PROCAREER ACADEMY

CATALOG

January 1 2026 – December 31 2026

12440 Firestone Blvd, Ste 1018
Norwalk, CA 90650
(562) 698-8301

Website: www.procareer.org
E-mail: info@procareer.org

Hours of Operation:

All admissions and student support operations are conducted via online meetings, emails and phone calls during the hours of 8am-5pm, Mon to Fri

In person office hours: Last Monday of January, April, July and October from 2pm – 4pm
At all other times, we meet by appointment.

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General Information

Program Approvals

Procareer Academy is a private institution licensed by the State of California, Bureau for Private Postsecondary Education, pursuant to the California Private Postsecondary Education Act, to offer to the public and to provide postsecondary educational programs. License approval means the institution and its operations comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. License approval must be renewed every five (5) years and is subject to continuing review by the Bureau. The Act is administered by the Bureau for Private Postsecondary Education. The Bureau can be reached at: 1747 North Market Blvd., Suite 225. Sacramento, CA 95834. Phone (888) 370-7589, Fax (916) 263-1897.

The Certified Nurse Assistant program is approved and regulated by:

California Department of Public Health
PO Box 997377, MS 0500
Sacramento, CA 95899-7377
(916) 558-1784
Web site: https://www.cdph.ca.gov/

History

Procareer Academy was founded in Norwalk, California to serve the Allied Health Field in the year 2007. In 2012 the School was relocated within 6.5 miles to the Whittier area to serve a larger community in the allied health industry. The move was made to offer a newer and more spacious and updated facility. In 2018 the School moved to a larger facility in Montebello and added Information Technology programs to cater to the emerging needs of its student body. In 2021, the school moved to Whittier to be closer to its student population. In 2025, the school moved to Norwalk to be more easily accessible.

Facilities Description

Procareer Academy, Norwalk Campus, occupies approximately 800 square feet in a traditional campus facility located at 12440 Firestone Blvd, Ste 1018, Norwalk, CA 90650. The School offers (1) classrooms, (1) skills lab, (1) offices, and reception area. The occupancy level of the classroom is 15 students.

The School is equipped with computers, supplies and equipment parallel to a patient room in the allied health field for lab hands-on practical skills for the Certified Nurse Assistant students. Classrooms are appropriately furnished with laboratory and instructional furniture, such as, beds, numerous types of mannequins and models, as well as with nursing kits and disposable supplies. Information Technology programs use personal computers with Intel Pentium Processor, 4GB RAM, DVD ROM, 200GB Hard Drive running Microsoft Windows software. External devices include Networking equipment, Printer and Scanner. The facilities are readily accessible for students requiring physical accommodations, and the campuses have convenient access to public transportation and freeway access.

Procareer Academy maintains a number of reference books and other pertinent publications in its library for use by the students and faculty. Reference materials are housed at the main school location. In

addition, the school is able to provide students and faculty with access and instruction to online reference materials such as the directory of open access journals and online research sites. Students and faculty may access materials from nearby public libraries such as the Norwalk City and County libraries (http://www.publiclibraries.com/california.htm). Instructions on how to access online reference materials and using the public library systems is available at the above libraries. Additional access to learning material can be coordinated through the school office.

Class Location

In person classes will be held at: 12440 Firestone Blvd, Ste 1018, Norwalk, CA 90650

Institution Mission, Purpose and Objectives

Procareer Academy's mission is to offer individuals the highest quality of education and training in the Information Technology and Allied Healthcare fields to empower them with skills to pursue successful careers. We are committed to preparing students with knowledge and skills to obtain entry level employment in the fields of Allied Health and Information Technology.

We seek to provide the students with a strong foundation necessary to continue the Allied Healthcare and Information Technology career ladder through the implementation for our curriculum that embodies class participation, team building through group discussion, collaboration and skills demonstration. The School's courses of study are tailored to teach basic knowledge and demonstrative ability necessary for employment.

The target student population is primarily geared towards, but not limited to adult returning students in need of job training. Adult is defined as someone over the age of 18 years old.

Goals and Objectives:

- To provide educational opportunities to individuals seeking quality instruction and training.
- To create an environment conducive to the promotion of the individual's level through quality education and training.
- To acquire and retrain duly qualified faculty who are effective in the classroom and/or clinical setting.
- To assist students to develop professional attitudes and awareness of contemporary business practices.
- To assist graduates in finding satisfying job opportunities
- To empower students by preparing them for rewarding careers.

Administration Staff and Faculty

CEO, COO, CAO	Anirudh Kumar Thakore, MS
Director of Admissions	Preeti Thakore, BS
Student Services/Placement Coordinator	Preeti Thakore, BS

Faculty

Nursing Assistant	Dilip Divecha, RN, Program Director

	Lindon Garceron-Nguyen LVN, Instructor
	Debra Nwankwo LVN, Instructor
Nursing Assistant (Hybrid)	Dilip Divecha, RN, Program Director
	Lindon Garceron-Nguyen LVN, Instructor
	Debra Nwankwo LVN, Instructor
	Hang Li LVN, Instructor
	Irene Belarde LVN, Instructor
Information Technology	Wilfredo Lanz, BS
	Teresa Miller, MBA
	Henry Wang, MS, MBA
	Svetlana Averbukh, MBA
	Donald Tevault, BS
	Brad Rudisail, MS
	Wiliam Lee, BS
	AK Thakore, MS
	Joseph Guaneri, BS
	Pooja Dixit, M. Tech.
	Sireesha Puppala, B. Tech..
	ALK Bilahari, M. Tech.
	AV Nagireddy, M. Tech.

Note: Additional faculty may be added for the Nursing Assistant Programs as they are approved by CDPH.

Anirudh Thakore joined Procareer Academy in 2018. He received a Master of Science in Mechanical Engineering from University of Texas in 1988. He has over 17 years of experience in Information Technology management with Fortune 500 companies like Washington Mutual (Chase Bank) and Warner Brothers. Mr. Thakore holds the positions of Chief Executive Officer (CEO), Chief Operating Officer (COO) and Chief Academic Officer (CAO). As the CEO he is responsible for the overall administration of the institution. As the COO he is responsible for the school's overall business operations, including finances, management, personnel and contracts. His position as the CAO makes him responsible for the school's academic affairs, including supervision of faculty, development of programs of study and curricula, and implementation of the school's mission, purpose and objectives. Mr. Thakore's college degree and employment experience qualify him for these positions.

All Faculty members are selected according to their individual skills and academic background within specific areas of knowledge and experience. They are experienced instructors who are skilled at stimulating and developing a professional attitude with their students. All instructors have a minimum of

three years of experience, education and training in the subject area they are teaching and participate in professional growth and development courses in their field. All faculty members meet or exceed the qualifications specified in 5 CCR 71720.

Disclosures

Procareer Academy is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students. Procareer Academy complies with the provisions of Title 1 of the Civil Rights Act of 1964 and 1974, the Rehabilitation Act of 1973, the Americans with Disabilities Act and all amendments therein.

As a prospective student, you are encouraged to review this Catalog and the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

Prospective students are encouraged to visit the physical facilities of the School and to discuss personal educational and occupational plans with School personnel prior to enrolling or signing enrollment agreements.

Prospective students or the public may view the school catalog and the school performance fact sheet by going to our website at www.procareer.org. In the school website, you can also find the link to the BPPE's Internet web site. The school catalog is updated at least once a year or whenever changes to school policies, programs or procedures take place. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying this catalog. It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225. Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

At this time, Procareer Academy does not have any articulation agreements or transfer agreements with other institutions or colleges. Procareer Academy does not recognize course work completed or accept credits earned at other institutions. Procareer Academy does not accept Challenge Credit. Procareer Academy does not recognize acquired life experience, prior experiential learning or advanced placement as a consideration for enrollment or granting credit towards any programs.

Procareer Academy is not accredited by an accrediting agency recognized by the United States Department of Education, and students are not eligible for Federal or State Student Aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid. Procareer Academy is not approved to participate in the Federal or State Student Aid programs. Procareer Academy's Nursing Assistant Program is eligible for financial assistance under the Workforce Innovation & Opportunity Act (WIOA).

If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund. And, if the student has received federal student financial-aid funds, the student is entitled to a refund of the monies not paid from federal student financial-aid program funds.

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

Procareer Academy does not have any dormitory or housing facilities under its control. Procareer Academy does not provide housing assistance services to the students. The institute has no responsibility to find or assist a student in finding housing. Residential living in the areas served by Procareer Academy may include room or apartment rental or private housing rental with costs ranging $1000 and up per month.

This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP), and is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.

Certain educational programs that are offered **do lead** to positions in a profession, occupation, trade or career field requiring licensure in California. See individual program description in this catalog under Academic Programs for a list of the requirements for eligibility for licensure.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Procareer Academy awards its graduates a diploma/completion certificate as an acknowledgment of their accomplishment and graduation from Procareer Academy.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

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

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

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

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

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

Notice concerning transferability of credits and credentials earned at our institution

The transferability of credits you earn at Procareer Academy 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 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 Procareer Academy to determine if your certificate will transfer.

Self-Monitoring Procedures

Procareer Academy will remain in compliance with the current BPPE laws and regulations through subscribing to BPPE's emails alert. Also the CEO will be attending BPPE Compliance Workshop and meeting with the Bureau for Private Postsecondary Education staff.

Institutional Policies

Admission Policy

Applicants must be 18 years of age and, at a minimum, have a reasonable prospect of completing the program. The school reserves the right to refuse service to anyone.

Admissions Procedure

Admissions Requirements are based upon the student's ability to meet the requirements of his/her chosen occupational goal. Strong motivations to learn and a desire to pursue a career are important considerations. The enrollment of applicants who have satisfied the admissions requirements, will be on a first come, first serve basis. Should there be more applicants than space available, the remaining applicants will be placed on a waiting list for the next available class

Prospective students should contact Procareer Academy to set up an appointment with an Admissions Representative to receive information about the School, its curriculum, and admission policies. The representative will give a tour of the campus, provide detailed information of the School's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives. The applicant will complete an application that includes personal, educational, and employment history, and the area of occupational interest. The facility tour includes an explanation of what is presented in each classroom and review of course equipment and materials. Following the tour, the admission test is administered. The test is evaluated and graded; and results are discussed in detail with each applicant.

Each applicant is advised to determine his/her aptitude for the desired occupation. A recommendation is then made regarding the general and specific courses needed to achieve the desired goals. If a determination is made that the applicant is eligible for admission, the enrollment and application forms are completed.

As part of the admission procedure, applicants must:

- Complete and submit an Application Form
- Provide copies of social security card and valid driver’s license
- Attend a New Student Orientation.
- Complete, sign, an Enrollment Agreement and Performance Fact Sheet.
- Sign documents acknowledging receipt of disclosure forms.
- Pay a Registration Fee of $150.00.
- For Nursing Assistant Program, meet the required health status (Physical Exam, Negative TB Test and other program specific requirements) as validated by a physician before acceptance into the program.

Student Parking

Student parking is available. Procareer Academy is not responsible for parking violations, property theft, and property damage. The school has access to a parking lot with 60 spaces and 2 handicapped parking spaces at the building.

Advising Services

The staff of Procareer Academy makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

Student Services

Procareer Academy does not guarantee employment for its graduates. The student services staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and guidance in resume preparation and interviewing techniques. Career-planning concepts are also integrated into the curriculum in all programs. Students participate in coaching sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

Procareer Academy's Student Services Department provides assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. **Procareer Academy cannot and does not guarantee employment.**

Language of instruction Policy

Procareer Academy does not offer an English as a Second Language course. For programs taught in English, English language proficiency is documented during the admission interview and receipt of prior-education documentation. Students taking programs taught in English are required to speak in English at 12^{th} grade English proficiency.

Distance/Online Education Policy

Orientation & Enrollment Procedure for Distance Students

Once a start date has been set, the school will:

a. Assist the student to download the Catalog, Annual Report and School Performance Fact Sheet from the school website and deliver the enrollment agreement by email.

b. Answer any and all questions on the program, Catalog and School Performance Fact Sheet. Instruct the student to initial, sign and date the Catalog receipt form and the School Performance Fact Sheet and return it by email. Place the received signed forms in the Student file.

c. Answer any and all questions on the enrollment agreement. Instruct the student to sign and return the enrollment agreement by email. School Director will sign the enrollment agreement received from the student, email a copy of the counter-signed enrollment agreement back to the student and place it in the Student file.

d. Send the student all books/material/courseware and any necessary software licenses. A phone conference will be conducted to answer any questions regarding the course content and the student will also be taught how to use online tools to communicate with their instructor.

Assignments and Grading

For the Distance programs offered by Procareer Academy, the institution will provide its response or evaluation within five business days of receipt of student assignments, lessons, or projects.

Computer Hardware and Software Requirements

You need an Internet connection and a computer/laptop with a webcam, microphone and speakers to attend class. While it is possible to attend class using your phone, for best experience, we highly recommend that you use a computer or a tablet. The school uses Google Meet to conduct its synchronous programs, which in turn requires the students to have their own individual Gmail IDs. The Gmail ID is then authorized to the Google Meet virtual classroom for the duration of the class. Students have to abide by the school's password creation policy which mirrors Google's password policy (at least 8 characters, at least one upper case letter, one lower case letter, one number and one special character).

Instructor Availability Policy

Due to the inherent nature of the synchronous programs, all student questions will be answered live. In case students have inquiries outside of class hours, they can reach the instructors and/or the school by email. For the Online Nursing Assistant program, the response timeframe is the next business day.

Makeup Policy

For the Online Nursing Assistant program, the makeup classes will be done synchronously, live via Google Meet (and not recorded). The Class coordinator will send login information to the students of the missed classes which will include the link to the Google Meet Classroom. The students' Gmail ID will be authorized to join the Google Meet classroom. The students are supposed to join the live, instructor-led makeup class at the designated time by clicking the link.

Equipment Failure Policy

For all programs other than Nursing Assistant Program:

The school understands that equipment failure (power, hardware, software failure or loss of Internet connectivity) may occur with the student's or the teacher's equipment. In the event of equipment failure:
a. At the student's end: The student shall notify the teacher and school by phone or email. The student shall make effort to rectify the failure at the earliest possible time. The student shall make up any missed hours.
b. At the teacher's end: The school will notify by putting up an update in the Class Google Drive Student Resources folder and/or notify by email. Any missed hours will be made up as extra instruction hours.

For Nursing Assistant Program:
The Admissions Director will notify students by email in the event of an equipment failure. Additionally, the school will notify students via email and phone calls in the event of the primary platform's failure and the Admissions Director will email the lesson plans, Powerpoint slides and tests to the students.

Standards for Student Achievement (all programs other than Nursing Assistant Program)

Students are required to achieve a level of competence in all coursework, which includes classroom, didactic, laboratory, and in the clinical environment, that is consistent with the level of expertise required to perform the job or pass the licensing exams for their chosen vocation. In order for students to be considered in a good academic standing, they must be making Satisfactory Progress.

Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement. Both the Qualitative Measurement and Quantitative Measurement are measured at the point when the student has attended the scheduled clock hours for each required module of the program in which they are enrolled.

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of B (80%) or better. For determining satisfactory progress, a progress report is given to the student at the end of each module or course. A student achieving a cumulative grade point average below a grade of B or 80% at the time of evaluation will be placed on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the School, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

Online Class Etiquette and Tips on using Google Meet

1. Pick a quiet place conducive to learning, away from distractions. External noises are very disruptive to the classroom environment.
2. Keep your device plugged in at all times during the class. A dead battery cannot be used as an excuse for absence.
3. Dress code online: Professional attire. No tank tops, no short shorts.
4. Our CNA Theory Class is a Live, In-person, Online class. You are **required to log in during class hours** and actively participate in the class, just like an in-person class.
5. Keep your microphone muted unless you need to talk to the teacher. Be sure to turn up the speaker volume to be able to hear your teacher. If a fellow student forgets to mute his/her microphone after talking and it is causing background noise in the class, other students can mute their mic. Be sure to not do this while that student is speaking to the class.
6. Google Meet is running in your browser tab that has a red or gray dot in it. The dot is red when your camera is on and gray when the camera is off. We are going to call this tab the "Google Meet Tab" for the purpose of this explanation.
7. If you accidentally "X" (delete) the tab with the red dot you will kick yourself out of the meeting. All you have to do is to open the email with the class Google Meet link and click on it again to rejoin the class. **Keep that email handy!** You may also go to meet.google.com to see if your Class Meeting is saved on that site.

