



AGAPE COLLEGE
of BUSINESS & SCIENCE

CATALOG

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

www.agapeschools.org

**July 1, 2018 – June 30, 2019
Amended 5.14.2019**

Table of Contents

APPROVAL DISCLOSURE STATEMENT	4
CATALOG POLICY STATEMENT	4
NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS.....	4
ACCREDITATION	5
SCHOOL GOVERNING BODY.....	5
INSTRUCTIONAL FACILITIES.....	6
SCHOOL MISSION, VISION AND PURPOSE, PHILOSOPHY, AND OBJECTIVES.....	6
AGAPE HISTORY	7
ADMISSION POLICIES AND PROCEDURES	8
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	12
PAYMENT SCHEDULE.....	12
BANKRUPTCY DISCLOSURE.....	13
INSTRUCTIONAL SCHEDULE.....	13
INSTRUCTIONAL CALENDAR.....	14
COURSE NUMBERING SYSTEM.....	14
ATTENDANCE POLICY.....	14
LEAVE OF ABSENCE.....	16
GRADING SCALE	16
SATISFACTORY ACADEMIC PROGRESS POLICY.....	17
MAKE-UP WORK.....	21
GRADUATION REQUIREMENTS.....	21
WITHDRAWAL FROM PROGRAM.....	21
STUDENT SERVICES.....	21
LIBRARY AND OTHER LEARNING RESOURCES	22
STUDENT CONDUCT AND DRESS CODE POLICY.....	23
STUDENT GRIEVANCE PROCESS AND PROCEDURES.....	25
SAFETY COMPLIANCE.....	25
CAMPUS VIOLENCE	26

SEXUAL HARASSMENT	26
STUDENT RIGHTS POLICY.....	27
RECORDS RETENTION	27
STUDENT ACCESS TO FILES	27
TUITION AND FEES	28
STUDENT TUITION RECOVERY FUND.....	28
TITLE IX NON-DISCRIMINATION IN EDUCATIONAL INSTITUTIONS STATEMENT	30
REFUND POLICY	30
ADMINISTRATION & SUPPORT STAFF	31
FACULTY	32
PROGRAMS.....	33
ASSOCIATE OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION.....	33
ASSOCIATE OF SCIENCE DEGREE IN MEDICAL ADMINISTRATION	36
MEDICAL ASSISTANT CERTIFICATE.....	38
DEPARTMENT OF LABOR STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES	39
DISTANCE EDUCATION	40
COURSE DESCRIPTIONS	44

APPROVAL DISCLOSURE STATEMENT

Agape College of Business and Science is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

CATALOG POLICY STATEMENT

Each prospective student shall be provided a catalog in writing or electronically, prior to enrollment, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The following programs are approved by the Bureau:

The following Associate of Science Degree Programs can be completed in a minimum time of 18 months (72 Weeks)

- Business Administration AS Degree 1060 Hours 90 Credits
- Medical Administration AS Degree 1185 Hours 90 Credits

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

- Medical Assistant Certificate 760 Hours 52 Credits

NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

ACCREDITATION

Agape College of Business and Science is accredited by the Accrediting Council for Independent Colleges and Schools to award Certificates and Associate's Degrees.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council For Independent Colleges and Schools (ACICS):
750 First St. NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

SCHOOL GOVERNING BODY

Agape College of Business and Science is governed by the Agape Corporation, a non-profit, public benefit corporation 501(c)(3) that was founded in 1999. The corporation is governed by the Board of Directors.

Board of Directors:

- Everette Cowings, Jr., President
- Christina Rodriguez, Secretary/Parent Representative
- Vacant, Treasurer
- Gloreta Johnson, Member

INSTRUCTIONAL FACILITIES

Agape College of Business and Science's residential courses are held at 1313 P Street, Fresno, California 93721 and distance education coursework is completed at a location determined by the student.

The school consists of approximately 11,000 square feet of classroom and office space located in the heart of downtown Fresno. There are 5 classrooms, 1 lab, 14 offices, and 2 conference rooms. The maximum capacity for the courses offered and classroom student/teacher ratio is 25:1. The school is equipped with calculators, computers, printers, networked Internet access, and other equipment sufficient to meet educational needs. Our student lounge is equipped with refrigerator, and microwave oven, for the students' convenience. There are handicapped accessible classrooms and restrooms for women and men.

SCHOOL MISSION, VISION AND PURPOSE, PHILOSOPHY, AND OBJECTIVES

Mission: Our mission at the Agape College of Business and Science is to provide, Associate of Science Degrees and certificate programs with quality professional career training in high demand industry sectors. We plan to fulfill our mission by offering our programs to diverse learning communities while empowering students to become workforce ready and economically independent.

Vision and Purpose: Our vision and purpose is to produce highly skilled individuals by establishing training partnerships with local businesses and alliances with community organizations, as well as support and resource opportunities within the workforce development sector.

Objectives: We intend to accomplish our mission and realize our vision by completing the following objectives:

- Prepare students to find meaningful career related employment
- Create a skilled labor pool for the local economy
- Demonstrate civic and community involvement by specializing in meeting the vocational and career training needs of the community.
- Offer Associate of Science Degrees and certificate programs

Philosophy: We believe that every person has the potential to be successful within the community. It is our responsibility at Agape College of Business and Science to provide each of our students the opportunity to realize that potential. Through a caring faculty, resources, and a positive environment conducive to learning, every graduate has a chance to expand their abilities and make a successful contribution to society.

AGAPE HISTORY

Agape` is a California non-profit, public benefit corporation with tax exempt status under the Internal Revenue Code Section 501(c)(3). The organization's mission is to *provide an education and support resources to those most in need while empowering the economic progress of youth, adults and families in the community*. Agape's founders intend to fulfill that commitment by designing needed resources and services that reduce and/or eliminate obstacles preventing economic growth.

Agape` has identified various *risk factors* through research and previous program development. As such, Agape` serves as an innovator for providing services to youth and families, by increasing their likelihood of becoming resilient, productive, prosperous, self-reliant and successful members of their community. Success will be reached through the following organizational principles:

- Outreach and collaboration with community organizations and districts
- Visible and accessible programs that provide a continuum of services
- High quality educational options for students in grades K-12 to post-secondary
- Flexibility and innovation inside and outside the classroom
- Performing civic duties and promoting social change
- Valid research and evaluation of educational and social services

Agape' has been in existence in the community for 20 years. Agape's staff has over 26 years of experience working with youth and families in the community. Currently our organization has implemented several much needed programs to address the needs of children & young adults including two premiere charter schools, and Agape' College of Business and Science a post- secondary institution (offering Associates of Science degrees, industry recognized certifications and career pathways).

In 2006 Agape Inc. opened its doors to its first private postsecondary called Agape College of Business and Science. At its inception Agape Inc. had envisioned a private postsecondary institution that would provide quality career pathways leading to a College Degree and/or Certificates of Completion. Its hopes were realized and have led many students and families to valuable training, employable skills, and industry recognized credentials.

Agape College of Business and Science will serve as a provider of services to youth, adults, and families, which increase their likelihood of becoming resilient, productive, prosperous, self-reliant and successful members of their community.

ADMISSION POLICIES AND PROCEDURES

ADMISSION REQUIREMENTS FOR THE ASSOCIATE OF SCIENCE DEGREE IN THE FOLLOWING PROGRAMS:

- **Associate of Science Degree - Business Administration**
- **Associate of Science Degree – Medical Administration**

Students must have a High School diploma or its equivalent for admission to the Associate of Science Degrees (undergraduate degree), documentation is required. Prospective students will be interviewed by a School official before a decision will be made regarding their admission to the program. Students will be advised to supply complete and accurate information on the Application of Admission. Failure to complete documents accurately may result in denial of admission.

The Wonderlic Basic Skills Test (WBST) will be used as the entrance examination. The approved passing score by the United States Department of Education is Verbal: 200, and Quantitative: 210.

Prospective students requesting enrollment in the Business Administration and Medical Administration program will complete selected courses via distance education/online and must complete a distance education questionnaire and have access to the following technology.

System Requirements

Windows Users

Windows 7, XP or Vista or higher
56K modem or higher
Soundcard & Speakers
Firefox, Chrome or Microsoft Internet Explorer

Mac OS User

Mac OS X or higher (in classic mode)
56K modem or higher
Soundcard & Speakers
Apple Safari

iPad Users

iPad – iOS 5.1 (or latest)

Browser Requirements

Windows Users

Mozilla Firefox
Google Chrome
Microsoft Internet Explorer

Mac OS Users

Apple Safari
Google Chrome
Mozilla Firefox

Mobile Requirements

Mobile Sites

iPhone: iOS Safari 3.1.3 and above
Android: OS Browser 1.5 and above
Windows: OS Browser 7.0 and above
Blackberry: OS Browser 5.0 and above
webOS: OS Browser 1.4.1 and above
Symbian: OS Browser 3.0 and above

Native Apps

Android: is 2.1 and above
iPhone: iOS 3.0 and above
Windows: Windows Phone 7, 480×800 resolution

Email Account

Students will need a personal email account to receive communications from within student's course. If an account is not provided by the school, students may sign up for one with any 3rd party email system (EX. Yahoo, Google, Hotmail, Comcast, etc...).

