering quality and to troubleshoot common rendering problems is the focus of this class.  
*Prerequisite: ANI 100 Foundations of 3D Animation.*

### **ANI 150**

#### **Modeling**

20 hour lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

This course will take students through each step of modeling a character from head to toe, from the first polygon to the final hair. Students study creating and modifying curves, and the principles behind creating curves and surfaces. Students study the differences in character modeling and hard surface modeling, as well as the tools used in Maya for creating each technique and effect. Students examine creating an organic model using curves and surface tools. Students work with modifying tools such as rebuilding curve/surface, attach/detach curves and surfaces, project tangent, and free form fillet. Students also study the various polygon tools available in Maya and how they are used in modeling and creation. Students will also sample the Paint Effects tool in Maya to create and modify textures used in character modeling.

*Prerequisite: ANI 100 Foundations of 3D Animation*

### **ANI 170**

#### **Color Theory**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

This course will take students through process of understanding how light works to create color. In this class students uncover the science behind color and how light allow us to see color. This course may cover topics on color spectrum, the behavior of light as it is reflected, refracted and absorbed, value, hue, saturation, color harmony, and contrast.

*Prerequisite: ANI 100 Foundations of 3D Animation*

**ANI 180****ZBrush Digital Sculpting**

20 hours lecture; 40 hours lab 4 credits  
 40 hours additional out-of-class work is expected as part of this course.

This course will take students through the fundamentals of Zbrush. From building a basic mesh in Maya and exporting the mesh into Zbrush for final detail work. The class may be covering topics on interface layout, digital sculpture, texturing in Zbrush, and exporting normal maps, and displacement maps back into Maya.

*Prerequisite: ANI 120 Rendering in Animation*

**ANI 200****Character Animation**

20 hours lecture; 40 hours lab 4 credits  
 40 hours additional out-of-class work is expected as part of this course.

This course teaches students how to develop skeletal and muscular controls for animated 2D and 3D characters. Students examine primary and secondary motion for animated characters, as well as how to apply various motions to a created figure. Students explore ways to create realistic figures, as well as fantasy based characters with outrageous proportions and features such as wings and multiple appendages. This course demonstrates to students the techniques involved in modeling, detailing, optimizing, texturing, rigging, binding, and animating characters using Maya. This course takes students through the process of designing, modeling, and setting up animation controls for complex 3D characters. Students study how a character's skin and joints move through various motions.

*Prerequisite: ANI 120 Rendering in Animation*

**ANI 220****Advanced Design and Animation**

40 lecture hours; 20 hours lab 5 credits  
 80 hours additional out-of-class work is expected as part of this course.

This course gives students in depth looks at character development, rigging, animation, and the different modeling strategies available in Maya. Students study advanced character creation, as well as curve and surface modification. Students work with advanced shading and texturing techniques, and learn further control and applications of the

Maya software. Students further enhance their rendering, dynamics, and modeling skills, using these skills to create advanced video game effects.

*Prerequisite: ANI 120 Rendering in Animation*

**ANI 230****Computer Video Compositing and Camera Matching**

20 hours lecture; 40 hours lab 4 credits  
 40 hours additional out-of-class work is expected as part of this course.

This course will take students through the fundamental techniques associated with taking video image sequencing, adding 3D camera match moving and compositing. Topics covered in this class may include compositing video image sequences with 3d actors, environments, light, cameras, VFX and key color removal such as blue and green screens, computer video editing, and adding Titles and closing credits.

*Prerequisite: ANI 120 Rendering in Animation*

**ANI 240****Game Design**

40 hours lecture; 20 hours lab 5 credits  
 80 hours additional out-of-class work is expected as part of this course.

This course introduces students to creating a video game using the Maya software. Students focus on the methods and techniques on how to effectively use the tools to produce 3D polygonal games within the Maya environment. Students design a video game character, create environments with backgrounds, and produce the animation to apply to their game creation. Students will review character modeling and animation techniques, as well as rendering techniques, and apply them to motion and control. Students work with various levels and effects to create a fun and exciting final game product.

*Prerequisite: ANI 120 Rendering in Animation*

**ANI 205****3D Portfolio Presentations**

20 hours lecture; 40 hours lab 4 credits  
 40 hours additional out-of-class work is expected as part of this course.

In this course students will have the opportunity to create a personal portfolio displaying their work in their specific program of study. Students combine projects from previous courses with further projects

in this course to develop their personal portfolio. Topics covered in this course may include job searching techniques, interviewing techniques, and general job etiquette. Students may develop documents such as cover letters and resumes in preparation for an eventual transition into the job market.

*Prerequisite: Any previous coursework*

### **ANI 250**

#### **Digital Drawing and Design**

40 hours lecture; 20 hours lab 5 credits  
80 hours additional out-of-class work is expected as part of this course.

This course will introduce students to the world of drawing and design within a digital work environment. With the course focus on foundation skills found in traditional drawing and painting as well as digital image creation techniques used throughout the design process today. Topics covered in the course may be found in multiple art disciplines giving students a wide range of skills, and also an understanding of techniques used to create some of the world's greatest art pieces.

### **ANI 260**

#### **Character Creation**

40 hours lecture; 20 hours lab 5 credits  
80 hours additional out-of-class work is expected as part of this course.

In this course students will learn to create realistic 3D character models using the latest techniques used in the game and film industry. Students will learn to differentiate between technique and practice used when modeling organic objects, as opposed to their previously learned hard surface modeling skills.

*Prerequisite: ANI 250 Rendering in Animation*

### **ANI 270**

#### **Texture and Shader Creation**

40 hours lecture; 20 hours lab 5 credits  
80 hours additional out-of-class work is expected as part of this course.

This course will introduce students to the next step in the 3D animation pipeline after modeling. This course's primary focus is on techniques used to create multiple types of texture maps to be used in development of shader and material networks, then applying those shader and material networks to 3D models. Topics covered may be but not limited to

U.V. layout, texture painting techniques, and shader development process.

*Prerequisite: ANI 250 Rendering in Animation*

### **ANI 280**

#### **Character Rigging**

40 hours lecture; 20 hours lab 5 credits  
80 hours additional out-of-class work is expected as part of this course.

This course focus is on the creation and technique used in creating animation rigs. From characters to cars everything created in 3D requires an animation rigs to control how it will move, rotate, squash and stretch. This course will take a look at character rigging, mechanical rigging and skinning technique to be used in both film and video game industries.

*Prerequisite: ANI 250 Rendering in Animation*

### **BUS 100**

#### **Bookkeeping Essentials for Business**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

Students learn the basic principles of manual accounting as well as computerized accounting at an entry level using QuickBooks Pro. Students acquire an understanding of how to track figures using business accounting methods, and how to create and maintain proper accounts. Students create journals and ledgers to keep track of their accounts. Using this program students gain the skills to create a new company profile and begin to maintain its accounts, creating such items as balance sheets, income statements, and cash flow statements. Students will work with the bookkeeping software to better gain an understanding of its capabilities and applications in the business world.

### **BUS 110**

#### **Principles of Accounting**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

This course covers the fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, partnerships, corporation, investments, statement of cash flows, and interpretation of financial statements.

### **BUS 150**

#### **Entrepreneurship**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

Students in this course are exposed to basic issues in starting a business. Topics may include capitalization, staffing, subcontracting, permits, facilities, and basic business planning. The course offers students practical exercises to begin strategic development of a business and offers practical problems and issues in the startup phase of building a successful organization.

### **BUS 210**

#### **Introduction to Business Management**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

Students in this course study the responsibilities for managing a business. Topics studied in this course may include making a business plan, cost planning and budgeting, development of the business and the business accounts, and the basics of buying and selling a business. This course introduces students to the foundations of business management, and how to apply those foundations to open a new business or to improve upon an already existing business.

### **BUS 220**

#### **Marketing in Today's World**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

In this course, students study the nuances of promotion, advertising, and consumer spending, and how those concepts can be applied to getting the word out about a company, product or service. Students learn about planning effective advertising campaigns by analyzing public demand for a particular product or service, and the products offered by the competition. Students also learn about the different methods of marketing, and how technology has impacted the way marketing is handled for both big and small companies.

### **BUS 230**

### **Organizational Behavior**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

In this course, students study the nature of Human Relationships. This includes Group and individual behaviors, improving productivity and quality through correct motivation, developing employees, correctly rewarding employees, and dealing with a variety of job related conflicts. Students learn about the human element related to the work environment and methods to achieve an effective fit between people and the organizational systems.

### **BUS 240**

#### **Regulations in Business**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

In this course, students study the nuances of the legal environments including law, business strategy, and business ethics. Topics covered in this course include administrative law, international law, Business crime, Torts, contracts, and business related legal issues. Students also learn about antitrust law, intellectual property, agency law, employee regulations, business associations, and securities law that apply to small and big business alike.

### **BUS 250**

#### **Principles of Economics**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

By studying Principle of Economics, students gain an understanding of the fundamentals surrounding Economics, master important economic concepts and use economic theories to analyze micro- and macroeconomic phenomena in our daily life. Students learn about business cycles, business growth, international trade, finance, competition, and consumers. Students also learn how to watch the business environment for changes and implement the correct business strategies.

### **CDM 101 – General Education**

#### **Communication and Decision Making**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.



documents. Students will be expected to deliver oral and written presentations to the instructor and classmates.

### **IST 100**

#### **Network Services**

40 hours lecture; 20 hours lab                      5 credits  
80 hours additional out-of-class work is expected as part of this course.

Network Services provides the structure for authenticating and authorizing users in the work place. This course prepares students to manage and administer these services in a Windows Domain environment. Topics include Active Directory, Group Policy, File Services, DNS, Remote Access Management, Server Management, and many other supporting services.

*Prerequisite: ITP 250 and NET 210*

### **IST 130**

#### **Database Foundations**

40 hours lecture; 20 hours lab                      5 credits  
80 hours additional out-of-class work is expected as part of this course.

Students are introduced to core database concepts, objects, data manipulation, storage structures, and administering a database. This course includes skills that prepare students to design, manage, and secure relational databases and an understanding of structured query language.

*Prerequisite: ITP 250 and NET 210*

### **IST 150**

#### **Information Systems Management**

40 hours lecture; 20 hours lab                      5 credits  
80 hours additional out-of-class work is expected as part of this course.

Students combine acquired skills from previous courses to capitalize in the process of IT and Computer Networking management. They plan, coordinate, document, and direct computer and network related projects within sets of scenario guidelines. Students will learn to project, set achievable business goals, and align projects to reach those goals.

*Prerequisite: ITP 250 and NET 210*

### **IST 200**

#### **IT Portfolio Presentation**

20 hours lecture; 40 hours lab                      4 credits  
40 hours additional out-of-class work is expected as part of this course.

In this course students will have the opportunity to create a personal portfolio displaying their work in their specific program of study. Students combine projects from previous courses with further projects in this course to develop their personal portfolio. Topics covered in this course may include job searching techniques, interviewing techniques, and general job etiquette. Students may develop documents such as cover letters and resumes in preparation for an eventual transition into the job market.

*Prerequisite: Any previous coursework*

### **ITP 100**

#### **Technology Fundamentals**

40 hours lecture; 20 hours lab                      5 credits  
80 hours additional out-of-class work is expected as part of this course.