8. Always click on the Google Meet Tab in order to get access to the Google Meet control buttons for turning your camera on/off, muting and unmuting yourself, to start/stop sharing your screen and to view the attendee list and access the chat window. These buttons are visible ONLY when you are in the Google Meet Tab.
9. Make sure you see only one tab with the dot. Else your teacher is seeing multiple pictures of you.
10. In Google Meet, use the Chat feature to send in your questions or to provide feedback to the teacher. The teacher will periodically check the chat messages and respond. If the teacher is in the middle of a lecture, she may wait till the end to check chat messages.
11. To have an orderly flow during the class, wait till the teacher is ready to listen to you speak. Wait till the teacher acknowledges that she is ready for you to unmute yourself and start speaking.
12. Cell phone use (talking and texting) is strictly prohibited during class.
13. Rude, disrespectful, unprofessional or disruptive behavior will not be tolerated. Students will be dropped from class for such behavior.
14. If students are found arguing or fighting during class, it is considered unprofessional behavior. All of them will be dropped from the class immediately and an inquiry will be conducted by the school.
15. If you are involved in an incident and a Police report is filed, it is your responsibility to produce that report to the school within 48 hours of the incident. The incident report will be added to your file and will become a permanent record.
16. Attending class while in bed or in a drive through or any such unprofessional behavior will cause an immediate dismissal from the class.
17. If you are using your phone as the primary device to attend class, be sure to charge it the day/night before class. That way, even if there is a power cut, you can still attend class. Furthermore, charge it during your break times as needed.
18. The school is not responsible if any student shares their personal contact information with other students. You are doing so at your own risk.

Grading Format (all programs other than Nursing Assistant Program)

A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
D = Poor	65% - 69%
F = Failing	00% - 64%
I = Incomplete	00%
W=Withdrawal from Module	No Grade Assigned

Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the School. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Students wishing to review their file must make an appointment with the student service department. All appointments must be made during regular business hours. At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

Student records are to be kept for up to five years. Transcripts will be available for students permanently. Students must submit a written request to the institution for an official copy of the transcript.

Procedure to address student grievances

A student complaint procedure is available to any student who believes his/her questions/concerns regarding the school have not been resolved. The purpose of this procedure is to provide a prompt and equitable process of resolving student complaints.

Students seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director. If a student is concerned with instruction, grades received, services, and/or the conduct of staff, Procareer Academy recommends that the matter be informally discussed between parties involved in order to find a resolution without formally filing a grievance document.

If a student finds that the issue still has not been resolved to his or her satisfaction, he or she should then submit the grievance in writing within five (5) working days of the formal resolution to the School Director. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence. Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the School Director. The School Director will evaluate the appeal and respond within five (5) working days.

If the School Director’s response is not satisfactory to the student, he or she may appeal the decision in writing within three (3) working days. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure. If informal recourse fails to resolve the grievance within 30 days after filing, the School Director will schedule a Grievance Committee meeting. The Grievance Committee shall consist of two members.

The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the School Director will arrive at a fair and equitable decision.

If a student exhausts the internal grievance and appeal process, he or she may contact:

Bureau for Private Postsecondary Education (BPPE)
1747 North Market Blvd., Suite 225. Sacramento, CA 95834
Telephone 916 431-6959 Fax 916. 263-1897. Toll Free: (888) 370-7589

Full Time Student Status

Certain programs offered by Procareer Academy are considered as full time programs. Students attending class 20 hours per week are considered full time students.

Academic Year Definition

The academic year for programs less than 24 semester credit hours is 32 weeks. The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

Classes Schedule

Monday thru Sunday	Morning Class	8:00 – 6:30 P.M.
Monday thru Saturday	Evening class	6:00 - 10:00 P.M.

Check the available schedule for your program, prior to enrolling.

Cancellation, Withdrawal and Refund Policy

Student's right to cancel (Residential Programs)
You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. After completion of 60% or more of the program, the school earns 100% of the tuition. Cancellation may occur when the student provides a written notice of cancellation at the following address: 12440 Firestone Blvd, Ste 1018, Norwalk, CA 90650. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $150.00 within 45 days after the notice of cancellation is received.

Student's right to cancel (Distance Programs)

This institution offers distance educational programs where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent to: 12440 Firestone Blvd, Ste 1018, Norwalk, CA 90650. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $150.00 within 45 days after the notice of cancellation is received.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are material are transmitted.

Withdrawal from the program (Residential Programs)

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. After the end of the cancellation period, you have a right to terminate your studies at the school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You are obligated to pay only for educational services rendered and for books, uniforms or equipment. The refund will be less a registration or administration fee not to exceed $150.00, less any STRF fee and less any deduction for books, equipment and uniforms, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

☐ The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.

☐ The student has failed to attend class for three (3) consecutive weeks.

☐ The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program),

multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Withdrawal from the program (Distance Programs)

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $150.00, and less any deduction for books and materials. A refund will be made within 45 days of withdrawal.

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

 The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

 The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog).

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Refund Policy

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn

from a program of instruction when any of the following occurs:

 The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

 The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.

 The student has failed to attend class for three (3) consecutive weeks.

 The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The refund amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours still scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Books, Equipment and Uniforms refund policy

If the student's withdrawal occurs after the end of the cancellation period, books, uniforms and equipment are non refundable.

Refund Calculation Explanation

You are obligated to pay only for educational services rendered. The refunds shall be the amount you paid for the course tuition multiplied by fraction, the numerator of which is the number of hours of instruction, which has not been received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid.

Hypothetical Refund Example

If a student pays $5,100.00 for course costs of a 600 hour duration course ($150.00 Registration Fee, $150.00 Books, $4,800.00 Tuition) then withdraws after completing 200 hours, the tuition refund would be calculated as follows:

1) Divide the total number of hours in the program by total hours attended up through the last day of attendance.

2) The resulting number is multiplied by the tuition charged.
3) Tuition charged is the accrued hours multiplied by hourly charge.
4) The amount owed by the student is the tuition charged plus equipment/books plus the $150.00 registration fee.
5) The refund would be any amount in excess of the figure calculated in #4.

Tuition	$4,800
Books	$150
Registration Fee	$150
Total Program Cost	$5,100
Hours Attended / Total Instruction Hours (200/600)	33%
Total Earned (4800 x 33%)	$1,600
Total Cost ($1,600 +$150 + $150)	$1,900
Refund Amount ($5,100 - $1,900)	$3,200

Example 2. In the above example if the student withdraws after attending 361 hours (greater than 60% of the program length), the refund would be zero.

Holiday Schedule

Procareer Academy observes the following holidays

New Year's Day and Day after	January 1 and 2
Martin Luther King's Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Thanksgiving Day	Last Thursday in November
Day after Thanksgiving	Last Friday in November
Christmas Day	December 25

Students will be on Winter Break beginning Christmas through New Year. Procareer Academy reserves the right to modify this schedule with reasonable advance notice to students.

Dress Policy

Professional dress is recommended at all times. Procareer Academy's Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of Procareer Academy's expectations for graduation.

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for healthcare professionals will be dismissed from class and will not be allowed remain for clinical practice. Normal standards of professional attire apply to all students and unconventional clothing is not permitted at the School. The dress code is as follows:

- Students will wear the school-designated uniform/scrubs to campus, clinical sites and externship sites.

- Students will use white, non-skid nursing or sport shoes. White shoes with color logos or color emblems are not acceptable.

- Hair should be tied and clear off the face.

- No facial or body piercings, studs, rings or jewelry (with the exception of a wedding band).

- Tattoos on arms must be covered by long-sleeved white thermals worn under scrubs

- Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out) and without nail polish (clear nail polish is acceptable).

NOT PERMITTED

• Cellular phones (should be put away and turned off during class and clinical)
• Hats or scarves (religious exception)
• Dangling jewelry or visible facial piercings (nose, eyebrow, lip, chin, etc.)
• Long, loose hair, extreme hair color or styles
• Acrylic nails or overlays
• Heeled, open-back, or clogged shoes
• No jackets over the uniform attire, unless they are professional scrub jackets. If you are cold, we allow a long-sleeve red, white, gray or black shirt under the white scrub top.

Procareer Academy reserves the right to its interpretation of this policy and its enforcement based upon the professional expectations of staff and of the employers who hire our graduates.

Standard of Conduct

An important part of the training at Procareer Academy includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Students are expected to comply with institute policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Procareer Academy defines improper conduct as follows: cursing and/or yelling at fellow students or staff; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus or at a clinical or externship site; sexual misconduct; and disregard for institute policy. Improper conduct is cause for termination.

Grounds for Disciplinary Action

1. Unsatisfactory academic performance and/or clinical standards
2. Unsatisfactory attendance. Failure to meet school's attendance policy or standards.
3. Unprofessional conduct that reflects unfavorably upon the School and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity on or adjacent to institute property or at clinical externship sites
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the School.

7. Failure to pay tuition (or any other charges) when due.
8. Breach of Institution enrollment agreement.
9. Cheating.
10. Falsifying Institute records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the School and/or its student(s).
14. Solicitation which reflects unfavorably upon the School and/or its students.
15. Vandalism of School property.
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. Verbal confrontation with any employee and or student and/or violent behavior
19. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog. Any student who is given the opportunity for re-admittance shall attend a mandatory intake meeting to discuss his/her responsibilities towards learning and following all the course requirements to ensure a successful outcome. Any student who has been unenrolled (dropped) from the class twice will not be readmitted.

Eating in Classrooms

Eating and/or drinking are not permitted in classrooms. Unfortunately, due to the necessity of maintain a professional learning environment that respects the rights of all students, children are not permitted on the school premises.

Attendance Policy for Nursing Assistant Program:

Nursing Assistant Program students must meet the requirements of 60 hours of Theory and 100 hours of Clinical instruction. Maximum allowed theory and clinical absences are 12 hours each, which have to be made up for the student to graduate. If the student exceeds the maximum allowed hours, they shall repeat the entire class. Excused absences include documented health and emergency reasons. All other absences are considered unexcused absences.

Attendance Policy for all other programs:

Students are expected to attend all classes and clinical learning experiences. The student must adhere to Attendance Policy; specifically policies related to make up hours..

Punctual attendance is required at all class sessions.

The Faculty believes that attendance at scheduled classes, examinations, assigned exercises is crucial to meeting course and program objectives. All scheduled time missed by the student will be considered an **absence**. When serious illnesses and unexpected life events occur, the Instructor may grant limited excused absences on an individual basis. After an extended illness, the student is required to present written clearance from the physician to return to school. If for any reason, a student is not able to attend a scheduled class, examination or clinical experience, the student should:

- Call the business office at least one hour prior to the scheduled class time.
- Failure to follow the procedure for reporting absences will result in a notation in the student's file. A second failure to follow the procedure for reporting will result in termination from the program.

UNEXCUSED ABSENTEEISM MAY BE CONSIDERED REASON FOR TERMINATION FROM THE PROGRAM.

Make-up Policy for Missed Time

Students who have missed time from will be required to complete make-up as determined and scheduled by the Instructor.

Make-up Procedure for Examinations

Class Examination — Students are expected to attend an examination on the day and time it is scheduled. Students who miss an examination due to an excused absence will be given an alternate exam.

Attendance

A sign-in sheet will be provided by the instructor of every course on a daily basis. It is the student's responsibility to sign the sheet daily. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day. When students must be absent from class, they need to call the School prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return. All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence. Course work missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course. After an absence, it is the responsibility of the student to consult with the instructor regarding the completion of missed assignments

Recurring absences could result in disciplinary action, including dismissal. Students must maintain an 80% attendance record or better to maintain "Satisfactory Attendance Progress." Unsatisfactory attendance may lead to Probation status. Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department.

Certified Nurse Assistant Students: Due to the required specific hours of theory and clinical training by the California Department of Health Services for certification as a Nurse Assistant, each student must complete the minimum required hours of training. It must meet or exceed the California Department of Health services minimum standards. **Excessive absences may result in probation, suspension, or termination.**

Excused Absence

Excused absences are not automatic. Your instructor monitors and provides all attendance to the Student Services department. Vacations are not considered excused. The School will not tolerate abuse with this policy. It was implemented for that student who has unusual or unforeseen problems. However, you must still maintain the minimum cumulative grade point average.

Tardiness

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. A tardy student will be marked daily as being tardy. Any combination of three (3) documented tardies will be considered as one (1) absence.

Leaving Early

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early departures will be considered as one (1) absence.

Cutting Classes

Cutting of classes will be considered unexcused absences

Leave of Absence Policy

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the School's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the School.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date.

Attendance Probation Policy

Any student failing to maintain a minimum 80% of the maximum time frame of the program hours shall be, at a minimum, placed on "Attendance Probation" (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of 80% of the scheduled class hours however, in no event shall exceed one evaluation period (unless extenuating circumstances are established). The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation. No more than two terms on probation will be permitted

Make-up Time/Work Accountability

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must schedule with your Instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the Institution premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

Disciplinary Action and Termination

It is the policy of Procareer Academy to engage all of its representatives in the process of monitoring student conduct. This combined effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of educational requirements.

Through well-established professional standards of conduct for its representatives, Procareer Academy holds equally high expectations of its students. Procedures regarding Disciplinary Action and Termination are uniformly administered based on the degree of seriousness and nature of the misconduct.

In all cases, the School Director will participate in the review and decision making process of all incidents of unacceptable conduct.

It is the policy of Procareer Academy to have a procedure and operational plan for handling student complaints, including decisions regarding suspension and termination. As part of this procedure, if the student feels that Procareer Academy has not adequately addressed a complaint, concern or grievance, the student may consider contacting the Bureau for Private Postsecondary Education. Refer to the Grievance Procedure in this catalog.

Withdrawal / Dropout Policy & Procedure

Students who wish to withdraw from their training program should contact the School Director.
All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business office. Regardless of the circumstances of withdrawal or the date of notification to the School, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

Re-enrollment

Any student who wishes to re-enroll in the same program should first submit a letter to the School Director explaining the reason for initial withdrawal and reasons to re-enroll.
Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition.
This procedure is for a "Seven Day Cancellation" as well as program cancellations or terminations.
All outstanding balance due to program cancellations/terminations must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the School Director. Institute payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The School at its sole discretion will determine the student's re-enrollment. A change from one program to another is not considered re-enrolled additional information on course changes can be found in this catalog under Changes in Program. based on each individual's financial assistance packaging, it is important that all financial obligations are discussed prior to re enrolling.

Suspension and Dismissal

Procareer Academy reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the School's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Satisfactory Academic Progress Policy (all programs except Nursing Assistant Program)

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of B 80% or better. For determining satisfactory progress, a progress report is given to the student at the end of each module or course. A student achieving a cumulative grade point average below a grade of "B or 80%" at the time of evaluation will be placed on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the institute, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

Grading Format (all programs except Nursing Assistant Program)

A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
P/F= Pass/Fail	Credit/No Credit Assigned
D = Poor	65% - 69%
F = Failing	00% - 64%
I = Incomplete	00%
W=Withdrawal from Module	No Grade Assigned

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to the Institute all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to the

Institute, all course work graded “W” Should be completed.
Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remediate or make up work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Students that have been dismissed for lack of satisfactory academic progress from any program may apply to the School Director to be re-admitted by following the reinstatement procedures outlined in this catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog.

Permanent transcripts of the student's progress record are maintained by the School and are available upon written request by the student. Under State Regulations, the School is only required to maintain a students file for 5 years from the students last date of attendance**.** Transcripts are kept indefinitely.

Academic Probation Policy

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 80% or “B”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 80% or “B”. During that probationary period, the student must maintain a cumulative grade point average of 80% or “B” of the program.

If a student maintains a grade point average of 80% or “B” and/or achieves a cumulative grade point average of 80% or “B”, probation will be removed. However, if the student fails to maintain an 80% or “B” grade point average and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

Student Appeal Procedures

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a letter to the School Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (2) attending members. The student will be notified of the Appeal Board decision within 30 days following the receipt of the student’s appeal. The decision of the School Director shall be final.

Reinstatement

A student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The School appeals board shall consist of (2) two School

administrators The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of the School Director.

Graduation Requirements

Students will receive the appropriate completion certificate or Diploma if the following requirements have been met:

1 All required courses in the student's program have been satisfactorily completed and the final examination has been passed.
2 A minimum grade of 80% has been earned.
3 Financial obligations due Procareer Academy have been satisfied in full for the tuition and fees.
4 Requirements for administrative departments have been completed satisfactorily.

Changing Programs

At times, a student may wish to change his chosen career goal. The School reserves the right to allow or disallowed a transfer from one program to another offered at this School. For this transfer, the student will sign an addendum to the original contract. The student will be charged for the appropriate time used for the prior program and be charged the additional fees for the new program as the published regulations allow.

The process for this program change will be as follows: Notify the Admission Office, Business Office and Student Services prior to the change. Instructors will not make the decision to transfer a student as this effect the student's financial status.

Final Exam and License

Nurse Assistant students, upon successfully completion of the course will be eligible to apply for the certification test given by the State. After taking the final exam and passing it to receive a certification as a Certified Nurse Assistant with the testing site, the student will be issued a transcript, and diploma, if tuition is paid in full to the Institute. **The State CNA certification exam is not given by the School, but by the Regional Testing Center. The school cannot guarantee the State CNA certification.**

Certified Nurse Assistant Students When the student has completed the Certified Nurse Assistant program she/he can take the State certification exam with Regional Testing Center. Upon passing the State Certification Exam the California Department of Health Services will issue a Certified Nurse Assistant certification. The CNA Certification is mandatory to work in a long term care facility.