ADMISSION REQUIREMENTS FOR A CERTIFICATE OF COMPLETION IN THE FOLLOWING PROGRAM:

- **Certificate- Medical Assistant**

Students need not have a High School diploma for admission to Agape College of Business and Science's non-degree programs. If a prospective student is not-a High School graduate, he or she must be at least 16 years of age, have a GED or its equivalent or may demonstrate through examination the ability to benefit in the program, documentation is required. Students will be interviewed by a School official before a decision will be made regarding their admission to the program. Students who are concurrently enrolled in high school must have proof of enrollment documentation and parent or guardian signatures if under 18 years of age on the enrollment agreement.

Students will be advised that they must supply complete and accurate information on the Application of Admission. Failure to complete documents accurately may result in denial of admission. Prospective students without a high school diploma or GED will be given an entrance examination to determine their ability to complete the program successfully. The Wonderlic Basic Skills Test (WBST) will be used as the entrance examination. The

approved passing score by the United States Department of Education is Verbal: 200, and Quantitative: 210.

Additional program requirements for the Medical Assistant Certificate Program

Students must complete a background check validating no criminal history (prohibiting completion of externship hours).

Students must complete a tuberculosis screening (chest X-ray or PPD skin test) with negative results within 60 days before being placed in their externship.

Prospective students requesting enrollment in the Medical Assistant Certificate Program will complete selected courses through a blended model of distance education and residential format and must complete a distance education questionnaire and have access to the following technology:

System Requirements

Windows Users

- Windows 7, XP or Vista or higher
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

Mac OS User

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

iPad Users

- iPad – iOS 5.1 (or latest)

Browser Requirements

Windows Users

- Mozilla Firefox
- Google Chrome
- Microsoft Internet Explorer

Mac OS Users

- Apple Safari
- Google Chrome
- Mozilla Firefox

Mobile Requirements

Mobile Sites

- iPhone: iOS Safari 3.1.3 and above
- Android: OS Browser 1.5 and above
- Windows: OS Browser 7.0 and above
- Blackberry: OS Browser 5.0 and above
- webOS: OS Browser 1.4.1 and above

Symbian: OS Browser 3.0 and above

Native Apps

Android: is 2.1 and above

iPhone: iOS 3.0 and above

Windows: Windows Phone 7, 480×800 resolution

Email Account

Students will need a personal email account to receive communications from within student's course. If an account is not provided by the school, students may sign up for one with any 3rd party email system (EX. Yahoo, Google, Hotmail, Comcast, etc...).

ADMISSION INTERVIEW

Prospective students will be interviewed by a school official before a decision will be made regarding their admission to Agape College of Business and Science. A Confidential Application Form will then be completed and reviewed by the Admissions Department.

ADMISSION DOCUMENTS

A high school diploma or its equivalent will be required in all degree programs or High School diploma or GED for a certificate program. Prospective students must provide the applicable documentation. Students may also be administered the Wonderlic Exam by an independent proctor to determine the ability to benefit (progress) within the program. Prospective students are advised that they must supply complete and accurate information on the Application of Admission. Failure to complete documents accurately may result in denial of admission.

ADMISSION EXAMINATIONS

Prospective students without a high school diploma or GED will be given an entrance examination that is independently administered, to determine their ability to complete the program successfully. Examinations are broad and cover abilities in the areas of mathematics, reading, and English. The passing score on the Wonderlic Basic Skills Test (WBST) is Verbal: 200, and Quantitative: 210.

EVALUATION OF PREVIOUS EDUCATION, TRAINING, AND EXPERIENCE

Agape College of Business and Science has not entered into an articulation or transfer agreement with any other college or university.

Students interested in obtaining transfer credit will need to complete an academic evaluation form prior to the first day of class. The form will be reviewed along with the proper transcripts. A determination will be made by the school within thirty days. In the

case of our AS Degree the maximum number of transfer credit will be a total of 38 units. The maximum amount of credit accepted from outside institutions for the certificate program is 9 units. Credits transferred from the Agape College of Business and Science/Career Pathways Program can be transferred with a maximum of 30 credits.

Agape College of Business and Science does not grant credit based on achievement tests or experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

ENGLISH LANGUAGE PROFICIENCY / VISA SERVICES

Agape College of Business and Science does not offer visa services to prospective students from other countries or English language services. Agape College of Business and Science does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation or a passed ATB exam scores as stated in the admission policy

PAYMENT SCHEDULE

Students have the option to schedule monthly payments. In addition, payment may be deferred while in school due to unemployment. Students may pay by check, money order, credit card, or by a third party payment from a guarantor/agency.

Consumer Loan Agreements: Agape College of Business and Science does not loan students funds to attend school. Students may voluntarily choose a Third Party Private Lending Institution to receive a loan to pay for the cost of Agape College of Business and Science programs. The third party lender is responsible to provide all disclosures to students according to the Truth in Lending Act of Title 15 of the United States Code.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

Agape College of Business and Science does not participate in federal or state financial aid programs.

BANKRUPTCY DISCLOSURE

Agape College of Business and Science does not have a pending petition of bankruptcy, is not operating as a debtor in possession, has not filed a petition in the preceding five years, or has not had a petition in bankruptcy filed against it the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

INSTRUCTIONAL SCHEDULE

Training is offered Monday through Friday, excluding legal holidays.

- Medical Assistant classes are held from 8:30 am – 1:30 pm; Monday through Wednesday.
- Business Administration classes are held 12:30 pm to 6:00 pm Monday through Thursday.
- Medical Assistant make-up time is offered during regularly scheduled meeting times.
Business Administration make-up time is offered during regularly scheduled meeting times.
Students are notified about make-up time either by email or letter.

Academic Year

The academic year is a minimum of 36 quarter credits and 30 weeks. Academic credit is given in quarter units.

Clock Hour and Credit

The college utilizes quarter credits as a measure of credit. One quarter credit equals, at a minimum:

- 10 classroom clock hours of lecture;
- 20 clock hours of laboratory; or
- 30 clock hours of externship.

A clock hour is defined as a 60 minute period with no less than 50 minutes of instructional time. A minimum average of two hours of preparation work (also known as out-of-class work or homework) for each hour of lecture is assigned.

INSTRUCTIONAL CALENDAR

Associate of Science Degree Programs Quarter Dates: Business Administration and Medical Administration	
Fall 2018 Quarter	Sept. 17, 2018 – Dec. 14, 2018 Last Day of Registration: Sept. 21, 2018
Winter 2019 Quarter	Jan. 7, 2019 – March 29, 2019 Last Day of Registration: Jan. 11, 2019
Spring 2019 Quarter	April 1, 2019 – June 28, 2019 Last Day of Registration: Apr. 5, 2019

Medical Assistant Module Start Dates	
Start Date	End Date
7/9/18	8/3/18
8/6/18	9/7/18
9/10/18	10/5/18
10/8/18	11/2/18
11/5/18	12/7/18
1/7/19	2/1/19
2/4/19	3/1/19
3/4/19	3/29/19
4/1/19	5/3/19
5/6/19	5/31/19
6/3/19	6/28/19

Students that enter the program during the late registration period will be assigned make up days and time to complete assignments outside of the regular school day. The days will be equivalent to the time they missed.

Observed Holidays

New Year's Day
Martin Luther King Jr. Day
Lincoln's Birthday
President's Day
Caesar Chavez Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

COURSE NUMBERING SYSTEM

Agape College of Business and Science uses the following course numbering systems:

Courses in the 100 series are generally taken in the student's first academic year. The courses in the 200 series generally build on content presented in 100-level courses. The alpha designations indicate concentration area. Courses having prerequisites are listed with the course description in the catalog.

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

ATTENDANCE POLICY

Students are expected to attend classes as scheduled, just as they would be expected to be present for work. Roll will be taken at the beginning of each session. Any student not in attendance at that time will be considered absent. If a student arrives to class after roll has been taken, it is their responsibility to inform their teacher of their presence. At this time their "absence" will be changed to a "tardy". Absences and tardiness, both excused and unexcused, will be recorded and attendance points will be deducted.

Agape College of Business and Science requires students to maintain satisfactory attendance while attending the school. Students failing to maintain satisfactory attendance will be advised by a school official and put on attendance probation. If attendance fails to improve during probation, the student will be suspended from school pending a determination hearing to evaluate the student's enrollment status.

