

# TRITON INSTITUTE



## **CATALOG 2017**

**This Catalog Covers the Time Period:**

**01/01/2017 - 12/31/2017**

**830 Stewart Dr.**

**Sunnyvale, CA 94085**

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January 2017

**Bureau for Private Postsecondary Education Approval**

Triton Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE), school code: 1942501. Approval means that the institution is in compliance with the California Postsecondary Education Act of 2009.

For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll-free at (888) 370-7589, or visit its website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Questions about this catalog:** Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Triton Institute may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Mailing address:  
P. O. Box 980818  
W. Sacramento, CA 95798-0818

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Toll Free Number:**  
**1 (888) 370-7589**

**Telephone Number:**  
**(916) 431-6959**

**Fax Number:**  
**(916) 263-1897**

# INTRODUCTION

This publication is an announcement of the current certificate programs and course offerings provided by Triton Institute.

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.

This catalog is for information only and is subject to change without notice. Courses, faculty assignments, prerequisites, graduation or completion requirements, standards, tuition and fees, and programs may change from time to time.

Triton Institute reserves the rights to change requirements regarding admission, the courses and their contents, the organization of curriculum, retention, awarding of degrees, and other necessary rules and regulations. Such regulations shall be effective whenever determined by the appropriate faculty and administrative bodies; they may govern both old and new students.

Every effort, however, has been made to assure that all regulations and curriculum information contained in this *Catalog* are correctly updated as of January 1, 2017.

The catalog is available both online and in hardcopy format if requested. The Triton Institute Catalog and other pertinent information are also available at Office of Admissions as well as on the Institute website at [www.tritoninstitute.org](http://www.tritoninstitute.org).

The Triton Institute official website [www.tritoninstitute.org](http://www.tritoninstitute.org) includes all of the following documents available to the public:

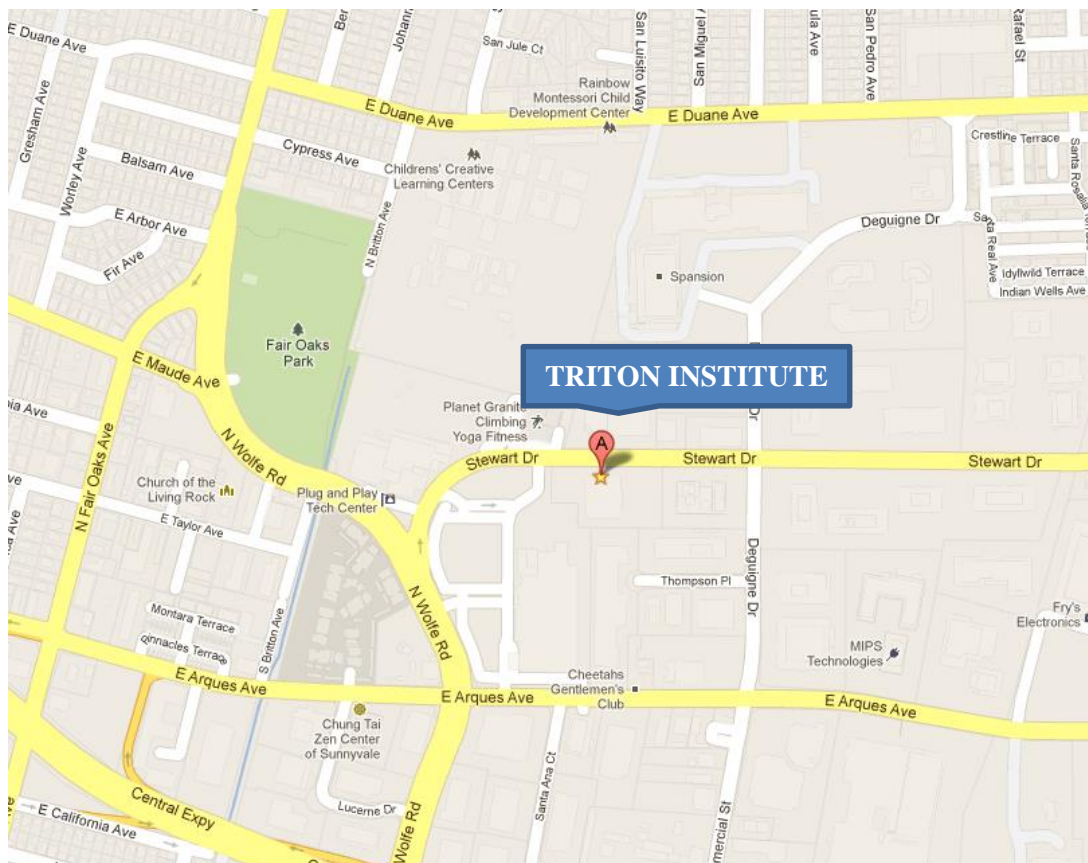
- (1) The school Catalog
- (2) A School Performance Fact Sheet for each educational program offered by the institution.
- (3) Student brochures offered by the institution.
- (4) A link to the bureau's Internet Web Site.
- (5) The institution's most recent annual report submitted to the bureau.

Classes are held at 830 Stewart Drive, Sunnyvale, CA 94085.

## INSTITUTE LOCATION

Triton Institute is located in the heart of Silicon Valley, 30 miles south of San Francisco, CA. Silicon Valley area is the home to many of the world's largest high-tech corporations and thousands of start-up companies in the industries of IT, semiconductor, biotechnology, medical etc. Triton is surrounded by high tech companies such as: HP, Cisco, Apple, Yahoo, Google and etc. The area is also a hub of large regional hospitals and medical groups such as the Kaiser Permanente, Santa Clara Valley Medical Center, El Camino Hospital, and the Good Samaritan Hospital. Palo Alto Medical Foundation and Stanford Medical Center represent the cutting edge medical research and development. Stanford University, UC Berkeley, Santa Clara University, San Francisco State University, and San Jose State University are all within 30-mile radius. Triton Institute is easily reachable via public transportation with bus stops and light rail stations within walking distance. The Monterey Peninsula, Carmel and the famous Napa Valley wine country are all less than two-hour drive away. Mineta San Jose International Airport is the closest airport to the campus, while San Francisco International Airport is approximately 30 minutes from the campus.

**Address: 830 Stewart Dr.  
Sunnyvale, CA 94085  
Tel: (408) 400-9099 (Admission)**



# 2017 Academic Calendar

## Traditional Semester Scheduling

Traditional Semester Scheduling consists of three 15-week sessions scheduled throughout the academic year.

### Spring 2017

(January 2, 2017 – April 14, 2017)

January 2 New Student Orientation

#### January 2 Classes begin

April 3 Advanced Registration for Summer 2017

April 10 – April 14 Final Week

### Summer 2017

(May 1, 2017 – August 11, 2017)

April 28 New Student Orientation

#### May 1 Classes begin

July 17 Advanced Registration for Fall 2017

August 7 – August 11 Final Week

### Fall 2017

(August 28, 2017 – December 8, 2017)

August 25 New Student Orientation

#### August 28 Classes begin

November 13 Advanced Registration for Spring 2018

December 4 – December 8 Final Week

The Institute observes the following national holiday schedule listed below:  
School will be closed during the holidays.

Date	Holiday
Monday, January 2, 2017	New Year's Day
Monday, January 16, 2017	Martin Luther King, Jr. Day
Monday, February 20, 2017	President's Day
Monday, May 29, 2017	Memorial Day
Tuesday, July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
Monday, October 9, 2017	Columbus day
Friday, November 10, 2017	Veterans Day
Thursday-Friday, November 23-24, 2017	Thanksgiving Break
December 18-31, 2017	Christmas & Winter Break

(Students will be notified if there are any changes.)

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# WELCOME MESSAGE

We welcome you to join Triton Institute! Our faculty and administration are always ready to assist you. Feel free to browse through our courses, as well as speak with our faculty and administrators about types of student service we offer. Our faculty integrates the breadth of knowledge on each subject with skilled practitioner insights. Personal attention and hands on instruction means that students are never alone on their educational journey. Our professional instructors and industry leaders are pleased to advise and assist students whenever in need.

Your education is an important foundation for your success. Triton's education places you into a position of taking advantage and adapting to the constantly changing world. We look forward to providing you with the best cost effective educational experience in the industry with caring support.

Triton Institute



# GENERAL INFORMATION

## **History**

The history of Triton Institute began in 2001. Triton is a private educational institution owned and operated by Triton Institute Corp, Inc., a California corporation. The mission back then as it is today is to provide students with vocational training in a variety of areas. The Institute offers several high quality certificate programs. Over the years, graduates from our school have achieved their career goals. The training programs have opened up opportunities to work in the professional fields that require competitive work skills. Since Triton Institute's education encompasses professional training, students can be ensured that learning experience at Triton Institute will be an enriching and rewarding.

Over the years, Triton's alumni have established networks and built relationships with professional colleagues. Today, our alumni enjoy successful careers in a wide variety of local and global industries. Their success has been made possible by skills developed at Triton Institute. They are currently serving in leading medical groups, top companies and government agencies.

## **Missions**

Triton Institute's mission is to provide quality occupational education to ensure students' competency in a constantly changing job market. Triton Institute seeks to assist and continuously support those individuals who are pursuing a career through job placement services. Triton Institute programs are tailored to meet students' needs with the most current instruction materials and equipment.

## **Objectives**

Our objective is to educate people who have definite career goals to achieve career success by offering quality, comprehensive education and excellent career services. Through establishing industry relationships with market leaders, our institution seeks to stay relevant as well as to use the relationships as sources of career opportunities for our students.

## **Qualifications**

Triton Institute was granted an institutional approval from the Bureau for Private Postsecondary Education (BPPE), pursuant to California Education Code. The Bureau's approval means that the institution and its operation comply with the standards established laws and regulations for occupation instruction by postsecondary educational instruction. Our BPPE approved school code is 1942501 since April 29, 2002. ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

Since 2012, Triton Institute has become an Employment Development Department (EDD) approved eligible training provider in California.

Triton Institute was granted the permit to provide international student visas in 2013. Triton welcomes international students from all parts of the world. It is our goal to make international students feel welcomed and part of our local community.