In this course, students begin learning about computer hardware and each item that makes up a computer. Students build the skills needed for proper file management, and learn to troubleshoot basic problems that may occur during computer usage. Students study the system board in depth, learning about all of its components and how they work. Other topics covered may include computer memory, different operating systems, floppy drives, and hard drives. Students also work with computer power supplies, learning how to measure output and proper removal and replacement of power supply units. Students learn to handle several systems and how to properly troubleshoot computer issues.

### **ITP 110**

#### **Operating System Fundamentals**

20 hours lecture; 40 hours lab                      4 credits  
40 hours additional out-of-class work is expected as part of this course.

Students study how to properly set up and install hard drives, as well as techniques for proper troubleshooting and data recovery. Students examine how to protect the hardware and software of a computer while troubleshooting, and how to properly use tool kits and troubleshooting reference guides while isolating and repairing a number of computer problems. Other topics studied may include ports and expansion slots for add-on devices, SCSI devices, keyboards, pointing devices, multimedia technology, monitoring system performance, and support devices. Students install and study about supporting applications with various operating systems.

*Prerequisite: ITP 100A+ Computer Basics*

### **ITP 120**

#### **Administering Computers and Devices**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

Students in this course study operating systems designed specifically for networking, as well as the differences between various operating systems. Students install and customize operating systems, utilize system registries and diagnostic tools, and troubleshoot problems that typically arise in various systems. Other topics studied may include communication over the internet, browsing the World Wide Web, utilizing email, transferring files, communication over phone lines, and modems.

*Prerequisite: ITP 110 A+ Operating System Fundamentals*

### **ITP 150**

#### **Support Systems**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

Students study the basic principles of networking and networking concepts, as well as discover different types of network architectures and learn about various networking software and protocols. Students learn about many of the computer and printer problems that commonly occur in the workplace, and how to effectively troubleshoot and fix those problems. Students discover proper maintenance techniques for computers and printers in an office setting. Also discussed in this course are proper disaster recovery and maintenance plans for computers, how to create system backups, and viruses and other computer infestations.

*Prerequisite: ITP 120 A+ Administering Computers and Devices*

### **ITP 250**

#### **Technician Certifications**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

In this final course of the program students prepare for the coming A+ Certification examination. Students practice with pre-examination questions designed to gear him or her for the task of taking the real exams. The pre-exam questions used in this process may increase the student's comfort level

with the exam and may increase the student's success rate at passing this exam.

*Prerequisite: ITP 150 A+ Support Services*

### **MAT 101 – General Education**

#### **Applications of Mathematics**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

This math course is a thorough review and study of algebraic concepts, functions, and operations, utilizing a balanced approach of basic algebraic theories with practical applications and conceptual understanding. Students review mathematical concepts including addition, subtraction, multiplication, fractions and decimals as it applies to business operations. Students gain an understanding of basic mathematical and algebraic concepts and functions needed for the world of business including but not limited to account balancing, payroll, depreciation, profit and loss calculations, interest calculations, problem solving, probability theory, and decision making.

### **MED 110**

#### **Medical Terminology**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

Students gain an understanding that many medical terms are made up of interchangeable word parts that are used over and over in different combinations. Students in this course learn about different subsystems of the human body and their accompanying terms, as well as examine the structure of word parts and functions of each subsystem. Students also examine how the terminology relates to pathology, diagnostic procedures, treatment procedures, and pharmacology.

### **MED 150**

#### **Health Insurance**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the various types of health insurances and the forms used in medical billing. Students will gain an understanding of the differences between insurance plans and policies. Upon completion of this class the students will accurately know how to complete the forms used



include usage and handling of office files and records, staying task oriented, professional organization, ability to work well with others, problem solving skills-requiring students to apply knowledge and skills learned to complete or solve a problem. Finally, students may learn simple solutions and latest updates on marketing techniques.

*Prerequisite: MED 110 Medical Terminology*

### **MED 230**

#### **Legal and Regulatory Issues in Business**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

This course provides students with comprehensive knowledge of social economics, accreditation, legal and regulatory issues, and the intellectual property and internet law. Students wishing to enter the field of business need to have an understanding of how the various legalities affect sales, leases, and E-contracts not only in United States but possibly the global economy. Topics may include the practical and legal applications of legal limitation and liability. This course could empower students with critical-thinking skills and a vast knowledge of wealth in the realm of legal decision making.

*Prerequisite: MED 110 Medical Terminology*

### **MED 240**

#### **Health Care Facility**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the perspectives of management operations and techniques used by organizations and payers to improve operations at said institutions and facilities. Topics may include the strategic implementation of programs and tools for reducing costs and improving quality of basic operations in management and staff. The course may include the use of performance improvement tools for supply chain management, scheduling, and other healthcare issues.

*Prerequisite: MED 110 Medical Terminology*

### **MED 250**

#### **Medical Billing Processes**

20 hours lecture; 40 hours lab 4 credits

40hours additional out-of-class work is expected as part of this course.

This course introduces students to the evolving reimbursement methodologies of the healthcare system. Topics may include health care accounting and financial statements, managing cash, billing, and collection. Students may also learn how to determine cost and use cost information in decision-making, budgeting, and performance measurement, as well as new laws and regulation that affect health care financial reporting and performance, and the revenue cycle. Finally, the student may learn about bond ratings, auditing and internal control of facility budgets and revenue.

*Prerequisite: MED 110 Medical Terminology*

### **MED 260**

#### **Human Resource Issues**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

This course introduces students to a variety of topics that may include health informatics, human resources planning, organizations, recruitment and all important retention of healthcare professionals, acknowledgement of incentive influences as motivation, changing demographics, culture diversity and other factors facing human resources.

*Prerequisite: MED 110 Medical Terminology*

### **MED 270**

#### **Medical Management Supervision**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

This course introduces students to a variety of examples, demonstrations, and explanations of key frameworks and models for clinical supervision. Topics may also include the development of staff supervisory relationships and focus on areas identified as problematic for supervision.

*Prerequisite: MED 110 Medical Terminology*

### **MED 280**

#### **Staff Management**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

This course introduces students to the various styles and methods of communication used for motivations and development of personnel and staff members. Students examine strategic planning, personnel management, conflict management as well as learning about staff coaching and delegation

techniques. This course also examines the time and stress management to allow them to handle the daily routine and stress levels of staff multitasking and patient flow with effectiveness and minimal tension. Topics may include interviewing and budgeting along with mini-workshops that can improve leadership skills and fine tune financial and organizational skills. Finally, students learn how to submit forms for various insurance agencies.

*Prerequisite: MED 110 Medical Terminology*

### **MED 290**

#### **Medical Front Office**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

The Medical Front Office hosts a variety of responsibilities including the art and etiquette of emailing, greeting and directing patients, and answering telephones. Other duties may include obtaining insurance verification, collecting co pays, deductibles and authorization, admitting and scheduling patients, arranging for hospital admission and laboratory services. This course may cover these topics.

*Prerequisite: MED 240 and MED 280*

### **MOS 110**

#### **Word Processing with Microsoft Word**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

In this course students gain an understanding of the word processing software Microsoft Word. Students in this course create numerous Microsoft Word documents, and apply various techniques such as editing and proofing, formatting text, cutting and pasting, saving and deleting. Students use tables, styles, and graphics to build documents such as business letters, letterhead, envelopes, and flyers. Students also learn how to perform a mail merge using Word's powerful Mail Merge feature. This course gives students the foundation to work effectively with this software and to market their acquired skills to potential employers.

### **MOS 140**

#### **Spreadsheets with Microsoft Excel**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

This course covers basic Microsoft Excel skills that include creating, modifying, and formatting a

worksheet, and turning the data into highly functional charts. Students begin to experiment with basic functions and formulas and learn to automate spreadsheet tasks. Students build and edit worksheets, work with cells and cell ranges, format cell contents and values, and manage workbooks.

### **MOS 160**

#### **Computer Presentations**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

Students in this course gain an understanding for creating electronic presentations using Microsoft PowerPoint. Topics in this course may include working with template slides, formatting slides, working with layouts, working with graphics, creating charts, and adding animation. Students also study methods and techniques for giving presentations using this exciting software.

### **MOS 200**

#### **Databases with Microsoft Access**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

This course will help students understand the mechanics of a relational database and how it can find, organize, and present data. Students learn to create a simple database and maintain that data. Forms, reports, and queries will also be explored, enabling students to create a more complex database system and manipulate data quickly and efficiently. Students work with and design objects such as multiple table queries, forms with sub-forms, and reports with sub-reports.

### **MOS 210**

#### **Professional Publications**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

This course familiarizes students with the desktop publishing software program Microsoft Publisher. In this course students study creating publications with topics including working with text, working with graphics and objects, enhancing publications, working with multiple page publications, and many others. Students learn the basic operations and use of this versatile software program.

### **MOS 230**

## **Advanced Word Processing and Electronic Spreadsheets**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

Students in this course work with advanced features of word processing and electronic spreadsheet software programs. Topics covered in the advanced features of word processing may include integrating with other programs, working with advanced graphics and diagrams, working with forms, and customizing the software program. Work in the advanced features of the electronic spreadsheet program software program may include, but is not limited to, automating tasks, enhancing charts and graphics, working with pivot tables, and collaborating with other programs. This class prepares students for the higher level Microsoft Office Examinations.

*Prerequisite: MOS 110 Word Processing with Microsoft Word and MOS 140 Spreadsheets with Microsoft Excel*

## **NET 101 Foundations of Networking**

40 hours lecture; 20 hours lab 5 credits  
80 hours additional out-of-class work is expected as part of this course.

Starting with an introduction to networks students gain an understanding about communication services, mail services, and management services. Students study networking standards and models, and study the various layers making up networking as a whole. Students gain an understanding of different network protocol and how each one differs from the other. Students explore networking media and learn to install protocols on various operating systems. They examine the difference between LANs and WANs, and the transport systems that serve them both. Other topics covered may include installing NICs in computers and configuring them for various types of networks. Network hardware such as hubs, repeaters, bridges, and routers may also be examined in this course.

## **NET 110 TCP/IP and Subnetting**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

TCP/IP suite of protocols provides the basis for networking communication. In this course, students will review several of the transmission and

Internetworking protocols and applications, decimal-to-binary conversion, classful and classless addressing, mapping Internet addresses to physical addresses, and error and control messages.

*Prerequisite: NET 101 Basic Networking*

## **NET 130 Network Administration**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

Network administrators must understand a variety of key networking concepts and technology that include storage, network architecture, Voice over IP implementation, and server consolidation. In this course students come to understand the common causes and high costs of service outages, how to measure high network availability, how to design a data center and explore what must be considered with consolidating resources.

*Prerequisite: NET 101 Basic Networking*

## **NET 150 Maintaining Networks**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

Students in this course examine the essentials of a WAN, and learn how one is implemented and how remote connectivity is established. Students gain an understanding for various networking operating systems and how they are similar or may differ from one another. Students gain an understanding for how to establish users, groups, and rights in a networking system.

