



INSTITUTE *of* TECHNOLOGY

COURSE CATALOG

**2026**

Original publication: January 1, 2026



## Disclaimer

This catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, Institute of Technology reserves the right to make changes when required by institutional policy, federal, state, or accrediting agency regulation. Where required, the school will provide advance notice of changes to the information contained in this catalog to certain states where the school is licensed.

This catalog is provided to prospective students in hard-copy or electronic format while visiting the school. It is also available to the general public on our website [www.iot.edu](http://www.iot.edu).

Sincerely,

Rick Wood  
President/CEO  
Institute of Technology

*All photos on cover and throughout this catalog were either taken at IOT California campuses, or printed with permission from www.Photostock.com, www.dreamstime.com, or www.gettyimages.com.*



## Welcome

### MESSAGE FROM THE OWNERS

It is our pleasure to have this opportunity to welcome you to Institute of Technology.

This institution was strategically planned and developed with your career and educational goals in mind. As an educational institution, we are committed to your success. Fulfilling our commitment to you begins by offering programs of instruction that allow for entry-level career opportunities – programs that provide a career-focused education.

In addition, to help ensure you receive the education you need, we employ an instructional staff that is experienced and knowledgeable in the various professions that correspond to our educational programs. At Institute of Technology you will gain knowledge and practical experience in all aspects of professionalism and personal growth development.

Our goal is that, ultimately, you will become not only employable, but also promotable...successful! Come and discover the varied career options available to you through Institute of Technology and begin today developing your career for tomorrow.

### MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

### INSTITUTIONAL PHILOSOPHY

Institute of Technology is a private postsecondary vocational institution dedicated to the training and development of professional skills for those who seek quality training in the shortest time possible. The staff and faculty are experienced in their fields, and have the desire to train others in their newly chosen careers. All courses have been designed to provide students with hands-on instruction.

### ACCREDITATION & LICENSING

Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and offers degree programs approved by ACCSC. The Accrediting Commission of Career Schools and Colleges is recognized by the U.S. Department of Education as a nationally recognized accrediting agency.

In addition, IOT is recognized by the following organizations:

- United States Department of Education to offer qualified students federal grants and loans.
- California State Department of Vocational Rehabilitation.
- California Student Aid Commission

- American Culinary Federation
- Commission on Accreditation of Physical Therapy Education

IOT is approved for the training of veterans by the California State Approving Agency for Veterans Education.

### MESSAGE FROM YOUR COLLEGE PRESIDENT

Our goal at Institute of Technology is to equip students to become productive, contributing employees within specific career paths. Upon graduation from Institute of Technology, students may begin a new career where they will contribute positively to the needs of the employer. Students can learn, grow, and adapt to the trends of their profession so that they can further advance and be successful in the years to come.

At Institute of Technology our entire staff is trained to support our students through an educational process that understands the importance of technical skills training. We ask each of our students to take advantage of our experience and knowledge. We encourage them to learn as much as they can, to ask questions, to ask for help and assistance from our instructors, and staff. We truly enjoy working with students and are committed to each student's success.



Clovis Main Campus



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**Please refer to your campus Catalog Addenda for the following information:**

- **Programs and Class Schedules**
- **Class Calendar**
- **Facilities and Equipment**
- **Program Costs**
- **Tuition Schedule and Refund Table**
- **Staff and Faculty**
- **VA Catalog Addendum**
- **Notice of Cancellation**
- **All other information not listed here**

### **Campus Addresses**

**Clovis Main Campus**  
564 W. Herndon  
Clovis, CA. 93612  
(559) 297-4500  
Fax: (559) 297-5822

**Modesto Branch Campus**  
5601 Stoddard Road  
Modesto, CA. 95356  
(209) 545-3100  
Fax: (209) 545-1804

**Redding Branch Campus**  
1755 Hilltop Drive  
Redding, CA 96002  
(530) 224-1000  
Fax: (530) 224-1002

**All on campus classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.**

**All instruction is provided in English only.**

**Institute of Technology does not admit students from other countries.**

**[WWW.IOT.EDU](http://WWW.IOT.EDU)**



**Modesto Branch Campus**



## History and Objectives

### HISTORY

Institute of Technology was originally founded and operated by Mr. and Mrs. Appleby in 1986, under the name of Central California Schools. Instructional activities were focused primarily on self-directed business administration programs. In 1989 the Appleby's elected to sell Central California Schools to their close business associates, Mr. and Mrs. Dages. Subsequent to the sale, the National Association of Trade and Technical Schools (NATTS) first accredited the school under the Dages ownership in June of 1991. NATTS later became the Accrediting Commission of Career Schools and Colleges which continues to accredit the Institute of Technology today.