In 2015, Triton Institute is accredited by the Better Business Bureau (BBB).

In 2015, Triton Institute also became a member of California Association of Private Postsecondary Schools (CAPPS).

### **Accreditation**

Currently, Triton Institute and its certificate programs are not accredited by an accrediting agency recognized by the United States Department of Education.

A graduate of the certificate program may not be eligible to sit for the applicable licensure exam in California and other states. Depending on the job requirements, a graduate of the certificate program may not need to pass a licensure exam to meet job qualification requirements.

A certificate program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions within the State of California.

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **Bankruptcy**

Triton Institute has never filed a petition for bankruptcy.

### **Facilities**

The institute is situated in the well facilitated campus inside the urban league education building at 830 Stewart Dr. Suite 151, in the city of Sunnyvale, CA. All classes are held in this campus location. Classrooms are equipped with medical lab, computer lab and easily approachable required study tooling materials. The classes are instructed according to the syllabus by using up-to-date medical related software, in-class instruction, and hands-on practice. Campus offers great and spacious activity rooms for student use of hands-on practice. The institute greets students upfront in a warmly reception area. Students can enjoy their casual meetings in the meeting rooms, study rooms, and dining area for after- class networking.

The institute's facilities and equipment are monitored by Chief Operating Officer/ Vice President and is ensured to comply with all local, state and federal safety and health rules and regulations.

### **Institute Staff & Faculty**

#### ***Institute Staff***

##### **Management:**

Ms. Ling Li, President  
Dr. Hiram I. Willis  
Dr. Deepak Srivastava  
Ms. Sunny Zhang  
Mr. Shidong Lin

##### **Admissions:**

Ms. Ling Li  
Ms. Sunny Zhang

##### **Student Services:**

Dr. Deepak Srivastava  
Ms. Junjun Zhang

**Accounting Department:**

Ms. Huaxin Liang

**Faculty**

Faculty members are selected according to their individual skills and academic background. They are also experienced teachers who are skilled at stimulating and developing a professional attitude with their students. They are skilled and scholarly practitioners.

**Dr. Rosemary Bautista**

- Doctor of Medicine, University of the East, Ramon Magsaysay Memorial Medical Center, Philippines
- Bachelor of Science in Zoology, University of the East, Philippines

**Dr. Farid Dalili**

- Ph.D. in Education, University of Akron, Akron, OH
- Master of Arts in Education, University of Akron, OH

**Ms. Devorah Ginden**

- Master of Arts in Education, San Jose State University, San Jose, CA
- Bachelor of Arts in Social Science, San Jose State University, San Jose, CA

**Dr. Kimyo Hsieh**

- Doctor of Chiropractic, Palmer College of Chiropractic West, CA, USA
- Bachelor of Science in Biology, University of California, Davis, CA, USA

**Mr. Shidong Lin**

- Master in Applied Finance, University of Melbourne, Australia
- Master in Economics, Peking University, Beijing, China
- Bachelor in Accounting, Beijing University of Chemical Technology, Beijing, China

**Ms. Colleen Perez**

- Diploma in Medical Assistant, Everest College, San Francisco, CA
- Certified AHA CPR Instructor
- Certified Phlebotomy Technician

**Dr. Deepak Srivastava**

- Ph.D. in Computational Physics, University of Florida, Gainesville, FL, USA
- Bachelor of Science in Physics, Math and Chemistry, Lucknow University, India

**Dr. Hiram Willis**

- Ph.D. in Finance, Walden University Minneapolis, Minnesota, CA
- Master of Arts in Business Administration, Claremont University, Claremont, CA
- Bachelor of Science in Electrical Engineering, University of Southern California, Los Angeles, CA

**Dr. Cynthia Wan**

- Ph.D. in Journalism & Mass Communication, University of Wisconsin-Madison, USA
- M.A. in Journalism, University of Texas at Austin, USA
- B.A. in Journalism, Chinese Culture University, Taiwan

**Ms. Yesenia Zamudio**

- Bachelor of Science in Business Administration, DeVry University, Fremont, CA

**Dr. Min Zhou**

- Ph.D. in Chemistry, University of Illinois, Chicago, IL
- M.S. in Electronic Engineering and Computer Science, University of Illinois at Chicago, Chicago, IL
- B.S in Computer Science, University of Science and Technology of China, Anhui, China

# ADMINISTRATIVE POLICIES

## **Class Start Dates**

All scheduling information, including class schedules or any revisions, will be announced to current students in advance.

## **Class Size**

A maximum of 15 students per class ensure an efficient teacher/student ratio. Students who wish to enroll in a course that has already reached maximum enrollment are placed on a waiting list.

## **Clock Hours & Credits**

One instructional clock hour is defined as 50 minutes of classroom instruction. One credit equals to 15 instructional clock hours.

## **Student Tuition Recovery Fund**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Student who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident”.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the bureau that the school is closed. If you do not receive notice from Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the State of California Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.

## **Non-Discrimination Clause**

Triton Institute maintains a strict anti-discrimination policy. Students are admitted, trained and referred for employment without regards to race, color, creed, handicap, national origin, sex, political affiliation, or religious belief. No special services are provided for handicapped students. However, doors, hallways, payphones, and restroom facilities are in compliance with standards for access to handicapped persons existing at the time of construction or installation. Please feel free to visit the campus to determine its adequacy to your special needs. Please express any additional assistance you might require to the Vice President who will attempt to assist you in every way possible.

## **Admission Requirement**

The programs and courses offered by Triton Institute are open to any individual that possess a high school diploma or equivalent and a will to succeed. The prospective students must be 18 years or older of age. For local students, a \$50 application fee is required upon submission of application form. For international students, application fee \$100 is required. You may also include extra \$65 for expedite international express mailing service. In addition, for international students, a financial statement shall be provided along with application documents with total amount equal to or more than \$25,450 USD. The amount is an estimation of one-year tuition and living costs. All certificates and transcripts provided in a language other than English must have a translated copy into English.

The admissions process may include a placement test for students. The process is designed to assist the Triton Institute to better assess the student's requirements for support, as well as opportunity for success in the program courses. Prospective students are invited to visit the institute and discuss their needs, goals, and objectives with faculty and staff members.

## **Procedure for Enrollment**

Your first step in enrolling at the Triton Institute is to make an appointment for an interview with the admissions staff. The application process includes completing an admissions form which includes personal data, education, employment history, and area of occupational interest. We offer a tour of the Triton Institute facilities and explanation of student vocational and support programs. Students without a high school diploma or GED may request the admission test on their visit. Enrollment includes documentation of prior education. Students without a high school education document or its equivalent are asked to take a placement test.

## **Transferability of Credits and Credentials Earned at Our Institution**

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

The transferability of credits you earn at Triton Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the 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 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 Triton Institute to determine if your credits or certificate will transfer.

## **Credit for Prior Education or Training**

Credit for previous education may be granted to students who can provide official transcripts from an accredited college or private college approved by the State of California along with a course outline prior to starting the program not to exceed 20% of the total program and/or credit hours. The student should have passed the course with a grade of 80% or better. The Vice President of Academic Affairs will review the transcripts and outline to determine if the program content is comparable to the class being challenged. If it is determined to be acceptable credit then the student will not have to take that class and the tuition along with the books and supplies for that class will be deducted from the total cost of the program. Credit for previous experience will be granted provided that the student can pass the final exam for that course with a grade of 75% or better. The right to examine and determine the point of entry and the amount of credit to be awarded is reserved by the school. There are no fees for credit transfer. Students who are not awarded any

credit may appeal this decision by writing a letter to the President of the school. The President will review the case with the appeals committee and respond with an answer to the student within five business days. Triton Institute has not entered into any formal transfer credit agreements with other institutions at this time.

### **Special Accommodations**

Pursuant to the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Triton Institute complies with the regulation to provide reasonable accommodations for a student's disability, so long as the accommodations must be related to the student's disability. Reasonable special accommodations include auxiliary aids and/or service if the student has a disability. Student may contact the Office of Administration for special accommodation needs. Students should submit written requests with supporting documentation at least four (4) weeks prior to the beginning of the first day of classes or as soon as practical.

# ACADEMIC POLICIES

## **Conduct Policy**

At the discretion of the Director of Academic Affairs, a student will be or may be dismissed from the institute for an incident involving the use illegal substances, public intoxication, behavior inconsistent with our learning environment, possession of illegal drugs or alcohol upon institute premises, possession of weapons upon institute premises, behavior creating a safety hazard to other persons at the institute, disobedient or disrespectful behavior to another student, an administrator, or faculty member, or any other stated or determined infraction of conduct. Students are expected to treat the institute premises with consideration, keep the student lounge neat and clean no graffiti on walls, computer equipment or furniture.

## **Drug Abuse Policy**

The institute fully supports drug-free schools and communities act of the United States' congress.

## **Statement of Satisfactory Academic Progress**

The progress of each student is monitored and graded periodically. Grades are based on a combination of objective and subjective evaluations of written and verbal tests/quizzes and practical application. Each course is divided into classroom instruction, written work, and practice time. To maintain satisfactory academic progress or a pass, a student must achieve a grade of 75% during the course to obtain a certificate.

## **Method for Collecting Delinquent Tuition**

Students are counseled before their graduation, if an amount is due, a payment schedule is arranged. If the student does not follow payment guidelines, after 90 days his or her account **maybe** turned over to the corporation's collections agency.

## **Grade Required to Remain in School**

A grade of 75% or better (**C or better**) in each course must be obtained to be eligible for a certificate.

## **Satisfactory Progress & Maximum Time Period**

For continued enrollment, students must maintain minimum Grade C or better. If the grade falls below C, the student is placed on academic probation, and has to repeat the module/class. The student has 30 days to complete the course work or receive an F (Failed), which will be added to their final grades and may result in termination.