*Prerequisite: NET 101 Basic Networking*

## **NET 200 Information Security Foundations**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

This class will increase your understanding of potential threats, learn how to apply practical mitigation options, and react to attacks quickly. The class teaches you the skills and knowledge you need to design, develop, implement, analyze, and maintain networks and network protocols. It explains how these systems currently operate and the limitations that lead to security weaknesses. Topics covered in this course may include the

fundamental issues needed to understand network security, the definition of security terms, security ethics, the OSI network model, and cryptography for networks. Students may explore the common risks for secure network design and development, including the impact of modularity on security and a summary of the general security issues.

*Prerequisite: NET 150 Intermediate Networking*

## **NET 210**

### **Network Deployment**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

In this course, students will learn to plan, control, and manage the deployment of network systems. It will encompass documentation, operating system application governed by system role. Students work with GUI (*Graphical User Interface*) based applications as well as the CLI (*command-line interface*) to accomplish tasks. GUI and CLI applications include: Windows PE (Pre-installation Environment), Microsoft Visio, WDS (Windows Deployment Services), AD DS (Active Directory Domain Services), MDT (Microsoft Deployment Toolkit), and Windows AIK (Automated Installation Kit).

*Prerequisite: NET 200 Security and Disaster Preparedness*

## **WEB 101**

### **Introduction to Web Design**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

This course introduces students to the World Wide Web. Students examine the history of the web and how its development has shaped the ways people do business and advertise. Students gain an understanding for the complexity of the web and how servers, users, and databases all work, search, access information, and download simultaneously. Topics in this course may include the basics of HTTP, FTP, HTML language and tags, coding styles, links, image placement, and image maps. Students learn the importance of web page appearance and navigation. Students are introduced to the basics of initial web page planning and production, and learn key terminology applied to web page creation and implementation.

## **WEB 130**

## **HTML/XHTML**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

In this course students study the anatomy of the Hypertext Markup Language (HTML)/ Extensible Hypertext Markup Language (XHTML) document. Students expand on their knowledge of typography, rules, images, multimedia, lists, forms, and other coding elements used within a web page. Other topics may include executable content, dynamic documents, and Extensible Markup Language (XML) coding.

*Prerequisite: WEB 101 Introduction to Web Design*

## **WEB 140**

### **Adobe Photoshop**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

This course introduces students to Adobe Photoshop, the fundamental graphics application and image editing software used in the computer graphics industry. Students learn the fundamentals of this software, and will study topics including selections, layers, masking, filters, image manipulation and correction, composition, painting, and optimization for the web. Students examine techniques for efficient editing, processing, and file handling. Topics in photo editing may be studied, including color enhancement, lighting correction, and overall retouching.

*Prerequisite: WEB 101 Intro to Web Design (The prerequisite is only for students in the Web Design program)*

## **WEB 150**

### **Vector-Based Drawing**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

Vector graphics are ideal for simple or composite drawings that need to be device-independent, or do not need to achieve photo-realism. In this course, students learn how to use a computer software program to create and edit vector-based graphic images for use within a web page. Applying the principles of graphics design, students will create and edit images for use within a web page. Other topics may include drawing and various artistic techniques to produce visual graphics effective for the web.

*Prerequisite: WEB 101 Intro to Web Design*

### **WEB 160**

#### **Electronic Documents**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

Students work with software applications used to create electronic documents and forms for download in a public document format (PDF) files. Students learn to use software to develop documents for editing and uploading to the web. Students create and exchange documents, collect and compare comments, and tailor security of files for distribution. Students learn how to assemble electronic files into reliable PDF documents for easy sharing and display.

*Prerequisite: WEB 130 HTML/XHTML*

### **WEB 180**

#### **PHP**

40 hours lecture; 20 hours lab 5 credits  
80 hours additional out-of-class work is expected as part of this course.

This powerful program is a widely-used general-purpose scripting language that is especially suited for web development and can be embedded into HTML documents. Student in this course will learn how to write programs to store and retrieve data, build arrays, manipulate non-numerical data, and handle errors and exceptions. Other topics may include reusing code, writing functions, and writing object-oriented PHP.

*Prerequisite: WEB 130 HTML/XHTML*

### **WEB 210**

#### **Electronic Authoring Tools**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

Students in this course explore the uses of web publishing software for designing creative, professional web sites. Students learn to use this web design program to create and edit web pages. Students learn how to use design tools to generate better code and write code faster, more efficiently and more accurately. Students learn about design, authoring, data, and publishing tools used by this software. Topics covered may include templates, tables, layouts, forms, manipulation tools, effects, menus, scripts, and browsers and resolutions. Students gain an understanding of the flexibility

and functionality offered by this web design program.

*Prerequisite: WEB 101 Intro to Web Design*

### **WEB 220**

#### **Structured Query Language (SQL)**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

Students in this course will learn about relational database management systems for storage and retrieval of user data. Students will design and create a database, work with data, and provide database administration. Students will study how the database is essential to the e-commerce business, and how to build security measures such as authentication into the database.

*Prerequisite: WEB 180 PHP*

### **WEB 230**

#### **Web Frameworks**

20 hours lecture; 40 hours lab 4 credits  
40 hours additional out-of-class work is expected as part of this course.

In this course, students will learn the basics of installing and managing popular Content Management Systems (CMS). This class will explore the creation and implementation of custom themes as well as the process of managing accounts, comments, pages, posts and other common CMS tools. Students will also study techniques to craft and display blog posts and other content. Topics include writing and installing plugins using popular scripting languages such as PHP, creating custom templates, and modifying the user interface.

*Prerequisite: WEB 101 Introduction to Web Design*

### **WEB 250**

#### **Scripting for Web Design**

40 hours lecture; 20 hours lab 5 credits  
80 hours additional out-of-class work is expected as part of this course.

In this course students examine different types of scripting language used in web site design and development. Scripting languages covered in this course may include, but are not limited to, Java, JavaScript, XML, ASP, PHP, and Python. Students learn how scripting language is used to write functions that are embedded in HTML pages, and how it can make calls to web or a web-service

server after a page has loaded. Topics may include forms, text effects, navigation, and snippets. Students also learn how scripting languages can be used to add elements such as shopping carts, accounts, and galleries to retail-based web sites.

*Prerequisite:* WEB 101 Introduction to Web Design

## **WEB 260**

### **Designing for E-Commerce**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

Online sales processing using credit card based transactions may not be quite as straightforward as you may think. Adding a shopping cart is only a part of the whole ecommerce process. In this course, students learn how to design the site for electronic sales, including a means to collect orders, store customer information, collect payments, and protect data.

*Prerequisite:* WEB 180 PHP and WEB 220 Structured Query Language (SQL)

## **WEB 205**

### **Web Design Portfolio Presentation**

20 hours lecture; 40 hours lab 4 credits

40 hours additional out-of-class work is expected as part of this course.

In this course students will have the opportunity to create a personal portfolio displaying their work in their specific program of study. Students combine projects from previous courses with further projects in this course to develop their personal portfolio. Topics covered in this course may include job searching techniques, interviewing techniques, and general job etiquette. Students may develop documents such as cover letters and resumes in preparation for an eventual transition into the job market.

*Prerequisite:* Any previous coursework

## **WEB 270**

### **Advanced Scripting for Web Design**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

In this course students will advance upon their foundations of web scripting techniques for the development, maintenance and scaling of JavaScript plugins for modern websites. Topics include popular design patterns for the structuring and organization of JavaScript plugins with the use of popular code libraries such as jQuery in addition the theory and creation of a single page applications using popular JavaScript frameworks, AJAX, and JSON data files.

*Prerequisite:* WEB 250

## **WEB 280**

### **Basic Mobile App Development**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

This course will expand upon basic scripting techniques and introduce students to basic application programming. The class will present the fundamentals of designing for mobile and web based applications. Topics may include back-end JavaScript frameworks and CSS based front-end frameworks as well as popular design patterns and current trending topics in web design as related to application development.

## **WEB 290**

### **Multimedia Design**

40 hours lecture; 20 hours lab 5 credits

80 hours additional out-of-class work is expected as part of this course.

This course introduces students to the basic principles of creating motion graphics for online projects. Students will learn to create engaging HTML5 and CSS3 based animation and interactive experiences for use on the web. This course teaches advanced techniques to create responsive animations for a variety of devices and platforms. Topics will include audio and video via native HTML code features, managing animation physics, and utilizing current scripting technology to generate the code with ease.

*Prerequisite:* WEB 280 PHP

## V) Admission to Laurus College

### a) Admissions Requirements:

To apply for one of the Occupational Associate Degree or Certificate programs at Laurus College, students should contact the college, or have their vocational rehabilitation counselor contact the school if coming through a third party organization, to reserve an appointment with an admissions representative. Students not attending by way of a third party organization are required to submit an application, complete and sign an enrollment agreement. For students who are applying by way of a third-party organization, the college will work with the student's agency counselor to initiate all enrollment processes after the required interview.

Prospective students must have completed all necessary requirements for a high school diploma or its equivalent, and are required to provide proof of high school completion or G.E.D. scores prior to starting classes. Initial applications may be submitted by prospective students completing his or her junior or senior year of high school; however, applicants will not be permitted to begin classes until completion of all requirements for a high school diploma or G.E.D. equivalent. The School Chancellor is responsible for determining if an applicant has met all admission requirements.

Laurus College neither administers nor accepts ability-to-benefit (ATB) examinations in place of high school diploma (or its equivalent) requirements.

### b) International Students:

An individual whose native language is not English, but is considered a citizen of the United States may apply for enrollment and may be required to take the Test of English as a Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by the school. If required to take the TOEFL examination, a minimum total score of 50 will be required for admission to Laurus College. Arrangements to take the TOEFL may be made by writing to: TOEFL, Education Testing Services, P.O. Box 900, Princeton, New Jersey 08540, USA. For any academic credits earned at an International institution that the student wants to have considered for transfer credit, the student needs to have official transcripts fully translated into the English equivalent and sent directly to the school for evaluation. The translation of transcripts is to be completed through a company not affiliated with the Laurus College.

**Please note:** All courses at Laurus College are taught in the English.

### c) Academic Policies:

Students enrolled at Laurus College are expected to abide by all the terms stated in this catalog and any supplements or addenda to the catalog, and all college policies. All students are expected to become familiar with all policies and information presented in this catalog and in any supplemental material of Laurus College.

### d) Non-Discrimination Statement:

In compliance with Civil Rights Legislation, Laurus College admits students without regard to race, gender, sexual orientation, national origin, ancestry, religion, creed, marital status, color, age, disability, or any other factor prohibited by law. Laurus College does not discriminate in its educational programs, placement procedures, or employment practices.

### **Cancellation of Enrollment:**

A student who has enrolled at Laurus College has the right to cancel that enrollment before classes begin or during the first week of scheduled classes for the term the student was scheduled to begin attending, or by the seventh day after the enrollment agreement was signed, whichever comes later. If a student wishes to cancel his or her enrollment, the **cancellation request must be made in writing** and sent directly to the school. If the student cancels the enrollment contract before midnight of the fifth business day after completing the enrollment process with the school, the student will be eligible for a full refund of the \$100.00 application fee paid. Application fees will not be refunded for cancellations made in writing after the five (5) business day grace period for cancellation after enrollment. For further information on cancellation and refund policies please refer to Pages 51-53 of this catalog.

