GILIGIA COLLEGE
CATALOG 2024
JANUARY 1ST TO DECEMBER 31ST

15643 SHERMAN WAY #140, VAN NUYS, CA 91406
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Mission

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

Objectives

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

Statement of Non-Discrimination

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

Buckley Amendment

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

Disclosure of Educational Records

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

Facilities

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

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

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

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

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

School Address:
15643 Sherman Way #140, Van Nuys, CA 91406
Tel: (818) 881-1112 Fax: (855) 245-0001

Main Campus:
15643 Sherman Way #140, Van Nuys, CA 91406
Tel: (818) 881-1112 Fax: (855) 245-0001

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

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

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

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

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

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

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

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

Disclosures:
1) Giligia College does **NOT** Guarantee Employment.
2) Job Placement Statistics are available upon request within our performance fact sheet and will be reviewed during student orientation.
3) Giligia College provides employment opportunities with realistic terms and conditions, all opportunities will be presented to interested candidates.
4) Potential salaries will be presented to applicants and will be verified once they interview with the employer for consistent valid pay rates.
5) All program costs are true, consistent and correct and can be found on Pg. 27.
6) Giligia College does NOT accept transfer credit(s) from other institution, nor will it vouch for credit transfer(s) from our intuition to another.
7) **Giligia College and all its programs are accredited by the Commission of the Council on Occupational Education. www.council.org.**

Accreditation Agency
Council for Occupational Education
840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Telephone (Local): 770-396-3898 / Telephone (Toll-Free): 800-917-2081/ FAX: 770-396-3790
www.council.org

Enrollment Requirements

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

Admission Requirements

An Applicant Must:
- Be at least 18 years old;
- Have a high school diploma, a GED equivalent or pass the ATB test.
- Have a valid social security number
- Complete personal Interview with a counselor

Award for Completion:
Upon successful completion of the program, a certificate will be granted.

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

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

Passing scores:
Reading Comprehension – **55**
Sentence Skills – **60**
Arithmetic – **34**

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

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.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834. Toll Free (888) 370-7589 and direct line (916) 574-8900.website: www.bppe.ca.gov

Student and Exchange Visitor Program (*SEVIS*)

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

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

ACADEMIC PROGRESS POLICY

Maximum Time in Which to Complete

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

Satisfactory Academic Progress Policy

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

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

Grading and Evaluation Procedures

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

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

Application of Grades and Credits

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

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

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

Course Retake Policy

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

Leave of Absence

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

Attendance & Attendance Probation

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

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

Tardiness and early departures are included in the student's attendance record of absences.
- One tardy equal one hour of absence;
- One early departure equals one hour of absence;
- One tardy and one early departure on the same day equals one hour of absence.

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

Student Conduct Requirements

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

Termination, Appeal and Reinstatement

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

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

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the college based on the refund policy. Students have the right to appeal dismissal decisions made by the college administration by submitting a written request to the College Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the College Director. Apart from the registration fee of $75 there are no other administrative costs associated with withdrawal or termination.
Note for VA Students only: The maximum allowable non-refundable registration fee for veterans is $10.

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

The transferability of credits you earn at Giligia College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate and credits you earn in any program of Giligia College, is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) or credit(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution would meet your future educational goals. This may include contacting an institution to which you may seek to transfer after attending Giligia College to determine if your credits will transfer.

Giligia College does **NOT** accept **ANY** prior credits issued from other schools, colleges, or universities for transfer. We also do **NOT** accept experiential learning credits outside of our programs externship hours; even though prior experience and education is reviewed during your counseling session to set educational goals. Giligia College does not currently have any articulation or transfer agreements with any other schools, colleges or universities. In case where student enrollment involves possible transfer of credits, there would be no charge to the student for either the assessment of the transfer or the transfer of credits/ hours.
Note: Experiential learning credit is any learning experience that took place outside of a college or university course and that did not earn academic degree credit.

Transfer of Students Between Programs at Giligia College

Students transferring from one program to another within the institution will be given credit for all transcribed courses common to both programs. Transferring between programs is allowable within the first two weeks of a program, or students may officially withdraw from one program and register for a new program in the next quarter. If students finish a program and then request to change, credit will be given only for "like" courses. If a student wants to transfer to another school it is up to the other school as to whether they accept our hours.
To be considered as a transfer student between programs within Giligia, a student must:
• Meet the admission requirements of the specific program.
• Be in good academic standing
• Be in good financial aid standing

Unofficial Withdrawal

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

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:
➢ Failure to attend college more than three weeks.
➢ Failure to return from an approved leave of absence on the scheduled return date.
➢ Failure to maintain satisfactory progress for two consecutive modules.
➢ Failure to fulfill financial agreements.
➢ Failing any course in the program twice during the one enrollment period.