Rationale for the Percentages used for the different major areas

Theory Performance Evaluation

Major Areas and Rationale:

50% Theory Tests:
Emphasis placed on various instructional objectives to indicate the degree the students' theoretical

achievement. Validates theory and clinical correlation through written test

50% Clinical Skills
Validates theoretical knowledge through clinical applications, and case presentations.

Clinical Performance Evaluation
The following grading system is used: Pass or Fail

A student who fails to achieve a passing grade in the clinical portion of a course, cannot progress to the next module.

Clinical Performance is evaluated as:

- **Satisfactory**

The student has met the clinical objectives based on course requirements

- **Unsatisfactory**

The student has not met clinical objectives based on course requirements

Students must demonstrate overall satisfactory performance during the clinical assignments for each content area. Failure to improve performance to Satisfactory, results in an unsatisfactory evaluation.

CERTIFIED NURSE ASSISTANT STUDENTS

A student who receives an overall unsatisfactory evaluation in clinical performance in any module will be dismissed from the program. Students are evaluated in the domains of cognitive, psychomotor and affective behaviors. Clinical performance evaluations are based on evidence of student achievement of the course's clinical objectives. Clinical objectives will be measured through direct observation of actual performance

The Clinical Evaluation Tool used in assessment of student achievement of the course's clinical objectives evaluates a composite of skills and must be satisfactorily demonstrated in order for the student to receive credit. At the modules end and completion of each clinical rotation, written clinical performance evaluations are prepared and reviewed with the individual students.

Achievement of clinical objectives is reviewed with the student at the end of each clinical rotation day at post conference. Clinical performance pre and post conferences are held by the clinical instructor with the student throughout the rotation. Problem areas are written in anecdotal form, clearly identifying areas requiring improvement. A plan for the right to add any written comments to the original form and copy, dated and signed by both parties, is given to the student.

Controlled Substance, Alcohol and Drug Abuse Policy

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the School is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or School program. Following is a list of drug-free awareness programs that also provide detailed information regarding:

Dangers of Drug and Alcohol Abuse

Assistance with drug and Alcohol Abuse Counseling
Penalties for the Abuse of Alcohol or Drugs
Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines:

National College on Drug Abuse	(800) 662-HELP
	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686

As stated above, students and employees are subject to immediate termination for violation of this rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the School. Each student is required to read and sign a statement concerning this policy.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21.

General Terms and Conditions

No applicant shall be rejected from admission to the School the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind base on the above. For information regarding non-discrimination issues or to resolve complaints, contact the School Director of designee.

The School does not and cannot guarantee employment nor level of income or wage rate to any student or graduate. However, placement assistance will be provided in the form of referrals to potential employers, resume preparation, training on job seeking skills and interview techniques.

All instructional equipment for the course selected will be furnished by the School. There are, however, required books and materials that are to be paid by you. The cost of medical or other examinations, if required, is to be paid by the student.

Diplomas, certificates signifying satisfactory completion will be issued after the completion of the entire program. Students will be tested/evaluated on classroom (lecture). The student must achieve the cumulative grade point average (GPA) as stated in the catalog in order to graduate and receive the Diploma or certificate.

The School reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, teacher/facility unavailability, etc. for a maximum of 30 days. Students will be duly notified by phone, e-mail, letter, SMS and or electronic chat. All course schedules are subject to change in starting and completion dates. Students will be duly notified. Students will be offered

the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class is 90 days.

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The School reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All student charges paid will be refunded.

The School reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching any program or result in tuition changes for current attending students.

The School reserves the right to reject an applicant from admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the discretion of the School Director if the student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the School, as stated in the catalog; in which event, the extent of the student's tuition obligation will be in accordance with the School's refund policy.

In any particular provision of this agreement shall be deemed invalid if unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid of unenforceable provisions were omitted.

This Agreement constitutes the complete contract between the School and the student, and no verbal statements or promises will be recognized.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education by at: 1747 North Market Blvd., Suite 225. Sacramento, CA 95834. (916) 431-6959, (888) 370-7589. Fax (916) 263-1897

Procareer Academy Policy and Procedures on Equal Opportunity and Non-Discrimination

Procareer Academy is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the school.

It is the policy of the school to recruit, employ, retain and promote employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws. Procareer Academy is an equal opportunity employer and all educational programs are equal opportunity programs and auxiliary aids and

services are available upon request to individuals with disabilities.

It is also the school's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices and students or employees who have pregnancy or childbirth-related medical conditions. On an as needed basis, the school allows the use of mobility assistive devices such as wheelchairs or crutches. No extra charges will be imposed on students and employees requesting reasonable accommodations.

Any complaints related to the Equal Opportunity policy shall be directed to the School Director at 562-698-8301. (Dial 711, to initiate a call from any telephone, anywhere in the United States, without having to dial the ten-digit access number).

Procareer Academy Sexual Harassment Policy

1. Statement of Policy and Commitment

The school is committed to a safe learning environment free from sexual harassment, discrimination, and retaliation. Sexual harassment is unacceptable and against the law. This policy applies to all students, staff, and school-related activities, both on and off campus.

2. Definition of Sexual Harassment

Prohibited conduct includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. This includes, but is not limited to, harassment that has the purpose or effect of creating an intimidating, hostile, or offensive environment, or that is used as the basis for academic or vocational decisions.

Examples of prohibited conduct include:

Unwanted sexual propositions or demands for sexual favors
Sexual violence
Sexual assault
Stalking
Sending unwanted sexually explicit texts, emails, or social media messages
Sharing non-consensual intimate images or videos
Offensive jokes or innuendo

3. Reporting Procedures

Students should report incidents to a designated school official, such as the administrator, or an instructor. The school will investigate all complaints regardless of whether the student has followed specific written or formal filing requirements. Reporting should be done promptly to allow for a thorough investigation, but incidents can be reported even if time has elapsed.

4. Investigation Procedures

The school will conduct a prompt, thorough, and impartial investigation. The identity of the complainant and respondent will be kept confidential to the extent possible, except as needed for the investigation or as required by law. The school will take prompt and effective action to stop, prevent, and correct any violations.

5. Prohibition of Retaliation

The policy prohibits retaliation against any person who reports harassment, files a complaint, or participates in an investigation. Anyone who engages in retaliatory behavior will be subject to disciplinary action.

6. Supportive Measures

The school will implement supportive measures to ensure a safe environment for the complainant during the investigation. These measures are designed to protect the student's well-being and ability to participate in the school's programs without fear.

ACADEMIC PROGRAMS

Nursing Assistant Program

Classes are conducted: 4-10 hours a day, Mondays through Sundays, depending on the schedule chosen. The course takes five-seven weeks to complete, depending on the schedule chosen.

Program Description:

This 160 Hour Allied Health program requires 6-7 weeks of training, depending on the schedule chosen. The required hours of training includes hours specified by the California Department of Public Health / Licensing and Certification Section. This program meets the minimum requirements to prepare a student for the CNA scope of practice in California.

Factors out of the school's control:
Announced class end date is tentative and may be delayed due to sickness and/or unavailability of the teacher. Skills Facility may be changed part way through the class if the facility becomes unavailable. The school will do its best to find an alternative facility. This may delay the class completion date.

Program Objectives:

This program is designed to provide a student with extensive instruction in allied Health Aide, career development as well as preparing the student for the Nurse Assistant Certification testing by the Regional Testing Center for Certification.

Occupational Objectives:

Graduates will be qualified for entry level positions as Nursing Assistants (SOC Code 31-1131)

MODULES	CONTENTS	Theory Hours	Clinical Hours
Module 1	Introduction	2	0
Module 2	Patients' Rights	3	1
Module 3	Interpersonal Skills	2	0
Module 4	Prevention and Management of Catastrophe and Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical and Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	40
Module 9	Patient Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long-Term Care Resident	5	4
Module 14	Rehabilitative/Restorative Care Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0

Module 17 Abuse	**6**	**0**
Total	**60**	**100**

Program Description:

Module 1: Introductions to Health Care

During this module, the student learns of the role and responsibility of the Certified Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

Module 2: Patient Rights

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction. The student is instructed in the patients' right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15.

Module 3: Communication/Interpersonal Skills

The student will learn communication and defense mechanism skills when working with the Patient and the health care team. The student will be introduced to socio cultural factors, attitudes of illness and health care in the community and family interactions.

Module 4: Prevention/Management of Catastrophic & Unusual Occurrence

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Nurse Assistants, and patient safety.

Module 5: Body Mechanics

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

Module 6: Medical & Surgical Asepsis

The student will learn about Micro-organisms, the procedure of universal precautions used for infection control including methods to handle patients, and all materials that are soiled with body fluids from patients. The principles of asepsis and methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.

Module 7: Weights and Measures

The student will use the metric system in measuring accurately the intake and output and fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measuring resident's height and weight in the bed

or upright scale. The student will learn to understand the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

Module 8: Patient Care Skills

During this module, the student learns the proper procedure for bathing patients and medicinal baths, dressing and undressing oral hygiene with their own teeth, dentures or to unconscious residents, hair care combing and shampooing nail care, shaving. The assistance with prosthetic devices, skin care including Decubitus ulcers, elimination needs, bowel and bladder retraining, weights and measuring the patient.

Module 9: Patient Care Procedures

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to gastric, oxygen, urinary, and intravenous (IV). (This care does not include inserting, suctioning or changing the tubes). Student also learns meaning of intake and output (I&O), bed making, cleansing enemas, laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, application of non-legend topical ointments to intact skin surfaces.

Module 10: Vital Signs

The student will learn the purpose of Vital factors affecting the vital signs, Normal ranges, methods of measuring the temperature, pulse and respiration and blood pressure... Learn abnormalities of vital sign and, recording the pr
proper documentation.

Module 11 Nutrition

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Forms, Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet, Planning a Menu and Shopping List, Purchasing Food Wisely, Storing Food Properly, Feeding techniques for the patient, Food Preparation and diet therapy.

Module 12: Emergency Procedure

During this module, the student will learn signs and symptoms of distress, immediate and temporary intervention and emergency codes and procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

Module 13: Long Term Care

During this module, the student learns the needs of persons with retardation, Alzheimer's, cerebral palsy, epilepsy, dementia, and mental illness. General anatomy and terminology, physical and behavioral needs and changes, community resources available, psychological, social, and recreational needs, common

disease/disorders including signs and symptoms.

Module 14: Rehabilitative Nursing

During this module, the student learns the importance of promoting patient potential, devices and equipment used in patient care, ADLs, Family interactions, complications of inactivity, ambulation and range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

Module 15: Observation and Charting

The student learns observation of patients and reporting responsibilities, patient care plans, patient care documentation, legal issues of charting, in depth medical terminology for observation and charting. Introduction to medical terminologies.

Module 16: Death & Dying

During this module, the student learns the stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.

Module 17: Abuse

During this module, the student learns about prevention of patient/resident abuse. The module focusses on the nurse assistant's role in preventing, recognizing, and reporting instances of patient/resident abuse.

Attendance Rules:

The following attendance rules are specific to the Nursing Assistant Program and supersede all attendance and leave of absence rules written elsewhere in the catalog.

1. Late Rule: Arriving more than 10 minutes late is considered an absence. Leaving early is considered an absence.
2. You are expected to log in ten minutes before class starts to ensure that your systems are working correctly.
1. **Attendance Rule 1: You are required to complete 60 hours of Theory and 100 hours of Clinicals to graduate in the class. The maximum number of hours you may miss and make up are 12 for Theory and 12 for Clinicals. If at the end of the class you have not met the minimum required Theory and Clinical hours, you will have to repeat the entire class. You are not allowed to mix and match hours attended across different classes. If you are a grant, government or a scholarship funded student, you will have to reapply for new funding to repeat the class. You cannot repeat the class under the same funding. Any refund is sent back to the funding office.**
2. **Attendance Rule 2: If you are excessively absent in class and are significantly behind in your**

learning, you will be asked to repeat the class. If the hours missed are too high and cannot be made up in the ongoing class, you will be asked to repeat the entire class or dropped from the program. This is solely at the school's discretion. Absence is only allowed for medical emergencies and must be justified by a doctor's note. However, all missed hours still need to be made up.

3. **Attendance Rule 3: On skills practice days, if you are not actively participating in the class and are only an observer, you will be marked absent.**
4. **Attendance Rule 4: Attendance during the first week is mandatory. A student missing any of these days will be asked to repeat the entire course.**
5. **Attendance Rule 5: Keep your camera on at all times. The teacher needs to see you in person in the class. This is a State of California requirement. If you are not visible on camera, you will be marked absent. If you are doing ANY activity other than active, engaged learning (e.g. walking, jogging, sleeping, lying in bed, working, dog-walking, driving, cooking, laundry etc), you will be marked absent. During skills practice, if you are simply observing and not actively participating and presenting, you will be marked absent.**
6. **If the school has to bring in the Skills teacher on a Saturday or Sunday to help you finish your make up hours AFTER the scheduled class is completed, it will cost you $200 per student per day, because make up hours are NOT covered by your regular class fee. There is no guarantee that the teacher or the facility will be available for you to complete the class, even if you are able to make the payment. The maximum number of Clinical hours you are allowed to make up by paying the extra $200 per day is eight (8). If you miss more than this number, you shall repeat the entire class.**
7. If you are going to be late or absent, you must notify the school and your teacher by email. The school's email address is info@procareer.org. Your teacher's email address is listed above. **Phone calls or text messages are not acceptable.**
8. The teacher will take a roll call at the start of the class. If you do not answer, you will be marked absent for the whole day. It is your responsibility to let the teacher know if you came in late to receive credit for the hours attended.
9. If you wish to obtain the status of the number of hours you have missed, send an email to info@procareer.org with the title "Clarification of Attendance needed". Please do not ask this question as a reply to any other email because your email may simply get buried without a response from us.
10. **While we the school and our instructors sympathize with you that you are dealing with other responsibilities like multiple jobs, night jobs,** kids, pets, elderly parents, illness, divorce, COVID infections and even death in the family, **CDPH does not give any leeway whatsoever in**

the requirements of the CNA program. If your other life obligations are preventing you from devoting the time needed to the CNA class, please unenroll from the program and take it in the future, after you have sorted out your situation. If you are a grant funded student, you will have to re-apply for the government funding and your approval at that time is subject to available funding.

CNA Skills Instruction Protocols at the Nursing Facility

1. You will have to do your Skills homework of memorizing the skills steps and watching the videos BEFORE you come in on the weekends for skills practice.
2. You will be divided into groups of five students per group. At any point your Skills instructor will be working with one group while the others are assigned as assistants to the CNAs on the floor.
3. Your job is to assist the floor CNAs with the following tasks. You are expected to perform the following tasks from the first day at the site:
4. Make unoccupied bed (Staff CNA presence not required). Assist with making an occupied bed but shall not do it alone (CNA presence is required), Assist with Diaper change (CNA presence is required), Assist with bed bath but shall not do it alone. (CNA presence is required), Put away dirty laundry and replace with clean laundry. Pass meal trays and put away finished meal trays
5. Answer call lights. If you can do the task (eg take away the meal tray), do it yourself. If the task is outside your scope as a CNA student, make sure you hand it over to your CNA.
6. As you are signed off on new skills, you will be performing those skills in addition to the ones listed above. This includes new tasks such as taking vitals, measuring urine output, offering bedpan, etc. YOU WILL NOT PERFORM ANY SKILL FOR WHICH YOU ARE NOT YET SIGNED OFF. IF YOUR CNA ASKS YOU TO PERFORM ANY SKILL THAT YOU ARE NOT YET SIGNED OFF ON, POLITELY LET THE CNA AND YOUR TEACHER KNOW AND SHE WILL TAKE IT UP WITH THE CHARGE NURSE OR THE DON. THIS IS BEING DONE TO PROTECT THE FACILITY AND YOU FROM CDPH COMPLAINTS AND INQUIRY.
7. UNDER NO CIRCUMSTANCES SHOULD YOU EVER PERFORM THE FOLLOWING TASKS (WITH OR WITHOUT CNA PRESENT): ASSIST CNA IN THE SHOWER. YOU SHALL NOT ENTER THE SHOWER AREA. During the time the CNA is showering the resident, you can only do these tasks: get the room ready, make the bed, put away dirty linen, bring in fresh towels and clothes, etc.
8. IF YOUR CNA ASKS YOU FOR HELP WITH SHOWER, POLITELY LET THE CNA AND YOUR TEACHER KNOW AND SHE WILL TAKE IT UP WITH THE CHARGE NURSE OR THE DON. THIS IS BEING DONE TO PROTECT THE FACILITY AND YOU FROM CDPH

COMPLAINTS AND INQUIRY.