#### **e) Distance Education requirements**

Distance education courses are delivered over the Internet through a synchronous and asynchronous e-learning platform using Moodle (Modular Object-Oriented Dynamic Learning Environment) learning management system (LMS). In addition to Moodle the online courses use Adobe Connect. These delivery models allow for students attending via distance education to receive the same live instruction and interactive learning experience as students attending on campus.

A minimum Internet connection of 3 Mbps (Megabits-Per-Second) is recommended for students to participate in distance education. Students should also have a workstation that meets the following minimum requirements –

- A Pentium 4 processor or faster
- 4G RAM
- 25G free space on the hard drive
- DVD-ROM
- Open GL graphics card
- 3-button mouse
- Keyboard
- Video display
- Windows 7 OS
- IE v10 or higher or Chrome browser
- 2 Available USB ports for a web camera and headset to be supplied by Laurus College

A preliminary assessment of the student's system capabilities and of the student's ability to succeed in a distance education environment is conducted by way of their participation in an admissions interview using the same technology platform that courses are delivered through.

Further verification that the system meets minimum requirements is accomplished during the Operating System (OS) Orientation using remote system verification software. During this orientation, students are also asked to demonstrate competency with navigating and using the various technology platforms within the LMS.

All student computer workstations located on campus meet or exceed the above specifications. Students enrolled in an OAD program are provided a laptop computer that meets the specifications stated above as part of their lab fees.

All information regarding the student is kept in house and secured and is not available to anyone other than Laurus employees with a need to access the information and the student.

Transmission of information will be encrypted which will protect student's identity and privacy. All student records at Laurus College are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Written consent must be provided by the student for release of records to outside parties, except for those agencies authorized by law.

The security of the classes and the verification of the students in class are a high priority for Laurus College, and are accomplished through a series of check points. The first check point is written: all classes are password protected and each student approved to attend a class needs to know the designated class password in order to get access to the class. The class passwords are emailed to each student approved to attend that class at the start of the term. The second check point is visual: attendance is conducted by the class instructor at the time a student logs in. This visual verification is accomplished through the use of web cameras. Students who are attending class via online are provided web cameras by the institution. Also, a class roster is provided to the instructor which displays a visual image of the students attending the classes who are approved to attend via the online method; these images have been verified through comparison with photo identification provided by the student at the time of enrollment with the institution. The class instructor compares the image on the computer screen of the student logged in to class to the picture provided on the class attendance roster. If an image is not available or cannot be identified, the student must provide the instructor with their student ID # to remain in class. A student will be removed from the class by the instructor if they cannot provide either a photo image on the computer screen or student ID# for security verification.

## **VI) Academic Information**

### **f) Class Schedules and Program Lengths**

Programs at Laurus College are term based with new classes starting every five (5) weeks. Students are scheduled in appropriate classes for their program by the Registrar.

Registration for classes for a term is considered the first day of classes for that term, and students may register for classes up through the Thursday of the first week of the term.

Regular classes meet at various times Monday through Thursday, two and half hours per day for a total of 12 hours per week for each class. For the convenience of students, morning, afternoon, and evening sessions are available, and students are given a 10-minute break during each scheduled hour of their class session as detailed in the table below. On Friday, there is a required lab time of two (2) hours for each class.

| <b>Class Start Time</b> | <b>Class End Time</b> | <b>Scheduled Break</b>            |
|-------------------------|-----------------------|-----------------------------------|
| 8:00am                  | 10:30am               | 8:50am-9:00am<br>9:50am-10:00am   |
| 11:00am                 | 1:30pm                | 11:50am-12:00pm<br>12:50pm-1:00pm |
| 2:00pm                  | 4:30pm                | 2:50pm-3:00pm<br>3:50pm-4:00pm    |
| 5:00pm                  | 7:30pm                | 5:50pm-6:00pm<br>6:50pm-7:00pm    |
| 7:35pm                  | 10:05pm               | 7:50pm-8:00pm<br>8:50pm-9:00pm    |

All Occupational Associate Degree programs at Laurus College run two (2) years during which the student attends 1200 clock hours of total instruction. Laurus College offers certificate programs at different levels. The shorter programs run 40 weeks during which the student attends 480 clock hours of total instruction (unless otherwise indicated in the program description). Other certificate programs at Laurus College run 80 weeks during which the student attends instruction for a period 960 clock hours. To complete the programs in the given time frame students may need to attend consecutive terms throughout their program. Students have the option to take more than one class during certain terms in order to complete their Occupational Associate Degree program in less than the stated time frame. All courses at Laurus College have additional out-of-class work as part of the official program. The out-of-class work may include, but is not limited to, additional reading and writing assignments, projects, or reports as directed by the instructor of the course. The additional out-of-class work will be evaluated by the instructor and will be part of the student's final grade in each class. Students experience interactive teleconference classrooms as part of the instructional process in their program at Laurus College. All programs offered at Laurus College are offered at all four (4) campuses for student convenience.

**g) Prerequisite Requirements and Course Numbering**

Some courses in the programs at Laurus College have a prerequisite requirement. Students are required to complete all prerequisite requirements listed on the course syllabus and in the course descriptions listed in this catalog before enrolling in a given course. Course prerequisites may be overridden by way of written approval from the Chancellor or Chief Academic Officer.

Courses at Laurus College are numbered based on difficulty of the course and advancement in the program. Currently, each course at Laurus College contains a course number between 100 and 299. Courses numbering 100-199 represent lower level courses in the student's program, and courses numbering 200-299 represent higher level courses.

**h) Experiential Learning and Transfer of Credit into School**

Students who have prior experience related to their program of study may request an assessment of skills in an attempt to waive the introductory level course(s) in his or her program. It is the responsibility of the student to schedule an assessment with the Chancellor or appropriate official of the college. The assessor will work with the student to establish if the skills he or she brings into the program are at a level which allows for the waiver of the introductory level course(s) of the program. Assessments for proficiency can be attempted one time, and need to be completed before or during the first term the student

attends classes at Laurus College. A minimum score of 70% must be achieved on the proficiency assessment to qualify the student a waiver of the course based on proficiency. There will be a fee of \$250.00 charged for each course in the student's program which is credited for proficiency in lieu of the full charges for the class. This fee is charged only if the student successfully passes the proficiency assessment, and the course is credited for proficiency; a student who does not meet the minimum 70% passing score for the proficiency assessment will be required to complete the course with the college, and will be subject to all fees and charges for that class. All transfer decisions are final, without appeal, and are at the discretion of the college administration.

Students who previously attended an accredited or approved college or university may be granted transfer credit at the sole discretion of Laurus College. Only courses carrying a value of three (3) course credits or higher from the previous institution, and in which the student earned a grade of C (2.0) or above, will be considered for transfer. Laurus College does not guarantee the acceptance of any credit into the college without review of the official transcript forwarded directly to the school for review. It is the responsibility of the student to have all official transcripts forwarded directly to the school for review if transfer credit is sought. Evaluation of official transcripts must be completed before the end of the student's first term at the school. All transfer decisions are final, without appeal, and are at the discretion of the college administration. While there is no charge for the review of transcripts from other institutions, there will be a fee of \$250.00 charged for each course in the student's program which is waived due to transfer credit. Laurus College does not accept transfer credit for courses older than seven (7) years from the time of enrollment in their program.

Laurus College has an articulation agreement with Lincoln University in Oakland California to transfer as many as 43 credits from the Occupational Associates Professional Business Systems Program to Lincoln's Bachelor of Arts in Business Administration Program.

Transfer of credit into the school, and credit granted for proficiency, will count towards the student's total credits attempted and total credits completed in their program, which will affect the student's approved timeframe to successfully complete the program for which they are enrolled.

#### **i) NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Laurus College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, 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 of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Laurus College to determine if your (credits or degree, diploma, or certificate) will transfer.

#### **j) Attendance Policy**

At Laurus College attendance is a vital aspect of student success. Instructors are required to take attendance during each class session, and Laurus administration reviews attendance records on a weekly basis. All attendance information will be considered part of the student's official school record and is available to Vocational Rehabilitation Counselors for review upon request. Absences with appropriate documentation provided may be considered excused. Excused absences will not lower the attendance element of the course grade. Students who will be absent from class should inform the instructor in advance wherever possible. Students attending school through a third party organization should contact their Vocational Rehabilitation Counselor, as well as their instructor, to inform them of any absence from class. It is the responsibility of the student to make-up missed assignments or exams if allowed so by the instructor. Unexcused absences may affect the course grade. The course grade will affect the student's satisfactory academic performance which can affect the student's academic and financial aid standing.

Laurus Online students will have access to archived class sessions for review of any missed classes. Viewing of these classes will constitute being in attendance.

If a student has more than two (2) consecutive unexcused absences, they may be contacted to ensure retention. Laurus College administration will issue warnings to students with excessive absences or tardiness. Laurus College reserves the right to dismiss a student for poor attendance in classes.

### k) Grading System

Grade reports are issued to students and Vocational Rehabilitation Counselors (if applicable) at the completion of each term. Students are graded on their academic progress based on in-class assignments, homework assignments, hands-on projects, attendance, quizzes, and exams as indicated on the course syllabus. These grades will be recorded on the student's transcript and averaged to decide the final grade for the program. The Cumulative Grade Point Average (CGPA) is calculated as a weighted average. For each course, the credit hours are multiplied by the quality points. The result is summed and divided by the total credit hours to yield the CGPA.

| Letter Grade | Quality Points/Definition | Numeric Grade | Calculated into GPA | Calculated into Completion Rate |
|--------------|---------------------------|---------------|---------------------|---------------------------------|
| A            | 4.0                       | 95-100        | Yes                 | Yes                             |
| A-           | 3.7                       | 90-94         | Yes                 | Yes                             |
| B+           | 3.3                       | 87-89         | Yes                 | Yes                             |
| B            | 3.0                       | 83-86         | Yes                 | Yes                             |
| B-           | 2.7                       | 80-82         | Yes                 | Yes                             |
| C+           | 2.3                       | 77-79         | Yes                 | Yes                             |
| C            | 2.0                       | 73-76         | Yes                 | Yes                             |
| C-           | 1.7                       | 70-72         | Yes                 | Yes                             |
| D+           | 1.3                       | 67-69         | Yes                 | Yes                             |
| D            | 1.0                       | 63-66         | Yes                 | Yes                             |
| D-           | 0.7                       | 60-62         | Yes                 | Yes                             |
| F            | 0.0                       | 59 and Below  | Yes                 | Yes                             |
| W            | Withdraw                  | *             | No                  | No                              |
| I            | Incomplete                | *             | No                  | No                              |
| IF           | Incomplete Fail           | *             | Yes                 | Yes                             |
| TR           | Transfer Credit           | *             | No                  | Yes                             |
| AU           | Audit                     | *             | No                  | No                              |
| PR           | Proficiency/Life          | *             | No                  | Yes                             |

|    |             |   |    |     |
|----|-------------|---|----|-----|
|    | Credit      |   |    |     |
| RF | Repeat Fail | * | No | Yes |

### **l) Incomplete Grades**

Students may receive an Incomplete Grade (“I”) in a course if extenuating circumstances (i.e., critical illness/injury, severe family emergency, incarceration) arise during the term that prevent the student from completing the final coursework or final examinations for the class. Documentation must be provided supporting the request for the incomplete grade. Any student receiving an “I” must complete the required coursework to receive a final grade in the course during the following term or by the date specified by the instructor. If the incomplete coursework has not been completed by the end of the following term, or the date determined by the instructor, the grade of “I” will automatically be changed to the grade earned by the student. No credit will be awarded for missing assignments, course work, or examinations, and the student’s final grade in the course will be determined according to the grade structure set forth in the course syllabus. If the final grade is not of passing quality, the student will be required to retake the course at the student’s expense. A course that is required to be repeated will count toward total credits attempted for the student’s program (see the Satisfactory Academic Progress policy below). Satisfactory Academic Progress will be recalculated for students whose grades have been revised from a grade of incomplete in order to include the newly assigned grade in the calculation.