Absences will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing or by permission a school official. All other absences will be considered unexcused. It is the student responsibility to inform the school of any situation that would cause an absence. Prior notice should be given when possible. If permission has not already been given, the student must call the school by the beginning of class time to give the reasons for failure to attend. If a student fails to inform the school in a timely manner, the absence will be considered unexcused regardless of the reasons. Leaving class early without permission will be considered as a class cut and will be recorded as an unexcused absence. Students with more than two unexcused absences during a course will be put on attendance probation.

Arriving late to class twice in one week will be considered as one unexcused absence. It is the student's responsibility to inform the school office both of their arrival and to give clear reasons for their tardiness. A pattern of frequent tardiness is cause for concern and may lead to academic probation or expulsion.

Students with more than three excused absences or more than two unexcused absences in any one course will receive an incomplete grade. To receive a final passing grade, a student will be required to make up all work and class time and may be required to repeat the course.

If a student has failed to attend class for 14 days he/she will be withdrawn from the college.

Distance Education

Attendance is recorded through the Populi platform to monitor that each student is meeting discussion deadlines and responding to discussion question posted within each module weekly. The platform tracks time spent online and assignments posted. All students must enter the course in the online platform within 5 days of the beginning of the course. Students that do not log on to the course and place a response to the discussion board with five days from the beginning date of the course may be withdraw from the course.

Students are required to write a formal response to the discussion board within 5 days of the discussion being posted by a faculty member. In addition students are recommended to respond to 2 classmates posts before the end of the week (7 days from the discussion being posted by a faculty member). Students that fail to complete discussion post will meet with their academic advisor and upon the second meeting placed on probation. If probation is failed the student will be withdrawn from the course. For the full Distance Education Policy, see page 34.

LEAVE OF ABSENCE

We realize emergencies occur and we understand the impact these emergencies can have on a student's ability to learn. In cases of serious illness, death in the family, or any other emergency circumstances, you may request a leave of absence in writing. This request must be submitted to the Dean for approval. Requests for a leave of absence will be considered on an individual basis and must be approved by the Dean. One or more leave of absences cannot exceed 180-days total during the training program.

GRADING SCALE

Grades are recorded for each course as follows:

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

Incomplete Grades - The student must complete the course within 90 days of taking the Incomplete. Failure to do so will result in a Withdrawal (W).

Repeating Courses – The college recognizes that students may occasionally have difficulties with successfully completing courses. However, students who withdraw or fail a class resulting in a grade of W or F for one or more classes on their transcript must repeat each of these classes prior to graduation. When a course is repeated, the new grade will replace the original grade for the purpose of calculating the Cumulative Grade Point Average (CGPA).

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to maintain satisfactory academic progress (SAP) toward the completion of their program of study by meeting qualitative and quantitative measures. Progress is based on completing the program with a minimum of 70% cumulative grade point average (qualitative measure) and completing the program within 150% of the scheduled credit hours (quantitative measure).

Maximum Time Frame

The student must complete a program within one and a half times the length of the program based on credits. Therefore, the program must successfully be completed at the maximum timeframe of 135 attempted credits in the Associate of Science program and 78 attempted credits in the Certificate program.

Failure to Successfully Complete Program within Maximum Time Frame

A student is not permitted to exceed the maximum time frame for completion of his/her program. The student will be dismissed from the program of study when it is determined he/she will not be able to complete the program without exceeding the maximum time frame.

Required Minimum Academic Achievement

In order to be considered in satisfactory academic progress, a student must have earned the following cumulative grade point average (CGPA) and incremental completion rate (ICR) at the following evaluation points:

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

If a student fails to meet the SAP requirements, that student will be placed on a warning until the end of the next evaluation period. If a student is not meeting SAP at the end of the warning period the student is placed on probation, until the next satisfactory progress check.

Effect of Grades on Satisfactory Academic Progress

Courses with grades with 'F', 'W', and 'I' are not counted as credits successfully completed, but are counted as credits attempted and will therefore affect the ICR. Grades of 'I' and 'W' are not used in the calculation of CGPA.

Effect of Transfer of Credit on Satisfactory Academic Progress

Transfer of credits will be counted as both completed and attempted credits when calculating the ICR and for determining the maximum time frame. However, the credits will not count in the CGPA.

Effect of Basic Coursework on Satisfactory Academic Progress

The college does not offer non-credit or remedial coursework.

Effect of Repeating a Course on Satisfactory Academic Progress

A student is required to repeat any course in which he/she has received a grade of 'F' or 'W'. The new grade will replace the original grade for the purpose of calculating the CGPA. However, both courses will be considered credits attempted for the purpose of determining ICR.

Effect of Program Change on Satisfactory Academic Progress

A student who changes programs must submit a written request for a program change. The Dean of Schools will complete a form identifying which courses have been completed and which, if any, count toward the graduation requirements of the new program. Depending on the program, one of the following procedures will apply;

All coursework that applies to the new program will be used in the calculation of satisfactory academic progress, including both the CGPA and ICR. The student will need to sign a new enrollment agreement for the new program; or

If there are no relevant courses applicable to the new program, the student will begin the new curriculum with a new normal program length, maximum time frame, CGPA and ICR. The student will need to sign a new enrollment agreement for the new program.

Additional Degree-Seeking Students

Students who successfully complete a program at Agape College of Business and Science may be allowed to re-enroll in another program. In order to enroll, they must reapply to the College as a new enrollment following the completion of all admission requirements.

Distance Education

For distance education courses student discussion posts, activities, and assessments will be evaluated with a score and returned to students within 10 days after the activity is received or completed in the Populi Portal or Populi discussion module. Scores for student discussion posts, activities, and assessments will be returned to students through the Populi portal drop box or within the discussion module. For the full Distance Education Policy, see page 40.

Changing Final Grades

A change to a final grade must have a documented reasoning from the instructor and must be approved by the Academic Governance Committee (AGC).

Final grade changes for courses that are incompletes (INC) do not need Academic Governance Committee approval.

Warning and Probation

Failure to achieve and maintain a 70% cumulative grade point average will result in the student being placed on warning.

Students that have been placed on a warning will meet with a college official to develop a warning plan that will outline requirements for the student to meet satisfactory progress standards in a specific timeframe. The student's warning plan will be reviewed with the student during the warning period as stated on the plan.

At the end of the period of warning, if the student does not meet the minimum standards to obtain satisfactory progress, the student will be placed on academic probation. The student will meet with the a college official to develop an academic plan that will outline

requirements for the student to meet satisfactory progress standards in a specific timeframe. The student's academic plan will be reviewed with the student during the probation period as stated on the plan.

A student may be on academic probation one time during his / her program unless granted a successful appeal.

Appealing Probation

A student may appeal an academic probation by requesting a review by the AGC. The written appeal must state the mitigating circumstances that contributed to the academic determination. The written appeal must be supported with appropriate documentation that may include mitigating circumstances with explanation on how the circumstances have been remedied or changed, as applicable. Mitigating circumstances are events that are outside the students control and are unavoidable.

Examples of events that may be considered a mitigating circumstance and which has negatively impacted academic progress include but are not limited to: death of an immediate family member, student illness requiring hospitalization, previously undocumented disability, work-related transfer or change in work schedule during the term, natural disaster, and/or financial hardship.

The student may be asked to appear in person during the review process when deemed necessary by the college official or request an AGC member. The appeal process ends with the Dean. Appeals may result in any one of the following actions:

- Reinstatement on probation with an academic plan where the student will be held to specific requirements which must be met by the end of the next course.
- Reinstatement without probation should documentation support satisfactory progress.
- Denial of the appeal and the student will be dismissed from the program.

When SAP is met within the timeframe documented on the academic plan the student will have established satisfactory academic progress.

Procedures for Re-establishing SAP after Academic Dismissal

A student who is denied an appeal is not eligible for reentry to the College for at a minimum one quarter. If applying for readmission, the student must meet with a college official at least one month prior to the start of the term in which the student wishes to return following the appeal denial described in the section above. The student must demonstrate resolution to any mitigating circumstances.

A readmission student who is granted admissions who was dismissed due to unsatisfactory progress will be placed on probation with an academic plan upon re-entry and will be required to meet certain requirements as outlined in the academic plan as specified by the college official and / or the AGC. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student's academic performance. When

SAP is met within the timeframe documented on the academic plan the student will have established satisfactory academic progress.

MAKE-UP WORK

It is required that all make-up work be completed within one week of the completion of each individual course within each program, unless prior arrangements are made between the school and the student. Work related grades will be reduced for late work, subject to the instructor's discretion. Failed tests may be retaken, with the grade discounted one letter grade from the score actually achieved.

GRADUATION REQUIREMENTS

Students of Agape College of Business and Science that meet the following requirements will receive a degree or certificate of completion for their program of study:

1. 70% overall grade.
2. Cleared all financial obligations to the School.