## **Grades**

The Institute's grading scale is as follows:

Letter Grade	Description	Score
A	Excellent	96-100
A-	Intermediate Grade	90-95
B+	Intermediate Grade	86-89
B	Above Average	83-85
B-	Intermediate Grade	80-82
C+	Intermediate Grade	77-79
C	Average	75-76
C-	Below Average	71-74



D+	Below Average	67-70
D	Below Average	63-66
D-	Below Average	60-62
F	Failing	0-59
P/NP	Pass/Not Pass	N/A
I	Incomplete	N/A
W	Withdraw	N/A

A “W” or Withdrawal grade will be given to students who attend at least one day of theory class, miss at least two other class sessions and withdraw prior to completing the course. This grade is used only if the faculty member can determine that the student was passing the course at the time of the withdrawal.

A “W/F” or Withdrawal/Failing grade will be given to students who attend at least one day of theory class, miss at least two other class sessions and it is determined by the faculty member that the student was failing the course at the time of withdrawal.

A “Pass/Not Pass” Grade requires students to achieve the same requirements of assignment, quiz, examination, and attendance as students receiving a letter grade. Pass requires a grade of C grade or better. Pass Grade Course is earned towards total clock hours but does not toward total earned credits.

Students will be permitted to re-enroll in the course from which they withdrew.

**Grading System for each program:**

A. Computer Office Assistant:

**Modules including Practical Components**

Grading Components	Percentage
Practical Skills/Projects	25%
Quizzes & Exams	35%
Assignments	30%
Attendance & Professionalism	10%
Total Module Grade	100%

**Modules not including practical Components**

Grading Components	Percentage
Quizzes	15%
Exams	40%
Assignments	35%
Attendance & Professionalism	10%
Total Module Grade	100%

B. Medical Assistant

**Modules including Clinical Components**

Grading Components	Percentage
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Clinical/Practical Skills	35%
Quizzes & Exams	30%
Assignments	25%
Attendance & Professionalism	10%
Total Module Grade	100%

#### **Modules not including Clinical Components**

<b>Grading Components</b>	<b>Percentage</b>
Quizzes	20%
Exams	35%
Assignments	35%
Attendance & Professionalism	10%
Total Module Grade	100%

#### **C. Computer Programming (All Courses)**

<b>Grading Components</b>	<b>Percentage</b>
Practical Skills/Projects	25%
Quizzes & Exams	35%
Assignments	30%
Attendance & Professionalism	10%
Total Module Grade	100%

#### **D. Database Management (All Modules)**

<b>Grading Components</b>	<b>Percentage</b>
Practical Skills/Projects	25%
Quizzes & Exams	35%
Assignments	30%
Attendance & Professionalism	10%
Total Module Grade	100%

#### **Practice and Make-up Time**

Practice/Make-up/Refresher time is available between 9:00 pm and 5:30 pm, Monday- Friday. Students must set up detailed make-up time with the instructor in advance. Every hour of make-up time is equal to one hour of missed time. Make-up time must be completed within 30 days of time missed. The instructor has to approve and sign the make-up time slip. During make-up time students have the opportunity to make up any work missed.

#### **Early Completion**

Students may, on occasion (by challenging a module), complete requirements for a program in less time than is indicated in the catalog. No refund is made for early completion. Electives must be substituted for courses from which a student had been exempt, with approval of the Director of Academic Affairs.

## **Withdrawal and Reinstatement**

A student not maintaining satisfactory academic progress, during the first 30% of the stated course period, will be placed on academic probation for the next 30% of the course. If, at the end of the probationary period, the student has not corrected the progress deficiencies, then the student is subject to expulsion at the discretion of the institute director. The student will have the option to continue classes and improve their overall progress, with the concurrence of the director and instructor. If the grade point average falls below 2.0 during the remainder of the course, the student will have an opportunity to repeat the course or portions of the course in order to improve their overall grade. In any event, the student will not be permitted to graduate until the progress deficiencies are corrected.

## **Conditions for Termination for Unsatisfactory Progress**

When the grade of a student is unsatisfactory for a current module, the student will be placed on probation. If during the next two modules, the student's grade is still unsatisfactory, the student will be terminated.

## **Condition for Re-entrance after Dismissal**

Re-entrance will be approved only after evidence has been shown to the Director of Academic Affairs and education committee that conditions which caused the termination for unsatisfactory progress have been rectified. The student will then be placed on probation for 30 days.

## **Description of Probationary Period**

Any student who is placed on academic/ attendance probation has 30 days to bring themselves to a level of satisfactory progress. If the student fails to attain satisfactory progress and grades during this period, they will be terminated from school and will not be eligible for re-admission.

## **Academic Review and Appeal Process**

A student placed on academic probation or who is not making satisfactory academic progress may review the determination and may appeal the determination through the Office of the Director for Academic Affairs whose judgment in this matter shall be final, conclusive, and binding.

1. Challenging the record for purposes of changing any of its contents must be requested in writing, fully stating the reason for challenge.
2. The director will review all requests in consultation with the instructor; and make a determination to either retain the records intact or change them.
3. The student may meet with the director and anyone he/she may designate to review the conclusions.
4. Should the student request further review, a disinterested third party with competence in the program will be asked to review the student's records and findings, and make a recommendation to the director for final action.

## **Attendance Policy**

Students are expected to attend class regularly, arrive on time and remain in class until dismissed. Since attendance and punctuality are integral parts of the work environment, our objective is to prepare graduates for that environment. Class attendance will be reported and recorded each day. To remain in good standing, the student must be in attendance at least 80% of each module. Any student who accumulates absences of over 20% of their schedule classes is subject to suspension from their classes and placed on probation. To be removed from probation, the student must prove their ability to maintain their attendance and stay current with class.

If a student cannot attend one session of the class, they should email or call their instructors to inform them of their absence and get any missed assignments and/or homework. Students are expected to contact their instructor(s) when they will not attend beforehand.

### **Tardiness/ Early Departure**

Students are expected to be in class on time and remain in class until class is over. Twenty minutes after the scheduled start of class is tardy and leaving twenty minutes or more before class is over is an early departure. Four tardiness/early departures equal on absence and will be reported to the Office of the Registrar.

### **Student Records/ Right of Privacy**

The federal right of privacy Act of 1964 allows all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the institute to maintain these records for no more than a fifty-year period. Students may request a review of their records by writing to the director of the institute. All such reviews will be scheduled during regular institute hours under appropriate supervision.

### **Graduation Requirements**

Upon completion of the all classroom, laboratory, and/ or externship education hours with a grade no less than 75% (Grade C), the student will be issued a certificate attesting to his/ her successful completion of the course 30 days after the course is over.

### **Copyright and Software Licensing Infringement Policy**

Triton will respect all copyright rights including but not limited to:

- the rights of owners of third party material used in teaching,
- the rights of students in all material they create in and for school,
- the rights teachers and staff have in material they created prior to being employed at the school and in material created while employed at the school,
- the rights of software and resource publishers in all material used by teachers and or staff of Triton.

Triton will comply with American Copyright Legislation including sections relating to educational and library use.

The school will purchase appropriate copyright licenses where its use of copyright material exceeds that permitted under the Copyright Law of America and Triton will comply with the terms of these licenses.

While acknowledging that Triton cannot control all actions of its students, the school will endeavor to educate students on copyright use, including referencing, approved copying, and proper use of electronic and non-electronic material and downloadable music.

Triton has set up copyright procedures within the school to facilitate compliance with this policy, including training and education of staff. This policy is included in the employee manual that is given to all new hires upon employment and required reading for any teachers or staff.

All teachers who want to use anything published must check the copyright and software licenses of said published works. All teachers are instructed to relate any questions of copyright and software licensing to the Director of Administration. Failure for staff to comply with Triton's Copyright and Software Licensing Infringement Policy will be taken very seriously.

# STUDENT SERVICES

Students can access all available student resources on the School's website [www.tritoninstitute.org](http://www.tritoninstitute.org), in the Student Services Department, and a meeting with any member of the Student Services Staff. Information in the School Catalog can also provide a list of resources for all Triton Students.

## **Advising / Counseling**

The instructors periodically review the students' progress. Students experiencing problems that may affect their progress will be advised as needed by an instructor and/ or director to help overcome whatever difficulty is being experienced.

## **Transportation**

Public bus transportation is available with stops located close to the campus. Students commuting to campus via vehicle are required to observe all prudent driving etiquette and safety rules while in the parking lot.

## **Housing**

Triton Institute does not own or provide student housing of any kind. Lists of housing facilities are not provided, as students are able to search and find housing on their own. Additionally there are numerous on-line rental companies for students to search on their own.

## **Record Retention**

Enrollees are advised and cautioned that state law requires this educational institution to maintain institute and student records, once a student has completed, withdrawn or graduated from a program, for a period of five (5) years. However, student transcripts and academic records are maintained into perpetuity.

## **Library and Reference Materials**

Triton Institute does not provide full library services at its campus for a variety of reasons, and the main one being that the city of Sunnyvale has an outstanding library services that are free to our students, and conveniently located nearby. The following information is provided here to guide you to the library and to all of its services. The library has a concentration of books and materials based on the business community that surrounds this institution. For further information, please make an appointment with the Academic Director.

### **Sunnyvale Public Library**

665 W. Olive Ave. Sunnyvale, CA 94086

(408) 730-7300

<b>Library Hours:</b>	Monday - Thursday:	10 a.m. - 9 p.m.
	Friday & Saturday:	10 a.m. - 6 p.m.
	Sunday:	Noon - 6 p.m.

Library materials are organized into various collections. The following is a description of these collections, stating the purpose and scope of each collection and selection criteria specific to that collection.

### **Fiction**

The fiction collection is designed to serve the reading interests of a highly diverse community. It includes bestsellers, contemporary fiction and classics as well as representative works of new authors and works from a variety of national and cultural traditions. Genre collections shelved separately are mystery and science fiction/fantasy. Multiple copies are purchased based on popularity of the title and patron demand.

**Nonfiction**

The nonfiction collection contains circulating materials in a wide range of subjects supporting the learning and information needs of library users. Included are books on job skill enhancement, self-help and individual growth, cultural awareness, business and consumer information, community affairs, recreational pursuits and general knowledge. Shelved separately is a College and Career collection which provides test preparation materials for students and job seekers. Materials for the nonfiction collection are selected by subject specialists and are organized using the Dewey Decimal Classification System. Duplicates of popular titles are purchased when indicated by demand.