### **m) Satisfactory Academic Progress**

Satisfactory Academic Progress (SAP) is the minimum standard a student must achieve to be considered successfully progressing through their program of study in a timely manner.

*Calculation of the CGPA* includes all grades assigned the student by the college for the program enrolled with the exception of grade assignments of W, I, AU, TR, PR or RF.

*Calculation of the completion rate* includes all credits attempted and credits accepted for transfer for the program enrolled with the exception of courses assigned a W, I, or AU. Credits earned include credits for the program enrolled earned at the college and credits accepted for transfer.

*In the event a student changes programs*, the hours attempted and grades earned in courses that apply to the student’s new program of study will be included in the determination of a student’s CGPA and completion rate.

Non-credit or remedial course work is not included in CGPA or completion rate.

Satisfactory progress is evaluated at the end of every second term to determine if the student has achieved the minimum CGPA, and to confirm a minimum of the credits attempted have been earned.

The College has defined SAP as achieving a minimum cumulative grade point average (CGPA) and the successful completion of the clock/credit hours attempted according to the following schedule:

| Certificate Program           | Evaluation period | CGPA | Completion Rate |
|-------------------------------|-------------------|------|-----------------|
| CN, IT, MB, OS                | 1                 | 2.0  | 50%             |
|                               | 2                 | 2.0  | 50%             |
|                               | 3                 | 2.0  | 50%             |
|                               | 4                 | 2.0  | 67%             |
|                               | 5                 | 2.0  | 67%             |
|                               | 6                 | 2.0  | 67%             |
| 3D, PBS, WD                   | 1                 | 2.0  | 50%             |
|                               | 2                 | 2.0  | 50%             |
|                               | 3                 | 2.0  | 50%             |
|                               | 4                 | 2.0  | 50%             |
|                               | 5                 | 2.0  | 50%             |
|                               | 6                 | 2.0  | 60%             |
|                               | 7                 | 2.0  | 67%             |
|                               | 8                 | 2.0  | 67%             |
|                               | 9                 | 2.0  | 67%             |
|                               | 10                | 2.0  | 67%             |
|                               | 11                | 2.0  | 67%             |
|                               | 12                | 2.0  | 67%             |
| Occupational Associate Degree | 1                 | 2.0  | 50%             |
|                               | 2                 | 2.0  | 50%             |
|                               | 3                 | 2.0  | 50%             |
|                               | 4                 | 2.0  | 50%             |
|                               | 5                 | 2.0  | 50%             |
|                               | 6                 | 2.0  | 60%             |
|                               | 7                 | 2.0  | 60%             |
|                               | 8                 | 2.0  | 60%             |
|                               | 9                 | 2.0  | 67%             |
|                               | 10                | 2.0  | 67%             |
|                               | 11                | 2.0  | 67%             |
|                               | 12                | 2.0  | 67%             |
|                               | 13                | 2.0  | 67%             |
|                               | 14                | 2.0  | 67%             |
|                               | 15                | 2.0  | 67%             |

### **Financial Aid Warning**

If a student has not achieved the required CGPA and/or has not met the completion rate at SAP evaluation, he or she will be placed on Financial Aid Warning for one additional evaluation period. The student may receive financial aid while on Financial Aid Warning. If the student fails to achieve satisfactory progress by the end of the warning period, the student will lose their financial aid eligibility unless they successfully appeal and are placed on probation.

### **Satisfactory Academic Progress Appeals, Financial Aid Probation, and Academic Plans**

When a student loses Federal Student Aid (FSA) eligibility because he/she failed to achieve SAP while on Financial Aid Warning, he/she may appeal that result. He or she may appeal this determination to the Chancellor based upon extenuating circumstances. These circumstances might include the death of a relative, an illness or injury to the student or

other extraordinary situations. Appeals must be received by the end of the second week of the new term.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible. An appeal form is available from the Financial Aid office.

The Chancellor will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within five (5) business days. This decision is final.

The Chancellor's notice to the student will outline the requirements of the academic plan the student must follow if the appeal is granted. The terms of the academic plan must ensure the student will, if they comply with the academic plan, be on track to graduate from the program. If the appeal is approved the student will be placed on academic probation and will be eligible for financial aid.

At the end of the probationary term, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the academic plan, the student will continue to be eligible for financial aid. In all subsequent terms the student must again meet the SAP standards or the academic plan to remain eligible for financial aid.

If the student fails to meet the requirements of the academic plan at the end of any probationary term (s), the student's financial aid eligibility is terminated. Second appeals in this situation will only be granted at the discretion of the Chancellor and based upon very exceptional and well documented circumstances.

It should be noted that students are expected to complete the requirements for their program in the scheduled time frame.

### **Re-entry for students dismissed due to failure to meet SAP**

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after six (6) months. Such a student will be enrolled for a probationary period on an academic plan. With respect to financial aid, the student must comply with the terms and conditions of the academic plan to remain eligible for financial aid. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

### **n) Warning and Probation**

At any Satisfactory Academic Progress evaluation point where a student is not achieving SAP, the student will be placed on *warning* status at the college until satisfactory academic progress is achieved. During the following term the student will be required to work closely with instructors to achieve the higher standard of academic excellence. If the student raises their CGPA to above the minimum academic standard and reaches above the

minimum requirement successful completion rate for credits attempted, the student's warning status will be lifted.

If after two (2) consecutive academic terms when on warning the student is still not achieving the minimum academic standards, the student will be placed on **probation** for the following term. While on **probation**, a student's success in the classroom will be monitored closely. During the time of the **probation** the student may have scheduled meetings with instructors, and will follow a success plan drafted with the instructor which may include required additional assistance with faculty members. If the student is able to raise their CGPA to above the minimum academic standards the probation status will be lifted.

#### **o) Dismissal and Suspension**

If a student fails to maintain the minimum academic standards for three consecutive evaluation periods, the student may face **dismissal** from the college. The student will be notified of the dismissal and will receive official notification by mail of the dismissal. The student may appeal the dismissal with the Chancellor up to the final day of the first week of classes for the following term.

If a student is academically dismissed and wishes to return to the college the student needs to submit a request for reentry to the Chancellor. The request will be evaluated and the student will receive official notification by mail if they will be able to return to the college. If the student returns to the college, the student will return on a **probationary** status and will be required to work closely with faculty and staff to ensure academic success during the remainder of their program.

Students may face suspension from class for reasons such as disruptive behavior, disrespectful behavior toward other students or instructors, or arriving for class under the influence of alcohol or illegal drugs. Notification of suspension will be mailed to the student as well as the Vocational Rehabilitation Counselor if applicable. A student who receives two (2) or more suspensions may be officially dismissed from the college.

#### **p) Withdrawing from the College**

If a student wishes to withdraw from the college, the student needs to complete the withdrawal paperwork with the Registrar or Chancellor. The student must have the request to withdraw documented in writing by the school.

If the student withdraws during an academic term, the student will be assigned a W or an IF as a grade for each class in process depending on the date of withdrawal (see the following policy on Dropping a Class for W and IF determination). If the withdrawn student owes a school remittance, transcripts and other official school records will be held in accordance with California state laws and regulations. If the student has obtained a loan, the student will be required to repay the full amount of the loan plus all accrued interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

Refer to Pages 51-53 of this catalog for further information on the Laurus College refund policies.

**q) Adding and Dropping Classes**

Students at Laurus College can make schedule adjustments for the term during the first scheduled week of classes. At the start of the second week of the term, students may drop a class for the term, but will no longer be permitted to replace the dropped class with a new selection. If a student wishes to drop a class during an academic term, the student needs to complete the drop request form with the Registrar or Chancellor. If a student wishes to drop a class during or after the second week of the term, he or she will be assigned a final grade of IF (incomplete fail) for each dropped class, which will affect the student's Cumulative Grade Point Average (CGPA).

**r) Repeating a Course**

For a student to be awarded an Occupational Associate Degree or Certificate by the college, the student will be required to repeat a course for which a final grade of F or IF was assigned, for all courses that are required as part of the student's program. If a student at Laurus College is required to repeat a course the student will be responsible for paying the tuition for the course the second time. A student may also choose to repeat a course and will be financially responsible for the repeated course. In all repeated course situations, the higher grade will be used in the Cumulative Grade Point Average (CGPA) calculation. If a student retakes a course due to a failing grade during the first attempt, and if the student passes the course the second time, the failing grade will no longer affect the student's CGPA, and will be displayed on the student's transcript as a RF. All grades will remain as part of the student's permanent record. Both the original class and the repeated class count toward the student's total amount of credits attempted for their program for Satisfactory Academic Progress determination.

**s) Program Completion**

In order to receive an Occupational Associate Degree or Certificate from one of the programs at Laurus College, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required courses and minimum clock hours and quarter credits as dictated by the student's program. Students also must have completed the program within a maximum number of quarter credits attempted (within 150% of the total program length) to earn an Occupational Associate Degree or Certificate (See Pages 44-47 for the school's policy on Satisfactory Academic Progress).

The academic records for any student scheduled to complete a program will be reviewed by the Chancellor or Registrar to ensure all academic requirements have been met by the student and he or she qualifies for graduation from a program. Students must be current on all financial obligations to the school in order to receive his or her official Occupational Associate Degree or Certificate.

An official Occupational Associate Degrees or Certificate and an official copy of the student's transcript will be mailed directly to students within 30 days after their official completion date. It is the student's responsibility to ensure the college has all current mailing address information before completion of the course of study to ensure timely receipt of official documents.

**t) Leave of Absence/Interrupt**

A leave of absence (LOA) is a temporary interruption of a student's program of study. If a student is unable to attend classes for a term, the student should apply for an LOA, or period of interrupt (if the student is attending through Worker's Compensation), from the college. The following events will qualify a student for a leave of absence or period of interrupt: medical situation, military service, family care, severe financial hardship, and other personal situations. Students are not required to apply for LOA if the student is not in attendance at the college due to an institutionally scheduled break. Students wishing to take an LOA must apply in advance of the intended period of LOA, unless unforeseen circumstances arise and prevent this (for example: a student is involved in a car accident and is unable to submit the request for LOA in writing due to their injuries). Students who are granted LOA due to unforeseen circumstances will be expected to provide documentation for the LOA situation at a later date.