9. You will not loiter around on the floor or collect in groups and start talking. There is ALWAYS something to do on the floor. Offer your help to others.
10. You will not be on the phone texting and talking during your work hours. You can ONLY do that during your break times.
11. You shall not excuse yourself from the floor and disappear. If you need to excuse yourself to use the restroom or handle an emergency you will notify your assigned CNA and your instructor. Unapproved absences from the floor may lead to dismissal from the CNA class.
12. Morning huddle: 8am to 815am. Evening huddle 4:15pm - 4:30pm. You are NOT dismissed till you meet at the end of the day with your teacher.
13. Break Times: 10:30am to 10:40am (Morning Break), 12pm - 1pm (Lunch Break) and 3:00pm to 310pm (Afternoon Break).
14. All break times and lunch time are strictly monitored. No lates after breaks. If you are late after your breaks, you will be marked absent for the rest of the day and you will have to make up the hours.
15. You will leave all meeting rooms, patient rooms cleaner than you find them. ALL of you are responsible for cleaning up after yourselves. If there is any place left unkempt or dirty, ALL of you will be held equally responsible and will have to make up the hours.
16. The facility parking lot has a speed limit of 5MPH because there are elderly residents on walkers and wheelchairs. If you are found speeding, you will be terminated from class. There are cameras monitoring your speed in the parking lot.
17. We are guests at the facility and the facility is doing you a favor by allowing you to come in for Clinical practice. Return the favor by being exemplary guests. Also, you are being observed to see if you are worthy of being hired by them.
18. Transferring from bed to wheelchair and Ambulating a resident are always learned with a classmate and not the patient. At the state exam, they use volunteers for this skill.
19. Dressing a patient with an affected right arm is taught and tested using the manikin. Same with Peri Care and Catheter care.
20. Rude, disrespectful, unprofessional or disruptive behavior will not be tolerated. Students will be dropped from class for such behavior.
21. If students are found arguing or fighting during class, it is considered unprofessional behavior. All of the students involved will be dropped from the class immediately and sent home and an inquiry will be conducted by the school.
22. If you are found arguing with anyone, it means you are party to the altercation and chose to engage in it. You will be dropped regardless of who started it.

23. Any violations of the above protocols will result in immediate dismissal from the class.

Important Clinical Skills Information:

1. **On Clinical Skills days: WEAR SCRUBS & NON-SKID SHOES, NO CROCS SHOES, NO LONG NAILS, NO DANGLING JEWELRY, HAIR IN A BUN & TATTOOS COVERED. If not, you will be sent home.**
3. **You must wear your ID badge and bring the equipment (Gait Belt, BP Cuff and Stethoscope) to the skills facility. Else you will be sent home.**
4. **Before your in-person skills start, you must obtain the following. Otherwise, you WILL NOT be allowed to come in for Clinicals.**
    1. **Live Scan,**
    2. **CPR,**
    3. **NSO Student Insurance,**
    4. **Physical exam and**
    5. TB Test.

Weekly Skills Demonstration Timetable

Week 1: Opening and Closing Procedures, Handwashing (#1), Donning and removing PPE (#8), Measuring Pulse (#6), Respiration (#7)

Week 2: Measure Weight (#14), Feeds client (#10), Knee High Elastic Stocking (#2), Foot Care (#19), Mouth Care (#20), Denture care (#5)

Week 3: Measure Urinary Output (#13), Blood pressure (#23), Position on side (#17), Dress patient with affected right arm (#9), Ambulate patient (#3),

Week 4: Assist with bedpan (#4), Passive Range of Motion Shoulder (#16) and Knee/Ankle (#15) Modified bed bath (#11),

Week 5: Perineal Care (#21), Catheter care (#18), Transfer from bed to wheelchair (#22)

Weeks 6 and 7: Floor duty and Open practice

Final Exam and State Certificate:

<u>Minimum Academic requirements to graduate and grading format</u>

These minimum academic requirements are specific to the Nurse Assistant Program and supersede all other requirements mentioned elsewhere in the catalog. In order to graduate from the program, throughout the course, you need to maintain at least 80% in all Theory module tests and final exam. A score of 90% or above overall is an A grade. Additionally, you need to perform successful return demonstrations of all CNA skills as outlined in the skills notes provided to you. The teacher will determine whether you have

demonstrated successfully or not, per CDPH standards. The teacher's decision is final and binding. Upon meeting these passing criteria you will be given the signed 283B and be eligible to apply for the certification test given by the Regional Testing Center. If you do not meet all the passing criteria, your ending grade in the course will be "F" and you will have to repeat the entire course. CDPH regulations do not allow a student to complete the course in parts across different classes. If you are a government, scholarship or grant funded student, you will have to reapply for new funding to repeat the class. Per the terms of the funding approval, the student shall not repeat the class under the same funding. Any refund due is sent back to the funding office.

Licensing requirements: At least 16 years of age, valid picture ID and Social Security card; Live Scan (Background fingerprint clearance), TB vaccine or X-ray clearance; and complete this CNA program.

After taking the certification test and passing to receive a certification as a Certified Nurse Assistant with the Regional Testing Center test site, the student will be issued a transcript, and diploma, if tuition is paid in full to the School. **The certification test is not given by the school, but by the Regional Testing Center. The school cannot guarantee certification.**

Course and Program Fees

FOR ALL COURSES/PROGRAMS: ALL SERVICES, SUPPLIES, AND ITEMS EXCEPT TUITION ARE NON-REFUNDABLE.

$150.00	Registration (Non-refundable)
$0.00	STRF fee (Non-refundable)
$95.00	Books (Non-refundable)
$40.00	Online class materials (Skills Notes – Non-refundable)
$65.00	Tools (BP Cuff, Stethoscope, Gait Belt - Non-refundable)
$30.00	NSO Student Insurance*
$42.00	Class Lab Supplies (Gait Belt, Stethoscope and BP Cuff – Non-refundable)
$75.00	Livescan/Fingerprinting*
$50.00	First Aid/CPR*
$60.00	CNA Physical Exam*
$120.00	State CNA Exam Fee*
$30.00	Scrubs (Non-refundable)
$2,868.00	Tuition
$3,625.00	**Total Charges**

*** Charges paid to a third-party.**

Nursing Assistant Program (Hybrid)

Classes are conducted: 4-10 hours a day, Mondays through Sundays, depending on the schedule chosen. The course takes five-seven weeks to complete, depending on the schedule chosen.

Program Description:

This 160 Hour Allied Health program requires five to seven weeks of training, depending on the schedule chosen. The required hours of training includes hours specified by the California Department of Public Health / Licensing and Certification Section. This program meets the minimum requirements to prepare a student for a then CNA scope of practice.

Factors out of the school's control:
Announced class end date is tentative and may be delayed due to sickness and/or unavailability of the teacher. Skills Facility may be changed part way through the class if the facility becomes unavailable. The school will do its best to find an alternative facility. This may delay the class completion date.

Program Objectives:

This program is designed to provide a student with extensive instruction in allied Health Aide, career development as well as preparing the student for the Nurse Assistant Certification testing by the Regional Testing Center for Certification.

Occupational Objectives:

Graduates will be qualified for entry level positions as Nursing Assistants (SOC Code 31-1131)

Education Modality – Description of Faculty-student interaction
Our Live, instructor-led online based education modality is designed to use the latest educational aids to deliver a highly interactive learning experience. The theory lessons are delivered live online in real time using Google Meet whereas the Clinical Skills training is conducted in person at approved facilities. In Google Meet, the teacher and students gather in a virtual classroom and see and hear each other on live video and the students can talk to the teacher to get their questions answered in real time. If the student has further questions, she can email them to the instructor who will respond within a maximum of three business days, mostly within the same day. In addition to the text book, the teacher may provide additional hand-outs and documents on Google Drive designated for the class.

Here is a detailed description of the interactive teaching methodology achieved by using Google Meet:

- Teacher explains a new concept and students watch the instructor's screen and listen to the teacher through their computer speakers.
- Teacher does a demonstration or shows an example.
- Students talk to the teacher using their microphones and ask questions.
- Students do any assigned online exercises on their computers.
- Teacher reviews solution by displaying his/her screen.

During exercises, the teacher is able to see the student's computer to provide one-on- one assistance to help the student work through a solution. Students do not need to purchase the online classroom software

because Google Meet is a freely available.

MODULES	CONTENTS	Theory Hours	Clinical Hours
Module 1	**Introduction**	**2**	**0**
Module 2	**Patients' Rights**	**3**	**1**
Module 3	**Interpersonal Skills**	**2**	**0**
Module 4	**Prevention and Management of Catastrophe and Unusual Occurrences**	**1**	**1**
Module 5	**Body Mechanics**	**2**	**4**
Module 6	**Medical and Surgical Asepsis**	**2**	**8**
Module 7	**Weights and Measures**	**1**	**1**
Module 8	**Patient Care Skills**	**14**	**40**
Module 9	**Patient Care Procedures**	**7**	**20**
Module 10	**Vital Signs**	**3**	**6**
Module 11	**Nutrition**	**2**	**6**
Module 12	**Emergency Procedures**	**2**	**1**
Module 13	**Long-Term Care Resident**	**5**	**4**
Module 14	**Rehabilitative/Restorative Care Nursing**	**2**	**4**
Module 15	**Observation and Charting**	**4**	**4**
Module 16	**Death and Dying**	**2**	**0**
Module 17	**Abuse**	**6**	**0**
	Total	**60**	**100**

Program Description:

Module 1: Introductions to Health Care

During this module, the student learns of the role and responsibility of the Certified Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

Module 2: Patient Rights

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction. The student is instructed in the patients' right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15.

Module 3: Communication/Interpersonal Skills

The student will learn communication and defense mechanism skills when working with the Patient and the health care team. The student will be introduced to socio cultural factors, attitudes of illness and health care in the community and family interactions.

Module 4: Prevention/Management of Catastrophic & Unusual Occurrence

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Nurse Assistants, and patient safety.

Module 5: Body Mechanics

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

Module 6: Medical & Surgical Asepsis

The student will learn about Micro-organisms, the procedure of universal precautions used for infection control including methods to handle patients, and all materials that are soiled with body fluids from patients. The principles of asepsis and methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.

Module 7: Weights and Measures

The student will use the metric system in measuring accurately the intake and output and fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measuring resident's height and weight in the bed or upright scale. The student will learn to understand the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

Module 8: Patient Care Skills

During this module, the student learns the proper procedure for bathing patients and medicinal baths, dressing and undressing oral hygiene with their own teeth, dentures or to unconscious residents, hair care combing and shampooing nail care, shaving. The assistance with prosthetic devices, skin care including Decubitus ulcers, elimination needs, bowel and bladder retraining, weights and measuring the patient.

Module 9: Patient Care Procedures

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to gastric, oxygen, urinary, and intravenous (IV). (This care does not include inserting, suctioning or changing the tubes). Student also learns meaning of intake and output (I&O), bed making, cleansing enemas, laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, application of non-legend topical ointments to intact skin surfaces.

Module 10: Vital Signs

The student will learn the purpose of Vital factors affecting the vital signs, Normal ranges, methods of measuring the temperature, pulse and respiration and blood pressure... Learn abnormalities of vital sign and, recording the pr
proper documentation.

Module 11 Nutrition

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Forms, Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet, Planning a Menu and Shopping List, Purchasing Food Wisely, Storing Food Properly, Feeding techniques for the patient, Food Preparation and diet therapy.

Module 12: Emergency Procedure

During this module, the student will learn signs and symptoms of distress, immediate and temporary intervention and emergency codes and procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

Module 13: Long Term Care

During this module, the student learns the needs of persons with retardation, Alzheimer's, cerebral palsy, epilepsy, dementia, and mental illness. General anatomy and terminology, physical and behavioral needs and changes, community resources available, psychological, social, and recreational needs, common disease/disorders including signs and symptoms.

Module 14: Rehabilitative Nursing

During this module, the student learns the importance of promoting patient potential, devices and equipment used in patient care, ADLs, Family interactions, complications of inactivity, ambulation and range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

Module 15: Observation and Charting

The student learns observation of patients and reporting responsibilities, patient care plans, patient care documentation, legal issues of charting, in depth medical terminology for observation and charting. Introduction to medical terminologies.

Module 16: Death & Dying

During this module, the student learns the stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.

Module 17: Abuse

During this module, the student learns about prevention of patient/resident abuse. The module focusses on the nurse assistant's role in preventing, recognizing, and reporting instances of patient/resident abuse.

Attendance Rules:

The following attendance rules are specific to the Nursing Assistant Program and supersede all

attendance and leave of absence rules written elsewhere in the catalog.

1. Late Rule: Arriving more than 10 minutes late is considered an absence. Leaving early is considered an absence.
2. You are expected to log in ten minutes before class starts to ensure that your systems are working correctly.
3. **Attendance Rule 1: You are required to complete 60 hours of Theory and 100 hours of Clinicals to graduate in the class. The maximum number of hours you may miss and make up are 12 for Theory and 12 for Clinicals. If at the end of the class you have not met the minimum required Theory and Clinical hours, you will have to repeat the entire class. You are not allowed to mix and match hours attended across different classes. If you are a grant, government or a scholarship funded student, you will have to reapply for new funding to repeat the class. You cannot repeat the class under the same funding. Any refund is sent back to the funding office.**
4. **Attendance Rule 2: If you are excessively absent in class and are significantly behind in your learning, you will be asked to repeat the class. If the hours missed are too high and cannot be made up in the ongoing class, you will be asked to repeat the entire class or dropped from the program. This is solely at the school's discretion.** Absence is only allowed for medical emergencies and must be justified by a doctor's note. However, all missed hours still need to be made up.
5. **Attendance Rule 3: On skills practice days, if you are not actively participating in the class and are only an observer, you will be marked absent.**
6. **Attendance Rule 4: Attendance during the first week is mandatory. A student missing any of these days will be asked to repeat the entire course.**
7. **Attendance Rule 5: Keep your camera on at all times. The teacher needs to see you in person in the class. This is a State of California requirement. If you are not visible on camera, you will be marked absent. If you are doing ANY activity other than active, engaged learning (e.g. walking, jogging, sleeping, lying in bed, working, dog-walking, driving, cooking, laundry etc), you will be marked absent. During skills practice, if you are simply observing and not actively participating and presenting, you will be marked absent.**
8. **If the school has to bring in the Skills teacher on a Saturday or Sunday to help you finish your make up hours AFTER the scheduled class is completed, it will cost you $200 per student per day, because make up hours are NOT covered by your regular class fee. There is no guarantee that the teacher or the facility will be available for you to complete the class, even if you are able to make the payment. The maximum number of Clinical hours you are**

allowed to make up by paying the extra $200 per day is eight (8). If you miss more than this number, you shall repeat the entire class.

9. If you are going to be late or absent, you must notify the school and your teacher by email. The school's email address is info@procareer.org. Your teacher's email address is listed above. **Phone calls or text messages are not acceptable.**
10. The teacher will take a roll call at the start of the class. If you do not answer, you will be marked absent for the whole day. It is your responsibility to let the teacher know if you came in late to receive credit for the hours attended.
11. If you wish to obtain the status of the number of hours you have missed, send an email to info@procareer.org with the title "Clarification of Attendance needed". Please do not ask this question as a reply to any other email because your email may simply get buried without a response from us.
12. **While we the school and our instructors sympathize with you that you are dealing with other responsibilities like multiple jobs, night jobs,** kids, pets, elderly parents, illness, divorce, COVID infections and even death in the family, **CDPH does not give any leeway whatsoever in the requirements of the CNA program**. If your other life obligations are preventing you from devoting the time needed to the CNA class, please unenroll from the program and take it in the future, after you have sorted out your situation. If you are a grant funded student, you will have to re-apply for the government funding and your approval at that time is subject to available funding.

CNA Skills Instruction Protocols at the Nursing Facility

24. You will have to do your Skills homework of memorizing the skills steps and watching the videos BEFORE you come in on the weekends for skills practice.
25. You will be divided into groups of five students per group. At any point your Skills instructor will be working with one group while the others are assigned as assistants to the CNAs on the floor.
26. Your job is to assist the floor CNAs with the following tasks. You are expected to perform the following tasks from the first day at the site:
27. Make unoccupied bed (Staff CNA presence not required). Assist with making an occupied bed but shall not do it alone (CNA presence is required), Assist with Diaper change (CNA presence is required), Assist with bed bath but shall not do it alone. (CNA presence is required), Put away dirty laundry and replace with clean laundry. Pass meal trays and put away finished meal trays
28. Answer call lights. If you can do the task (eg take away the meal tray), do it yourself. If the task is outside your scope as a CNA student, make sure you hand it over to your CNA.
29. As you are signed off on new skills, you will be performing those skills in addition to the ones

listed above. This includes new tasks such as taking vitals, measuring urine output, offering bedpan, etc. YOU WILL NOT PERFORM ANY SKILL FOR WHICH YOU ARE NOT YET SIGNED OFF. IF YOUR CNA ASKS YOU TO PERFORM ANY SKILL THAT YOU ARE NOT YET SIGNED OFF ON, POLITELY LET THE CNA AND YOUR TEACHER KNOW AND SHE WILL TAKE IT UP WITH THE CHARGE NURSE OR THE DON. THIS IS BEING DONE TO PROTECT THE FACILITY AND YOU FROM CDPH COMPLAINTS AND INQUIRY.