**Reference**

General reference materials include bibliographies, indexes, directories, dictionaries, encyclopedias, almanacs, atlases and statistical compendia which provide timely, accurate and useful information to library users. Reference materials are available in both print and electronic formats. Selection criteria of particular importance to reference materials are: currency, accuracy, arrangement, and uniqueness of information, authority, documentation and level of indexing.

The Business Reference Collection serves all facets of the business community. It contains national and local company directories, industry surveys, trade and association directories, and national and local manufacturing directories.

Because of its designation as a Patent and Trademark Depository Library (PTDL), the Library houses a collection of U.S. patents and patent and trademark materials in various formats. Also included in this collection are patent searching guides and other reference materials on intellectual property.

The Sunnyvale Collection provides historical and current information about the city and community of Sunnyvale. It includes books, newspapers, city documents, photographs, pamphlets and audiovisual materials.

**International Languages**

The International Language collection provides recreational and information materials to meet the needs of community members who use materials in languages other than English. Resources include books, magazines, newspapers and audiovisual materials.

The Library currently owns materials in Chinese, French, German, Hindi, Italian, Japanese, Korean, Persian, Russian, Spanish and Vietnamese. Each language collection varies in breadth and depth depending on public needs and availability of materials and resources.

The Library is committed to developing and maintaining this collection in order to respond to the changing demographics of the population served. New languages may be added to reflect community needs. Inclusion of languages in the collection is based on patron surveys and local demographic data.

**READ**

The READ collection provides material in print and audio formats to support adult new readers or new readers in English as a second language. Some materials are suitable for use in teaching or tutoring situations, while others can be used for individual study and recreational reading. The materials, consisting of both fiction and nonfiction, are written on a first to fifth grade reading level. In addition to general reading skills, the collection supports other areas of interest to learners of English such as pronunciation, conversation, vocabulary and grammar.

### **Periodicals**

Periodicals for the adult collection is comprised of newspapers, magazines and newsletters chosen to provide current and retrospective information on a wide range of special interests in the areas of health, hobbies, business and finance, sports, technology, entertainment and current events. Periodicals are retained for varying periods of time. Included in the collection are a number of periodicals in languages other than English. The teen and children's collections contain titles of general interest to those age groups.

Although certain long-established titles remain staples of the collection, others change frequently in response to community demand, publishing trends, and lifestyle changes. Indexing in standard sources also influences inclusion in this collection.

Some newspapers and magazines are available on microfilm.

### **Map File**

The map collection includes world maps of various regions, countries, and major cities, as well as state and major city maps. It contains an in-depth collection of maps of California counties, major cities, local Bay Area cities, and topographic maps. Also included are Santa Clara County flood maps and regional earthquake maps of special use to home builders, home buyers, or city planners.

### **Audiobooks**

The Library collects audio books for adults, teens, and children, housed in their respective areas of the Library. Titles in this format are chosen for their appeal to a wide variety of interests. The collection contains fiction and nonfiction titles on a variety of subjects including language learning materials. The collection consists of both tape and CD formats although tapes are no longer being purchased.

### **Music**

The adult music collection consists of works by major classical and contemporary composers, as well as popular genres. It is comprised primarily of compact discs due to their popularity and availability. The children's music collection includes folk music, popular children's songs and introductions to classical music. Music recordings are selected based on popularity and patron demand. Careful attention is given to selecting popular international music as well as music from this country. The Library recognizes that some music lyrics can be controversial. Selections will be made on the merits of the work according to general selection criteria.

### **Movies, Documentaries and Series**

The Library's film collection is primarily a browsing collection and includes both feature and non-feature films in a variety of languages to appeal to children, teens and adults. Films are selected for their intellectual and imaginative content and to reflect the varied ethnic backgrounds and other demographic and social issues of the community. Multiple copies of the most popular items are purchased to increase patron access.

Factors influencing purchase decisions for this collection include patron demand, popularity of the film (based on theater box office figures and sales rankings of commercial video/DVD vendors), and film reviews. An effort is made to select films from other countries, time periods and genres, and to provide films about topics that are enriched by a visual presentation such as travel, the arts, performances, and natural history. Television series have also become very popular. The Library purchases films with United States Motion Picture Association of America ratings of G, PG, PG13 and R. NC-17 and X-rated films are not purchased.

Films from other countries that have not been rated by the MPAA are also purchased for the collection. Films containing extremes of sex and violence will be excluded when these experiences are an end to themselves,

rather than part of the movie theme. The Library recognizes that many films are controversial. Selections will be made on the merits of the works according to general selection criteria.

The collection consists of DVDs. As technology progresses, other formats will be considered once they have become the established format.

### **Electronic Resources Databases**

The Electronic Database Collection serves the information needs of library users and librarians alike, providing easy, Web-based access to databases covering a wide range of subjects, including business and investments, health, current events, consumer information, teaching programs, and a variety of popular and academic topics. Library members may gain remote access to a number of these subscription databases.

The databases provide indexing and often full-text for numerous magazines, journals, newspapers, and reference sources, some of which are held by the Library. They also offer access to articles, reports, and listings that would not otherwise be available in the Library's print collections. The majority of the databases are in English. Full-text Spanish-language periodical and newspaper coverage is also offered. Databases are evaluated periodically based on user statistics and continued relevance to the community.

### **E-Books**

The Library offers a sizeable collection of e-Books which is shared with the Northern California Digital Book Consortia. New titles are selected each year with a focus on business, technology and computer books; however, all subjects are represented. Although many titles are also available in print, e-Books allow the Library to provide more copies of popular print titles and extend its collection to remote users.

Another component of this collection is digital audiobooks which can be downloaded to a computer or a listening device. These titles are mostly popular fiction titles intended for the general public.

A small collection of downloadable music is also available for Library patrons.

### **Job Placement Assistance Service**

Triton provides a variety of services to assist students in clarifying, planning, and achieving their career goals. Workshops are held on career planning, including self-assessment, resume writing, interviewing skills, and job search strategies. The objective of these programs is to include career professionals that may assist students with questions and information concerning career opportunities.

Upon successful completion of training, students are eligible for placement assistance. Triton institute cannot, by law, guarantee employment. The Student Service Office assists students in job search by maintaining contact with employers and participation in related professional organizations. School also provides networking opportunities, and provides career services within the curriculum of each program of training offered. Students learn resume and cover letter techniques, interpersonal communication skills and experience job interview scenarios, basic business etiquette and so on through job placement assistance services. With Triton's practical training programs and all-in-one career services, students are confident in achieving their career goals.

### **Academic Grievance Procedures**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the institute director, must be received from the student within 48 hours after the incident occurs. The director will verify that the student has made a verbal attempt to resolve the concern with instructor or other staff member. If the student has



followed the above steps, the institute director will call a grievance committee hearing within 24 hours of receipt of the report. Such committee will include the director, instructor, and/or appropriate staff member. In addition, all persons involved with the incident must be present at the time of the hearing. The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision, the decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaints will be resolved within 30 days from the receipt date of the incident report. Unresolved complaints may be directed to the: Bureau for Private Postsecondary Education by calling: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

# TUITION POLICIES

## Tuition Payment Policy

All tuition and fees are payable in advance unless other arrangements are made with the institute prior to commencing classes.

Program	Tuition	Registration Fees*	Books & Supplies**	STRF***	Total
<b>Computer Office Assistant</b>	\$15,900	\$150*	\$800**	\$0	\$16,850
<b>Computer Programming</b>	\$11,000/VI	\$150*	\$200**	\$0	\$11,350
<b>Database Management</b>	\$3,700	\$150*	\$100**	\$0	\$4,000
<b>Medical Assistant</b>	\$15,300	\$150*	\$1400**	\$0	\$16,850

(Tuition and fees are subject to change. Please contact Admissions office for updated information.)

\* Non-refundable fees.

\*\* Books and Supplies are excluded from the total tuition in the event of refund.

\*\*\* STRF Fees are waived at this time, as of January 1, 2015. The School will notify students when STRF fees are again required. STRF Fees are non-refundable.

## Financial Assistance

For those students requiring financial assistance to enroll in a program, a tuition loan may be available from a financial institution. Some private or public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For further information, please inquire at the admissions office.

### **Federal and State Financial Aid Programs**

At this time Triton Institute is not accredited and does not participate in state and/or federal student financial aid programs. No Title IV funding is available through this institution.

### **Student Loan Obligations**

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

We encourage all students to discuss the most suitable financing option for their particular needs with one of our Financial Specialists.

**Financial Note Disclaimer:** This institution does not extend or lend money to any student for school fees or tuition of any kind. Students do not sign any promissory note in order to finance the cost of the educational program.

## **Student Protection Policy**

### **State of California student tuition recovery fund**

The State of California created the student tuition recovery fund (STRF) to relieve or mitigate economic losses suffered by California residents who were attending schools approved by or registered to offer short-term career training with the bureau for private postsecondary and education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student tuition recovery fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans.
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 fee if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government.

**Note: Currently the BPPE is not collecting STRF Fees, as of January 1, 2015. The school will notify student if/when the state resumes the collection of these fees.**

## **Cancellation Policy**

If Triton Institutes does not accept your application for admission or cancels your enrollment agreement prior to the first class session, all funds paid, including the registration fee, will be fully refunded. The student has a right to cancel the enrollment agreement and obtain a refund of charges paid, through attendance at the first class session, or the seventh day after enrollment, whichever comes later. You may cancel this enrollment agreement and receive a refund by providing a notice to: Director of Administration, TRITON INSTITUTE, 830 Stewart Dr. Suite 118, Sunnyvale, CA 94085. Triton Institute must receive a cancellation notice.

## **Refund Policy**

The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student had paid.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment as set forth in the agreement for the course of instruction. The last date of the student's attendance is used for all refund calculations.

## **Full Refund**

A student who cancels his/her enrollment agreement after the attendance of the first class session or the seventh day after enrollment, whichever is later, shall be entitled to receive a full refund. Cancellation shall occur when the student gives a notice to the Director of Administration. If sent by mail, the notice of cancellation is effective when postmarked, and properly addressed with postage paid.