A student may take an LOA for a period of time not to exceed 180 days in any 12-month period. To apply, a student will need to complete the appropriate LOA application paperwork with the Student Services Coordinator of the college. All requests for LOA must be submitted in writing and include the reason for the LOA request, as well as the date the request is submitted. The request will be reviewed and the student will be notified by mail within five (5) business days of the official decision. While on official LOA the student will not be subject to any increases in tuition rates, and will not be subject to additional institutional charges. Students who have been awarded Federal Student Financial Aid will not be eligible for additional Federal Student Aid while on LOA, but will continue to receive Federal Student Aid previously awarded.

Students attending the college through Worker's Compensation may interrupt their program for a period of no more than 180 days. To apply for a period of interrupt from a program, the student needs to contact his or her vocational counselor, who will then confirm the interrupt request with the college. The student needs to ensure his or her vocational

counselor provides the college written notification of the interrupt request. Documentation of the period of interrupt will be filed as part of the student's official record.

For students who apply for and are granted an LOA during a term, the courses that the student withdraws from will count toward the calculation of total credits attempted for Satisfactory Academic Progress determination.

**u) Current Schedule of Charges**

*Except where noted, all tuition and fees are mandatory and are subject to change. In the event of a change in tuition or fees, students will be given notification of the changes prior to the changes taking effect at the college. If a student needs to retake a course due to withdrawal or failure of the course, the student will be financially responsible to pay for the retaken course, which will add cost to the total amount quoted for the Occupational Associate Degree program being sought.*

**Occupational Associate Degree (Program Tuition and Fees Effective January 1, 2016):**

| <b>Program Title</b>   | <b>Credit Hours</b> | <b>Registration Fee</b> | <b>Lab Fees</b> | <b>Tuition</b> | <b>Total Program Costs*</b> |
|--|---------------------|-------------------------|-----------------|----------------|-----------------------------|
| Digital Arts and Computer Animation Occupational Associate Degree          | 90                  | \$100                   | \$3,000         | \$26,800       | <b>\$29,900</b>             |
| Information Technologies and Network Systems Occupational Associate Degree | 90                  | \$100                   | \$3,000         | \$26,800       | <b>\$29,900</b>             |
| Medical Billing and Coding Occupational Associate Degree Program           | 90                  | \$100                   | \$3,000         | \$26,800       | <b>\$29,900</b>             |
| Professional Business Systems Occupational Associate Degree Program        | 90                  | \$100                   | \$3,000         | \$26,800       | <b>\$29,900</b>             |
| Web Design Occupational Associate Degree Program                           | 90                  | \$100                   | \$3,000         | \$26,800       | <b>\$29,900</b>             |

*\*"Total Program Costs" represents both the total charges for a period of attendance and for the entire educational program.*

**Certificate (Program Tuition and Fees Effective January 1, 2016):**

| <b>Program Title</b>  | <b>Credit Hours</b> | <b>Registration Fee</b> | <b>Lab Fees</b> | <b>Tuition</b> | <b>Total Program Costs*</b> |
|---|---------------------|-------------------------|-----------------|----------------|-----------------------------|
| 3D Animation Certificate Program                                  | 69                  | \$100                   | \$2,000         | \$20,800       | <b>\$22,900.00</b>          |
| Computer Networking Certificate Program                           | 33                  | \$100                   | \$1,000         | \$10,400       | <b>\$11,500.00</b>          |
| Information Technology & Service Professional Certificate Program | 35                  | \$100                   | \$1,000         | \$10,400       | <b>\$11,500.00</b>          |
| Medical Billing Certificate Program                               | 37                  | \$100                   | \$1,000         | \$10,400       | <b>\$11,500.00</b>          |
| Office Support Certificate  | 34                  | \$100                   | \$1,000         | \$10,400       | <b>\$11,500.00</b>          |
| Professional Business Systems Certificate Program                 | 70                  | \$100                   | \$2,000         | \$20,800       | <b>\$22,900.00</b>          |

|                                |    |       |         |          |                    |
|--------------------------------|----|-------|---------|----------|--------------------|
| Web Design Certificate Program | 68 | \$100 | \$2,000 | \$20,800 | <b>\$22,900.00</b> |
|--------------------------------|----|-------|---------|----------|--------------------|

\*“Total Program Costs” represents both the total charges for a period of attendance and for the entire educational program.

### General Fees

|                                       |                     |
|---------------------------------------|---------------------|
| Transferred Course Fee .....          | \$250 per course    |
| Proficiency Course Fee.....           | \$250 per course    |
| Official Transcript Request Fee ..... | \$10 per transcript |
| Returned Check Charge .....           | \$30                |
| STRF Fee .....                        | \$0                 |

**Please note that you are responsible for the amount of total program costs. If you obtain a student loan, you are responsible for repaying the loan amount plus any interest. All costs, including lab fees, are mandatory and all are nonrefundable, except for the registration fee during the cancellation period (five business days) and equipment if returned in good condition.**

### Other Charges

Beyond those listed in this Current Schedule of Charges there are no other expenses *required* of the student to be paid to the college. Laurus College may sponsor events at the school or offer items for purchase, which the student may elect to participate in at the expense of the student.

### Payment Schedule

Tuition is due and payable when indicated by the enrollment agreement signed by the student. If a tuition payment check is returned due to insufficient funds, Laurus College reserves the right to drop all current and future classes for that student. Students will be notified of this action and assessed a return check charge. Laurus may require students who have written multiple non-sufficient fund checks to make all future payments by cashier’s check, cash, or money order. Laurus College reserves the right to modify tuition at any time, though the cost of tuition specified in any enrollment agreement will be valid during the time the agreement is in effect. Students attending school through Workmen’s Compensation or Veteran’s Affairs should work with his or her Vocational Rehabilitation counselor to arrange approval for payment to the school. There is a 10% discount for cash payment if made in full for tuition and fees by the end of the first week of the first term.

### Refunds

Students are accepted and enrolled for classes with the understanding that they will remain for the entire course. The college’s refund policy is designed so students who withdraw from class share in the costs incurred by the college for students who do not complete courses in which he or she has enrolled. Students must inform the Chancellor or the Registrar of the college immediately in writing of their intent to withdraw from the program. All requests to cancel or withdraw from the program must be accompanied by written documentation of the student’s intentions.

Laurus College disburses refunds automatically for those students with a credit balance on their account at the time the student withdraws from the college. Refunds are processed and mailed within thirty calendar days from the receipt of the written request for withdrawal. All refunds are mailed to the student’s home address, unless funding has been arranged through a third party. Students must make sure that the address on file is correct. If a student withdraws from a program, a tuition refund is made according to the following policies:

### Refund During Cancellation Period

The student has the right to cancel his or her enrollment and receive a refund. To cancel an enrollment, the student must inform the school in writing. The California Code of Regulations allows a student to cancel an agreement for a course of instruction, including any equipment or other goods and services included in the agreement, until: (a) the first class session or midnight of the *seventh day after enrollment, whichever comes later* (b) when the school receives the proper notice of cancellation; or (c) when the student receives all the mandatory information that must be disclosed to a student prior to a course agreement, including a copy of the agreement, completion and placement rates, catalog, etc., whichever occurs *last*. The school will refund the student 100 percent of the amount paid for institutional charges, less any charges for unreturned textbooks or equipment.

**Note:** All requests for cancellation of enrollment *must* be submitted in writing to the school. The cancellation will not be considered official until written notice is submitted by the student.

### Cancellation Refund Example

A student enrolls in an Occupational Associate Degree program 13 days before it is scheduled to start and pays \$28,100 toward the full tuition, lab fees, and application fee. Three (3) days after the scheduled start of classes the student decides he no longer wants to enroll. That same day the student submits a written notice of cancellation to the institution. Within 30 days the student receives a refund equal to the full amount he paid for a total refund of \$28,100.

### Refund After Cancellation Period (Withdrawal Period)

If a student wishes to withdraw after the cancellation period, the student is entitled to a partial refund of tuition paid. The student has the right to withdraw from school at any time and receive a refund for that part of the program not taken, for which the student paid. The amount of that refund is to be "pro-rated" according to the uncompleted portion of the program, less the cost of any unreturned equipment, the lab fee and the registration fee. The refund is to be paid within 30 days of withdrawal. The following calculations are used in determining refunds:

$$\begin{array}{rcccl} \text{Total Amount} & & & \text{Hours of Instruction not Received} & \\ \text{Actually Paid} & & \text{Adjusted Amount} & \text{but for which the Student has Paid} & \text{Final} \\ \text{For Instruction} & - & \text{Registration} & & \text{Refund} \\ \text{(Does not include} & & \text{and lab Fee} & & \text{Amount} \\ \text{equipment)} & = & \text{Actually Paid for} & \times & \\ & & \text{Instruction} & \frac{\text{Hours of Instruction For}}{\text{which the Student Has Paid}} & \end{array}$$

All materials provided to the student must be returned in excellent/sellable shape or the cost will be deducted from the refund.

### Withdrawal Refund Example

A student enrolls in an Occupational Associate Degree program. If the student has paid for the program and withdraws after completing 120 clock hours or 10 percent of the program, and not completing 1080 hours of instruction, the refund calculation would be (after the deduction of \$3,100 for fees):

$$\begin{array}{rcccl} \$28,100 - 3100 & = & \$25,000 & & \\ \text{(Application and lab fee)} & & & & \\ & & \$25,000 & \times & \frac{1080}{1200} & = & \$22,500 \end{array}$$

### Transcripts and Official School Records

If the student owes a remittance, the school may withhold a student's transcript or grades. If the student has made partial payment of his or her tuition obligation, the school may withhold the portion of the grades or transcript that corresponds to the amount of tuition obligation the student

has not paid. The school may release only the portion of the grades or transcript that corresponds to the amount of tuition the student has fully paid to the college.

### **Laurus College Return to Title IV Funds Policy**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

For unofficial withdrawals a student's withdrawal date is their last day of physical attendance.

Laurus College's determination that a student is no longer in school for unofficial withdrawals is determined after 14 consecutive days of non-attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the clock hours attended in the payment period as of the withdrawal date divided by the scheduled clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, Laurus College will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford Loan
4. Subsidized Direct Stafford Loan
5. Federal Perkins Loan
6. Federal PLUS Loan
7. Direct PLUS Loan
8. Federal Pell Grant
9. FSEOG
10. Federal Work Study

Refunds will be made to the federal programs within 30 days of the student's last day of attendance.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by Laurus College from the total amount of unearned Title IV funds to be returned.

## **Description of Student Rights under the Student Tuition Recovery Fund**

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

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

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

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

### **v) Student Records**

Laurus College maintains two (2) sets of student files, academic and financial. Academic files are maintained in a locked, fire-resistant file cabinet on site at the administrative office, with the keys held by the Chancellor and the Chief Executive Officer. The student financial files are maintained in a locked file cabinet also on site at the administrative office. All faculty files are maintained in a locked cabinet in the office of the Human Resource Director.

Laurus College has in permanent storage student files from the present back to its inception in March 2006. Laurus College destroys those files older than the five (5) year retention required by the State of California. Electronic copies of all student transcripts are maintained by the College indefinitely.