Agape College of Business and Science does not have a cumulative final test for any of the programs but the college does require a Microsoft Suite Examination in Word or Excel for all Business Administration degrees and certificates. All certificate programs require final examination.

WITHDRAWAL FROM PROGRAM

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.
- The student has failed to return from a leave of absence.

STUDENT SERVICES

Agape College of Business and Science provides students with the following services:

- Academic Advising is available from the school teaching staff.

- Personal Problems – Students with personal problems will be referred to a school official who will try to help the student resolve such problems, or may refer the student to the vocational counselor or a therapeutic counselor through an outside agency. Students may be referred to appropriate community resources.
- Substance Abuse – Students who may have a substance abuse problem (alcoholism- drugs) will be referred to the Alcoholism Council of Fresno. All students with known problems of substance abuse will be required to enroll in a treatment or maintenance program (i.e. AA) as a condition of remaining in their program at the school.
- Housing – Agape College of Business and Science does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Fresno, CA rental properties start at approximately \$700 per month.
- Tutorial- Agape College of Business and Science provides tutorial to students at no cost. Students must set a schedule for tutorial sessions separately with the onsite tutor.
- Placement Assistance – Agape College of Business and Science provides the following placement assistance:

During the final two quarters of the degree programs, students enroll in two courses that review advanced research, interview techniques, and employer networking. This course prepares the student for the workplace months in advance before graduation. During these courses, the Career Services Department will be work directly with these students making contacts and building confidence and professionalism.

Upon graduation, the Career Services Department will be available to assist graduates, Monday-Thursday from 9:00 am to 5:00 pm and Friday from 9:00 am to 2:00 pm.

Agape College of Business and Science does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.

LIBRARY AND OTHER LEARNING RESOURCES

Most resources needed for the student to learn are contained in the textbooks, workbooks, and handout materials. Since most of the courses are technological in nature, any additional research that may be required is obtainable at the ACBS onsite library or on the Internet, which is available to each student in all classes. In addition, Agape College of Business and Science has access to the LIRN® electronic library which is an academic multi-disciplinary database. ACBS has access to a total of 116 online library databases. The LIRN® electronic library currently includes resources from the following vendors: ProQuest, ProQuest Central, ProQuest Entrepreneurship (65 Databases), Gale Silver Core, Gale Virtual Reference Library (44 Databases) ProQuest Ebook Central: Academic Complete and Internet Sources.

Students will also be able to receive help from a Librarian electronically and during Librarian scheduled times onsite. The Librarian hours on site are posted in the Multipurpose Room for viewing by all students. Students are able to access library resources by using the onsite library and multimedia resource lab during posted school hours. Electronic library resources may be obtained from the internet at home or mobile services.

For additional resources, the Fresno County Public Library is located just two blocks from the campus at 2420 Mariposa Mall, Fresno, CA 93721, and is easily within walking distance.

STUDENT CONDUCT AND DRESS CODE POLICY

Students shall, at all times on the school premises, conduct themselves in an orderly and considerate manner. They should always appear for classes in a sober and receptive condition. Violation of this policy is just cause for probation and/or dismissal. Students are encouraged to maintain a professional appearance. A percentage of the student's grade is based upon professional appearance and grooming. Casual/Business attire is recommended. Tank tops, shorts, and flip-flop sandals will not be allowed.

Academic Honesty

The entire ACBS community is expected to uphold the highest standards of academic honesty. For students, this requires that they do their own work honestly, without cheating or plagiarizing.

ACBS does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College. If intentional acts of dishonest behavior occur, the College has established clear-cut procedures designed to address these types of situations along with appropriate penalties to censure such activities, both of which are set forth below.

- 1) The ACBS plagiarism policy is clearly featured in the ACBS college catalogue.
- 2) All ACBS students participate in the ACBS Student Success workshop which educates students on the definition of plagiarism, the ACBS plagiarism policy and specific ways to document sources in order to avoid plagiarism.
- 3) Upon completion of the ACBS Student Success workshop, each student will sign an advising form verifying that they attended the workshop, they received the plagiarism policy, and that they understand what plagiarism is and how to avoid it.

Violations

Three basic categories of dishonest behavior are noted below, along with several examples of each.

- 1) Misrepresentation of academic work:
 - a. Using another's statements or thoughts without giving that source proper credit (plagiarism).

- b. Submitting for credit an assignment prepared by another person (or persons).
- 2) Interference with academic pursuits requiring independent effort:
- a. Giving, receiving, or using unauthorized assistance on examinations.
 - b. Collaboration with others when independent work is required. Deliberately defacing or removing course materials, thereby making them unavailable to others.
- 3) Buying, selling, or bribing:
- a. Offering to buy or sell unauthorized assistance on examinations, papers, or grades.
 - b. Offering or accepting bribes related to academic work.

Investigation and Penalty

- 1) In the event that an instructor suspects that an ACBS student has plagiarized or cheated in an ACBS class, the instructor will interview the student, gather the supporting evidence involved and presents the accusations and evidence to the Associate Dean in writing.
- 2) The Associate Dean will review the instructor's statement and interview the instructor, interview the student(s) involved, and review the evidence.
- 3) Upon this review and based on all evidence, the Associate Dean will determine if the student has committed academic dishonesty.
- 4) The Associate Dean will then meet with the student to discuss the findings.
- 5) If the student is found to have cheated or committed plagiarism, and it is the student's first offense, the student will be required to retake the Student Success Seminar in order to review all ACBS Academic Honesty policies and procedures. For the first offense, the student may be given an F on the assignment in question or the student may be required to complete the entire assignment over again. The Associate Dean will place a formal written warning in the student's file documenting the incident.
- 6) If a student is found guilty of cheating or plagiarism and it is the student's second offense, that student is subject to immediate removal from the college by the Dean of Students.

Code of Conduct for Distance Education/Online Courses

Freedom of speech and expression is valued not only throughout the society but also, and particularly, in the academic setting. Equally valued is the respect given to computer systems and information technology. To that end, students will adhere to the following online code of conduct:

1. Access ACBS courses only for lawful purposes.
2. Respect the privacy of other members of the class and other students.
3. Respect the integrity of ACBS's computer systems.
4. Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner.

5. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells.
6. Abide by all rules and regulations in the ACBS student code of conduct and agree to be subject to disciplinary actions as described in the ACBS Catalog.

STUDENT GRIEVANCE PROCESS AND PROCEDURES

Persons seeking to resolve problems or complaints should proceed with the following steps:

1. First discuss the matter with the instructor in charge to try to resolve the issue. If the problem cannot be resolved, then the student should resort to step 2.
2. Requests for further action may be made in writing to the Dean. If the problem is not resolved within ten days from the receipt of the letter, the student should proceed to step 3.
3. If the issue has not been resolved within ten days, the student may proceed to meet with the Board of Directors on the next Board meeting agenda. The student will then receive a written response from the Board after the written complaint has been forwarded to and reviewed by the school's attorneys. If the problem still has not been resolved the student should proceed to step 4.
4. A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.
5. If the complaint has not been resolved by the College to the satisfaction to the student, the complaint may be referred to the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First St. NE #980, Washington, DC 20002, 202-336-6780.

SAFETY COMPLIANCE

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

CAMPUS VIOLENCE

Agape believes that prevention campus violence begins with recognition of awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

Campus violence includes:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempt to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Agape property, or a demonstrated pattern of refusal to follow Agape policies and procedures;
- Defacing Agape property or causing physical damage to the facilities;
- Bringing weapons or firearms of any kind on school property, or in school parking lots.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted sexual unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Prohibited unlawful sexual harassment includes, but is not limited to, the following behavior:

- Unwanted sexual advances
- Offering benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct: Making or using derogatory comments, epithets, slurs, or jokes of a sexual nature
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letter, notes, or invitations
- Physical conduct: touching, assault, impeding or blocking movements

A student who believes to be the subject of unlawful harassment or observes another student being unlawfully harassed should provide a written complaint to the instructor or Dean as soon as possible after the incident has occurred. The student should follow the steps listed in the catalog's Complaint Policy if the matter is unresolved.

If Agape College of Business and Science determines that unlawful harassment has occurred, effective action will be taken in accordance with the circumstances involved.

STUDENT RIGHTS POLICY

When a student enrolls at Agape College of Business and Science, they accept both rights and responsibilities. Under the law, students have the right to dissent or protest. This right must be protected, however, if it interferes with other students' right to learn, that right to learn must be protected. The following cannot be tolerated on campus:

- Cannot interrupt or prevent other students from pursuing their educational interests
- Cannot interfere with faculty and administration
- Cannot prevent classified employees from fulfilling their duties
- Cannot endanger the safety of anyone on campus

If Agape College of Business and Science determines that campus violence has occurred, Agape will take appropriate corrective action and will impose discipline on offending students. The appropriate discipline will depend on the particular facts but may include but not limited to written or oral warnings, probation, suspension, or immediate termination of training.