Pro-rated refund

A student may withdraw from a course of instruction at any time. If the student withdraws from a course once the course is started, the student is entitled to receive a pro-rated refund, based on the last day of attendance, for the unused portion of the tuition, in accordance with the following pro-rated refund policy. The pro-rated refund shall be the total amount paid for the course multiplied by the number of hours remaining in the course, divided by the total number of course hours. The following fees are non-refundable: application fee, registration fee or applicable STRF fee.

Once purchased, books and supplies become the property of the student and no refund will be made, unless the books and supplies are like new and can be re-sold.

Exceptions to the pro-rated refund policy: There is no refund for courses that has a course-length of 8 hours or less.

## **Hypothetical Refund Example**

Assume that a student, upon enrollment in a 720 clock-hour training program, pays \$6516.25 for total, including \$6000 tuition, \$200 for enrollment and registration fee, \$250 for books and materials expense, and \$16.25 for STRF fees as specified in the enrollment agreement. He or she then withdraws after completing 600 clock-hours. The statutory pro-rata refund to the student would be as follows:

1.  $\$6516.25$  (total paid) -  $\$250$  (registration/enrollment and application fee) -  $\$250$  (book fee) -  $\$16.25$  (STRF) =  $\$6000$  (tuition)
2.  $\$6000$  (tuition) / 720 (clock hours) =  $\$8.33$  (per clock hour)
3. 720 clock hours which you have paid =  $\$6000$
4. 600 clock hours which you have received =  $600 \times \$8.33 = \$4998$
5. Total due to school =  $\$4998 + \$250$  (registration/enrollment and application fee) +  $\$250$  (book fee) +  $\$16.25$  (STRF) =  $\$5514.25$
6. Total refund =  $\$6516.25$  (total paid) -  $\$5514.25$  (total due) =  $\$1002$

Under the statutory pro rate calculation a refund of \$ 1002 is due.

### **Revision of Programs and Tuition**

The institute reserves the right to change or modify, without notification, the program content, equipment, staff, or materials as necessary, with approval of the council for private. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

# EDUCATIONAL PROGRAMS

All programs of study at Triton are certificate programs, and certificates are awarded to the successful graduates of our programs. Triton does not offer any degree-granting programs. Triton Institution is not accredited at this time, and does not provide for a Title IV Federal Funding by way of grants or loans to students.

## **Computer Office Assistant**

The computer office assistant certificate program is a comprehensive program provides students the knowledge and skills required for entry administrative support and related positions requiring intermediate computer skilling. It is designed for students working or planning to work in office-support position in business, industry, and government.

The program covers a wide spectrum of topics including office general procedure, office equipment and computer, Microsoft Office feature, business documents, language usage, financial activities and career advancement. Students can also select additional courses to fulfill their future career needs in various professional fields such as legal office assistant and medical administrative assistant. Students are encouraged to see academic advisors for consultation. For additional course information, please see Advanced Skill Development Course section in the Catalog.

**Occupation:** Administrative Assistant; Office Assistant and Office Specialists; Secretary and other relevant assistant Position

**Prerequisite:** N/A

**Licensing:** No licensing exam is required of graduates in order to get a job

**Length of the Program:** 720 Hours, 48 Credits

### **Instructional Mode/Methods:**

Classroom instruction is delivered in a traditional classroom setting, with an instructor by a direct lecture and hands-on practical instruction by instructor.

### **Instructional Clock Hours:**

<b>Module</b>	<b>Module Title</b>	<b>Total Instructional Clock Hours</b>	<b>Total Credits</b>
1	General Procedures	45	3
2	Office Equipment and Computers	45	3
3	Office Productivity Software	180	12
4	Business Documents *	135	9
5	Language Usage *	135	9
6	Financial Activities	162	11
7	Career Advancement *	18	1
<b>TOTAL</b>		<b>720</b>	<b>48</b>

Note: \* indicates the modules not including practical components.

### **Program Objectives**

Upon successful completion of this program, students will be able to:

1. Use telephone effectively, plan meeting, set up files, schedule appointments, maintain calendars, and make travel arrangement
2. Use office equipment, mobile computing, internet, and web conferencing
3. Demonstrate knowledge and skills of using Microsoft Office including Word, PowerPoint, Excel, Publisher, OneNote, Outlook, Access; use Gmail and Google Docs
4. write business documents including business letter, reports, and other professional documents purposefully, clearly and distribute processed information
5. Communicate effectively by improving language use
6. Perform basic financial tasks, such as book keeping and basic accounting, business taxes and how to use QuickBooks.
7. Prepare professional portfolio that contains resume, cover letter, application for employment, reference letters and personal achievement; understand organizational structure and the role of organizational structures that include the supervisor's role and any subordinate roles; understand business ethics

## **Module Description**

### **Module 1: General Procedures (45 Hours)**

This module aims to give students a general understanding of basic office procedures such as daily routine, telephone usage, mail services and shipping, travel arrangement, meeting, time management, and how to keep accurate record.

### **Module 2: Office Equipment and Computers (45 Hours)**

This module introduces to students office equipment such as telephone, fax machines, storage device, and projectors. It also teaches student how to use Microsoft Windows, Apple Macintosh, Internet and Web conferencing.

### **Module 3: Office Productivity Software (180 Hours)**

This module introduces the Microsoft Office, Gmail and Google Docs. It develops students' familiarity with Word, PowerPoint, Excel, Publisher, OneNote, Outlook and Access. At the end of this module, students will be able to recognize when to use each of the Microsoft Office programs to create professional business documents following professional or industry standards.

### **Module 4: Business Documents (135 Hours)**

This module is designed to improve students' skill on how to write effective letters, memo, proposals and other professional documents. Learn the process of writing and the use of concrete tools to improve students' business writing. The objective of the module is to prepare students to deal effectively with the documents they are likely to encounter in their future office assistant job.

### **Module 5: Language Usage (135 Hours)**

In this module, students learn the subjects of written and verbal communication by discussing the principle of grammar, spelling, pronunciation and punctuation.

### **Module 6: Financial Activities (162 Hours)**

This module teaches students the basic financial tasks including bookkeeping and basic accounting, how to use QuickBooks, file business taxes, and know the concepts of banking and financial information for small business.

**Module 7: Career Advancement (18 Hours)**

This module includes preparation of a comprehensive professional portfolio that contains a resume, cover letter, application for employment, reference letters, and personal achievement. It also focuses on improving students' presentation and communication skills as well as providing student knowledge of organization structure and business ethics.

**Grading Policy**

Computer Office Assistant program students are graded after completing each module. The grading rubrics are different for the modules including practical skills or projects, and the modules not including practical skills. Please see following grading rubrics:

**Modules including Practical Components:**

<b>Grading Criteria</b>	<b>Percentage</b>
Practical Skills/Projects	25%
Quizzes & Exams	35%
Assignments	30%
Attendance & Professionalism	10%
Total Module Grade	100%

**Modules not including practical Components:**

<b>Grading Criteria</b>	<b>Percentage</b>
Quizzes	15%
Exams	40%
Assignments	35%
Attendance & Professionalism	10%
Total Module Grade	100%

**Certificate Completion Requirements**

To successfully complete the program, all students will demonstrate knowledge of expected proficiency by completion of 75% (on a scale of 1-100 percent) on written and practical tests. Students must meet all applicable classroom and computer skill proficiency standards and complete all practical requirements and hours, and receive satisfactory evaluations. In addition, students must fulfill all financial obligations to the Institute prior to graduation.



## **Computer Programming**

In this program, students learn the knowledge of computer algorithm development, applications development, programming in Java and Python as well as applications of the programming skills learned to problem solving in Sorting, Google search rankings, animation and game, and dynamic web design. Students gain knowledge of algorithms and pseudo codes leading programming skills relevant to initialization, data types, input-output, conditionals and loops, arrays, object oriented programming, and applications. Students will also learn database design using programming languages and data science related topics such as Hadoop.

This program has three levels: fundamental, Intermediate and Advanced levels. Students can enter at any level based on their previous educational background. Students can choose to take additional elective courses after completion of the minimum requirement of the courses. The program also provides test preparation courses for the following certification tests: 1Z0-051 Oracle 11g SQL Fundamentals; 1Z0-052 Oracle 11g: Administration I; 20764 Administering a SQL Database Infrastructure; 20765 Provisioning SQL Databases.

**Occupation:** Computer Programmer

**Prerequisite:** N/A

**Licensing:** No licensing exam is required of graduates in order to get a job.

**Length of the Program:**

<b>Levels</b>	<b>Total Instructional Clock Hours</b>	<b>Total Credits</b>
Fundamental Computer Programming	405	27
Intermediate Computer Programming	390	26
Advanced Computer Programming	570	38

**Instructional Mode/ Methods:**

Classroom instruction is delivered in a traditional classroom setting, with an instructor by a direct lecture and hands-on computer instruction in Integrated Development Environment (IDEs) by the instructor.

Upon completion of this program, students are able to:

1. Describe the concepts and terminology of computer programming such as algorithms, pseudo algorithms with problem solving in Insertion and Merge Sort Algorithms.
2. Describe structure of program writing including data, variables, initial declarations, input/output, etc in both Java and Python.
3. Describe the concepts and terminology of Object-Oriented programming such as inheritance and polymorphism.
4. Write Functions and Procedures and other programs using computer languages such as Java and Python.
5. Describe the differences of various kinds of conditionals, loops and know how to apply them in Java and Python.
6. Design and create object-oriented codes for games, animation, and web page using Python.
7. Design and create programming projects for sorting and google search algorithms using Java.
8. Build dynamic website with database and PHP used for business.

## Course Description

### **Fundamental Computer Programming:**

#### **1. Computer Information Sciences for Beginners (45 Hours)**

This course is an introduction to the basic principles and great ideas of computer science intended for non-engineering students. It covers some of the essential topics of contemporary computer science from a user perspective. It forms a beginner's introduction for those who have no back-ground in computer information sciences and are desirous of getting into computer science related education, training and jobs in the future. No programming experience or background is necessary.