Student hard files are maintained for at least five (5) years and Laurus College retains the capability to generate a transcript on a student's academic activity indefinitely.

All student records at Laurus College are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Written consent must be provided by the student for release of records to outside parties, except for those agencies authorized by law.

It is the responsibility of the student to keep all personal information current with the student records department. All students are required to provide the college with accurate contact information at time of enrollment and to inform the college of any changes in this information.

## **VII) Financial Assistance**

Laurus College offers a variety of financial plans for those students who qualify for financial aid. These plans include a combination of student loans, grants, and payment plans. The variety of available plans affords flexibility in choosing the one best suited for a specific need. The college offers individual financial planning sessions for each student and family.

### **a) Federal Student Financial Aid**

Laurus College is approved to offer federal financial aid to those students enrolled in eligible programs and for those who qualify for the federal programs. Laurus College is an eligible institution to offer Federal Subsidized and Unsubsidized Direct Loans, Federal Parent Plus Loans, Federal PELL Grants, FSEOG, and Federal Work Study to students enrolled in programs eligible for these programs. Students obtaining a federal loan for financial assistance will be obligated to repay any amount of money received from the loan, as well as all interest incurred during the loan period; students receiving federal grant assistance may not be required to repay the amounts received as part of the grant. Repayment of the grant is dependent on whether or not the student graduates. Graduates are not required to repay grants; students who withdraw from school prior to graduation may be required to repay a portion of the grant. Interested students should contact a financial aid advisor at the college for assistance with the application process for these aid programs. Please see the addendum attached with this catalog for further consumer information about federal financial aid programs.

### **b) Laurus College Grant**

#### **Grant for Students Enrolled in Multiple Programs**

Students who are simultaneously enrolled in both the Professional Business Systems Certificate program and the Medical Billing Certificate program, or the Professional Business Systems Certificate program and the Information Technology and Service Professional Certificate program may qualify for the Multiple Program Grant. The Multiple Program Grant awards \$6,500.00 toward the tuition for those students who

qualify. Students who are simultaneously enrolled in multiple certificate programs will complete an individual enrollment agreement for each program in which he or she enrolls; the registration fee will only be charged on the initial enrolled program. Students need to successfully complete all courses required in the Professional Business Systems Certificate program, maintain a cumulative grade point average of 2.0 or higher throughout the program, and be simultaneously enrolled and working toward the completion of the Medical Billing and/or Information Technology and Service Professional certificate programs qualify for this grant. Students complete and sign the Grant Agreement form for the multiple programs. Final determination for this grant is made by the Chancellor based on the student's meeting the qualifications. The grant is applied to the student's account at the completion of both programs.

Interested students should contact their Laurus College admissions representative for more information about this grant program.

## **VIII) Student Services**

### **a) Job Placement Assistance**

Laurus College offers assistance for placing students in their related Occupational Associate Degree or Certificate field upon completion. The staff at Laurus works with employers in the field to assist students in obtaining employment upon completion of the programs. Students at Laurus College are assisted with the development of their resume and employment related documents. Students also may gain knowledge of skills in job searching, job application, and job growth as part of their program. The college does not guarantee job placement upon completion.

### **b) Housing**

Laurus College does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$400,000 and rent for a 1-bedroom apartment is approximately \$1200, but costs may vary depending on specific area.

### **c) Library and Learning Resources**

Onsite at each Laurus College campus students have access to a number of resource materials such as dictionaries, thesauruses, and other resources to assist with their coursework.

In addition to the reference materials on site at each campus, Laurus College subscribes to the electronic reference database system ProQuest. The ProQuest Research Library includes more than 4,700 titles—over 3,300 in full text—from 1971 forward. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This electronic database and research library offers a wide selection of resources and reference material to the students at Laurus College. This electronic database is available for student access at any Laurus College computer station, and can be accessed by students offsite through the Laurus College website at [www.lauruscollege.edu](http://www.lauruscollege.edu). Instructors have been trained to assist students with the use of this online resource to fulfill their research needs outside of the normal Librarian hours.

In addition to the reference materials onsite and available virtually, students can also access the resources available at the public Libraries close to each of the school locations: The Santa Maria Public Library located at 420 S. Broadway, Santa Maria, CA 93454, the San Luis Obispo County Library located at 995 Palm Street, San Luis Obispo, CA 93401, the Atascadero Public Library located at 6850 Morro Road, Atascadero, CA 93422, and the Oxnard Public Library located at 251 South A Street, Oxnard, CA 93030. Students should contact the public Library nearest them for information on hours of operation.

### **d) Student Orientation**

Prior to the first day of classes, students who are new to Laurus College are required to attend a New Student Orientation. During this time, students become acquainted with the campus, the administrative staff, the faculty and their peers. The directors of the administrative departments explain ways in which they assist students and clarify students' rights and responsibilities, and help to familiarize them with the policies for students at Laurus College. It is the responsibility of the student to become familiar with and abide by

all regulations explained in this catalog and all supplements, as well as with the Laurus College Student Handbook.

**e) Student Handbook**

The Laurus College Student Handbook outlines the details of Laurus College's policies and regulations, and serves as a supplement to this catalog as it outlines any additional policies Laurus College has for all students. Students are expected to read the Student Handbook and comply with all policies listed. Copies of the Student Handbook are available at each campus for student review and access.

**f) Student Study Groups**

Students are encouraged to participate in study groups for joint study and research. During orientation and the first day of classes for each course, students are encouraged to form study groups.

**g) Academic Counseling and Tutorial Services**

Laurus College does not provide professional academic counseling or tutorial services. Students may seek extra assistance with college instructors in addition to scheduled class meeting times if extra academic assistance is needed. All campuses are open and available for student access on Fridays, during which time students may make arrangements with their instructors for additional academic or tutorial assistance. Laurus College administration will schedule students in appropriate courses to complete his or her program of study.

**h) Personal Counseling**

Laurus College aims to help students succeed in their chosen program. If additional personal assistance is needed, students can speak with the Student Services Coordinator or the Chancellor to obtain referrals to professionals who may be able to assist. Laurus College does not offer professional counseling.

**i) Textbooks**

Laurus College staff will provide the appropriate textbook(s) for each course.

**IX) Faculty**

Laurus College looks to hire faculty with expertise in the specific course or program he or she is instructing. The faculty at Laurus College is dedicated to the success of the student. Success is the number one priority at Laurus College, and the caring faculty and staff members are dedicated to giving the student a quality education and a quality experience.

**Full-time Faculty:** A full-time faculty member's primary responsibilities include classroom teaching (minimum 20 hours per week), service, professional development, student advising, and participation in Laurus College's governance. Full-time faculty members may also be involved in curriculum development for new and existing programs at the college.

**Adjunct Faculty:** Adjunct faculty members teach one to two (2) courses during the term, advise students on course-related topics and participate in faculty development activities.

Learning is facilitated through lectures, outside reading, class discussions, interactive teleconferencing systems, case studies, and research projects relating students' interests. All

faculty members at Laurus College are reviewed annually with regard to his or her instruction (course preparation, delivery and assessment), service to students, service to the program and institution, and evidence of professional development attained throughout the year (i.e., seminars attended, publications reviewed, etc.). Faculty members at Laurus College are required to provide evidence of faculty development activities performed throughout each academic year.

A full listing of active faculty members at Laurus College, including their areas of teaching specialization and their credentials, is available in the addendum attached at the back of this catalog.

### **Academic Freedom**

Academic freedom is practiced at Laurus College to promote the common good, not any individual teacher's interest or the interest of the college. Academic freedom in teaching is necessary for the protection of rights of the teachers to teach and of the students to learn. Academic freedom is the freedom for all to discuss relevant matters in the classroom, to explore avenues of scholarship, to have opportunities to research and to have creative expression as explained below:

- (1) Instructors are entitled to full freedom in research and in publication of results, subject to adequate performance of their other academic duties.
- (2) Instructors are entitled to freedom in the classroom to discuss subject matter, but they should be careful not to introduce into their teaching any controversial matter, which has no relation to the subject. Instructors are responsible for faithfully presenting course content that meets the requirements and learning objectives of approved syllabi.
- (3) Students have academic freedom to address topics to be learned without bias or constraint. They have the freedom to express their views on subject matters in the classroom; however, rules of common courtesy and the rights of all students to express their views should be respected as classroom discussions touch on topics where there are varying opinions.

Faculty members are also informed of this policy through its publication in the faculty handbook.

### **Statement on Academic Governance**

Members of the faculty are responsible for participating in the administration and the implementation of policy for the following academic affairs:

- Development of educational programs for the institution
- Selection of course materials, instructional equipment, and other educational resources
- Systemic evaluation and revision of curriculum
- Assessment of student learning outcomes

**Corporate Staff**

**Dr. David E. Ahn**  
Chief Executive Officer

**Tim Redmond**  
Director of Financial Aid

**Jeff Redmond**  
Chancellor

**Brendan Coyle**  
Registrar

**Amanda Cerrillo**  
Student Services Coordinator

**Cecilia Mortela**  
VP Student Programs

Jennifer Casillas  
Director of Employer and  
Student Relations

**X) Student Policies**

**j) Conduct**

All students at Laurus College are expected to respect the rights of others and are held responsible for conforming to the laws of the local, state, and national governments. All students at Laurus College are responsible for conducting themselves in a manner consistent with the best interests of the college and of the student body. The school reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by acceptable deadlines, posing a danger to the health or welfare of students or other members of Laurus College, disruptive behavior, or failure to comply with the policies and procedures of Laurus College. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school.

**k) Academic Integrity**

All academic work submitted by any student at Laurus College is expected to be original work. Giving or getting unauthorized assistance, using unauthorized materials or plagiarism on projects, papers or exams, are examples of academic dishonesty, and will not be tolerated. Any student caught cheating will receive a failing grade for the project or exam, and may be subject to failure of the course and dismissal from the college. The Chancellor will recommend to college administration what disciplinary actions should be taken for students who commit academic dishonesty.

**l) Policy Concerning Copyright Restrictions**

Laurus College adheres to the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Laurus College reserves the right to refuse to accept a copying request if, in its judgment, fulfillment of the order would involve violation of copyright law.

**m) Drug-Free Environment**

Laurus College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on the property and at any school sponsored activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for the first offense.

Violations of the law may also be referred to the appropriate law enforcement authorities. If assistance is needed for drug abuse, the student should see a member of the administrative staff at Laurus College for referral assistance to local counseling centers. Students may also seek local treatment and assistance from the San Luis Obispo Addiction Recovery Center, located at 1223 Higuera Street, Suite 101 in San Luis Obispo, telephone number (805) 541-0632; or from the Central Coast Headway Drug Center, located at 318 Carmen Lane in Santa Maria, telephone number (805) 922-2106.

**n) Weapons Free Environment**

Students and staff at Laurus College are not permitted to carry any form of weapons on school property. All weapons including, but not limited to, firearms, knives, mace, pepper spray, and stun guns are prohibited. Any student carrying a weapon on college property will be subject to disciplinary action and may risk dismissal from the college. Staff members at Laurus College also follow a zero tolerance policy with regard to weapons, and will be subject to disciplinary action, up to termination of employment, for any violation.