RECORDS RETENTION

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

STUDENT ACCESS TO FILES

Students may have access to their student files upon written request to the School Admissions Representative with a five day advanced request.

The Family Right and Privacy Act of 1974, Public Law 93-380 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student except for:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- A person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law; and
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A student must sign an individual release for each release of information.

TUITION AND FEES:

New Fees Effective 1/29/19: A.S. in Business Administration and Medical Assistant Certificate

Program	Registration Fee Non-Refundable	Student Tuition Recovery Fee* Non-Refundable	Books/Supplies	Laptop/Equipment	Certifications	Tuition	Total**
A.S. Business Administration	\$130	\$0	\$1700	\$450	\$90	\$5715	\$8,085.00
A.S. Medical Administration	\$130	\$0	\$1925	\$450	\$280	\$5715	\$8,500.00
Medical Assistant Certificate	\$130	\$0	\$525	\$450	\$280	\$2,700	\$4,085.00

*\$0.00 for every \$1,000 rounded to the nearest \$1,000.

**For the period of attendance and entire program. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

Additional costs, as applicable:

Transcripts: \$ 5, Returned Check Fee: \$ 35, Bus Token: \$1 per token, Medical Scrubs: \$22

Scholarship Disclosure

ACBS Awards up to \$10,000 a year in Scholarships to students of ACBS. Students must complete a scholarship application at the time the scholarship within the Scholarship deadline. Scholarships are available at different times of the year based on funding becoming available. Students are notified by email or U.S mail or posted flyer when scholarships are available with a time line to apply. Applications for scholarships must be turned into the ACBS Financial Aid Office by the deadline. Scholarships are received by students on a volunteer basis. ACBS does not guarantee any student a scholarship award within meeting the criteria within this policy. The criteria for a scholarship at ACBS is:

- Have a completed application

- Be in good standing with the college (Academically -2.0 or above and Financially-no outstanding debt)

STUDENT TUITION RECOVERY FUND

1. 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, 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 California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary 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 cost.
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.

TITLE IX NON-DISCRIMINATION IN EDUCATIONAL INSTITUTIONS STATEMENT

Agape College of Business and Science (Agape), in compliance with federal and state laws, does not discriminate on the basis of sex, sexual orientation, or gender in educational programs, services, or activities. Agape is committed to maintaining a safe educational and working environment free of discrimination, harassment, or retaliation on the basis of a protected category. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance” (20 U.S.C. § 1681).

REFUND POLICY

STUDENT’S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Agape College of Business and Science, 1313 P Street, Fresno, CA 93721. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.
- The student has failed to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

ADMINISTRATION

Dr. Linda Scott, Chief Executive Officer & Chief Operating Officer
Diana Padilla, Dean of Schools
Dr. Jeff Hunt, Chief Academic Officer

FACULTY QUALIFICATIONS

The Faculty at Agape College of Business and Science shall have bachelor's degrees when teaching the general core AS degree program courses. Faculty teaching technology or vocational classes within the AS degree programs may satisfy the minimum requirements with an Associate's degree and experience in the subject they are teaching. Faculty teaching Certificate Programs must have 3 years' experience that is relevant to the courses and classes they teach. The following is a list of full-time faculty along with their qualifications including degrees, credentials, experience, and classes/ programs they are qualified to teach.

FULL-TIME FACULTY

Full Time Faculty	Qualifications	Courses
Ameaca Packard	Bachelor of Science in Health Science, AS Clinical/Admin Med Assist	Medical Assisting
Sandra Saunders	Clinical Medical Assisting Certificate, Vocational Nurse Diploma	Medical Assisting
Amy Ellis	Bachelor of Business Administration, Master of Education, Specialization in Educational Technology	Business Core Classes

PROGRAMS

ASSOCIATE OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

Program Description

This is an 18-Month AS degree program that is offered through seated and distance education courses. Instruction for distance education courses is delivered online using the Populi online learning platform. Optional lab time with the instructor is provided on campus throughout the duration of each course. In addition to scheduled labs, instructors hold office hours. Students must complete 90 Units of coursework that include 66 Units of Business, Management, and Technology Coursework, in addition to 24 Units of General Education coursework. Students will be required to access the online library resource once per week to access journal articles and other electronic resources.

Program Objectives

The Business Administration AS Degree program seeks to equip graduates with the skills to develop into leaders in the 21st century workplace, as well as provide foundational content and theory for aspiring entrepreneurs and business owners. Specific skills taught and reinforced include: management theory and practice, Microsoft Office Suite, workplace ethics and foundations, career readiness, and effective communication. General Education coursework is required to ensure graduates demonstrate competency in reading, writing, critical thinking, and oral and electronic communication.

Equipment and Materials

Courses in this program are taught using print and digital textbooks, software, and Populi Instructional modules for on-site interactive discussions (not distance learning). Students will also be required to access the school's online Library resources for electronic journals in order to satisfy research requirements for theory-based courses.

Exit Requirement

All students in the AS Business Administration program must earn a minimum of 70% overall grade point average in the program. All students in the Business Administration AS program will take an exam in the Microsoft Office User Specialist Certification in Microsoft Word or Microsoft Excel.

Research Requirements

Students in AS degree programs will be required to access the online library resource to access journal articles and other electronic resources. Agape College of Business and Science Library resources are found onsite and at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

Business Administration, AS		72 Weeks	C.I.P. Code 52.0201		
Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Quarter Credits
BT101	Computer Fundamentals I	25	10		3
BUS102	Critical Thinking and Problems in the Workplace	30			3
BT103	Word Processing I	25	10		3
BT203	Word Processing and Presentations	25	10		3
BUS104	Ethics in the Workplace	30			3
BUS105	Office Procedures I	25	10		3
BUS205	Office Procedures II	25	10		3
BUS106	*Introduction to Human Resources	30			3
BT107	Spreadsheets I	25	10		3
BT207	Spreadsheets II	25	10		3
BT108	Data Base Management I	25	10		3
BT208	Data Base Management II	25	10		3
BUS109	Marketing, Networking and Internet	25	10		3
BUS110	*Management, Theory, and Practice	30			3

BUS210	*Leadership and Business Management	30			3
BUS112	*Business Math	30			3
ACC212	Business Accounting	25	10		3
ACC113	Quickbooks Basics I	25	10		3
BT214	*Application Certification	10	40		3
BUS217	Practicum			90	3
BUS114	Professional Career Readiness	30			3
BUS216	*Industry/Job Development/Search	10	40		3
Core Total:		530	200	90	66
PSY101	*Introduction to Psychology	30			3
SOC102	*Introduction to Sociology	30			3
ENG203	Contemporary Literature	30			3
SCI103	*Introduction to Natural Science	30			3
ENG104	*Writing and Composition	30			3
ECN204	*Economics	30			3
COM105	Speech Communications	30			3
MTH106	College Math and Algebra	30			3
General Education Total:		240			24
Associate's Degree Total:		770	200	90	90

*Course delivery mode is through distance education.

ASSOCIATE OF SCIENCE DEGREE IN MEDICAL ADMINISTRATION

NEW PROGRAM START DATE: 4/1/2019

Description

This is an 18-Month AS degree program that is offered through direct seated and hands-on instruction. Students must complete 90 Units of coursework that include 66 Units in Medical Assisting with emphasis in Administration and office technology. In addition, students must complete 24 Units of General Education coursework. This includes a requirement of 665 lecture hours, 370 lab hours, and 150 practicum hours.

Program Objectives

The Medical Administration program will enable students to gain advance training and preparation in the Allied Health industry. Graduates will gain hands-on experience logging medical office transactions, procedures, treatments, services, and symptoms. Medical application courses include medical coding, human anatomy, and medical office software applications (EMR). Required coursework also prepares students for issues and challenges that will arise in the 21st Century workplace. General Education coursework will enhance students' ability to effectively communicate, think critically and work cooperatively with others. Students will be introduced to the legal, ethical, and regulatory concepts that are central to medical office management. Students will also gain knowledge of the HIPAA, CLIA and OSHA compliance requirements, industry-specific techniques for filing insurance claims, and diagnostic and procedural coding tasks.

Equipment and Materials

Courses in this program are taught using print and digital textbooks, software, and Populi Instructional modules for on-site and off-site interactive discussions and laboratory activities. Students will also be required to access the school's online Library resources for electronic journals in order to satisfy research requirements for theory-based courses.

Exit Requirement

All students in the Medical Administration AS program must earn a minimum of 70% overall grade point average in the program. In addition, students are required to complete 150 practicum hours.