#### **2. Introduction to Algorithms (45 Hours)**

In this module, students learn the algorithmic basis of problem structure and solving through computer programming. This module also includes basic structure of an algorithm, top-down flow diagram of a program, structure and writing of pseudo-codes, and pseudo-codes. In addition, the module provides students with knowledge of scaling of Sorting algorithms, examples and applications of insertion and merge sort algorithms.

#### **3. Database Design for Business (45 Hours)**

The aim of this course is to get an introductory background in database design, methodology, and application through relational databases for business applications and services. It forms a beginner's introduction for those who have no back-ground in data, database management systems, and are desirous of getting into relational databases, data science, and business analytics education, training and jobs in the future. No programming experience or background is necessary for this course. At the end of this course, you will be knowledgeable about data modeling, business requirements of a database, and design and implementation of simple relational databases for business use.

#### **4. Java Programming and application (45 Hours)**

This module starts with installation, introduction and tutorial on Eclipse IDE for Java programming followed by the methods of creating and running Java Program in Eclipse, Data Types and Structure, Initialization and Input-Output. Students understand the commands of conditionals and loops using IF, WHILE, and FOR, 1-D and 2-D Arrays. Students apply programming methods to projects, such as Shuffling of a Card Deck, Vector and Matrix Operations, Insertion and Merge Sort, Random Web Surfer, Google Ranking Algorithm of Web Pages.

#### **5. Python Programming and applications (45 Hours)**

In this module, students learn how to identify Python data types and write and run Python code. Students master the skills of initialization, assignment, and input-output in Python. Additionally, the module includes knowledge of how to deal with logics, structure, text strings analysis, conditionals, loops and arrays in Python. Hands-on projects of this module include text analysis, basic graphic design, and animation of features in Python and basic of Web design.

#### **6. Object Oriented Programing in C++ (45 Hours)**

This course introduces basic object-oriented programming in C++ through a study of the concepts of program specification and design, algorithm development, and coding and testing using a modern software development environment.

## **7. SQL for Databases (45 Hours)**

Having been introduced to data tables and 1-3NF form of data tables, in this module students master the skills of using powerful language programming with SQL commands: Select, Where, Groupby, Orderby, Inner and Outer Join, Create, Delete, Update and Move queries. Databases such as On-line Book Store, Bank Customer, Library databases are created in MySQL. Hands-on projects using MySQL database IDE in the application areas mentioned above are assigned to students.

## **8. Project I (90 Hours)**

This project is for students to create a database-driven web application. The main purpose of the project is for students to apply the techniques to this relatively small-scale database application. The project may require students to design the database schema, create a sample database using a small dataset, design a web-based user interface for your application, and write SQL queries that will supply dynamic contents for the web pages

### **Intermediate Computer Programming:**

#### **1. Programming in Java I (45 Hours)**

This course will motivate students to learn programming skills while building advanced applications in use. Particular emphasis is given to all topics of fundamental programming including selection and repetition; advanced topics include inheritance, polymorphism, exceptions; and representative Java applications such as Java GUI, Java Applets, Java Graphics, Java Multithreading, and Java networking.

#### **2. RDBMS and Normalization (45 Hours)**

Students learn basic knowledge of RDBMS, such as data types, data structures, and data models including Hierarchical, Relational, and Objective data, and Database types. RDBMS is introduced through database designs, tables, fields and columns, tuples and rows. Principles of normalization are introduced and explained via 1NF, 2NF, and 3NF forms and projects of normalization of data tables for on-line book store, bank customer, Walmart and other data bases are assigned to students in this class.

#### **3. Programming in Python (45 Hours)**

This course introduces programming and problem solving using Python. It emphasizes the principles of software development, style, and testing. Course topics include procedures and functions, iteration, recursion, arrays and vectors, strings, an operational model of procedure and function calls, algorithms, exceptions, object-oriented programming, and GUIs (graphical user interfaces).

#### **4. Introduction to Data Science (45 Hours)**

The aim of this course is to get an introductory background in Data Science, Big-Data, Use of Big-Data in Business, Data Science Methodologies, Visualization and Analysis of Data for Knowledge Extraction and Business Value Creation. It forms a beginner's introduction for those who have no back-ground in data science, statistics, or computer science are desirous of getting in the exciting field of Data Science and Business Analytics. No programming experience or background is necessary for this course. At the end of this course you will be knowledgeable about unstructured data, main data science methodologies for analytics and visualization and few use cases using R.

#### **5. Dynamic Web Design: Fundamentals (45 Hours)**

In this course students learn the essential techniques of designing websites that have dynamically changing contents. Basic knowledge and structure of database driven websites with user generated content using PHP and MySQL will be discussed. It also includes foundations in validating and processing form data along with designing themes for open source content management systems.

## **6. Android Programming and Applications (45 Hours)**

The course introduces to Android Programming and its applications. It is designed to help students with the most fundamental programming language to create Android apps for Android devices. This course teaches students the basis of the Android platform and the application lifecycle. Students are able to write simple GUI applications, use built-in widgets and components, work with the database to store data locally, and much more by the end of this course.

## **7. Project II (90 Hours)**

In this project-centered course, students will design, build, and distribute their own unique application for the Android mobile platform. Students with a set of customizable building blocks that they can assemble to create many different types of apps, and that will help them become familiar with many important specificities of Android development. Upon completion of the project, students will obtain practical skills in developing an Android App.

### **Advanced Computer Programming:**

#### **1. Programming in Java II (90 Hours)**

This course focuses on the topics of Advanced Java J2EE and SOA. The topics will cover both core and advanced Java concepts including Database connectivity, Threads, Exception Handling, Collections, JSP, Servlets, XML Handling etc. Students also learn various Java frameworks like Hibernate and spring.

#### **2. Dynamic Web: Python, PHP, MySQL & Project (90 Hours)**

This course continues on the topics covered in the Dynamic Web Design course. Students will continue developing dynamic database driven web sites with python, and web programming languages such as, PHP and MySQL. Students are assigned a project to set up and configure a Web site and development site for PHP development; design and build a MySQL database and write SQL queries; write PHP scripts to collect and process information from forms, troubleshoot and debug; write scripts to store information in a database; and display dynamic information on multiple pages within a site.

#### **3. Android Mobile Apps & Project (90 Hours)**

This course blends theory and practice to introduce advanced tools for developing Android Mobile Apps. It covers Developer tools (Android Studio and Gradle) debug app, Activities, lifecycle, Android UX, Managing data, databases, SQLite and Content Providers, UI principles, background, and notifications. Project such as: Google I/O Reference app will be assigned to students for practice.

#### **4. RDBMS, SAP/BO, BI +Project (90 Hours)**

In this course, SAP BusinessObjects programs, namely Information Design Tool (IDT) and Web Intelligence (WebI) will be introduced.

The major topics include creating a sample database in Access and followed by creating a database connection to it. Other topics include creating a "universe" in IDT with a database Relational Connection, Data Foundation and Business Layer, exporting this universe from IDT and open it in WebI as well as creating tables and graphs.

#### **5. Big Data & Hadoop & MapReduce + Project (90 Hours)**

This course is designed to introduce students to Apache Hadoop and big data. The course begins with a brief introduction to the Hadoop Distributed File System and MapReduce, It will cover several open source ecosystem tools such as Apache Spark, Apache Drill, and Apache Flume. Meanwhile students will learn

about big data concepts and how different tools and roles can help solve real-world big data problems. Finally, students will work on a real-time project on Hadoop Analytics and gain hands-on Project Experience.

#### **6. Project III (120 Hours)**

This course is to teach the student to analyze, design and implement object-oriented software systems by means of a mid-sized project. Students will learn the application of software architectures in various settings, including the application of design patterns, frameworks and toolkits.

Students will develop a mid-size programming project working in teams. Student teams will propose and develop a medium-sized project of their own. During the project, students will be enhanced on basic principles of object oriented analysis and design utilizing UML, advanced object-oriented programming principles, design patterns, frameworks and toolkits; Agile software design processes.

#### **Certificate Completion Requirements**

To successfully complete the program, all students must demonstrate knowledge of expected proficiency by completion of 75% (on a scale of 1-100 percent) on written and practical tests. Students must meet all applicable classroom and computer skill proficiency standards and complete all practical requirements and hours, and receive satisfactory evaluations. In addition, students must fulfill all financial obligations to the Institute prior to graduation.

## **Database Management**

The aim of this course is to get a background in database design, methodology, and application through relational databases for business applications and services. It forms a beginner's introduction for those who have no background in data, database management systems. Students gain fundamental knowledge of data structures, modeling, types, database models, database types mainly focused on relational databases and database management. Important topics such as Data Tables, Schema, ER Diagrams, Normalization etc., are covered in detail. Programming and development are introduced through SQL language, examples, and applications in MySQL package. Students also get familiar with advanced topics like Big-Data and Hadoop, Comparison of SQL and NoSQL methods and applications, Data Science and Analysis, R and R Studio for Analytics of numerical and text data. Finally, students consolidate their knowledge by doing relevant applications oriented projects in SQL, MySQL, R and R-Studio under the supervision of the instructor.

**Occupation:** Database Developer and Analyst

**Prerequisite:** N/A

**Licensing:** No licensing exam is required of graduates in order to get a job.

**Length of the Program:** 150 Clock Hours, 10 Credits.

**Instructional Mode/ Methods:**

Classroom instruction is delivered in a traditional classroom setting, with an instructor by a direct lecture and hands-on computer instruction in IDEs such as MySQL, R, R-Studio by the instructor.