Appeal

Suspended or terminated students may appeal the college's decision in writing to the College Director. The College must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (l0) business days of receipt by the college.

Graduation Requirements

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

Student Services & Graduate Placement Information

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

Our College Director, Student Services and Placement Coordinator will assist you in your job search.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment.

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

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

Retention of Records

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

Tuition Payment Methods

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

Notice of Cancelation

A student has the right to cancel the enrollment agreement they signed for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement and receive their registration fee back until midnight of the seventh day after the first class they attended. If canceled after the seven day after their first class attendance the registration fee will be retained.

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

Students will be given two notices of cancellation forms on the day of orientation, but if they choose to cancel, they can use any written notice that they wish. If the college has given (let them borrow) any equipment, including books or other materials, they shall return them to the college within 30 days following the date of their notice of cancellation. If they fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the college may deduct its documented cost for the equipment from any refund that may be due to the student. Once a student pays for the equipment, it is theirs to keep without further obligation. If the student cancels the agreement, the college will refund any money that they are owed based on the date of cancellation.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, minus the amount of any refund. Lastly, if the student has received federal student financial aid funds to cover program costs, the student and the funding agency will be refunded according to prorated program cancelation date.

Refund Policy

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

a) Deduct a registration fee not exceeding one hundred dollars ($100) from the total tuition charge.
b) Divide this figure by the number of hours in the program.
c) The amount is the hourly charge for the program.
d) The amount owed by you for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
e) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
f) The refund amount shall be adjusted for equipment, if applicable.
g) Institutions shall refund 100 percent of the amount paid for institutional charges, minus he application fee ($100), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Hypothetical Refund Example

Assume that a student, upon enrollment in a 80 hour course, pays $2047.00 for tuition, $100.00 for registration, and $215.00 (fair market value) for books and equipment as specified in the enrollment agreement, then withdraws after completing 30 hours of elapsed time without returning the equipment he/she obtained. The pro rata refund to the student would be **$1279.60** based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the college shall refund the charge for the equipment paid by the student. Based on the preceding example, the refund calculation would be made in the following way:

Total amount the student paid:	$2047 tuition + $100 registration			$2,147.00
Less	Registration fee (amount school may retain)	minus	-	$100.00
Divided by	80 Clock hours of instruction	divided by	÷	80
	The quotient is the hourly charge for the program			$25.58
Multiplied by	30 Clock hours of instruction attended	multiplied	×	30
				$767.40
	Initial amount paid by student for tuition	equals	=	$2047.00
Actual refund amount	Amount paid minus cost of clock hours attended	equals	=	$1279.60

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

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

Procedures for Complaints or Grievances Not Discussed Below

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

Definitions

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

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

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

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

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

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

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

Informal Complaints

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

B) **Initiating a Grievance**

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

C) A Grievance Petition

A Grievance Petition must be in writing and contain:

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

Appeal

A) Initiating an Appeal

A student may submit an appeal to the HR Department within ten (10) work days of the notification of the grievance decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline. The specific grounds to be addressed are:
   a) Were the procedures of the policy followed?
   b) If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?
   c) Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?
   d) Was the information presented during the review sufficient to justify the decision reached?
   e) Was there relevant information existing at the time of the review that was not discovered until after the review that is sufficient to alter a decision?

B) The Appeal Form

An appeal must be in writing and contain:

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

C) The Appeal Process

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

    a) To determine if the grievance procedures policy and investigation was conducted fairly in light of the complaint and grievance made and information presented and giving the appellant(s) a reasonable opportunity to present information. A deviation from procedures required by this policy will not be a basis for sustaining an appeal unless significant prejudice of impartial consideration of the case results.

    b) To determine whether the decision reached regarding the matter was based on substantial information, that is, whether there were facts that, if believed by the college president, were sufficient to support the grievance decision.

    c) To consider new information sufficient to alter a decision or other relevant facts not brought out in the original complaint or grievance, but only if such information or facts were not known to the grievant at the time of presenting the grievance.