In 1992, Central California Schools was sold to Jim and Laura Hines and Fred and Tami Freedman. At that time, the new owners conducted an in-depth labor market survey, the results of which initiated an intense review and evaluation of each instructional program. A decision was made to continue to provide "in demand" training opportunities for the communities served by the school.

Jim and Laura Hines subsequently acquired the school in 1994 becoming the sole owners of Fresno Institute of Technology. In June of 2001, Fresno Institute of Technology changed its name to Institute of Technology as it began to branch throughout Northern California.

On October 1, 2004, Institute of Technology incorporated and was purchased by the BrightStar Education Group, a Denver based company. The College continued its long history of providing relevant and accessible career oriented educational services to the communities it served.

In 2009, the Redding, CA campus opened as a new branch campus. In 2010, the Stockton, CA branch campus was opened.

In August 2014 the Institute of Technology was acquired by Select Education Group, Inc. Institute of Technology continues to be operated as a family owned enterprise under the leadership of Mason Myers and Tim Veitzer.

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Institute of Technology has been in continuous operation since its original opening in 1986 and has maintained its reputation for providing relevant, professional, and highly personalized career oriented educational services to the communities it serves.

### OBJECTIVES

Institute of Technology contributes to fulfilling its mission through the attainment of these objectives:

- To seek out and employ qualified instructors who are effective in the classroom and experienced in the practices of the related industry.
- To offer programs of instruction which provide a positive career path for our graduates.
- To develop in each student a confident, competent and professional attitude and an awareness of contemporary business practices through exposure to pragmatic course content.

- To graduate students who are competent in their chosen job skills.
- To assist graduates in finding entry-to-intermediate level employment in satisfying positions.
- To provide professional and individualized career development services.



## Baking & Pastry Specialist

### COURSE OBJECTIVE

The Baking and Pastry Specialist (BPS) program is designed to prepare students for the specific skills needed to excel in a career in the foodservice industry.

Students learn the culinary skills that are foundational to Baking and Patisserie including breads, cakes, specialty breads and desserts, chocolates, tarts and torts. Students who complete the program and pass the appropriate ServSafe Exams will have met the American Culinary Federation Certification standards for Food Safety and Sanitation.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Bread and Pastry Baker, Dessert Specialist, Catering Specialist, Institutional and Cafeteria Baker, Bakery Chef, and Gourmet Specialty Baker.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms and a Pastry Tool Kit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

890 Hours / 48 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. See your Admissions Representative for available class times.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

#### BPS101 Concepts of Food Service Industry

(7 Qtr. Credit Units, 100 Hours)

This module meets the American Culinary Federation certification standards for Safety & Sanitation, Supervision & Management, and Nutrition. Students will concentrate on foundational concepts that reflect the structure in



which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

#### BPS08-1 Yeast Raised Breads

(6 Qtr. Credit Units, 105 Hours)

This module will focus on culinary concepts and the production of a variety of yeast-raised breads and sweet doughs. Students will study the following topics: breads, rolls, specialty breads, hearth breads, laminated dough, dough mixing and fermentation.

#### BPS08-2 Quick Breads

(6 Qtr. Credit Units, 105 Hours)

Students will focus on concepts and the production of a variety of breakfast items, including cookies, muffins, danishes, croissants, puff pastry, pate choux, and quick breads. Students will practice techniques central to foaming, creaming, and blending.

#### BPS08-3 Patisserie

(6 Qtr. Credit Units, 105 Hours)

Students will review culinary concepts and create a variety of French pastries including; pies, pastries, unfilled cakes, tarts, and tortes.