**Instructional Clock Hours:**

<b>Module</b>	<b>Module Title</b>	<b>Total Instructional Clock Hours</b>	<b>Total Credits</b>
1	RDBMS and Normalization	30	2
2	SQL and MySQL	45	3
3	SQL vs NoSQL and Big-Data	30	2
4	R and R Studio	45	3
<b>TOTAL</b>		<b>150</b>	<b>10</b>

Upon completion of this course, students are able to:

1. Describe the basic concepts and explain the terminology of data, data structures, data models, database models, relational databases, tables, rows, columns, entity relationship, and types of commercial databases.
2. Explain the Normalization of Data-tables and perform 0NF to 1NF to 2NF to 3NF normalization of data-tables and databases.
3. Use SQL programming language using Select, Create, Insert, Where, Orderby, Groupby, Update, and Inner and Outer Join commands to write SQL queries to create tables, and write out put in desired forms
4. Use the SQL programming language in MySQL databases to create databases for Bank Customer, On-line Book Store, Student/Institute, Departmental Store projects, create tables, and write desired output reports.
5. Describe basic principles of Data Science, Big Data, Structured vs Unstructured Data, and basic Statistics to analyze both numerical and text data including simple linear regression approach
6. Use major commands of R statistical programming language to analyze a variety of numerical and text data within R-Studio programming environment
7. Use R and R-Studio to visualize X-Y, linear regression, and bubble plots for analysis of both

- numerical and text data and do simple project on text data analytics.
8. Describe basic differences in SQL and NOSQL type databases with examples of commercial databases to highlight such differences

### **Module Description**

#### **Module 1: RDBMS and Normalization (30 Hours)**

Students learn basics knowledge of RDBMS, such as data types, data structures, and data models including Hierarchical, Relational, and Objective data, and Database types. RDBMS is introduced through database designs, tables, fields and columns, tuples and rows. Principles of normalization are introduced and explained via 1NF, 2NF, and 3NF forms and projects of normalization of data tables for on-line book store, bank customer, Walmart and other data bases are assigned to students in this module.

#### **Module 2: SQL and MySQL (45 Hours)**

Having been introduced to data tables and 1-3NF form of data tables, in this module students master the skills of using powerful language programming with SQL commands: Select, Where, Groupby, Orderby, Inner and Outer Join, Create, Delete, Update and Move queries. Databases such as On-line Book Store, Bank Customer, Library databases are created in MySQL. Hands-on projects using MySQL database IDE in the application areas mentioned above are assigned to students.

#### **Module 3: SQL vs NoSQL and Big-Data (30 Hours)**

In this module, Students gain the knowledge of relational databases such as MySQL based on SQL queries and NoSQL based on commercial databases such as Dynamo and Couchbase. The comparison between Simple SQL commands for RDBMS and NoSQL based approaches will be introduced. Current popular approaches such as Map Reduce, Hadoop, HDFS etc., will be discussed with the context of Big-Data and its applications.

#### **Module 4: R and R-Studio (45 Hours)**

Basic statistics based approaches to data science and analysis will be presented for both tabular numerical and text data in statistical programming language R within IDE package R Studio. In addition to R programming, students also learn skills of current popular text data analysis using R studio.

### **Certificate Completion Requirements**

To successfully complete the program, all students must demonstrate knowledge of expected proficiency by completion of 75% (on a scale of 1-100 percent) on written and practical tests. Students must meet all applicable classroom and computer skill proficiency standards and complete all practical requirements and hours, and receive satisfactory evaluations. In addition, students must fulfill all financial obligations to the Institute prior to graduation.

## **Medical Assistant**

This program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

The curriculum is structured to provide theory and practical application of knowledge and skills needed to function as a medical assistant. Medical assistants are skilled interact with different kinds of patients, their families and other professionals. Medical assistants duties are vary depending on the healthcare environment important but some typical duties include recording patients' weight, height, temperature, blood pressure and medical history. Medical assistants help doctors examine and treat patients and do routine chores needed for office operation. They sterilize instruments and equipment used in tests, such as urinalysis and blood counts and take electrocardiogram. Other clinical duties may include telling patients about medication and self-treatment and applying bandages. In addition, the clinical duties medical assistance may be responsible for some clerical duties which include all the rain supply sending out letters, billing patients, completing insurance forms and writing down dictation. In some offices, they keep financial records and handle credit, collections and other bookkeeping duties.

The medical assistant program presents modules in terminology, anatomy and physiology, safety, and appointment, computers, medical office emergencies/CPR, medical insurance, and performance improvement. This course also presents modules covering medical office receptionist, records, finances, insurance billing and office management. In addition, the medical assistant program will cover exam room procedure, specialty procedures, pharmacology, minor office surgery, laboratory procedures, nutritional needs of patients and patient education.

**Occupation:** Medical Assistant

**Prerequisite:** N/A

**Licensing:** No licensing exam is required of graduates in order to get a job.

However, students are given review materials for certification for NCCT/CCMA Certification.

**Length of the Program:** 720 Clock Hours, 48 Credits

**Instructional Mode/ Methods:**

Classroom instruction is delivered in a traditional classroom setting, with an instructor by a direct lecture and hands-on medical clinical procedure instruction by the instructor.

**Instructional Clock Hours:**

<b>Module</b>	<b>Class Title</b>	<b>Total Instructional Clock Hours</b>	<b>Total Credits</b>
1	Introduction to Medical Assisting*	32	2
2	Medical Terminology, Anatomy & Physiology*	80	5.5
3	Administrative Medical Assisting	78	5
4	Health Information in the Medical Office*	54	3.5
5	Medical Office Emergency & CPR	20	1.5
6	Management of Medical Insurance	132	9
7	Computer Applications for Medical Office	40	2.5
8	Clinical Procedures I	38	2.5
9	Practical Pharmacology	40	2.5
10	Clinical Procedures II	106	7



11	Diagnostic Procedures	90	6
12	Career Development	10	1
	<b>TOTAL</b>	<b>720</b>	<b>48</b>

Note: \* indicates the modules not including clinical skills or practical skills.

## **Module Description**

### **Module 1: Introduction to Medical Assisting (32 Hours)**

This module is to introduce the students to the healthcare industry, assess the importance of proper attitude and behavior expected of a medical assistant healthcare worker with emphasis on interpersonal skills and professional behavior, basic knowledge and a broad perspective of the past history and current issues affecting the practice of medicine, and the various occupations in the healthcare field. In addition, students also learn the general role of a medical assistant, the impact of law and ethics in the practice of medical assisting, skills necessary for effective customer service along with the basic knowledge of multi-culturalism in the healthcare field.

### **Module 2: Medical Terminology, Anatomy and Physiology (80 Hours)**

This module is to provide students with basic knowledge and correct use of the language of medicine, develop a strong foundation in medical terminology and medical vocabulary to enhance communication between multidisciplinary healthcare teams. In addition, the students will learn the basic knowledge of anatomy and physiology of the different body system such as the integumentary system, cardiovascular system, respiratory system, digestive system, urinary system, immune system, endocrine, nervous, muscular-skeletal and the reproductive system.

### **Module 3: Administrative Medical Assisting (78 Hours)**

This module is to prepare students with basic knowledge and skills in the use of computers, answering incoming telephone calls, efficient way of interviewing new patients, to register patients, the techniques to accurately schedule and reschedule appointments using the matrix system, handling outgoing, incoming mail & sending fax. In addition, students develop skills necessary to coordinate various types of supplies, equipment, preventive maintenance and contracts, maintaining good, safe physical office setting appropriate to accommodate patients and customers, working knowledge of concepts related to patient reception, the smooth daily operations of the medical clinic and emergency preparedness.

### **Module 4: Health Information in the Medical Office (54 Hours)**

This module is to introduce students on the importance of the medical record, explore the process of medical record management, legal and ethical issues regarding patient information, ownership of the medical record, making additions, corrections and alterations in the medical record, In addition, the students will learn medical transcription, editing, filing procedures technologic terms in Health Information, advantages and disadvantages of EMR, HIPAA, Patients' Rights and disclosing protected health information.

### **Module 5: Medical Office Emergency & CPR (20 Hours)**

This module is to prepare students with basic knowledge and First aid skills necessary to handle common medical office emergencies such as asthma, seizures, poisoning, anaphylactic shock, nosebleed, tissue injury, sprain, strain, dehydration & diabetic emergencies. Students will also acquire skills to evaluate cardiac arrest and/or an obstructed airway, and safely perform Cardiopulmonary Resuscitation (CPR) intervention on infant, child and adults. Upon successful completion of the course, students will earn CPR certification.

### **Module 6: Management of Medical Insurance (132 Hours)**

This module is to prepare the student with basic knowledge of medical insurance billing including the types of insurance and insurance claim. The module covers the principles and theory of health insurance, different types of health insurance and billing procedure codes, Current Procedural Terminology (CPT), International

Classification of Diseases and Clinical Modifications (ICD-9-CM/ ICD-10 supplement). Students also learn the basic knowledge and skills to establish professional fee, customer credit, and identify the laws and regulations that affect follow-up and collection procedures. The module also includes the ways to perform bookkeeping, accounting, payroll, and it to perform banking procedures.

**Module 7: Computer Applications for Medical Office (40 Hours)**

This module is to introduce students to common financial and administrative procedures necessary in family practice, medical specialty offices and large medical facilities. Students learn to input various patient information, submit insurance claims to various companies, and schedule office visits, laboratory, and specific diagnostic and procedural testing appointments. Students run common reports associated with the medical practice. Day sheets, patient ledgers, and other financial reports important to the day-to-day financial operations of the medical facility.

**Module 8: Clinical Procedures I (38 Hours)**

This is the first of two courses that use lecture and training lab experiences to impart clinical skills necessary to successfully perform the role of medical office assistant. The new skills include implementation of Occupational Safety and Health Act (OSHA) regulations, medical asepsis and infection control; proper nutrition & health promotion, perform correctly vital signs and height/weight measurements. In addition, students will learn to develop effective interviewing & communication skills in acquiring patient history, proper documentation, setting up correct instruments and supplies needed for physical exam, safe and proper body mechanics.

**Module 9: Practical Pharmacology (40 Hours)**

This module provides introduction to the principles of pharmacology and skill in medication administration of oral, topical and parenteral drugs in the ambulatory setting. This course focuses on the effects of drug therapy on human body systems, interpreting and documenting medication orders and administration, calculating adult & pediatric dosages, safety precautions in medication administration, DEA regulations for the management of controlled substance, OSHA guidelines in parenteral administration and accurately transcribe prescriptions. Students will also learn principles of IV therapy and the medical assistant role in patient education, legal & ethical issues in drug administration in the ambulatory setting.