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

    a) Modify the decision; or

    b) Remand for further proceeding.

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

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

<u>**Accreditation Agency**</u>
Council for Occupational Education
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Telephone (Local): 770-396-3898 / Telephone (Toll-Free): 800-917-2081/ FAX: 770-396-3790
www.council.org

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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

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

The student is responsible for paying the state assessment amounts for the Student Tuition Recovery Fund. STRF is currently assessed at a rate of $0.50 for each $1000.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834. Toll Free (888) 370-7589 and direct line (916) 574-8900.website: www.bppe.ca.gov

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services.
The Department of Labor's Office of Disability Employment Policy (ODEP) provides publications and other technical assistance on the basic requirements of the ADA. It does not enforce any part of the law.

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

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

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

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

Medical Billing   415 Clock Hours/ 22 Weeks

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

Learning Objectives:

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

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Office and Windows 10	60	30		90
Medical Terminology	45	15		60
Medical Coding	45	15		60
Medical Transcription	45	30		75
Medical Billing	60	30		90
Externship			40	40
Total	255	120	40	415

Course Offered ONLY on Campus

Licensure and Course Outcome

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

Taxation   370 Clock Hours/ 19 Weeks

This course introduces fundamental concepts in federal income taxation including the definition of income, the computation of tax liability, exclusions from income, basis, and deductions available for individuals in computing taxable income, and assignment of income. It provides training in a variety of office skills such as typing, data entry, and spreadsheets. The course will also teach students how to deal with Windows 10 operating environment, QuickBooks and Microsoft Office. The program seeks to prepare students for positions such as accounting clerk, bookkeeper, income tax preparer, entry-level accountant, accounts receivable/payable assistant payroll coordinator, and assistant office manager.

Learning Objectives:

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

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

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Office & Windows 10	60	30		90
Bookkeeping Fundamentals	30	20		50
Applied taxing	30	20		50
Taxation	30	30		60
Tax Preparer	45	30		75
Externship			45	45
Total	195	130	45	370

Course Offered ONLY on Campus

Licensure and Course Outcome

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

System Administrator/ Administrative Assistant

450 Clock Hours/ 24 Weeks

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

Learning Objectives:

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

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

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Windows 10 & Microsoft OneNote	60	30		90
Microsoft Word 2016	30	30		60
Microsoft Excel 2016	30	30		60
Microsoft Access 2016	30	30		60
Microsoft PowerPoint 2016	30	30		60
General System Troubleshooting	40	30		70
Externship			50	50
Total	220	180	50	450

Course Offered ONLY on Campus

Licensure and Course Outcome

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

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

Learning Objectives:

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

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Instructional Hours
Microsoft Office & Windows 10	60	30		90
Adobe Photoshop	90	60		150
HTML & CSS	60	30		90
Externship			20	20
Total	210	120	20	350

Course Offered ONLY on Campus

Licensure and Course Outcome

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

V-ESL Focused on Medical Billing & Coding   900 Clock Hours/ 52 Weeks

This Vocational English as a Second Language (VESL) program is geared towards medical billing and coding careers. It is a specialized training program designed to help non-native English speakers improve their English language skills related to medical billing and coding careers, specifically for the purpose of working in the medical billing and coding profession.

Learning Objectives:

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

1. **American Medical Terminology**: Focusing on teaching students the specific American medical terms they will encounter regularly in the field of medical billing and coding.
2. **Workplace Language Skills**: Lessons will cover how to communicate effectively with colleagues in a American workforce, superiors, and others in a professional medical office environment. This includes English verbal communication, telephone etiquette, and written communication, such as emails and reports.
3. **Cultural Training**: Understanding the cultural norms and expectations of the U.S. healthcare system, including the nuances of patient privacy, ethical considerations, and interpersonal dynamics.
4. **Technical English**: Specific training on reading and understanding medical records, insurance documents, and other forms that a medical billing and coding professional might encounter.
5. **Practical Application**: This could be scenarios, role-plays, or even on-the-job training where students apply their English language skills in real-world or simulated medical billing and coding situations.
6. **Basic Coding and Billing Instruction**: While the primary focus is on language, it's our focus to integrate actual medical billing and coding practices into the curriculum. This allows students to directly apply their new language skills in the context of their intended profession.
7. **Soft Skills**: Lessons on soft skills such as conflict resolution, teamwork, and customer service, geared towards the nuances of interacting in a medical office setting in America.
8. **Assessments**: Regular testing to ensure comprehension and proficiency in English language skills related to specific verbiage and practices of medical billing and coding.