30. UNDER NO CIRCUMSTANCES SHOULD YOU EVER PERFORM THE FOLLOWING TASKS (WITH OR WITHOUT CNA PRESENT): ASSIST CNA IN THE SHOWER. YOU SHALL NOT ENTER THE SHOWER AREA. During the time the CNA is showering the resident, you can only do these tasks: get the room ready, make the bed, put away dirty linen, bring in fresh towels and clothes, etc.
31. IF YOUR CNA ASKS YOU FOR HELP WITH SHOWER, POLITELY LET THE CNA AND YOUR TEACHER KNOW AND SHE WILL TAKE IT UP WITH THE CHARGE NURSE OR THE DON. THIS IS BEING DONE TO PROTECT THE FACILITY AND YOU FROM CDPH COMPLAINTS AND INQUIRY.
32. You will not loiter around on the floor or collect in groups and start talking. There is ALWAYS something to do on the floor. Offer your help to others.
33. You will not be on the phone texting and talking during your work hours. You can ONLY do that during your break times.
34. You shall not excuse yourself from the floor and disappear. If you need to excuse yourself to use the restroom or handle an emergency you will notify your assigned CNA and your instructor. Unapproved absences from the floor may lead to dismissal from the CNA class.
35. Morning huddle: 8am to 815am. Evening huddle 4:15pm - 4:30pm. You are NOT dismissed till you meet at the end of the day with your teacher.
36. Break Times: 10:30am to 10:40am (Morning Break), 12pm - 1pm (Lunch Break) and 3:00pm to 310pm (Afternoon Break).
37. All break times and lunch time are strictly monitored. No lates after breaks. If you are late after your breaks, you will be marked absent for the rest of the day and you will have to make up the hours.
38. You will leave all meeting rooms, patient rooms cleaner than you find them. ALL of you are responsible for cleaning up after yourselves. If there is any place left unkempt or dirty, ALL of you will be held equally responsible and will have to make up the hours.
39. The facility parking lot has a speed limit of 5MPH because there are elderly residents on walkers and wheelchairs. If you are found speeding, you will be terminated from class. There are cameras

monitoring your speed in the parking lot.

40. We are guests at the facility and the facility is doing you a favor by allowing you to come in for Clinical practice. Return the favor by being exemplary guests. Also, you are being observed to see if you are worthy of being hired by them.
41. Transferring from bed to wheelchair and Ambulating a resident are always learned with a classmate and not the patient. At the state exam, they use volunteers for this skill.
42. Dressing a patient with an affected right arm is taught and tested using the manikin. Same with Peri Care and Catheter care.
43. Rude, disrespectful, unprofessional or disruptive behavior will not be tolerated. Students will be dropped from class for such behavior.
44. If students are found arguing or fighting during class, it is considered unprofessional behavior. All of the students involved will be dropped from the class immediately and sent home and an inquiry will be conducted by the school.
45. If you are found arguing with anyone, it means you are party to the altercation and chose to engage in it. You will be dropped regardless of who started it.
46. Any violations of the above protocols will result in immediate dismissal from the class.

Important Clinical Skills Information:

1. **On Clinical Skills days: WEAR SCRUBS & NON-SKID SHOES, NO CROCS SHOES, NO LONG NAILS, NO DANGLING JEWELRY, HAIR IN A BUN & TATTOOS COVERED. If not, you will be sent home.**
3. **You must wear your ID badge and bring the equipment (Gait Belt, BP Cuff and Stethoscope) to the skills facility. Else you will be sent home.**
4. **Before your in-person skills start, you must obtain the following. Otherwise, you WILL NOT be allowed to come in for Clinicals.**
    1. **Live Scan,**
    2. **CPR,**
    3. **NSO Student Insurance,**
    4. **Physical exam and**
    5. **TB Test.**

Weekly Skills Demonstration Timetable

Week 1: Opening and Closing Procedures, Handwashing (#1), Donning and removing PPE (#8), Measuring Pulse (#6), Respiration (#7)

Week 2: Measure Weight (#14), Feeds client (#10), Knee High Elastic Stocking (#2), Foot Care (#19), Mouth Care (#20), Denture care (#5)

Week 3: Measure Urinary Output (#13), Blood pressure (#23), Position on side (#17), Dress patient with affected right arm (#9), Ambulate patient (#3),

Week 4: Assist with bedpan (#4), Passive Range of Motion Shoulder (#16) and Knee/Ankle (#15) Modified bed bath (#11),

Week 5: Perineal Care (#21), Catheter care (#18), Transfer from bed to wheelchair (#22)

Weeks 6 and 7: Floor duty and Open practice

Minimum Academic requirements to graduate and grading format

These minimum academic requirements are specific to the Nurse Assistant Program and supersede all other requirements mentioned elsewhere in the catalog. In order to graduate from the program, throughout the course, you need to maintain at least 80% in all Theory module tests and final exam. A score of 90% or above overall is an A grade. Additionally, you need to perform successful return demonstrations of all CNA skills as outlined in the skills notes provided to you. The teacher will determine whether you have demonstrated successfully or not, per CDPH standards. The teacher's decision is final and binding. Upon meeting these passing criteria you will be given the signed 283B and be eligible to apply for the certification test given by the Regional Testing Center. If you do not meet all the passing criteria, your ending grade in the course will be "F" and you will have to repeat the entire course. CDPH regulations do not allow a student to complete the course in parts across different classes. If you are a government, scholarship or grant funded student, you will have to reapply for new funding to repeat the class. Per the terms of the funding approval, the student shall not repeat the class under the same funding. Any refund due is sent back to the funding office.

Licensing requirements: At least 16 years of age, valid picture ID and Social Security card; Live Scan (Background fingerprint clearance), TB vaccine or X-ray clearance; and complete this CNA program.

After taking the certification test and passing to receive a certification as a Certified Nurse Assistant with the Regional Testing Center test site, the student will be issued a transcript, and diploma, if tuition is paid in full to the School. **The certification test is not given by the school, but by the Regional Testing Center. The school cannot guarantee certification.**

Equipment Failure Policy: The Admissions Director will notify students by email in the event of an equipment failure. Additionally, the school will notify students via email and phone calls in the event of Google Drive, the primary platform's failure. The Admissions Director will email the lesson plans, Powerpoint slides and tests to the students in case of equipment failure.

Course and Program Fees

FOR ALL COURSES/PROGRAMS: ALL SERVICES, SUPPLIES, AND ITEMS EXCEPT TUITION ARE NON-REFUNDABLE.

$150.00	Registration (Non-refundable)

$0.00	STRF fee (Non-refundable)
$95.00	Books (Non-refundable)
$40.00	Online class materials (Skills Notes – Non-refundable)
$65.00	Tools (BP Cuff, Stethoscope, Gait Belt - Non-refundable)
$30.00	NSO Student Insurance*
$42.00	Class Lab Supplies (Gait Belt, Stethoscope and BP Cuff – Non-refundable)
$75.00	Livescan/Fingerprinting*
$50.00	First Aid/CPR*
$60.00	CNA Physical Exam*
$120.00	State CNA Exam Fee*
$30.00	Scrubs (Non-refundable)
$2,868.00	Tuition
$3,625.00	**Total Charges**

*** Charges paid to a third-party.**

Cyber Security Support Technician

Program length: 240 hours (4 hours a day, 5 days a week for 12 weeks)

Instruction method: Distance

Program Description: In this Certificate course, participants will learn the fundamental principles of installing and configuring cybersecurity controls and participating in incident response and risk mitigation. It will prepare the students to work as Security Administrators in the IT Industry and equip them to take the CompTIA Security+ certification exam.

Learning Objectives:

Identify strategies developed by cyber adversaries to attack networks and hosts and the countermeasures deployed to defend them.
Understand the principles of organizational security and the elements of effective security policies.
Know the technologies and uses of cryptographic standards and products.
Install and configure network- and host-based security technologies.
Describe how wireless and remote access security is enforced.
Describe the standards and products used to enforce security on web and communications technologies.
Identify strategies for ensuring business continuity, fault tolerance, and disaster recovery.
Summarize application and coding vulnerabilities and identify development and deployment methods designed to mitigate them.

Occupational Objectives: Successful graduates will be employable as Network Support professionals. (SOC Code 15-1244)

Detailed Syllabus:

Threats, Attacks, and Vulnerabilities (8 hours):
Indicators of Compromise
Critical Security Controls
Security Posture Assessment Tools
Incident Response

Identity and Access Management (8 hours):
Cryptography
Public Key Infrastructure
Identification and Authentication
Identity and Access Services
Account Management

Security Architecture (8 hours):
Secure Network Design
Firewalls and Load Balancers
IDS and SIEM
Secure Wireless Access
Physical Security Controls

Security Design (8 hours):
Secure Protocols and Services
Secure Remote Access
Secure Systems Design
Secure Mobile Device Services
Secure Virtualization and Cloud Services

Risk Management (8 hours):
Forensics
Disaster Recovery and Resiliency
Risk Management
Secure Application Development
Organizational Security

Textbook: CompTIA Security+ Certification All-in-One Exam Guide – Wm. Arthur Conklin et al (ISBN-13: 978-1260019322)

Microsoft Windows Server Administration

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: In this Certificate course, participants will learn the fundamental principles of installing, configuring and administering Microsoft Windows Server in host and compute environments. It will prepare the students to work as System Administrators in the IT Industry and equip them to take the Microsoft 70-740 certification exam.

Learning Objectives:

Prepare and install Nano Server, a Server Core installation, and plan a server upgrade and migration strategy.
Describe the various storage options, including partition table formats, basic and dynamic disks, file systems, virtual hard disks, and drive hardware, and explain how to manage disks and volumes.
Describe enterprise storage solutions, and select the appropriate solution for a given situation.
Implement and manage Storage Spaces and Data Deduplication.
Install and configure Microsoft Hyper-V, and configure virtual machines.
Deploy, configure, and manage Windows and Hyper-V containers.
Describe the high availability and disaster recovery technologies in Windows Server 2016.
Plan, create, and manage a failover cluster.
Implement failover clustering for Hyper-V virtual machines.
Configure a Network Load Balancing (NLB) cluster, and plan for an NLB implementation.
Create and manage deployment images.
Manage, monitor, and maintain virtual machine installations.

Occupational Objectives: Successful graduates will be employable as System Administration professionals. (SOC Code 15-1244)

Detailed Syllabus:

Installing, upgrading, and migrating servers and workloads
Introducing Windows Server 2016
Preparing and installing Server Core
Preparing for upgrades and migrations
Migrating server roles and workloads
Windows Server activation models

Configuring local storage
Managing disks in Windows Server
Managing volumes in Windows Server

Implementing enterprise storage solutions
Overview of DAS, NAS, and SANs
Comparing Fibre Channel, iSCSI, and Fibre Channel over Ethernet
Understanding iSNS, DCB, and MPIO

Configuring sharing in Windows Server 2016

Implementing Storage Spaces and Data Deduplication
Implementing Storage Spaces
Managing Storage Spaces
Implementing Data Deduplication

Installing and configuring Hyper-V and virtual machines

Students will learn the following topics:

Overview of Hyper-V
Installing Hyper-V
Configuring storage on Hyper-V host servers
Configuring networking on Hyper-V host servers
Configuring Hyper-V virtual machines
Managing virtual machines

Deploying and managing Windows and Hyper-V containers
Overview of containers in Windows Server 2016
Deploying Windows Server and Hyper-V containers
Installing, configuring, and managing containers by using Docker

Overview of high availability and disaster recovery
Defining levels of availability
Planning high availability and disaster recovery solutions with Hyper-V virtual machinesBacking up and restoring by using Windows Server Backup
High availability with failover clustering in Windows Server 2016

Implementing failover clustering
Planning a failover cluster
Creating and configuring a new failover cluster
Maintaining a failover cluster
Troubleshooting a failover cluster
Implementing site high availability with stretch clustering

Implementing failover clustering with Windows Server 2016 Hyper-V
Overview of the integration of Hyper-V Server 2016 with failover clustering
Implementing Hyper-V VMs on failover clusters
Key features for VMs in a clustered environment

Implementing Network Load Balancing
Overview of NLB
Configuring an NLB cluster
Planning an NLB implementation

Creating and managing deployment images
Introduction to deployment images

Creating and managing deployment images by using MDT
Virtual machine environments for different workloads

Managing, monitoring, and maintaining virtual machine installations
WSUS overview and deployment options
Update management process with WSUS
Overview of Windows PowerShell DSC
Overview of Windows Server 2016 monitoring tools
Using Performance Monitor
Monitoring event logs

Textbook: MCSA Windows Server 2016 Study Guide: Exam 70-740 – William Panek (ISBN-13: 978-1119359340)

Microsoft SQL Server Server Database Administration

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: In this Certificate course, participants will learn to administer and maintain SQL Server databases with the knowledge and skills to administer a SQL server database infrastructure. Additionally, they will learn to support applications that deliver content from SQL Server databases. It will prepare the students to work as Database Administrators in the IT Industry and equip them to take the Microsoft 70-764 certification exam.

Learning Objectives:

- After completing this course, students will be able to:
  - Authenticate and authorize users
  - Assign server and database roles
  - Authorize users to access resources
  - Protect data with encryption and auditing
  - Describe recovery models and backup strategies
  - Backup SQL Server databases
  - Restore SQL Server databases
  - Automate database management
  - Configure security for the SQL Server agent
  - Manage alerts and notifications
  - Managing SQL Server using PowerShell
  - Trace access to SQL Server
  - Monitor a SQL Server infrastructure
  - Troubleshoot a SQL Server infrastructure
  - Import and export data

Occupational Objectives: Successful graduates will be employable as Database Administration professionals. (SOC Code 15-1242)

Detailed Syllabus:

SQL Server Security
Authenticating Connections to SQL Server
Authorizing Logins to Connect to databases
Authorization Across Servers
Partially Contained Databases

Assigning Server and Database Roles
Working with server roles
Working with Fixed Database Roles
Assigning User-Defined Database Roles

Authorizing Users to Access Resources
Authorizing User Access to Objects
Authorizing Users to Execute Code
Configuring Permissions at the Schema Level

Protecting Data with Encryption and Auditing
Options for auditing data access in SQL Server
Implementing SQL Server Audit
Managing SQL Server Audit
Protecting Data with Encryption

Recovery Models and Backup Strategies
Understanding Backup Strategies
SQL Server Transaction Logs
Planning Backup Strategies

Backing Up SQL Server Databases
Backing Up Databases and Transaction Logs
Managing Database Backups
Advanced Database Options

Restoring SQL Server Databases
Understanding the Restore Process
Restoring Databases
Advanced Restore Scenarios
Point-in-Time Recovery

Automating SQL Server Management
Automating SQL Server management
Working with SQL Server Agent
Managing SQL Server Agent Jobs
Multi-server Management

Configuring Security for SQL Server Agent
Understanding SQL Server Agent Security
Configuring Credentials
Configuring Proxy Accounts

Monitoring SQL Server with Alerts and Notifications
Monitoring SQL Server Errors
Configuring Database Mail
Operators, Alerts, and Notifications
Alerts in Azure SQL Database

Introduction to Managing SQL Server by using PowerShell
Getting Started with Windows PowerShell
Configure SQL Server using PowerShell

Administer and Maintain SQL Server with PowerShell
Managing Azure SQL Databases using PowerShell

Montitoring SQL Server with Extended events
Extended Events Core Concepts
Working with Extended Events
Monitoring activity
Capturing and Managing Performance Data
Analyzing Collected Performance Data
SQL Server Utility

Troubleshooting SQL Server
A Trouble Shooting Methodology for SQL Server
Resolving Service Related Issues
Resolving Connectivity and Log-in issues

Importing and Exporting Data
Transferring Data to and from SQL Server
Importing and Exporting Table Data
Using bcp and BULK INSERT to Import Data
Deploying and Upgrading Data-Tier Application

Textbook: Administering a SQL Database Infrastructure: Exam 70-764 – Victor Isakov (ISBN-13: 978-1509303830)

Full Stack Software Developer

Program length: 160 hours (4 hours a day, 5 days a week for 8 weeks)

Instruction method: Distance

Program Description: In the Full Stack Software Developer certificate program, students will learn the fundamental principles of computer programming, coding techniques and object-oriented programming. Additionally students will learn Data Structures, Algorithms and Full stack web development.