**Module 10: Clinical Procedures II (106 Hours)**

This module is the second part of clinical procedures that use lecture and lab training experiences to impart clinical skills necessary to successfully perform the role of medical office assistant. The new skills include distance and near visual acuity tests, Ishihara color vision test, Weber & Rinne tests, ear irrigation, eye and ear drops instillation, throat swab for throat culture, collecting specimen for wound culture, occult blood test, assisting with pelvic, prenatal exam, pediatric measurements, documenting immunizations, instructing patient on BSE, TSE, use of therapeutic & ambulatory devices, peak flow meter, assisting in neurological exam and geriatric care, ambulatory devices, blood glucose test, peak flow meter, and EKG technique.

**Module 11: Diagnostic Procedures (90 Hours)**

This course introduces student to methods of specimen collection, performing blood test like micro hematocrit, blood glucose, physical and chemical urinalysis, preparing specimen for microscopic urinalysis, pregnancy test, Strep test, Mono test, hands on experience with phlebotomy and capillary puncture & EKG technique. This course will also use lecture and training lab experience in minor surgery technique like suturing, suture removal, autoclaving wrap, autoclaving, surgical hand scrub, gloving with sterile gloves, removal of contaminated gloves, donning a sterile gown, patient skin prep, assisting minor office surgery, applying dressing and bandaging. Conducting patient education in aseptic technique and surgical procedures.

### **Module 12: Career Development (10 Hours)**

This module is to prepare the student with the basic knowledge and skills necessary to obtain and maintain employment. Human Resource information will allow the students to be proactive in their own job search, making quality resume, developing good job interview skills, career networking, and identifying professional associations for which they could be a member. Students are also provided review for NCCT/CCMA certification to make them more competitive and increases chances of employment.

### **Grading Policy**

Medical Assistant program students are graded after completing each module. The grading rubrics are different for the modules including clinical lab skills and the modules not including practical skills. Please see following grading rubrics:

#### **Modules including Clinical Components:**

<b>Grading Criteria</b>	<b>Percentage</b>
Clinical/Practical Skills	35%
Quizzes & Exams	30%
Assignments	25%
Attendance & Professionalism	10%
Total Module Grade	100%

#### **Modules not including Clinical Components:**

<b>Grading Criteria</b>	<b>Percentage</b>
Quizzes	20%
Exams	35%
Assignments	35%
Attendance & Professionalism	10%
Total Module Grade	100%

### **Certificate Completion Requirements**

To successfully complete the program, all students must demonstrate knowledge of expected proficiency by completion of assigned clinical and administrative projects 75% (on a scale of 1-100 percent) on written and practical tests. Students must meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards and complete all clinical requirements and hours, and receive satisfactory evaluations. In addition, students must fulfill all financial obligations to the Institute prior to graduation.

## **Advanced Skill Development Courses**

### **EL1 Legal Procedures (45 Hours)**

This section provides exposure to preparation of court pleadings and legal documents; knowledge of general law office procedures and specific procedures involved in litigation, family law, corporate law, and other specialties; development of attitudes and behaviors appropriate for the legal field. Student learns to handle confidential documents and procedures.

### **EL2 Legal Document Production (45 Hours)**

This course is designed to link the academic knowledge of law and skills of word processing to result in the production of legal documents, as well as how to create files, store and retrieve data.

### **EL3 Machine Transcription for Legal Secretaries (45 Hours)**

This course develops proficiency in operating transcribing machines to transcribe legal correspondence and documents, including court documents, from cassette tape. Emphasis is placed on spelling, proofreading, formatting, and the meaning of legal terms.

### **EL4 Web Page Design (45 Hours)**

This course is designed to help students learn the most important topics of Web page design. The course emphasizes creating a new web site, integrating a database using Microsoft Office components, styles and working with HTML codes.

### **EL5 Medical Terminology (135 Hours)**

This course develops an understanding of medical terminology through a study of word roots, prefixes, and suffixes. Emphasis is given to spelling, pronunciation, and definitions. Medical terminology for basic anatomy, physiology, and pathology of the body systems is also stressed. This elective course is for students who intends to work as an office assistant in a medical environment.

### **EL 6 Machine Transcription for Medical Secretaries (135 Hours)**

This course develops proficiency in operating transcribing machines to accurately transcribe medical documents, including medical letters, charts, notes, history and physicals. Emphasis is given to spelling, proofreading, correct terminology, and abbreviations. Students simultaneously review anatomy and major body systems for general exposure to subject matter. This elective course is for students who intends to work as an office assistant in a medical environment.

### **EL 7 Administrative Office Management (90 Hours)**

This course is to prepare students with office managerial skills that are necessary to participate as part of management team or take the administrative roles as assistant managers or office managers; The course include the topics such as assist in planning, organizing, and controlling information related activities; and in leading or directing people to fulfill the needs of the organization. Students learn how to handle a wide range of daily responsibilities including the supervision of support services.

### **EL 8 Advanced Office Productivity Software Skills Part I (180 Hours)**

This course focuses on advanced skills in Microsoft Office Suite software including Word, PowerPoint, Excel, Publisher, Outlook and Access. The skills will enhance the essential skills of utilizing the software in real scenario. The course incorporates projects that incorporate software skills, presentation and problem solving skills.

**EL 9 Advanced Office Productivity Software Skills Part II (180 Hours)**

This course is continuation of Advanced Office Productivity Software Skills Part I. Student learn the master level of Office Productivity Software including MS Word, PowerPoint, Excel, Publisher, Outlook and Access.

**EL 10 Electronic Records Management (45 Hours)**

This course introduces the fundamental rules of record management for both manual indexing and automatic record system. Student learn how to classify documents, apply filing rules and organize record information. In the course, students work with computer databases to complete required projects.

**EL 11 Interpersonal Communication (90 Hours)**

In this course, students learn methods of effective communication in a business environment. Interpersonal skills including verbal and non-verbal communication, conflict easing and stress management will be introduced.

**EL 12 Administrative Professional Internship (120 Hours)**

Students will experience real-world office administration tasks in this four-week internship opportunity. Students are able to apply office administrative and computer skills at the internship.

**EL 13 Capstone (90 Hours)**

This course provides students the opportunity to complete a comprehensive software project. The project will be completed through team effort, and may involve the use of multiple programming languages. Emphasis will be on professional communication, team work, and comprehensive utilization of computing knowledge obtained in previous courses.

**EL 14 Oracle Database Test Prep (90 Hours)**

This Oracle Database Test Prep course is to prepare students who are interested in obtaining associate level Oracle Database 11g Certificate by taking Oracle Database 11g: SQL Fundamental 1Z0-051 test and 1Z0-052 Administration I test. The course follows the test requirements and covers retrieving, restricting, manipulating, and sorting data, subqueries, database security, and more. The course also covers the topics such as installing and configuring an Oracle Database; creating and managing storage structures and administering the Oracle Database.

**EL 15 Microsoft SQL Server Workshop (90 Hours)**

This workshop is to prepare students with The Microsoft Official MCSA SQL 2016 Database Administration certification test. It covers the topics such as database installation, maintenance and configuration. The workshop also includes the skills needed to support an SQL 2016 environment. The workshop provides information for the both SQL tests for MCSA SQL 2016 DBA Certification:

20764 Administering a SQL Database Infrastructure

20765 Provisioning SQL Databases

**EL 16 Career Development (15 Hours)**

This course includes preparation of a comprehensive professional portfolio that contains a resume, cover letter, application for employment, reference letters, and personal achievement. It also focuses on improving students' presentation and communication skills as well as providing student knowledge of organization structure and business ethics.

# DIRECTION TO CAMPUS

## **Coming from San Francisco (approximately 40 minutes):**

### By Car:

- Take US-101 South towards I-80 E/Oakland/San Jose
- Slight right to merge onto US-101 S toward I-80 E/Oakland/San Jose
- Take exit 395B for Fair Oaks Ave S
- Merge onto N Fair Oaks Ave
- Continue onto N Wolfe Rd
- Turn left onto Stewart Dr
- Visit us at 830 Stewart Dr, Sunnyvale, CA on the right

### By Public Transportation:

- Take Caltrain (direction: San Francisco to San Jose), exit at Sunnyvale Caltrain Station
- Walk to Frances & Olson (Svle Transit Ctr)
- Take Bus - 304 - S. San Jose at Sunnyvale Trans Ctr towards 304 SB Limited South San Jose
- Walk to 830 Stewart Dr, Sunnyvale, CA 94085

## **Coming from San Jose (approximately 15 minutes):**

### By Car:

- Take CA-87 N and take exit onto US-101 N towards San Francisco
- Take the Lawrence Expwy exit
- Turn left onto Lawrence Expwy
- Turn right onto E Duane Ave
- Turn left onto Stewart Dr
- Visit us at 830 Stewart Dr, Sunnyvale, CA on the left

### By Public Transportation:

- Take Bus - 22 - Palo Alto - Eastridge towards 22 WB Palo Alto Transit Center
- Walk to Santa Clara Caltrain Station
- Take Train - Limited towards San Francisco (Train 257)
- Walk to Frances & Olson (Svle Transit Ctr) Option B
- Take Bus - 55 - De Anza College - Great America towards 55 NB Great America
- Walk to 830 Stewart Dr, Sunnyvale, CA 94085

**Coming from Hayward (approximately 30 minutes):**

By Car:

- Take I-880 S exit towards San Jose
- Take the California 237 W exit toward Mtn View
- Merge onto CA-237 W
- Take the Lawrence Expwy/Caribbean Drive exit
- Keep left at the fork, follow signs for Lawrence Expy
- Keep right at the fork and merge onto Lawrence Expy
- Turn right onto E Duane Ave
- Turn left onto Stewart Dr
- Visit us at 830 Stewart Dr, Sunnyvale, CA on the left

By Public Transportation:

- Take Metro rail from Hayward station (direction: Fremont) exit at Fremont station.
- Walk to Fremont Bart Station
- Take Bus 181 - San Jose Diridon - Fremont Bart towards 181 SB Express San Jose
- Walk to San Jose Caltrain Station
- Take Train - Limited towards San Francisco (Train 261)
- Walk to Frances & Olson (Svle Transit Ctr)
- Take Bus 304 - S. San Jose - Sunnyvale Trans Ctr towards 304 SB Limited South San Jose
- Walk to 830 Stewart Dr, Sunnyvale, CA 94085