1. V-ESL 101: (75 hours) Introduction to American Medical Billing and Coding Linguistics
2. V-ESL 102: (75 hours) Healthcare English: Basic Medical Terminology
3. V-ESL 103: (75 hours) VESL for Patient Data and Medical Records
4. V-ESL 104: (75 hours) Advanced English Medical Terminology: Diseases and Treatments
5. V-ESL 105: (75 hours) Billing, Insurance, and Claims VESL
6. V-ESL 106: (75 hours) Medical Software and Electronic Health Records (EHR) English Interface
7. V-ESL 107: (75 hours) VESL for Procedures, Diagnoses, and ICD-10 Codes
8. V-ESL 108: (75 hours) Effective English Communication in a Healthcare Setting
9. V-ESL 109: (75 hours) Mock Scenarios: Real-life Medical Billing Cases in English
10. V-ESL 110: (75 hours) VESL for U.S. Healthcare System and Legal Considerations
11. V-ESL 111: (75 hours) Soft Skills: Conflict Resolution, Teamwork, and Customer Service in English
12. V-ESL 112: (75 hours) Final Assessment and Career Preparation in English

For those pursuing a career in medical billing and coding, having both the language proficiency and specific vocational skills can be immensely beneficial. Not only does it prepare them for the practical aspects of the job, but it also builds confidence in their ability to navigate a professional setting in a second language.

Course Offered ONLY on Campus

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

Schedule of Charges

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

Program Title	STRF Fee	Registration Fee	Book(s) & Supplies	Tuition	Total Tuition
Administrative Assistant	$0.00	$100.00	$2,080.00	$18,000.00	$20,180.00
Web Site Design & Programming	$0.00	$100.00	$1090.00	$14,000.00	$15,190.00
Taxation	$0.00	$100.00	$1,750.00	$14,800.00	$16,625.00
Medical Billing	$0.00	$100.00	$2,025.00	$16,600.00	$18,725.00
V-English as a Second Language	$0.00	$100.00	$4,035.00	$20.865.00	$25,000.00

The purposes for those charges are as follows:

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

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

California law requires that institutions collect form each newly enrolled student a "STRF" fee in the amount of $0.50 per $1,000 of tuition charged. The student is responsible for paying the state assessment amount. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. There are no optional student charges for this program. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.

Legal Holidays

- ➢ New Year's Day   January 01
- ➢ Martin Luther King Day   January 16
- ➢ President's Day   February 20
- ➢ Memorial Day   May 29
- ➢ Independence Day   July 04
- ➢ Labor Day   September 04
- ➢ Columbus Day   October 09
- ➢ Veterans Day   November 11
- ➢ Thanksgiving Day   November 23
- ➢ Christmas Day   December 25

Estimated General Class Schedules- VARIES per Program

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

Office Schedule

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

Appendix B – Class Schedule

415 Clock Hours/ 21.8 Weeks

Medical Billing

Course #	Name	Start Date	End Date	Days	Time	Instructor	Rm#
MO 100	Microsoft Office and Windows 10	1/10/2023	2/10/2023	MWTuThF	9:00 am - 1:00 pm or 6:00 pm - 10:00 pm	Rocio Martinez	1
MT 101	Medical Terminology	2/11/2023	3/7/2023	MWTuThF	9:00 am - 1:00 pm or 6:00 pm - 10:00 pm	Rocio Martinez	1
MC 110	Medical Coding	3/9/2023	3/28/2023	MWTuThF	9:00 am - 1:00 pm or 6:00 pm - 10:00 pm	Rocio Martinez	1
MT 120	Medical Transcription	3/30/2023	4/20/2023	MWTuThF	9:00 am - 1:00 pm or 6:00 pm - 10:00 pm	Rocio Martinez	1
MB 130	Medical Billing	4/21/2023	5/23/2023	MWTuThF	9:00 am - 1:00 pm or 6:00 pm - 10:00 pm	Rocio Martinez	1
MBEX	Externship	5/25/2023	6/6/2023	MWTuThF	9:00 am – 2:00 pm		