**o) Grievance Policy**

Should a student have a grievance or complaint concerning any aspect of his or her enrollment, attendance, education services, or other services offered by the school, the student should first seek counsel from his or her instructor. In the event this contact does not resolve the complaint, the student is encouraged to make an appointment with the Complaint Designee and Chancellor, Jeffrey Redmond, so that the complaint may be officially registered and solutions discussed. Every effort will be made by Laurus College administration to resolve the student's grievance. If the complaint is still not resolved to the satisfaction of the student, he or she may direct their complaint to:

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Dr., Suite 400**  
**Sacramento, CA 95833**  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
**toll free telephone (888) 370-7589 or fax (916) 263-1897**

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, or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Students may also notify the Accrediting Council for Independent Colleges and Schools of any unresolved grievances with the college. Complaints should be submitted to:

**The Accrediting Council for Independent Colleges and Schools**  
**750 First Street, NE, Suite 980**  
**Washington, DC 20002-4241**  
**TEL: (202) 336-6780 FAX: (202) 842-2593**

**p) Sexual Harassment Policy**

As required by state law, Laurus College has a policy prohibiting any act involving sexual discrimination, sexual violence, or sexual harassment by any of its employees, students, staff, faculty, or anyone conducting business on college premises, which includes the classroom and any location used for an off-site school function, program or activity.

Laurus College is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed, the student should immediately inform Human Resources, the Chancellor, or the classroom teacher. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment of any kind will not be tolerated at Laurus College.

The sexual harassment policy is posted on classroom bulletin boards and has been distributed to faculty members to share with students in the classroom. Laurus College staff and faculty are informed of the policy through staff meetings and in staff handbooks.

*(NOTE: Students may be dismissed without the right to appeal if dismissal is the result of disruptive conduct or detriment to the college or student body.)*

**Harassment Grievance Procedures**

Laurus College takes student safety very seriously; anyone who witnesses or experiences inappropriate and harassing behavior of a sexual nature is asked to report such behavior immediately to Human Resources, the Chancellor, or the classroom teacher. Whether it is a harassed student or a third party who files a complaint under the school's grievance procedures, Laurus College will promptly investigate to determine what occurred and then take immediate and appropriate steps to resolve the situation. The school will make every effort to complete the investigation within 30 to 60 days upon being notified of an alleged incident. Written notice of the outcome of the investigation will be provided to both the alleged perpetrator and the complainant within 10 days of determination of fact. The school will perform its own investigation and take immediate action to eliminate the harassment, prevent its recurrence, and address its effects, in addition to any investigation performed by law enforcement officials.

Once an incident is reported, a school investigative panel will be assembled to gather information, interview all parties involved in an objective and nonpartisan manner, and come to a prompt and equitable determination of fact. In all cases, the school's inquiry will be prompt, thorough, and impartial; both parties will have the opportunity to present witnesses and other evidence, and will be afforded similar and timely access to any information that will be used at the hearing. In cases involving potential criminal conduct, school personnel, consistent with State and local law, will notify appropriate law enforcement officials or other appropriate authorities. Once the school's investigation is complete, all involved parties will be notified in writing as to the outcome of the complaint. As much due care and confidentiality will be maintained throughout the process as is reasonable and possible while still being able to conduct the investigation and come to findings of fact. Please note that while voluntary informal mechanisms (such as mediation)

may be used for resolving some types of sexual harassment complaints, mediation is not appropriate, even on a voluntary basis, and will not be used in cases involving allegations of sexual assault.

Throughout the process, retaliatory actions will not be tolerated. School officials will not only take steps to prevent retaliation, but also take strong responsive action if it occurs. All steps to protect the complainant as necessary, including interim steps before the final outcome of the investigation is determined, will be taken promptly once the school has received notice of a sexual harassment or violence allegation.

For further information, or to report an incident, please contact the Human Resources Director at the following address and phone number:

421 E. Betteravia Road, Suite 100  
Santa Maria, CA 93454  
Phone: (805) 267-1690

## **XI) Privacy Policy**

Laurus College understands that security and privacy are important issues for visitors to their web site (the "Site") and recognizes their obligations to keep your information secure and confidential. That is why Laurus College maintains the following standards to help protect information that personally identifies you.

### **Sites Covered by this Policy**

Laurus College is part of a nationwide organization, with legal entities, business processes, management structures and technical systems that cross state borders. This Privacy Policy (the "Policy") applies to all websites and domain owned by Laurus College, except that a privacy statement posted on a Laurus College website specific to a particular Laurus College program will apply instead of this Policy.

### **Collection of Information**

You may be asked to voluntarily provide your name, address, phone number, email address or other personally identifiable information ("Personal Information") to have access to some features of the Site. You may always refuse to provide your Personal Information, and this may lead to our inability to provide you with certain offerings, services or products. We or our business partners may also collect information that is anonymous, such as your IP address (a number used to identify your computer on the Internet) or the type of browser you are using ("Anonymous Information"), through the use of cookies or by other means. We hope that, by using Anonymous Information, we can update the site to make it more useful to you and other users. We reserve the right to maintain, update, disclose or otherwise use Anonymous Information, without limitation.

### **Use of Information**

Laurus College uses your Personal Information for the following purposes: to process your requests; to administer and improve the Site and related services; to notify you of our offerings, services and products that maybe of interest to you; to provide Internet security; and to meet legal requirements. Laurus College may work with associated businesses which may perform certain functions on our behalf, such as sending email messages, managing data, processing credit card payments or providing services to users. These businesses have access to your Personal Information only to the extent necessary to perform these specific

functions and may not use it for any other purpose. We may use third party advertising companies to place ads on the Site and to place our ads on other web sites. If Laurus College is involved in the sale of a substantial portion of its business assets, Anonymous or Personal Information may be among the transferred assets.

### **Privacy of Children**

Laurus College encourages parents and guardians to be aware of and participate in their children's online activities. We strictly adhere to the Children's Online Privacy Protection Act and will not knowingly collect, use or disclose Personal Information from any child under the age of 13 in any manner that violates this law.

### **Your Opportunity to Opt-out of Email Advertising**

In the event you do not wish to receive promotional email from Laurus College, follow the opt-out instructions contained within the body of any email message you receive.

### **Cookies**

When you visit the Site, Laurus College or a third party may store or recognize some information on your computer in the form of a "cookie" or similar file that can help us in many ways. For example, cookies allow us to tailor the Site to better match your interests and preferences. With most Internet browsers or other software, you can erase cookies from your computer hard drive, block all cookies or receive a warning before a cookie is stored. Please refer to your browser instructions to learn more about these functions. If you reject cookies, functionality of the Site may be limited, and you may not be able to take advantage of some of the Site's features.

### **Links**

The Site may contain links to other sites on the Internet that are owned and operated by third parties. If you access those links, you will leave the Laurus College website. Laurus College does not control those third-party sites or their privacy practices, which may differ from Laurus College's privacy practices. Laurus College does not endorse or make any representations about third-party websites. The personal data you choose to provide to or that is collected by those third parties is not covered by the Laurus College Privacy Policy. We encourage you to review the privacy policy of any website before submitting your personal information.

Laurus College may also provide social media features on the site that enable you to share information with your social networks and to interact with us on various social media sites. Your use of these features may result in the collection or sharing of information about you, depending on the feature. We encourage you to review the privacy policies and settings on the social media sites with which you interact to make sure you understand the information that could be shared by those sites.

### **Security**

We have policies and procedures in place to protect the privacy and confidentiality of your Personal Information that we collect and maintain. All Personal Information is stored on our secured servers, behind a firewall at a data center with access to data strictly controlled. Any unauthorized use of the Site may result in criminal and/or civil prosecution.

### **Phishing Scams**

It is a policy of Laurus College to not send unsolicited emails seeking certain highly sensitive personal information, such as social security number, date of birth or credit card

number. In the event you receive such an email, and you have not previously been in direct contact with its sender, please do not respond and do not open any attachments as they may contain malicious code that will infect your computer.

### **Changes to the Policy**

We may modify this Policy at any time by posting a revised version of the Policy here, with an updated effective date. Accordingly, we urge you to frequently review the Policy. We will always apply the Policy under which your information was collected, unless we obtain your prior consent. By using the Site and providing us with your personally identifiable information, you consent to our use of such information as described in this Policy.

### **Contacting Laurus College or Modifying Your Personal Information**

If you have any questions or comments about this Policy or wish to update your Personal Information provided to us, please contact us. Please provide a concise communication with complete information, including your contact information.

## **XII) Contact Information**

Primary Mailing Address:

421 East Betteravia Road, Suite 100  
Santa Maria, CA 93454

Main Phone Number: (805) 267-1690

Main Facsimile: (805) 352-1307

Main E-mail: [admin@lauruscollege.edu](mailto:admin@lauruscollege.edu)

Official Website: [www.lauruscollege.edu](http://www.lauruscollege.edu)

## **XIII) Holidays★**

Laurus College recognizes the following holidays, during which classes are not held and the campuses may be closed for business:

New Year's Day  
Martin Luther King Jr. Birthday  
Memorial Day  
Independence Day  
Labor Day  
Constitution Day\*\*  
Veteran's Day  
Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve

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\* Note: Classes not held due to a holiday will be held as a make-up session to ensure required clock hours are met for each course. Students will be informed of the additional class meeting by their instructor.

\*\*Laurus College observes Constitution Day annually on September 17; however, classes will still be held if this observance falls on a normal class meeting day.

## 2017 Academic Calendar

**\*\*Note: Prospective students may enroll for classes for a term up through the Thursday of the first week of classes**

### Winter I 2017

**First Day of Class:**  
January 3, 2017  
**Martin Luther King Day Observance**  
**(No Classes):**  
January 16, 2017  
**Last Day of Class:**  
February 3, 2017

### Winter II 2017

**First Day of Class:**  
February 6, 2017  
**Last Day of Class:**  
March 10, 2017

### Spring I 2017

**First Day of Class:**  
March 13, 2017  
**Last Day of Class:**  
April 14, 2017

### Spring II 2017

**First Day of Class:**  
April 17, 2017  
**Last Day of Class:**  
May 19, 2017

### Spring III 2017

**First Day of Class:**  
May 22, 2017  
**Memorial Day Observance**  
**(No Classes):**  
May 29, 2017  
**Last Day of Class:**  
June 23, 2017

### Summer I 2017

**First Day of Class:**  
July 3, 2017  
**Independence Day Observance**  
**(No Classes):**  
July 4, 2017  
**Last Day of Class:**  
August 4, 2017

### Summer II 2017

**First Day of Class:**  
August 7, 2017  
**Labor Day Observance**  
**(No Classes):**  
September 4, 2017  
**Last Day of Class:**  
September 8, 2017

### Fall I 2017

**First Day of Class:**  
September 11, 2017  
**Last Day of Class:**  
October 13, 2017

### Fall II 2017

**First Day of Class:**  
October 16, 2017  
**Veteran's Day Observance**  
**(No Classes)**  
November 10, 2017  
**Last Day of Class:**  
November 17, 2017

### Fall III 2017

**First Day of Class:**  
November 20, 2017  
**Thanksgiving Holiday**  
**(No Classes):**  
November 23-24, 2017  
**Last Day of Class:**  
December 22, 2017