Research Requirements

Students in AS degree programs will be required to access the online library resource in each course to access journal articles and other electronic resources. Agape College of Business and Science Library resources are found at www.LIRN.net. Journal articles and other periodicals will be required readings throughout the program sequence.

Medical Administration, AS Degree		72 Weeks	C.I.P. Code 51.0705		
Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Quarter Credits
MED101	*Medical Terminology	40	40		6
MED102	Medical Computerized Office	40	40		6
MED103	*Anatomy and Physiology	40	40		6
MED104	Pharmacology and Hematology	40	40		6
MED105	Introduction to Microbiology	40	40		6
MED106	*Medical Law and Ethics	40	40		6
MED107	Administrative Applications	40	40		6
MED108	*Professionalism and Safety	40	40		6
MED209	Externship			150	5
BT101	Computer Fundamentals I	25	10		3
BUS216	**Industry/ Job Development /Search	10	40		3
MED202	Medical Billing and Coding	30			3
MED207	Administrative Applications II	40			4
CORE TOTAL		665	370	150	66
COM105	Speech Communication	30			3
ECN204	**Economics	30			3
ENG104	**Writing and Composition	30			3
ENG203	Contemporary Literature	30			3
MTH106	College Math and Algebra	30			3
PSY101	**Introduction to Psychology	30			3
SCI103	**Introduction to Natural Science	30			3
SOC102	**Introduction to Sociology	30			3
General Education Total					24
Associate's Degree Total		665	370	150	90

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

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

CERTIFICATE PROGRAM

MEDICAL ASSISTANT

Program Description

This is a 10 month Certificate program that is offered through direct seated, hands-on instruction. Students must complete 760 Hours of coursework and practicum hours.

Program Objectives

Upon successful completion of this program, the student will receive a certificate of completion from Agape College of Business & Science. The courses offered in the Medical Assistant Program are designed to prepare the student for employment in both the Community and Institutional settings.

Equipment and Materials

Courses in this program are taught using print and digital textbooks, software, Populi Instructional modules for on-site and off-site interactive discussions and laboratory activities. Students will also be required to access the school's online Library resources for electronic journals in order to satisfy research requirements for theory-based courses.

Exit Requirement

All students in the Medical Assistant certificate program must pass each module with a minimum score of 70%. All students in the Medical Assistant certificate program must successfully complete 120-hour Externship.

Medical Assistant Certificate		40 Weeks	C.I.P. Code 51.0801		
Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Quarter Credits
MED101	*Medical Terminology	40	40		6
MED102	Medical Computerized Office	40	40		6
MED103	*Anatomy and Physiology	40	40		6
MED104	Pharmacology and Hematology	40	40		6
MED105	Introduction to Microbiology	40	40		6

MED106	*Medical Law and Ethics	40	40		6
MED107	Administrative Applications	40	40		6
MED108	*Professionalism and Safety	40	40		6
MED109	Externship			120	4
Certificate Total:		320	320	120	52

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

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

Business Administration, A.S.	
SOC Codes	SOC Titles
11-9199	Managers, All Other
11-3011	Administrative Services Managers
11-9151	Social and Community Service Managers
43-6011	Executive Secretaries and Executive Administrative Assistants
433031	Accounting Clerk
433031	Bookkeeping Clerk

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

Medical Assistant Certificate	
SOC Codes	SOC Titles
31-9092	Medical Assistants

Distance Education

ACBS offers distance education courses in the Associate of Science Degree in Business Administration and Medical Administration. Instruction for distance education courses is delivered online using the Populi online learning platform. Optional lab time with the instructor is provided on campus throughout the duration of each course. In addition to scheduled labs, instructors hold office hours. Also, instruction for selected core courses in the AS Medical Administration program is delivered through a blended model of distance education and residential format.

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

Business Administration, AS

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

Medical Administration, AS

Course Delivery	Number of Courses	Program Percentage
Distance Education	6	29%
Residential Format	11	52%
Blended Model of Distance Education and Residential Format	4	19%

Medical Assistant Certificate

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

Rationale

Distance education provides our adult students a flexible schedule in order to balance family responsibilities and employment obligations.

Resources

Every student at ACBS is provided a lap top either as a loan or by purchase to be used at school or home. The school also offers Internet access and desktop computers on campus. Students have access to a full text online database library (LIRN) 24 hours a day. Technical assistance is provided during their school hours. Students have access to the online

Learning Management System, Populi. Students can access online threaded discussions, assignments, quizzes, exams, email and drop box for uploading assignments to faculty.

Course Objectives and Content

Each online course has course objectives and content aligned with course specific competencies. The course objectives and content is located on each syllabi located in the Populi platform. The online course material was developed by administration and faculty to meet the learning outcomes of each course. In addition the platform and curriculum was reviewed on-site by the Bureau for Private Postsecondary Education, Education Unit personnel who found the material and access to be sound and recommended to the College at that time to make the program an Associate of Science, rather than an occupational degree.

Attendance is recorded through the Populi platform to monitor that each student is meeting discussion deadlines and responding to discussion question posted within each module weekly. The platform tracks time spent online and assignments posted. All students must enter the course in the online platform within 5 days of the beginning of the course. Students that do not log on to the course and place a response to the discussion board with five days from the beginning date of the course will may be withdraw from the course.

Students are required to write a formal response to the discussion board within 5 days of the discussion being posted by a faculty member. In addition students must respond to 2 classmate posts before the end of the week (7 days of the discussion being posted by a faculty member). Students that fail to complete discussion post will meet with their academic advisor and upon the second meeting placed on probation. If probation is failed the student will be withdrawn from the course.

Student Assessments

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

Business Administration, AS

Course Number	*Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Quarter Credits
BUS110	*Management, Theory, and Practice	30			3
BUS210	*Leadership and Business Management	30			3

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

**Course delivery mode is through distance education.*

Medical Administration, AS

Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Quarter Credits
MED101	*Medical Terminology	40	40		6
MED103	*Anatomy and Physiology	40	40		6
MED106	*Medical Law and Ethics	40	40		6
MED108	*Professionalism and Safety	40	40		6
BUS216	**Industry /Job Development/Search	10	40		3

ECN204	**Economics	30			3
ENG104	**Writing and Composition	30			3
PSY101	**Introduction to Psychology	30			3
SCI103	**Introduction to Natural Science	30			3
SOC102	**Introduction to Sociology	30			3

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

**Course delivery mode is through distance education.*

Medical Assistant Certificate

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

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

Distance education and administrative oversight is provided by the Faculty Distance Educator.

COURSE DESCRIPTIONS

BUSINESS ADMINISTRATION-AS

BT214 Application Certification

Quarter Credits: 3

Prerequisite: BT203, BT207, BT208

This course provides an opportunity to reinforce the previous learning with instructor-monitored review of computer hardware, software, with an emphasis on the Microsoft Office suite including all levels of Word, Excel, Access, PowerPoint, and Publisher. This is also an excellent preparation for the Microsoft Office User Specialist examination.

ACC212- Business Accounting

Quarter Credits: 3

Prerequisite: BUS112

Provides a basic introduction into business accounting through the use of double-entry manual accounting. The student will learn the difference between Cash and Accrual accounting methods, debits and credits, understand the information on the Profit and Loss Statement and Balance Sheet, analyze transactions, understand reports, and understand GAAP (Generally Accepted Accounting Principles).

BUS112 - Business Math

Quarter Credits: 3

Prerequisite: None

A basic introduction to the 10 key calculator as well as the basic mathematical formulas used in businesses. Emphasis will be on correctly setting up and operating a 10 key, perform basic math skills using the 10 key, work with fractions, decimals, and conversions, calculate various percentages and averages, perform mark-ups and mark-downs, understand and perform Measures of Central Tendency.

BT101 - Computer Fundamentals I:

Quarter Credits: 3

Prerequisite: None

This course will cover a basic introduction to the personal computer with an emphasis towards terminology, hardware, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

BUS102 - Critical Thinking and Problems in the Workplace

Quarter Credits: 3

Prerequisite: None

This course focuses on instruction and practice in critical thinking and problem-solving through analysis of case studies and workplace scenarios. Students learn to work in teams, to identify and resolve problems, and to use research effectively to gather and evaluate information relevant to solving problems.

BT108 - Database Management I

Quarter Credits: 3

Prerequisite: BT101

Introduces the student to the basics of database operations through the application of Microsoft Access. Emphasis will be on understanding what a database is and when to use one, creating a database, creating and modifying a table, create a form, creating and modifying queries, and setting field properties.

BT208 - Database Management II

Quarter Credits: 3

Prerequisite: BT108

Introduces the student to the intermediate and advanced usage of Microsoft Access. Focus will be on relational databases, planning and creating related tables, One-to-Many relationships, multiple table queries, forms and sub forms, the Database Wizard, using Format Painter, and inserting images into the database. Group learning will be introduced through team projects assigned throughout the course.