370 Clock Hours/ 19 Weeks

Taxation

Course #	Name	Start Date	End Date	Days	Time	Instructor	Rm#
MO 100	Microsoft Office and Windows 10	1/10/2023	2/10/2023	MWTuThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Rosalba Barbosa	1
BF 201	Bookkeeping Fundamentals	2/11/2023	2/28/2023	MWTuThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Rosalba Barbosa	1
AT 210	Applied taxing	3/2/2023	3/16/2023	MWTuThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Rosalba Barbosa	1
TAX 220	Taxation	3/17/2023	4/6/2023	MWTuThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Rosalba Barbosa	1
TX 230	Tax Preparer	4/8/2023	5/4/2023	MWTuThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Rosalba Barbosa	1
TaxEx	Externship	5/5/2023	5/18/2023	MWTuThF	9:00 am – 2:00 pm		

450 Clock Hours/24 Weeks

Administrative Assistant

Course #	Name	Start Date	End Date	Days	Time	Instructor	Rm#
MO 100	Microsoft Office and Windows 10	1/10/2023	2/11/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
MW 301	Microsoft Word 2016	2/11/2023	3/2/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
ME 302	Microsoft Excel 2016	3/3/2023	3/23/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
MA 303	Microsoft Access 2016	3/24/2023	4/13/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
MP 310	Microsoft PowerPoint 2016	4/14/2023	5/4/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
GT 330	General System Troubleshooting	5/5/2023	5/31/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Ulysses Bateres	1
SAEX	Externship	6/1/2023	6/22/2023	MWTuThF	9:00 am – 2:00 pm		

Web Site Design & Programming

350 Clock Hours/ 18 Weeks

Course #	Name	Start Date	End Date	Days	Time	Instructor	Rm#
MO 100	Microsoft Office and Windows 10	1/10/2023	2/7/2023	MWTuThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Shawn Richkind	2
AP 401	Adobe Photoshop	2/10/2023	4/4/2023	MWTuThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Shawn Richkind	2
HC 410	HTML & CSS	4/6/2023	5/9/2023	MWTuThF	1:30 pm - 5:30 pm or 6:00 pm - 10:00 pm	Shawn Richkind	2
WDEX	Externship	5/11/2023	6/5/2023	MWTuThF	9:00 am – 2:00 pm		

Vocational ESL

900 Clock Hours/ 48 weeks

Course #	Name	Start Date	End Date	Days	Time	Instructor	Rm#
VE 1	V-ESL 101	1/10/2023	2/3/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 2	V-ESL 102	2/7/2023	3/2/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 3	V-ESL 103	3/3/2023	3/28/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 4	V-ESL 104	3/30/2023	4/25/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 5	V-ESL 105	4/27/2023	5/18/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 6	V-ESL 106	5/19/2023	6/15/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 7	V-ESL 107	6/16/2023	7/11/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 8	V-ESL 108	7/13/2023	8/8/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 9	V-ESL 109	8/10/2023	9/6/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 10	V-ESL 110	9/7/2023	10/3/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 11	V-ESL 111	10/5/2023	10/31/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2
VE 12	V-ESL 112	11/2/2023	11/30/2023	MWTuThF	9:00 am - 1:00 pm or 1:30 pm - 5:30 pm	Anahit Badalian	2

JOB TITLE AND TITLE NUMBER OF EDUCATIONAL SERVICES

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

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

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

Note: Giligia College does NOT offer any courses that lead to licensure exams.

FINANCIAL AID PROGRAMS

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

- **Workforce Investment Act (WIA):** California's Eligible Training Provider List (ETPL) was established in compliance with the Workforce Investment Act (WIA) of 1998 and amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014 to provide customer-focused employment training resources for adults and dislocated workers. Training providers who are eligible to receive Individual Training Accounts (ITAs) through WIOA Title I-B funds are listed on the ETPL. The WIOA ETPL Policy and Procedures issued in November 2015, governs the operation of the ETPL in California. California's statewide list of qualified training providers offers a wide range of educational programs, including classroom, correspondence, online and apprenticeship programs. To verify that Giligia College is an approved Certified Training Provider for WIA funding, please visit site below.
  https://apps.twc.state.tx.us/PROVIDERCERT/dispatcher?link=HREF&pageid=APP_HOME
  Phone: 1-800-758-0398, Email: CalJOBS@edd.ca.gov
  Website: http://www.cde.ca.gov/sp/ae/fg/wia14.asp