Learning Objectives:

- The fundamentals of computer programming
- Data input and output formats, variables, assignment rules.
- Program execution paths, branching, iteration and looping
- Functions, arguments, overloading, scope. Lists, arrays and tuples.
- Modules, packages and exception handling
- Data structures
- Sort algorithms and Search algorithms
- Program using standardized algorithmic building blocks.
- Analyze algorithms to verify correctness and efficiency.
- Explore real-world applications of algorithms and data structures.
- Full stack development techniques

Occupational Objectives: Successful graduates will be employable as Entry level Computer Programmers. (SOC Code 15-1251)

Detailed Syllabus:

Module 1: Computer Programming

- The fundamentals of computer programming
- Data input and output formats, variables, assignment rules.
- Program execution paths, branching, iteration and looping
- Functions, arguments, overloading, scope. Lists, arrays and tuples.

Module 2: Data Structures

- Data structures:
  Arrays,
  Linked Lists,
  Hash tables,
  Trees,
  Graph,
  Stacks,
  Queues
  Compression
  Module 3: Algorithms

- Algorithms::
  Searching, sorting, depth first search, breadth first search, topological sort and minimum spanning trees

Module 4: Front-end web development

- Comprehensive Front end web development:
  Javascript programming, HTML, CSS, React and Bootstrap. Dynamic website development

Module 5: Back-end web development

- Comprehensive Back end web development:
  Databases, MySQL, MongoDB
  Containers, Kubernetes, Microservices and Serverless Functions

Module 6: DevOps Management

- Using Git for code management, DevOps, Docker
  Maintain quality, availability, and security in cloud infrastructure
  Deploying on Cloud platforms (AWS, Azure, Google Cloud)

Textbooks:

Java How to Program, Early Objects – Deitel (ISBN-13: 978-0134743356)

Modern Full-Stack Development (ISBN-13: 978-1484257371). Supplemental online class notes/lectures/hand-outs may be provided as required.

Python Programming

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: In this Certificate course, participants will learn the fundamental principles of Python programming, its concepts like conditional execution, loops, Python programming language syntax, semantics, and the runtime environment, as well as with general coding techniques and object-oriented programming.

Learning Objectives:
1. The fundamentals of computer programming, i.e. how the computer works, how the program is executed, how the programming language is defined and constructed, what the difference is between compilation and interpretation, what Python is, how it is positioned among other programming languages, and what distinguishes the different versions of Python;
2. The basic methods of formatting and outputting data offered by Python, together with the primary kinds of data and numerical operators, their mutual relations and bindings; the concept of variables and variable naming conventions; the assignment operator, the rules governing the building of expressions; the inputting and converting of data;
3. Boolean values to compare difference values and control the execution paths using the if and if-else instructions; the utilization of loops (while and for) and how to control their behavior using the break and continue instructions; the difference between logical and bitwise operations; the concept of lists and list processing, including the iteration provided by the for loop, and slicing; the idea of multi-dimensional arrays;
4. The defining and using of functions – their rationale, purpose, conventions, and traps; the concept of passing arguments in different ways and setting their default values, along with the mechanisms of returning the function's results; name scope issues; new data aggregates: tuples and dictionaries, and their role in data processing;
5. Python modules: their rationale, function, how to import them in different ways, and present the content of some standard modules provided by Python; the way in which modules are coupled together to make packages; the concept of an exception and Python's implementation of exceptions, including the try-except instruction, with its applications, and the raise instruction; strings and their specific methods, together with their similarities and differences compared to lists;
6. The fundamentals of OOP (Object Oriented Programming) and the way they are adopted in Python, showing the difference between OOP and the classical, procedural approach; the standard objective features: inheritance, abstraction, encapsulation, and polymorphism, along with Python-specific issues like instance vs. class variables, and Python's implementation of inheritance; objective nature of exceptions; Python's generators (the yield instruction) and closures (the lambda keyword); the means Python developers can use to process (create, read, and write) files.

Occupational Objectives: Successful graduates will be employable as Entry level Programmers. (SOC Code 15-1251)

Detailed Syllabus:

Module 1: Controls and Evaluations (10 hours)

•basic concepts: interpreting and the interpreter, compilation and the compiler, language elements, lexis, syntax and semantics, Python keywords, instructions, indenting
•literals: Boolean, integer, floating-point numbers, scientific notation, strings
•operators: unary and binary, priorities and binding
•numeric operators: ** * / % // + –
•bitwise operators: ~ & ^ | << >>
•string operators: * +
•Boolean operators: not and or
•relational operators (== != > >= < <=), building complex Boolean expressions
•assignments and shortcut operators
•accuracy of floating-point numbers
•basic input and output: input(), print(), int(), float(), str() functions
•formatting print() output with end= and sep= arguments
•conditional statements: if, if-else, if-elif, if-elif-else
•the pass instruction
•simple lists: constructing vectors, indexing and slicing, the len() function
•simple strings: constructing, assigning, indexing, slicing comparing, immutability
•building loops: while, for, range(), in, iterating through sequences
•expanding loops: while-else, for-else, nesting loops and conditional statements
•controlling loop execution: break, continue

Module 2: Data Aggregates (10 hours)

- strings in detail: ASCII, UNICODE, UTF-8, immutability, escaping using the \ character, quotes and apostrophes inside strings, multiline strings, copying vs. cloning, advanced slicing, string vs. string, string vs. non-string, basic string methods (upper(), lower(), isxxx(), capitalize(), split(), join(), etc.) and functions (len(), chr(), ord()), escape characters
- lists in detail: indexing, slicing, basic methods (append(), insert(), index()) and functions (len(), sorted(), etc.), del instruction, iterating lists with the for loop, initializing, in and not in operators, list comprehension, copying and cloning
- lists in lists: matrices and cubes
- tuples: indexing, slicing, building, immutability
- tuples vs. lists: similarities and differences, lists inside tuples and tuples inside lists
- dictionaries: building, indexing, adding and removing keys, iterating through dictionaries as well as their keys and values, checking key existence, keys(), items() and values() methods

Module 3: Functions and Modules (10 hours)

- defining and invoking your own functions and generators
- return and yield keywords, returning results, the None keyword, recursion
- parameters vs. arguments, positional keyword and mixed argument passing, default parameter values
- converting generator objects into lists using the list() function
- name scopes, name hiding (shadowing), the global keyword
- lambda functions, defining and using
- map(), filter(), reduce(), reversed(), sorted() functions and the sort() method
- the if operator

- import directives, qualifying entities with module names, initializing modules
- writing and using modules, the __name__ variable
- pyc file creation and usage
- constructing and distributing packages, packages vs. directories, the role of the __init__.py file
- hiding module entities
- Python hashbangs, using multiline strings as module documentation

Module 4: Classes, Objects and Exceptions (10 hours)

- defining your own classes, superclasses, subclasses, inheritance, searching for missing class components, creating objects
- class attributes: class variables and instance variables, defining, adding and removing attributes, explicit constructor invocation
- class methods: defining and using, the self parameter meaning and usage
- inheritance and overriding, finding class/object components
- single inheritance vs. multiple inheritance
- name mangling
- invoking methods, passing and using the self argument/parameter
- the __init__ method
- the role of the __str__ method
- introspection: __dict__, __name__, __module__, __bases__ properties, examining class/object structure
- writing and using constructors
- hasattr(), type(), issubclass(), isinstance(), super() functions
- using predefined exceptions and defining your own ones
- the try-except-else-finally block, the raise statement, the except-as variant
- exceptions hierarchy, assigning more than one exception to one except branch
- adding your own exceptions to an existing hierarchy
- assertions
- the anatomy of an exception object
- input/output basics: opening files with the open() function, stream objects, binary vs. text files, newline character translation, reading and writing files, bytearray objects
- read(), readinto(), readline(), write(), close() methods

Textbook: Learning Python – Mark Lutz (ISBN-13: 978-1449355739)

Information Systems Technician

Program length: 144 hours (4 hours a day, five days a week for 8 weeks)

Instruction method: Distance

Program Description: This comprehensive course equips students to thrive as Information Systems Technicians. As Technical Support/Help Desk Technicians, you will master the art of managing hardware and software installations, security administration, and troubleshooting in a diverse environment. Our program is designed to prepare you for success in enterprise settings, where you'll work with a mix of Windows, Mac, iPhone, and Android devices, all within the framework of cloud computing services. Upon completion, you'll be well-prepared to take the CompTIA A+ certification exam.

Learning Objectives:

- Understanding Motherboards, Processors, and Memory
- Exploring Storage Devices, Peripherals, Printers, and Multifunction Devices
- Grasping Networking Fundamentals, TCP/IP, Wireless, and SOHO Networks
- Navigating Network Services, Virtualization, and Cloud Computing
- Mastering Laptop and Mobile Device Hardware
- Managing Mobile Connectivity and Application Support
- Proficiently Handling Hardware and Network Troubleshooting
- Learning Operating System Basics and Windows Administration
- Working with macOS and Linux
- Securing Operating Systems
- Troubleshooting Operating Systems and Security
- Developing Professionalism in Client Interactions
- Coping with Stressed Non-Technical Users
- Cultivating Situational Awareness and Empathy Skills.
- Grasping Cloud Concepts & Services
- Focusing on Security, Compliance, and Privacy in the cloud
- Gaining Proficiency in Technical Support
- Endpoint Administration and Device Enrollment
- Configuring Profiles for Users and Devices
- Overseeing Applications, Authentication, and Compliance
- Enhancing Endpoint Security
- Deploying with On-Premises and Cloud-Based Tools
- Diagnosing Technical Issues Accurately
- Coping with Stressful Situations during Outages
- Developing Interviewing and Job-Search Skills

Occupational Objectives: Successful graduates will be employable as Computer Support professionals. (SOC Code 15-1230)

Project Management

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: In this Certificate course, participants will learn to navigate process groups and knowledge areas from the Project Management Body of Knowledge (PMBOK) and analyze the tools and techniques of the PMBOK processes. It will prepare the students to work as entry level Project Managers and equip them to take the PMI-PMP certification exam.

Learning Objectives:
Obtain the foundational understanding of Project Management Body of Knowledge (PMBOK). Students will learn the Role of a Project Manager and management of all attributes of a Project, such as Scope, Schedule, Cost, Quality, Resource, Communication, Risk, Procurement and Stakeholder management.

Occupational Objectives: Successful graduates will be employable as entry level Project Assistant professionals (SOC Code 15-1299)

Detailed Syllabus:

Module 1. Guide to Project Management Body of Knowledge (6 hours)
Key terms and the project life cycle
Identifying Enterprise Environmental Factors (EEFs) and Organizational Process Assets (OPAs)
Organizational structure and influences
Mapping the interrelationships of the ten knowledge areas to the five process groups

Module 2. Project Integration and Scope Management (7 hours)
Identifying a new project, business case and strategy
Defining and coordinating all subsidiary plans
Change-control and configuration management
Determining key deliverables and conducting benefit analysis
Defining, validating and controlling the scope
Facilitating requirements-gathering using interviews, workshops and decision-making techniques
Requirements changes and traceability matrices
Creating the WBS and setting the baseline

Module 3. Project Time and Cost Management (7 hours)
Defining and sequencing activities
Estimating activity resources and durations with analogous, parametric and three-point techniques
Developing the schedule with PDM, ADM and CDM diagrams
Identifying costs and calculating performance baseline
Assessing EVM key dimensions, variances and indices
Forecasting with EVM
Performance reporting

Module 4. Project Quality Management (7 hours)
Implementing systems for quality

Preventing nonconformance through Cost of Quality (CoQ)
Performing continuous improvements
Planning for quality using statistical tools
Implementing quality metrics and audits

Module 5. Project Human Resource, Communications and Stakeholder Management (7 hours)
Developing the plan and acquiring the team
Creating hierarchical and matrix charts (RAM & RACI)
Developing the team: team building, Tuckman model, recognition and rewards
Motivational theories and conflict resolution techniques
Distributing information with communication models
Applying communication theory and the levels of power
Identifying and analyzing stakeholders, and managing their expectations
Increasing support and minimizing resistance

Module 6. Project Risk and Procurement Management (6 hours)
Assessing project risks
Qualitative and quantitative risk analysis
Evaluating Expected Monetary Value (EMV)
Developing threat/opportunity response strategies
Reassessing and controlling risks
Performing make-or-buy analysis
Formally accepting the product and closing the project

Textbook: A guide to the Project Management Body of Knowledge – PM Institute (ISBN-13: 978-1628251845)

Cloud Computing with Amazon Web Services

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: In this Certificate course, the student will be introduced to AWS products, services, and common solutions with demos, knowledge checks, and hands-on lab activities. She will learn the basic fundamentals to become more proficient in AWS and be empowered to make informed decisions about IT solutions based on business requirements.

Learning Objectives:
At the completion of this Amazon Web Services (AWS) course, the student will attain the skills to deliver significant technical and business benefits by fully leveraging AWS. As a secure, flexible, scalable cloud services platform, AWS offers computing power, database storage, content delivery and other functionality to help businesses scale and grow.

The student will learn how to:

- Apply best practices for creating an AWS-based cloud solution
- Leverage AWS computing services to provision virtual machines
- Implement highly durable and reliable storage systems
- Transparently handle spikes in demand with elastic load balancing and auto scaling

Occupational Objectives: Successful graduates will be employable as Network Support professionals. (SOC Code 15-1244)

Detailed Syllabus:

AWS platform terminology and concepts. AWS management console navigation. (4 hours)

Implementing AWS security measures (4 hours)

AWS Foundational Services: EC2, VPC, S3, EBS. AWS Storage. Create an Amazon Simple Storage Service (S3) bucket (4 hours)

Explore AWS compute and networking options (4 hours)

Implement AWS Security, Identity, and Access Management: IAM (4 hours)

Use Amazon Elastic Compute Cloud (EC2) (4 hours)

Set up Amazon Elastic Block Storage (EBS) (4 hours)

Deploy Managed Services and Database options, RDS, DynamoDB (4 hours)

Use Amazon Relational Database Service (RDS) to launch an application (4 hours)

Configure AWS Management Tools: Auto Scaling, CloudWatch, Elastic Load Balancing, Trusted Advisor. Deployment and Management tools (4 hours)

MySQL Database

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: In this Certificate course, participants will learn to administer and maintain MySQL databases with the knowledge and skills to administer a MySQL database infrastructure. Additionally, they will learn to support applications that deliver content from MySQL databases. It will prepare the students to work as Database Administrators in the IT Industry.

Learning Objectives:
•Authenticate and authorize users
•Assign server and database roles
•Authorize users to access resources
•Protect data with encryption and auditing
•Describe recovery models and backup strategies
•Backup MySQL databases
•Restore MySQL databases
•Automate database management
•Configure security for the MySQL agent
•Manage alerts and notifications
•Managing MySQL using CLI
•Trace access to MySQL
•Monitor a MySQL infrastructure
•Troubleshoot a MySQL infrastructure
•Import and export data

Occupational Objectives: Successful graduates will be employable as Database Administration professionals. (SOC Code 15-1242)

Detailed Syllabus:

- Installing and configuring MySQL
- Managing users and databases
- Queries, joins, subqueries and group functions
- Generate reports using SQL queries
- Triggers and Stored Procedures
- Backup and restore databases

Data Science Developer

Program length: 160 hours (4 hours a day, 4 days a week for 10 weeks)

Instruction method: Distance

Program Description: In this Certificate course, participants will learn the basics of Data Science. Data science is a multidisciplinary field. It encompasses a wide range of topics including: Understanding of the data science field and the type of analysis carried out, Mathematics, Statistics, Python, Applying advanced statistical techniques in Python, Data Visualization and Machine Learning.

Learning Objectives:
After completing this course, students will learn Advanced Excel, Python, JavaScript, HTML/CSS, API Interactions, Social Media Mining, SQL, Tableau, Advanced Statistics, Machine Learning, and R.

Occupational Objectives: Successful graduates will be employable as Data Analysis professionals. (SOC Code 15-2051)

Detailed Syllabus:

Advanced Excel for Data Analysis: (32 hours) Learn to do more with Microsoft Excel. In this module, we'll cover advanced topics like statistical modeling, forecasting and prediction, pivot tables, and VBA scripting. You'll even learn to model historic stock trends.

Python for Data Analytics: (32 hours) Gain a solid foothold in one of today's fundamental programming languages. You'll develop proficiency in core Python; data analytic tools like NumPy, Pandas, and Matplotlib; and specific libraries for interacting with web data, like Requests and BeautifulSoup

Databases: (32 hours) Dive deep into the most prolific database languages: SQL and NoSQL. Work with MySQL and MongoDB to organize data into well-structured and easily retrievable data formats. Work on a case study to combine data from different sources into one database.

Data Visualization: (32 hours) Building visualizations is of little benefit without a way to communicate the message. In this module, you'll learn how to use the core web development technologies (HTML, CSS, and JavaScript) to create new and interactive data visualizations that you can share with everyone on the web.

Machine Learning: (32 hours) First, you will be learning about the purpose of Machine Learning and where it applies to the real world. Second, you will get a general overview of Machine Learning topics such as supervised vs unsupervised learning, model evaluation, and Machine Learning algorithms.