BUS104 - Ethics in the Workplace

Quarter Credits: 3

Prerequisite: None

This course introduces and reinforces the ethical responsibilities of management in the workplace. Topics include: legal and ethical issues in business, whistle blowing, privacy and technology, diversity, sexual harassment, workplace safety, environmental protection, marketing and advertising, and product liability.

BUS216- Industry/Job Development/Search

Quarter Credits: 3

Prerequisite: BUS114

This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

BUS106 - Introduction to Human Resources

Quarter Credits: 3

Prerequisite: None

This course introduces students to legal and managerial implications of human resource functions in the areas of recruitment and employee selection, training, evaluation, professional development, and document preparation and management.

BUS210 - Leadership and Business Management

Quarter Credits: 3

Prerequisite: BUS110

Leadership and Business Management: This course explores historical foundations of leadership theory. Students will learn and apply principles of leadership theory to various workplace environments and scenarios. Students will identify their leadership styles and traits and develop a plan to improve their leadership skills.

BUS110 - Management Theory and Practice

Quarter Credits: 3

Prerequisite: None

This course explores the field of management in theory and practice. Students learn to apply management concepts to current workplace issues. Students apply theories to case studies and practical scenarios to achieve desired outcomes in the workplace.

BUS109 - Marketing, Networking and Internet

Quarter Credits: 3

Prerequisite: None

This course covers the foundations of designing, building, and maintaining a network with an emphasis on marketing technology. It provides students with an understanding of network basics and emerging local area network technologies. Students will apply their knowledge of networking and the internet to the use of Social Media, email, and other internet-based communication tools.

BUS105 - Office Procedures I

Quarter Credits: 3

Prerequisite: None

Will introduce the student to the basics of modern office procedures and operations through the use of the latest office technology. Emphasis will be on understanding the duties of an office and what is expected of the employee, organizing various duties into a daily routine, preparing reports, telephone answering techniques, call transfers, and message taking, understanding shipping and mail services used in the workplace.

BUS205 - Office Procedures II

Quarter Credits: 3

Prerequisite: BT105

A continuation of intermediate modern office procedures and operations through the use of the latest office technology. Emphasis will be on setting up and using a basic filing system, using a photocopier, understanding and using facsimile machines and procedures for sending a FAX, and continuation on letter writing, reports, telephone answering techniques, and taking messages. Group projects will be assigned to encourage teamwork.

BUS217 - Practicum

Quarter Credits: 3

Prerequisite: All courses prior to the last quarter of enrollment.

This course provides an opportunity for students to gain practical experience in a professional setting. Students will apply their acquired skills and knowledge within their

practicum experience. The student intern is expected to work a total of 90 hours under the direct supervision of a working professional.

BUS114 - Professional Career Readiness

Quarter Credits: 3

Prerequisite: None

This course provides an examination of career development and career readiness literature. Students will learn career readiness skills to apply to their personal lives as well as provide guidance for others. Students will examine and apply print and electronic resources related to career choices, education and experience requirements, and trends in local job markets.

BT107 - Spreadsheets I

Quarter Credits: 3

Prerequisite: BT101

Introduces students to the basics of spreadsheet applications through the use of Microsoft Excel. The student will learn to format and edit worksheets, apply patterns and borders to a worksheet, create and print out reports, discover Conditional Formatting, and use Auto format and pre-designed templates.

BT207 - Spreadsheets II

Quarter Credits: 3

Prerequisite: BT107

Exposes the student to intermediate and advanced usage of Excel. The student will create and print more advanced reports, use intermediate and advanced formulas and functions, use several operators, generate multiple totals with AutoSum, use IF Function, run a Macro, and freeze columns and rows. Teamwork will be encouraged through assigned group projects.

ACC113 - QuickBooks Basics I

Quarter Credits: 3

Prerequisite: None

Students will be introduced to business accounting through the use of QuickBooks accounting software. Emphasis will be on accounting basics applied to electronic data entry in QuickBooks. Students will create a small business using the "Easy-Step Interview", understand and set up Accounts Receivable and Accounts Payable, create and edit an invoice, record and pay bills, and create Customer and Vendor Lists.

BT103 - Word Processing I

Quarter Credits: 3

Prerequisite: BT101

Provides a basic introduction into word processing using Microsoft Word. Emphasis will be on text entry, document editing and formatting, and creating simple business letters. Group projects as well as individual learning will be emphasized.

BT203 - Word Processing and Presentations

Quarter Credits: 3

Prerequisite: BT103

Students will learn and apply advanced word-processing tools and techniques to develop and enhance communication skills. Students will apply skills to create multimedia presentations using presentation software. Students will also incorporate graphics, fonts, styles, layout techniques, and online resources in both electronic and print presentations.

GENERAL EDUCATION

MTH106 College Math and Algebra

Quarter Credits: 3

Prerequisite: None

An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra, and solving systems by substitution. The course will also provide students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities.

ENG203 Contemporary Literature

Quarter Credits: 3

Prerequisite: None

This course covers selected works in American Literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ECN204 Economics

Quarter Credits: 3

Prerequisite: BUS112

The course will give students a general introduction to the subject matter and analytical tools of economics. This is a General Education Course in which students learn about the ways economics can be used to explain personal, business, and political economic behavior and policy.

SCI103 Introduction to Natural Sciences

Quarter Credits: 3

Prerequisite: None

Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

PSY101 Introduction to Psychology

Quarter Credits: 3

Prerequisite: None

This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.

SOC102 Introduction to Sociology

Quarter Credits: 3

Prerequisite: None

This course introduces the student to the fundamentals of Sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied, as well as the effect of society on people and people on society.

COM105 Speech Communication

Quarter Credits: 3

Prerequisite: None

This course will introduce students to the theories and techniques involved in public speaking. The course will emphasize organization and composition of informative and persuasive speeches; practice in clearly stating and developing ideas.

ENG104 Writing and Composition

Quarter Credits: 3

Prerequisite: None

This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

MEDICAL ADMINISTRATION-AS

MED101 Medical Terminology

Quarter Credits: 6

Prerequisite: None

This Module will cover the basic fundamental word elements used to build medical terms. Identify and give the meaning of selected prefixes that pertain to position or placement, numbers and amounts, and those that are descriptive and used in general. Identify and give the meaning of selected word elements that pertain to weights and measures. Identify and give the meaning of selected suffixes that pertain to pathologic conditions, those used in diagnostic and surgical procedures, and those that are used in general. Analyze, build, spell, and pronounce selected medical words. Interpret terms related to diagnosis and clinical procedures and identify and list the definitions of surgical terms. Identify major regions, organs, organ systems of the body systems and learn proper terminology and spelling of the body systems.

MED102 Medical Computerized Office

Quarter Credits: 6

Prerequisite: None

This module will provide instruction for students in software that assists in all aspects of the medical front office. This instruction includes proper scheduling, service charges, payment processing, billing, and how to create various reports. Understanding the basic fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient are also covered. Keyboarding, ten-key calculator, and transcription are practiced for increased accuracy and speed.

MED103 Anatomy and Physiology

Quarter Credits: 6

Prerequisite: None

This module will provide an overview of the basic principles of the human body, along with an introduction to clinical assisting. This module will also assist with the development of a medical vocabulary utilizing word construction and analysis. The students will be introduced to both OSHA and CLIA regulations. The students will also learn to obtain vital signs, prepare patients, obtain patient histories, and proper documentation of patient charts. Students will be able to identify and properly apply a 12-lead EKG unit to a patient and EKG strip mounting. This module will include an introduction to Radiology safety, contrast media, & patient education.

MED104 Pharmacology and Hematology

Quarter Credits: 6

Prerequisite: None

The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. The focus of this module will include pharmacology, administration of both parenteral and nonparenteral medications, interpretation of medication orders and abbreviations, as well as patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures will be introduced in this mod. Students will be given an introduction to hematology, chemistry lab values, venipuncture, microhematocrits, differential cell counts, standard precautions, screenings and follow-ups, and proper documentation of records.

MED105 Introduction to Microbiology

Quarter Credits: 6

Prerequisite: None

This module will introduce students to bacterial cell structures, microscope usage, and various types of equipment used in the microbiology laboratory. In this module, students will also learn how to safely handle all specimens and identify the types of media used to collect specimens. Students will be introduced to the importance of and steps involved in quality control in the microbiology laboratory, as well as sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgical assisting.

MED106 Medical Laws and Ethics

Quarter Credits: 6

Prerequisite: None

This module will introduce students to federal, state and local guidelines. Students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances. Students will gain an understanding of ethical principles, the promotion of the RMA credential legal concepts, confidentiality expectations, preparation and maintenance of confidential records, and appropriate guidelines to follow when releasing information.