- **Employment Training Panel (ETP):** The Employment Training Panel (ETP) provides funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs. The ETP was created in 1982 by the California State Legislature and is funded by California employers through a special payroll tax. The ETP is a funding agency, not a training agency. Businesses determine their own training needs and how to provide training. ETP staff is available to assist in applying for funds and other aspects of participation. Under its core program, ETP can only fund training for employers that are subject to paying the Employment Training Tax. The core-funded ETP Program is supported by this tax. Single Employers subject to the Unemployment Insurance tax and having a California Employer Account Number (CEAN) with a prefix of 699 or lower. Groups of Employers, including Chambers of Commerce, Joint Apprenticeship Training Committees, Trade Associations or Economic Development Corporations.
  Phone: 818-755-1313, Email: elizabeth.jones@etp.ca.gov
  Website: http://www.etp.ca.gov/

- **Post 911 GI Bill:** If you have at least 90 days of aggregate active duty service after Sept. 10, 2001, and are still on active duty, or if you are an honorably discharged Veteran or were discharged with a service-connected disability after 30 days, you may be eligible for this VA-administered program. Whether you want to apply your GI Bill benefits to college classes or an on-the-job training program, the GI Bill Comparison Tool will help you make the most of them.
  For approved programs, the Post-9/11 GI Bill provides up to 36 months of education benefits, generally payable for 15 years following your release from active duty. Institutions of higher learning participating in the Yellow Ribbon Program may make additional funds available for your education

program without an additional charge to your GI Bill entitlement. The following payments may also be available:

- Monthly housing allowance
- Annual books and supplies stipend
- One-time rural benefit payment

Phone: 1-888-GIBILL-1 (1-888-442-4551) OR 1-855-225-1159
Website: http://explore.va.gov/education-training/gi-bill

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

INSTITUTION OWNERSHIP, FACULTY & OTHER INFORMATION

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

ROSTER OF INSTRUCTIONAL STAFF (FACULTY)

Name:	Subject:	Degree:
Ulysses Bateres (full time)	Administrative Assistant Website Design & Programming	Bachelor's in science / Media Arts & Animation from Art Institute of Los Angeles
Rosalba Barbosa (full time)	Taxation & Medical Billing	Master of Arts from Cal State Dominguez Hills
Dana Turpin (full time)	Medical Billing	Medical Assistant Bryman College Associates from Valley College
Anahit Badalian (full time)	V-ESL	Yerevan State University Bachelors in English Language & Literature
Miriam Goldwiser (full time)	V-ESL	University of Haifa Bachelor of Arts in English Language & Literature
Shawn Richkind (full time)	Website Design & Programming	Computer Graphics B.S. from Cal State Northridge

ROSTER OF ADMINISTRATIVE STAFF

Name:	Job Title:
Hovhanes Kartounian (full time)	President & Chief Academic Officer
Amie Garcia (full time)	Chief Administrative Officer & Financial Aid Director/Officer
Anush Mnatsakanyan (part time)	Student Services Coordinator / Councelor
Gaiane Adamian (full time)	Admission Coordinator and Job Placement Supervisor
Marine Mkrtchian (full time)	Administrative Assistant & Database Administrator
Turquoise T Tyler (full time)	Executive Assistant / Human Resource Director
Megri Kartounian (part time)	Human Resource Assistant
Eric Sedrakyan (part time)	Chief Fiscal/Financial Officer

CATALOG RECEIPT

Prior to signing this Catalog Receipt, you must be given a copy of this catalog / school program brochure and a School Performance Fact Sheet; which you are encouraged to review. These documents contain important policies and performance data for this institution. This institution is also required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, and salaries or wages.

➢ **Print Name:** _____

➢ **Signature:** _____

➢ **Date:** _____ /_____ / _____

I certify that I have received the catalog, School Performance Fact Sheet and information regarding completion rates, placement rates and salary/wage information.

Any questions a student may have regarding this catalog that have not been answered by the institution may be directed to the **Bureau for Private Postsecondary Education (BPPE).**
1747 N. Market Blvd. Suite 225, Sacramento, CA 95834. Phone: 1 (888) 370-7589, Fax: (916) 574-8900.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site *www.bppe.ca.gov*.

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

15643 Sherman Way Street #140, Van Nuys, CA 91406 / Tel: (818) 881-1112 Fax: (855) 245-0001
www.giligiacollege.com