Penetration Testing with Kali Linux

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: Penetration Testing with Kali Linux introduces students to the latest ethical hacking tools and techniques. You will learn to conduct a penetration test from start to finish through hands-on experience within a target-rich, diverse, and vulnerable network environment. This is a very unique course that combines traditional course materials teaching the latest ethical hacking tools and techniques with hands-on simulations using a virtual lab environment.

Learning Objectives:
The course is designed to teach:
- Using multiple information gathering techniques to identify and enumerate targets running various operating systems and services
- Ability to write basic scripts and tools to aid in the penetration testing process
- How to analyze, correct, modify, cross-compile, and port public exploit code
- Ability to successfully conduct both remote and client side attacks
- Ability to identify and exploit XSS, SQL injection, and file inclusion vulnerabilities in web applications
- Expertise in deploying tunneling techniques to bypass firewalls

Occupational Objectives: Successful graduates will be employable as Network Support professionals. (SOC Code 15-1244)

Detailed Syllabus:

Passive Information Gathering - 3 hours
Active Information Gathering - 3 hours
Vulnerability Scanning - 3 hours
Buffer Overflows - 3 hours
Win32 and Linux Buffer Overflow Exploitation - 3 hours
Working with Exploits - 2 hours
File Transfers - 2 hours
Privilege Escalation - 3 hours
Client Side Attacks - 3 hours
Web Application Attacks - 3 hours
Password Attacks - 3 hours
Port Redirection and Tunneling - 3 hours
The Metasploit Framework - 3 hours
Bypassing Antivirus Software - 3 hours

Microsoft Azure Infrastructure Solutions

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: In this Certificate course, you will be introduced to the principles of cloud computing and will become familiar how these principles have been implemented in Microsoft Azure. You will walk through the process of implementing the core Azure infrastructure, consisting of virtual networks and storage and learn how to create the most common Azure services, including Azure virtual machines (VMs), Web Apps, and SQL Databases. You will conclude the course by describing features of Azure AD and methods of integrating it with on-premises Active Directory.

Learning Objectives:
After completing this course, students will learn:
•Managing Azure Subscriptions and Resources
•Implementing and Managing Storage
•Deploying and Managing Virtual Machines
•Configure and Manage Virtual Networks
Manage Identities

Occupational Objectives: Successful graduates will be employable as Network Support professionals. (SOC Code 15-1244)

Detailed Syllabus:

Module 1: (8 hours) Managing Azure Subscriptions, Access Management for Cloud Resources, Monitoring and Diagnostics, Log Analytics, Azure Resource Manager

Module 2: (8 hours) Overview of Azure Storage, Storage Services, Securing and Managing Storage, Storing and Accessing Data, Monitoring Storage

Module 3: (8 hours) Overview of Azure Machines, Creating Virtual Machines, Deploying Virtual Machine Images, Configuring Virtual Machines, Configuring Availability and Extensibility, Managing and Monitoring Virtual Machines

Module 4: (8 hours) Azure Virtual Networks, Azure DNS, Securing Virtual Network Resources, Connecting Virtual Networks

Module 5: (8 hours) vManaging Azure Active Directory, Managing Azure Active Directory Objects, Implementing and Managing Hybrid Identities

VMWare Administration

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: The VMware Administration class is designed for IT professionals that need to improve their VMware skills or would like a refresher on management using the updated VMware vSphere Web Clients. We focus exclusively on real-world knowledge and Best Practices that you will use in production every day.

Learning Objectives:
At the completion of this course, you will learn how to use the HTML5 Embedded Host Client, Web-based Virtual Appliance Management (VAMI), VMware vSphere Web Client (Production) and VMware vSphere Client. The VMware vSphere 6.0 / 6.5 DataSchool Operations (DCO) is intended for IT professionals proficient in Windows and Server administration.

The student will learn to:

- Describe the software-defined data School
- Explain the vSphere components and their function in the infrastructure
- Add ESXi hosts to a VMware vSchool® Server Appliance™ instance
- Manage vSchool Server Appliance
- Use a local content library as an ISO store, and deploy a virtual machine
- Describe vSchool Server architecture
- Use vSchool Server to manage an ESXi host

Occupational Objectives: Successful graduates will be employable as Network Support professionals. (SOC Code 15-1244)

Detailed Syllabus:

Describe the software-defined data School (1 hour)
Explain the vSphere components and their function in the infrastructure (1 hour)
Add ESXi hosts to a VMware vSchool® Server Appliance™ instance (2 hours)
Manage vSchool Server Appliance (1 hour)
Use a local content library as an ISO store, and deploy a virtual machine (2 hours)
Describe vSchool Server architecture (1 hour)
Use vSchool Server to manage an ESXi host (2 hours)
Configure and manage vSphere infrastructure with VMware Host Client™ and VMware vSphere® Client™ (2 hours)
Describe virtual networks with vSphere standard switches (2 hours)
Configure standard switch policies (2 hours)
Use vSchool Server to manage various types of host storage: VMware vSphere VMFS, NFS, iSCSI, and RDM (2 hours)

Examine the features and functions of Fibre Channel and VMware vSAN (2 hours)
Manage virtual machines, templates, clones, and snapshots (2 hours)
Migrate virtual machines with VMware vSphere vMotion (2 hours)
Migrate virtual machine storage with VMware vSphere Storage vMotion (2 hours)
Monitor resource usage, and manage resource pools (2 hours)
Discuss the VMware vSphere High Availability (vSphere HA) cluster architecture
Configure vSphere HA (2 hours)
Manage vSphere HA and VMware vSphere Fault Tolerance (2 hours)
Use VMware vSphere Replication and VMware vSphere Data Protection to replicate virtual machines and perform data recovery (2 hours)
Use VMware vSphere Distributed Resource Scheduler clusters to improve host scalability (2 hours)
Use VMware vSphere Update Manager to apply patches and perform basic troubleshooting of ESXi hosts, virtual machines, and vSchool Server operations (2 hours)
Identify troubleshooting methodology to logically diagnose faults and improve troubleshooting efficiency (2 hours)

Tableau Software

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: This course is designed to teach you how to use Tableau for data visualization. It is for anyone who works with data – regardless of technical or analytical background. This course is designed to help you understand and use the important concepts and techniques in Tableau to move from simple to complex visualizations and learn how to combine them in interactive dashboards. This course covers key concepts on each topic covered and hands-on activities to reinforce the skills and knowledge attained.

Learning Objectives:
You will learn to connect to your data, edit and save a data source, understand Tableau terminology, use the Tableau interface / paradigm to effectively create powerful visualizations and create in depth calculations.

Occupational Objectives: Successful graduates will be employable as Data Analysis professionals. (SOC Code 15-2051)

Detailed Syllabus:

Preparing Tableau and connecting to data (4 hours)
Build advanced chart types and visualizations. (4 hours)
Build complex calculations to manipulate your data. (4 hours)
Use statistical techniques to analyze your data. (4 hours)
Use parameters and input controls to give users control over certain values. (4 hours)
Implement advanced geographic mapping techniques and use custom images and geocoding to build spatial visualizations of non-geographic data. (4 hours)
Prep your data for analysis. (4 hours)
Combine data sources using data blending. (4 hours)
Make your visualizations perform as well as possible using the Data Engine, extracts, efficient connection methods, and data connection best practices. (4 hours)
Build better dashboards using techniques for guided analytics, interactive dashboard design, and visual best practices. (4 hours)

Javascript Programming

Program length: 180 hours (4 hours a day, 4 days a week for 11.25 weeks)

Instruction method: Distance

Program Description: In this Certificate course, participants will learn the fundamental principles of Javascript programming, its concepts, language constructs, and data types. Additional topics include exception handling and modular programming.

Learning Objectives:
After completing this course, students will learn:
•Core JavaScript Principles (Prototypes, Closures, IIFEs)
•UI/UX Design Principles
•Single Page Web Applications
•JQuery & Modernizer
•Introduction to popular and relevant frameworks and libraries (e.g. AngularJS, Backbone.js, Node.js

Occupational Objectives: Successful graduates will be employable as Entry level Programmers. (SOC Code 15-1251)

Detailed Syllabus:

Introduction to JavaScript (12 hours)
Working with Variables and Data in JavaScript (12 hours)
Functions, Methods and Events in JavaScript (13 hours)
Debugging and Troubleshooting JavaScript (13 hours)
Controlling Program Flow in JavaScript (13 hours)
The JavaScript Document Object Model (DOM) (13 hours)
JavaScript Language Objects (13 hours)
Custom JavaScript Objects (13 hours)
Changing HTML on the Fly (13 hours)
Developing Interactive Forms with JavaScript (13 hours)
JavaScript Security (13 hours)
JavaScript Libraries and Frameworks (13 hours)
Javascript and AJAX (13 hours)
Introduction to Web APIs (13 hours)

Automated testing with Selenium

Program length: 40 hours (4 hours a day, two days a week for 5 weeks)

Instruction method: Distance

Program Description: In this course, participants will learn how to set up the test-writing framework, WebDriver, and Selenium Grid, which allows you to distribute the testing load and run tests against a remote server. They will also learn best practices to write effective tests using variables and functions, and to organize tests into suites that can scale over time.

Learning Objectives:
After completing this course, students will learn:
- Selenium configuration and set up.
- Developing Test Cases & Test Suites With Selenium-IDE
- WebDriver Concept and Functions in Practice
- Limitations and common test automation challenges
- Advanced WebDriver Testing

Occupational Objectives: Successful graduates will be employable as Entry level Programmers. (SOC Code 15-1251)

Detailed Syllabus:

Selenium and its evolution (4 hours)
Understand Regression testing and Functional testing (4 hours)
Set-up JAVA, Eclipse, and Selenium Environment and configure them (4 hours)
List the components of Selenium such as Selenium IDE, Selenium WebDriver, and Selenium Grid (4 hours)
Create Test Cases in Selenium WebDriver (4 hours)
Discuss about Waits (Page Synchronization) and various other Selenium WebDriver functions (4 hours)
Handle different controls on a Webpage and implement TestNG (4 hours)
Describe Page Object Modeling (4 hours)
Learn Parametrization and different frameworks (4 hours)
Implement Third-Party Tools such as Jenkins, AutoIT, Sikuli and Maven (4 hours)

Full-stack Development Bootcamp

Program Description and Educational Objectives
The Full-stack Development Bootcamp certificate program is intended to provide entry-level employment opportunities in the software industry. In this certificate course, participants will learn the fundamental principles of computer programming, programming language syntax, semantics, runtime environment, coding techniques and object-oriented programming. Additionally students will learn Data Structures, Algorithms and Full stack web development.

Program educational objectives: List the skills or competencies to be acquired by the student upon program completion
At the completion of this program the student will learn:

- The fundamentals of computer programming
- Data input and output formats, variables, assignment rules.
- Program execution paths, branching, iteration and looping
- Functions, arguments, overloading, scope. Lists, arrays and tuples.
- Modules, packages and exception handling
- Object Oriented Programming
- Data structures like Arrays, Linked Lists, Hash tables, Trees, Graph, Stacks, Queues
- Sort algorithms and Search algorithms
- Apply standardized algorithmic building blocks.
- Analyze algorithms to verify correctness and efficiency.
- Explore real-world applications of algorithms and data structures.
- Full stack development techniques using HTML5, CSS3, JavaScript, jQuery, Express.js, React.js, Node.js, progressive web apps, agile methodology, databases (MongoDB and MySQL) and Git.

Program Length (in hours)
360

Externship Required
No

Admission Requirements
Applicants must possess a high school diploma or GED. Additionally, knowledge of computers, operating system, Microsoft Office/Google docs is required. A laptop and Internet connection is required to attend class.

Method of Instruction
Distance education. Delivered Live, online instructor-led in a highly interactive manner.

Education Modality – Description of Faculty-student interaction
Our Live, instructor-led online based education modality is designed to use the latest educational aids to deliver a highly interactive learning experience. The lessons are delivered live online in real time using Google Meet. We chose to use Google Meet over Zoom because students find it easier to learn and use. In Google Meet, the teacher and students gather in a virtual classroom and see and hear each other on live video and the students can talk to the teacher to get their questions answered in real time. If the student has further questions, she can email them to the instructor who will respond within a maximum of three business days, mostly within the same day. In addition to the text book, the teacher may provide

additional hand-outs and documents on Google Drive designated for the class.

Here is a detailed description of the interactive teaching methodology achieved by using Google Meet:

- Teacher explains a new concept and students watch the instructor's screen and listen to the teacher through their computer speakers.
- Teacher does a demonstration or shows an example.
- Students talk to the teacher using their microphones and ask questions.
- Students do any assigned online exercises on their computers.
- Teacher reviews solution by displaying his/her screen.

During exercises, the teacher is able to see the student's computer to provide one-on- one assistance to help the student work through a solution. Students do not need to purchase the online classroom software because Google Meet is a freely available.

Grading Methodology and Measurement of Learning Outcomes
Instructor will evaluate students are by using periodic tests. To complete this program a student must complete the course and earn 60% on all tests to earn a grade of "pass" on the pass/fail scale.

Occupational Titles for graduates
Successful graduates will be employable as Computer Programmers. (SOC Code 15-1251)

Equipment Used during the educational program
PC/Laptops with Intel Pentium Processor, 8GB RAM, 400GB Hard Drive and an Internet browser.

Course Schedule
This program is delivered 6 days a week, 4 hours per day and the course is normally completed in 15 weeks.

Sequence of Program Modules, Competencies, Learning Objectives and Skills Measurement:

Module 1: Computer Programming

Module Educational Objectives:

- The fundamentals of computer programming
- Data input and output formats, variables, assignment rules.
- Program execution paths, branching, iteration and looping
- Functions, arguments, overloading, scope. Lists, arrays and tuples.
- Modules, packages and exception handling

Length of Module: 40 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 2: Data Structures

Module Educational Objectives:

- Data structures:
  Arrays,
  Linked Lists,
  Hash tables,
  Trees,
  Graph,
  Stacks,
  Queues
  Compression

Length of Module: 40 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 3: Algorithms

Module Educational Objectives:
- Algorithms::
  Searching, sorting, depth first search, breadth first search, topological sort and minimum spanning trees

Length of Module: 40 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 4: Front-end web development

Module Educational Objectives:
- Comprehensive Front end web development:
  Javascript programming, HTML, CSS, React and Bootstrap. Dynamic website development

Length of Module: 40 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 5: Back-end web development

Module Educational Objectives:
- Comprehensive Back end web development:
  Databases, MySQL, MongoDB
  Containers, Kubernetes, Microservices and Serverless Functions

Length of Module: 40 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 6: DevOps Management

Module Educational Objectives:

- Using Git for code management, DevOps, Docker
  Maintain quality, availability, and security in cloud infrastructure
  Deploying on Cloud platforms (AWS, Azure, Google Cloud)

Length of Module: 40 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Attendance and Time Tracking
Students are required to track and report their daily attendance hours by electronically signing rosters. All attended hours must be accompanied by the corresponding completed assignments. Failure to attend regularly for two weeks will result in probation; any further absences will result in expulsion.

Prodigy Coding Bootcamp

Program Description and Educational Objectives
The Prodigy Coding Bootcamp certificate program is intended to provide entry-level employment opportunities in the software industry. In this certificate course, participants will learn the fundamental principles of computer programming, programming language syntax, semantics, runtime environment, coding techniques and object-oriented programming. Additionally students will learn Data Structures, Algorithms, Full stack web development, Data Science, Machine Learning and Artificial Intelligence.

Program educational objectives: List the skills or competencies to be acquired by the student upon program completion
At the completion of this program the student will learn:

- The fundamentals of computer programming
- Data input and output formats, variables, assignment rules.
- Program execution paths, branching, iteration and looping
- Functions, arguments, overloading, scope. Lists, arrays and tuples.
- Modules, packages and exception handling
- Object Oriented Programming
- Data structures like Arrays, Linked Lists, Hash tables, Trees, Graph, Stacks, Queues
- Sort algorithms and Search algorithms
- Apply standardized algorithmic building blocks.
- Analyze algorithms to verify correctness and efficiency.
- Explore real-world applications of algorithms and data structures.
- Full stack development techniques using HTML5, CSS3, JavaScript, jQuery, Express.js, React.js, Node.js, progressive web apps, agile methodology, databases (MongoDB and MySQL) and Git.
- Programming Python for Data Science, Machine Learning and Artificial Intelligence.

Program Length (in hours)
360

Externship Required
No

Admission Requirements
Applicants must possess a high school diploma or GED. Additionally, knowledge of computers, operating system, Microsoft Office/Google docs is required. A laptop and Internet connection is required to attend class.

Method of Instruction
Distance education. Delivered Live, online instructor-led in a highly interactive manner.