MED107 Administrative Applications

Quarter Credits: 6

Prerequisite: None

Students will be introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be discussed. The Privacy Rule will be discussed to provide strong privacy protections that do not interfere with patient access to, or the quality of health care delivery. The student will also learn to obtain vital signs and will learn proper documentation of patient charts. The course will assist with the development of a medical vocabulary utilizing word construction and analysis.

MED108 Professionalism and Safety

Quarter Credits: 6

Prerequisite: None

This module will provide a basic introduction to job search skills necessary to prepare the student for externship and employment. Skills will include completing job applications, resumes, cover letters, and thank you notes, demonstrate professional appearance and workplace etiquette, practice interview techniques, and understand the expectations of professional workplace communication. This module will also introduce OSHA and CLIA regulations, an introduction to Radiology safety, contrast media and patient education. Students will also receive CPR/AED/First Aid, and Emergency Oxygen and Blood Borne Pathogen training.

MED202 Medical Billing and Coding

Quarter Credits: 3

Prerequisite: MED107

In this course students gain a greater understanding of billing and coding for the purpose of health care. Students will focus on using medical terminology to determine correct actions in reimbursement process. Students will focus on insurance plans, medical ethics in billing, HIPAA, diagnostic and procedural coding, coding compliance and auditing, physician and hospital billing, Medicare, Medicaid, and TRICARE, EOBs, refunds, and appeals, workers compensation and electronic claims processing. Students will fully review ICD-10-CM/PCS, CPT, and HCPCS code assignments.

MED207 Administrative Applications II

Quarter Credits: 3

Prerequisite: MED102, MED107

This course provides a detailed overview of principles to manage a medical office, critical thinking, and concepts including organizational trends, technology, cultural diversity, and global business ethics. Students will explore the principles of problem solving, system thinking, and productivity evaluation. Students will be offered a certification in Microsoft Excel and gain training in Microsoft Suite.

MED209 Externship

Quarter Credits: 5

Prerequisite: MED101, MED102, MED103, MED104, MED105, MED106, MED107, & MED108

The externship is designed to prepare future Medical Assistant with “real world” experience in the field. Eligible students will be assigned a position within one of the settings in order to perform the duties of a Medical Assistant. The position is unpaid and used for class credit only. Successful completion of this Module is required to satisfy requirements for the completion of the program. Students may use the externship as practical experience on their resume.

BT101 - Computer Fundamentals I:

Quarter Credits: 3

Prerequisite: None

This course will cover a basic introduction to the personal computer with an emphasis towards terminology, hardware, software, and keyboarding skills. Group learning will be encouraged through team assignments and projects.

BUS216- Industry/Job Development/Search

Quarter Credits: 3

*Prerequisite: *BUS114 – Professional Career Readiness*

**Not applicable to the AS Medical Administration Program*

This course provides a basic introduction to job search skills that will assist the student in finding a job. Students will research their specific industry and begin the job search process. Skills will include understanding what the employer looks for during an interview, interview role-play and videotaping, using appropriate language during an interview, follow-up techniques, and job search etiquette. Job search assistance and counseling from the Placement Department will also take place during this time.

GENERAL EDUCATION

MTH106 College Math and Algebra

Quarter Credits: 3

Prerequisite: None

An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra, and solving systems by substitution. The course will also provide

students with an opportunity to overcome math anxiety while discovering the connections between algebra and day- to- day activities.

ENG203 Contemporary Literature

Quarter Credits: 3

Prerequisite: None

This course covers selected works in American Literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ECN204 Economics

Quarter Credits: 3

*Prerequisite: *BUS112*

*Not applicable to the AS Medical Administration Program

The course will give students a general introduction to the subject matter and analytical tools of economics. This is a General Education Course in which students learn about the ways economics can be used to explain personal, business, and political economic behavior and policy.

SCI103 Introduction to Natural Sciences

Quarter Credits: 3

Prerequisite: None

Major topics include planetary motion, mechanical energy and heat, electricity and magnetism, atomic models, chemical bonds, nuclear energy, and relativity. Science is presented as a process of obtaining knowledge about the physical world.

PSY101 Introduction to Psychology

Quarter Credits: 3

Prerequisite: None

This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.

SOC102 Introduction to Sociology

Quarter Credits: 3

Prerequisite: None

This course introduces the student to the fundamentals of Sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied, as well as the effect of society on people and people on society.

COM105 Speech Communication

Quarter Credits: 3

Prerequisite: None

This course will introduce students to the theories and techniques involved in public speaking. The course will emphasize organization and composition of informative and persuasive speeches; practice in clearly stating and developing ideas.

ENG104 Writing and Composition

Quarter Credits: 3

Prerequisite: None

This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information. The student will complete a variety of writing assignments to demonstrate their grasp of these principles.

MEDICAL ASSISTANT-CERTIFICATE

MED101 Medical Terminology

Quarter Credits: 6

Prerequisite: None

This Module will cover the basic fundamental word elements used to build medical terms. Identify and give the meaning of selected prefixes that pertain to position or placement, numbers and amounts, and those that are descriptive and used in general. Identify and give the meaning of selected word elements that pertain to weights and measures. Identify and give the meaning of selected suffixes that pertain to pathologic conditions, those used in diagnostic and surgical procedures, and those that are used in general. Analyze, build, spell, and pronounce selected medical words. Interpret terms related to diagnosis and clinical procedures and identify and list the definitions of surgical terms. Identify major regions, organs, organ systems of the body systems and learn proper terminology and spelling of the body systems.

MED102 Medical Computerized Office

Quarter Credits: 6

Prerequisite: None

This module will provide instruction for students in software that assists in all aspects of the medical front office. This instruction includes proper scheduling, service charges, payment processing, billing, and how to create various reports. Understanding the basic fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient are also covered.. Keyboarding, ten-key calculator, and transcription are practiced for increased accuracy and speed.

MED103 Anatomy and Physiology

Quarter Credits: 6

Prerequisite: None

This module will provide an overview of the basic principles of the human body, along with an introduction to clinical assisting. This module will also assist with the development of a

medical vocabulary utilizing word construction and analysis. The students will be introduced to both OSHA and CLIA regulations. The students will also learn to obtain vital signs, prepare patients, obtain patient histories, and proper documentation of patient charts. Students will be able to identify and properly apply a 12-lead EKG unit to a patient and EKG strip mounting. This module will include an introduction to Radiology safety, contrast media, & patient education.

MED104 Pharmacology and Hematology

Quarter Credits: 6

Prerequisite: None

The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. The focus of this module will include pharmacology, administration of both parenteral and nonparenteral medications, interpretation of medication orders and abbreviations, as well as patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures will be introduced in this mod. Students will be given an introduction to hematology, chemistry lab values, venipuncture, microhematocrits, differential cell counts, standard precautions, screenings and follow- ups, and proper documentation of records.

MED105 Introduction to Microbiology

Quarter Credits: 6

Prerequisite: None

This module will introduce students to bacterial cell structures, microscope usage, and various types of equipment used in the microbiology laboratory. In this module, students will also learn how to safely handle all specimens and identify the types of media used to collect specimens. Students will be introduced to the importance of and steps involved in quality control in the microbiology laboratory, as well as sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgical assisting.

MED106 Medical Laws and Ethics

Quarter Credits: 6

Prerequisite: None

This module will introduce students to federal, state and local guidelines. Students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances. Students will gain an understanding of ethical principles, the promotion of the RMA credential legal concepts, confidentiality expectations, preparation and maintenance of confidential records, and appropriate guidelines to follow when releasing information.

MED107 Administrative Applications

Quarter Credits: 6

Prerequisite: None

Students will be introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be discussed. The Privacy Rule will be discussed to provide strong privacy protections that do not interfere with patient access to, or the quality of health care delivery. The student will also learn to obtain vital signs and will learn proper documentation of patient charts. The course will assist with the development of a medical vocabulary utilizing word construction and analysis.

MED108 Professionalism and Safety

Quarter Credits: 6

Prerequisite: None

This module will provide a basic introduction to job search skills necessary to prepare the student for externship and employment. Skills will include completing job applications, resumes, cover letters, and thank you notes, demonstrate professional appearance and workplace etiquette, practice interview techniques, and understand the expectations of professional workplace communication. This module will also introduce OSHA and CLIA regulations, an introduction to Radiology safety, contrast media and patient education. Students will also receive CPR/AED/First Aid, and Emergency Oxygen and Blood Borne Pathogen training.

MED109 Externship

Quarter Credits: 4

Prerequisite: MED 101, 102, 103, 104, 105, 106, 107, 108

The externship is designed to prepare future Medical Assistant with “real world” experience in the field. Eligible students will be assigned a position within one of the settings in order to perform the duties of a Medical Assistant. The position is unpaid and used for class credit only. Successful completion of this Module is required to satisfy requirements for the completion of the program. Students may use the externship as practical experience on their resume.