(Continued on page 7)



## Baking & Pastry Specialist (continued)

(Continued from page 6)

### BPS08-4 Cake Decorating

(6 Qtr. Credit Units, 105 Hours)

In this module, students will review concepts and become proficient at designing and decorating a variety of cakes including special event items such as wedding cakes.

### BPS08-5 Hot and Cold Plated Desserts

(6 Qtr. Credit Units, 105 Hours)

Students will explore the design and presentation of hot, warm, and cold plated desserts. Students will practice a variety of techniques using colors and textures to present exquisitely displayed creations. Students will also review culinary concepts.

### BPS08-6 Advanced Patisserie

(6 Qtr. Credit Units, 105 Hours)

Students will experiment with sugar work and chocolate. Students will create a variety of candies and confections and learn to creatively display items for presentation. A final review of baking concepts is also explored.

### BPS08-7 Externship

(5 Qtr. Credit Units, 160 Hours)

Students will spend 160 academic hours on-the-job in an externship. Students can choose a local externship in the kitchens of bakeries, restaurants, hotels, institutions and/

or clubs. It is designed to give the student industry experience in an approved kitchen/bakery where they will rotate through various stations of production. Additionally, it will reinforce skills previously learned at the Institute and prepare them for the workforce.

*Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.*





## Barbering

**HYBRID**

### COURSE OBJECTIVE

The objective of the Barbering program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the field of Barbering. In addition to learning the basics of safety and sanitation, students will explore their creative side by performing a variety of barbershop facials, straight razor shaving, and hair services on mannequins and clients. Classroom instruction will prepare students with the basic knowledge necessary to perform various services such as cutting, coloring, and styling hair. Salon floor practical hours provide the opportunity to gain real life experience by utilizing the skills learned in the classroom.

Students will be introduced to the fundamentals of hairdressing, which include haircutting, chemical processes, hair color, and finish work. Additionally, they will be introduced to skin care, facials, straight razor techniques and shaving processes. Students will also receive a basic knowledge of laws pertaining to the field of Barbering. Throughout their training students will learn about professionalism in the industry, basic business practices, media marketing, and will be encouraged to build a professional portfolio.

This program builds upon entry-level training towards an exciting career path as a licensed barber. Graduates of the Barbering program will receive training that will prepare them to:

- Demonstrate the skills and knowledge to successfully provide hair services in a broad range of settings.
- Demonstrate ability to provide hair and skin services in a safe manner.
- Utilize critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.
- Take the Board of Barbering and Cosmetology exam.



Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a variety of jobs in the barbering industry including the salon and barbershop environments.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

A mobile tablet, e-textbook, instructional material, student kit, and uniforms are required and available for purchase.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

1000 Clock Hours

This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on campus and online for 50 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. See your *Admissions Representative for available class times*.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the field of Barbering.

#### **Style 100 Disinfection & Sanitation**

*(100 Clock Hours)*

Disinfection and sanitation applying to the cosmetology and barbering industries will be introduced. Procedures to protect the health of the client and student will be discussed. Proper disinfection techniques for equipment used in salons and barber shops will be identified.

#### **Style 110 A Hairstyling / Haircutting**

*(100 Clock Hours)*

In Style 110 A & B the development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, braiding and the elevated importance of finishing

*(Continued on page 9)*



## Barbering (continued)

(Continued from page 8)

work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified. Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

### Style 110 B Hairstyling / Haircutting

(100 Clock Hours)

In Style 110 A & B the development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller placement, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified. Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

### BARB 115 A Barbershop Facials / Shaving

(100 Clock Hours)

During BARB 115 A & B, students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. Hot towel barbershop facials will be introduced. Students will be introduced to the fundamentals of straight razor shaving. The shaving module will cover sanitation and safety precautions associated with straight razor shaving. Students will focus on proper razor positions and strokes.

### BARB 115 B Barbershop Facials / Shaving

(100 Clock Hours)

During BARB 115 A & B, students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. Hot towel barbershop facials will be introduced. Students will be introduced to the fundamentals of straight razor shaving. The shaving module will cover sanitation and safety precautions associated with straight razor shaving. Students will focus on proper razor positions and strokes.