Education Modality – Description of Faculty-student interaction
Our Live, instructor-led online based education modality is designed to use the latest educational aids to deliver a highly interactive learning experience. The lessons are delivered live online in real time using Google Meet. We chose to use Google Meet over Zoom because students find it easier to learn and use. In Google Meet, the teacher and students gather in a virtual classroom and see and hear each other on live video and the students can talk to the teacher to get their questions answered in real time. If the student has further questions, she can email them to the instructor who will respond within a maximum of three

business days, mostly within the same day. In addition to the text book, the teacher may provide additional hand-outs and documents on Google Drive designated for the class.

Here is a detailed description of the interactive teaching methodology achieved by using Google Meet:

- Teacher explains a new concept and students watch the instructor's screen and listen to the teacher through their computer speakers.
- Teacher does a demonstration or shows an example.
- Students talk to the teacher using their microphones and ask questions.
- Students do any assigned online exercises on their computers.
- Teacher reviews solution by displaying his/her screen.

During exercises, the teacher is able to see the student's computer to provide one-on- one assistance to help the student work through a solution. Students do not need to purchase the online classroom software because Google Meet is a freely available.

Grading Methodology and Measurement of Learning Outcomes
Instructor will evaluate students are by using periodic tests. To complete this program a student must complete the course and earn 60% on all tests to earn a grade of "pass" on the pass/fail scale.

Occupational Titles for graduates
Successful graduates will be employable as Computer Programmers. (SOC Code 15-1251)

Equipment Used during the educational program
PC/Laptops with Intel Pentium Processor, 8GB RAM, 400GB Hard Drive and an Internet browser.

Course Schedule
This program is delivered 6 days a week, 4 hours per day and the course is normally completed in 30 weeks.

Sequence of Program Modules, Competencies, Learning Objectives and Skills Measurement:

Module 1: Computer Programming

Module Educational Objectives:

- The fundamentals of computer programming
- Data input and output formats, variables, assignment rules.
- Program execution paths, branching, iteration and looping
- Functions, arguments, overloading, scope. Lists, arrays and tuples.
- Modules, packages and exception handling

Length of Module: 60 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 2: Data Structures

Module Educational Objectives:

- Data structures:
  Arrays,
  Linked Lists,
  Hash tables,
  Trees,
  Graph,
  Stacks,
  Queues
  Compression

Length of Module: 90 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 3: Algorithms

Module Educational Objectives:
- Algorithms::
  Searching, sorting, depth first search, breadth first search, topological sort and minimum spanning trees

Length of Module: 90 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 4: Front-end web development

Module Educational Objectives:
- Comprehensive Front end web development:
  Javascript programming, HTML, CSS, React and Bootstrap. Dynamic website development

Length of Module: 90 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 5: Back-end web development

Module Educational Objectives:
- Comprehensive Back end web development:
  Databases, MySQL, MongoDB
  Containers, Kubernetes, Microservices and Serverless Functions

Length of Module: 90 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 6: DevOps Management

Module Educational Objectives:

- Using Git for code management, DevOps, Docker
  Maintain quality, availability, and security in cloud infrastructure
  Deploying on Cloud platforms (AWS, Azure, Google Cloud)

Length of Module: 60 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 7: Machine Learning and Artificial Intelligence

Module Educational Objectives:

- Python for Data Science
- Data Science and Analytics techniques using Python programming
- Machine Learning techniques, including supervised and unsupervised learning and hands-on modeling.
- Deep learning using TensorFlow and Keras
- Applications of computer vision, generative-adversarial networks (GANs), distributed parallel computing with GPUs
- Deployment of deep learning models in the cloud.

Length of Module: 240 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Attendance and Time Tracking
Students are required to track and report their daily attendance hours by electronically signing rosters. All attended hours must be accompanied by the corresponding completed assignments. Failure to attend regularly for two weeks will result in probation; any further absences will result in expulsion.

Data Science and Machine Learning Bootcamp

Program Description and Educational Objectives
The Data Science and Machine Learning certificate program is intended to provide entry-level employment opportunities in the software industry. In this certificate course, participants will learn computer programming, syntax, semantics, coding techniques and object-oriented programming. Next, students will learn Data Structures and Algorithms followed by Data Science, Artificial Intelligence and Machine Learning.

Program educational objectives: List the skills or competencies to be acquired by the student upon program completion
At the completion of this program the student will learn:

- Computer programming
- Data input and output formats, variables, assignment rules.
- Program execution paths, branching, iteration and looping
- Functions, arguments, overloading, scope. Lists, arrays and tuples.
- Modules, packages and exception handling
- Object Oriented Programming
- Data structures like Arrays, Linked Lists, Hash tables, Trees, Graph, Stacks, Queues
- Sort algorithms and Search algorithms
- Apply standardized algorithmic building blocks.
- Analyze algorithms to verify correctness and efficiency.
- Explore real-world applications of algorithms and data structures.
- Data Science with Python
- Machine Learning
- Deep Learning with Keras and Tensorflow

Program Length (in hours)
360

Externship Required
No

Admission Requirements
Applicants must possess a high school diploma or GED. Additionally, knowledge of computers, operating system, Microsoft Office/Google docs is required. A laptop and Internet connection is required to attend class.

Method of Instruction
Distance education. Delivered Live, online instructor-led in a highly interactive manner.

Education Modality – Description of Faculty-student interaction
Our Live, instructor-led online based education modality is designed to use the latest educational aids to deliver a highly interactive learning experience. The lessons are delivered live online in real time using Google Meet. In Google Meet, the teacher and students gather in a virtual classroom and see and hear each other on live video and the students can talk to the teacher to get their questions answered in real time. If the student has further questions, she can email them to the instructor who will respond within a

maximum of three business days, mostly within the same day. In addition to the text book, the teacher may provide additional hand-outs and documents on Google Drive designated for the class.

Here is a detailed description of the interactive teaching methodology achieved by using Google Meet:

- Teacher explains a new concept and students watch the instructor's screen and listen to the teacher through their computer speakers.
- Teacher does a demonstration or shows an example.
- Students talk to the teacher using their microphones and ask questions.
- Students do any assigned online exercises on their computers.
- Teacher reviews solution by displaying his/her screen.

During exercises, the teacher is able to see the student's computer to provide one-on- one assistance to help the student work through a solution. Students do not need to purchase the online classroom software because Google Meet is a freely available.

Grading Methodology and Measurement of Learning Outcomes
Instructor will evaluate students are by using periodic tests. To complete this program a student must complete the course and earn 60% on all tests to earn a grade of "pass" on the pass/fail scale.

Occupational Titles for graduates
Successful graduates will be employable as Computer Programmers. (SOC Code 15-1251)

Equipment Used during the educational program
PC/Laptops with Intel Pentium Processor, 8GB RAM, 400GB Hard Drive and an Internet browser.

Sequence of Program Modules, Learning Objectives and Skills Measurement:

Module 1: Computer Programming

Module Educational Objectives:

- The fundamentals of computer programming
- Data input and output formats, variables, assignment rules.
- Program execution paths, branching, iteration and looping
- Functions, arguments, overloading, scope. Lists, arrays and tuples.
- Modules, packages and exception handling

Length of Module: 40 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 2: Data Structures

Module Educational Objectives:

- Data structures:
  Arrays,
  Linked Lists,
  Hash tables,

Trees,
Graph,
Stacks,
Queues
Compression

Length of Module: 70 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 3: Algorithms

Module Educational Objectives:

- Algorithms::
  Searching, sorting, depth first search, breadth first search, topological sort and minimum spanning trees

Length of Module: 70 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 4: Data Science

Module Educational Objectives:

- Data Analytics, Data Visualization using Python. Learn to use MapReduce, Hadoop, Hive and Spark

Length of Module: 70 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 5: Machine Learning

Module Educational Objectives:

- Artificial Intelligence and Machine Learning, Build ML models using large data sets.

Length of Module: 70 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 6: DevOps Management

Module Educational Objectives:

- Using Git for code management, DevOps, Docker
  Maintain quality, availability, and security in cloud infrastructure
  Deploying on Cloud platforms (AWS, Azure, Google Cloud)

Length of Module: 40 hours. Sequence and frequency of class sessions: Six days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Attendance and Time Tracking
Students are required to track and report their daily attendance hours by electronically signing rosters. All attended hours must be accompanied by the corresponding completed assignments. Failure to attend regularly for two weeks will result in probation; any further absences will result in expulsion.

Technology Sales Program

Program Description and Educational Objectives
The Technology Sales Bootcamp teaches the skills and knowledge to launch a career in technology sales. It teaches how to conduct sales prospecting, prospect qualification, product demonstrations and sales negotiations using an immersive, industry-driven curriculum that is designed to help students succeed and grow as technology sales professionals. The emphasis is on learning Conversational Selling methodology and how to apply these principles to real-world scenarios. By gaining hands-on skills with the latest technology tools used in the sales workflow, the students will learn how to boost productivity in converting inbound and outbound leads into opportunities.

Program educational objectives: List the skills or competencies to be acquired by the student upon program completion
At the completion of this program the student will learn:

- Use LinkedIn and other social media to effectively sell your solutions and yourself
- Successfully prospect new opportunities for complex product offerings
- Process inbound and outbound sales leads. Run successful discovery and qualification processes for inbound and outbound leads. Conduct background research on sales prospects
- Qualify prospects to understand their needs and pain points. Develop a growth and solution mindset, critical for selling complex solutions
- Match prospect needs to product features. Effectively use both customer stories and competitive battle-cards with optimal strategy
- Conduct sales presentations and product demonstrations.
- Learn to use sales automation tools to boost productivity.
- Handle objections and help the prospect build confidence in your product. Negotiate contracts and close sales
- Retain and up sell existing customers to minimize churn

Program Length (in hours)
140

Externship Required
No

Admission Requirements
Applicants must possess a high school diploma or GED. Additionally, knowledge of computers, operating system, Microsoft Office/Google docs is required. A laptop and Internet connection is required to attend class.

Method of Instruction
Distance education. Delivered Live, online instructor-led in a highly interactive manner.

Education Modality – Description of Faculty-student interaction
Our Live, instructor-led online based education modality is designed to use the latest educational aids to deliver a highly interactive learning experience. The lessons are delivered live online in real time using Google Meet. We chose to use Google Meet over Zoom because students find it easier to learn and use. In Google Meet, the teacher and students gather in a virtual classroom and see and hear each other on live video and the students can talk to the teacher to get their questions answered in real time. If the student

has further questions, she can email them to the instructor who will respond within a maximum of three business days, mostly within the same day. In addition to the text book, the teacher may provide additional hand-outs and documents on Google Drive designated for the class.

Here is a detailed description of the interactive teaching methodology achieved by using Google Meet:

- Teacher explains a new concept and students watch the instructor's screen and listen to the teacher through their computer speakers.
- Teacher does a demonstration or shows an example.
- Students talk to the teacher using their microphones and ask questions.
- Students do any assigned online exercises on their computers.
- Teacher reviews solution by displaying his/her screen.

During exercises, the teacher is able to see the student's computer to provide one-on- one assistance to help the student work through a solution. Students do not need to purchase the online classroom software because Google Meet is a freely available.

Grading Methodology and Measurement of Learning Outcomes
Instructor will evaluate students are by using periodic tests. To complete this program a student must complete the course and earn 60% on all tests to earn a grade of "pass" on the pass/fail scale.

Occupational Titles for graduates
Successful graduates will be employable as Sales Representatives (SOC Code 41-3091)

Equipment Used during the educational program
PC/Laptops with Intel Pentium Processor, 8GB RAM, 400GB Hard Drive and an Internet browser.

Sequence of Program Modules, Learning Objectives and Skills Measurement:

Module 1: Foundation for Success in Technology Sales Development

Module Educational Objectives:
Confidently articulate the purpose and power of the Sales Development Representative role in the technology industry
Learn SAAS/PASS/IASS technologies (Software vs Platform vs Infrastructure as a Service) different business and revenue models (Freemium vs Paid subscriptions)
Justify strategies for time management and prioritization that yield results in your personal and professional life
Compose plans for taking responsibility for your physical, mental and emotional well-being within personal and professional relationships.

Length of Module: 30 hours. Sequence and frequency of class sessions: Five days a week for four hours per day.
Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Qualifying and Interviewing Sales Prospects

Module 2: Conducting research on your Sales prospects

Module Educational Objectives:
Research your prospect on Linkedin and other Social Media to understand their motivation for interest in your company and product.
Study the prospect's prior activities on your website such as search keywords used, landing page filled out, surveys/questionnaire answered, blog articles read and/or white papers downloaded.
Interview prospects (by phone, text or email) to probe and understand their needs and pain points.
Develop a growth and solution mindset, critical for selling complex solutions.
Match prospect needs to product features. Effectively use both customer stories and competitive battle-cards with optimal strategy

Length of Module: 30 hours. Sequence and frequency of class sessions: Five days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 3: Conducting Winning Product Demonstrations

Module Educational Objectives:
Prepare and practice modular demonstrations o adapt to different customer needs.
Deliver story-based demonstrations that engage the prospect and address needs uncovered during the discovery phase.
Solicit feedback and address objections to ensure alignment with prospect's needs. Emphasize value addition, ROI and an understanding of the prospect's industry.
Uncover your product's application in ways your prospect may not have even thought about to deliver outstanding value.

Length of Module: 40 hours. Sequence and frequency of class sessions: Five days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Module 4: Tools and technologies for sales productivity and collaboration

Module Educational Objectives:
Learn about tools used for prospecting and discovery: Linkedin, Search and Social Media tools
Basic workplace productivity tools such as Email, Office Suite and Internet Search tools.
Marketing and Sales Automation tools like CRM, Hubspot, Salesforce, Slack and Vidyard.
Customer communication tools like video chat (Zoom and Google Meet), Calendly for scheduling, Social Media messaging and texting tools)

Length of Module: 40 hours. Sequence and frequency of class sessions: Five days a week for four hours per day.

Skills Measurement: Student must pass a test at the end of the module and score at least 60% to pass.

Attendance and Time Tracking
Students are required to track and report their daily attendance hours by e-signing rosters each day of the class. All reported hours must be accompanied by the corresponding completed assignments. Failure to

turn in time sheets for two weeks will result in probation; any further delays in returning time sheets will result in expulsion.

SCHEDULE OF TUITION AND FEES

Total charges for a period of attendance AND the estimated schedule of total charges for the entire educational program. All tuition, services, supplies, and item fees are subject to change without notice.

Name of Program	Clock Hours	Registration Fee (non-refundable)	Tuition + Supplies	STRF (non-refundable)	Total charges for a period of attendance	Estimated schedule of total charges for the entire educational program
Nursing Assistant Program	160	$150.00	$ 3,475.00	$0.00	$3,625.00	$3,625.00
Nursing Assistant Program Online	160	$150.00	$ 3,475.00	$0.00	$3,625.00	$3,625.00
Microsoft Windows Server Administration	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Microsoft SQL Server Database Administration	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Full Stack Software Developer	160	$150.00	$ 7,650.00	$0.00	$7,800.00	$7,800.00
Python Programming	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Information Systems Technician	144	$150.00	$ 7,650.00	$0.00	$7,800.00	$7,800.00
Project Management	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Cloud Computing with Amazon Web Services	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Cyber Security Support Technician	240	$150.00	$ 7,650.00	$0.00	$7,800.00	$7,800.00
MySQL Database	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Data Science Developer	160	$150.00	$ 7,850.00	$0.00	$8,000.00	$8,000.00
Penetration Testing with Kali Linux	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Microsoft Azure Infrastructure Solutions	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00

VMWare Administration	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Tableau Software	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Javascript Programming	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Automated testing with Selenium	40	$150.00	$ 890.00	$0.00	$1,040.00	$1,040.00
Full-stack Development Bootcamp	360	$150.00	$ 7650.00	$0.00	$7,800.00	$7,800.00
Data Science and Machine Learning Bootcamp	360	$150.00	$ 7650.00	$0.00	$7,800.00	$7,800.00
Prodigy Coding Bootcamp	720	$150.00	$ 8850.00	$0.00	Two installments of $4,500.00 payable at start of the program and at start of week 10.	$9,000.00
Technology Sales Program	140	$150.00	$ 6850.00	$0.00	$7000.00	$7000.00

RECEIPT OF CATALOG

Procareer Academy

I have received a copy of the Catalog which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled and the School Fact Performance Sheet prior to my enrollment.

Print Name: _____

Signature: _____

Date: _____

NOTICE OF CANCELLATION

FIRST DAY OF CLASS: _____

YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

Procareer Academy
12440 Firestone Blvd, Ste 1018, Norwalk, CA 90650

NOT LATER THAN _____ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED _____ FOR PROGRAM: _____

_____ _____

STUDENT SIGNATURE DATE

(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION
1747 North Market Blvd., Suite 225. Sacramento, CA 95834
916-431-6959 FAX (916) 263-1897

I, _____ BY SIGNING ON THE LINE BELOW, AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

_____ _____

STUDENT SIGNATURE DATE

(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)