### Style 125 Laws & Regulations

(100 Clock Hours)

Students will be introduced to the Board of Barbering and Cosmetology Laws and Regulations including the Barbering and Cosmetology Act. Students will practice salon and/or barbershop procedures while adhering to these guidelines.

### BARB 120 A Chemical Processes / Hair Color

(100 Clock Hours)

BARB 120 A & B will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications. Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

### BARB 120 B Chemical Processes / Hair Color

(100 Clock Hours)

BARB 120 A & B will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications. Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

### Style 180 Portfolio / Student Salon

(100 Clock Hours)

Students will build a professional portfolio designed to introduce their skills and abilities to clients, industry professionals, and potential employers. Students will be working on clients as well as manikins in the student salon. The basics of business, marketing, professionalism, and soft skills relating to the cosmetology and barbering industry will be covered.

### Style 190 State Board Exam Preparation / Student Salon

(100 Clock Hours)

To prepare for examination day students will participate in mock State Board written exams. Students will be working on clients as well as manikins in the student salon.

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## Barbering (continued)

(Continued from page 9)

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### Disclosures for Programs Leading to Professional Licensure

**Program Leading to Professional Licensure:** Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.



## Cosmetology

HYBRID

### COURSE OBJECTIVE

The objective of the Cosmetology program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the field of Cosmetology. In addition to learning the basics of safety and sanitation, students will explore their creative side by performing a variety of hair, skin, and nail treatments on mannequins and clients. Classroom instruction will prepare students with the basic knowledge necessary to perform various services such as cutting, coloring, and styling hair. Salon floor practical hours provide the opportunity to gain real life experience by utilizing the skills learned in the classroom.

Students will be introduced to the fundamentals of hairdressing, which include haircutting, chemical processes, hair color, and finish work. Additionally, they will be introduced to skin care, facials, hair removal, make-up application and basic nail processes. Students will also receive a basic knowledge of laws pertaining to the field of Cosmetology. Throughout their training students will learn about professionalism in the industry, basic business practices, media marketing, and will be encouraged to build a professional portfolio.

This program builds upon entry-level training towards an exciting career path as a licensed cosmetologist. Graduates of the Cosmetology program will receive training that will prepare them to:

- Demonstrate the skills and knowledge to successfully provide hair, nail and skin services in a broad range of cosmetology settings.
- Demonstrate ability to provide hair, nail and skin services in a safe manner.
- Demonstrate lash application, tint, and perming, and eyebrow lamination.
- Achieve adequate academic preparedness to take the Board of Barbering and Cosmetology written and practical exams.
- Demonstrate proficiency in critical thinking, information management, communication skills, respect and responsibility.



- Demonstrate professional behavior.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a variety of jobs in the cosmetology industry including the salon and spa environments.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

A mobile tablet, e-textbook, instructional material, student kit, and uniforms are required and available for purchase.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

1000 Clock Hours

This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on campus and online for 50 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. See *your Admissions Representative for available class times*.

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### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the field of Cosmetology.

#### Style 100 Disinfection & Sanitation

*(100 Clock Hours)*

Disinfection and sanitation applying to the cosmetology and barbering industries will be introduced. Procedures to protect the health of the client and student will be discussed. Proper disinfection techniques for equipment used in salons and barber shops will be identified.



## Cosmetology (continued)

(Continued from page 11)

### Style 110 A Hairstyling / Haircutting

(100 Clock Hours)

In Style 110 A & B the development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified. Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

### Style 110 B Hairstyling / Haircutting

(100 Clock Hours)

In Style 110 A & B the development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller placement, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified. Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

### COS 115 A Esthetics / Hair Removal

(100 Clock Hours)

In COS 115 A & B students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. The latest developments in state of the art delivery systems and ingredients to persevere, nourish, and protect skin will be discussed. Students will practice facials, make-up application, hair removal, lash application, lash tint, lash perming, and eyebrow lamination; these skills will enhance the range of services students will be able to provide to clients.

### COS 115 B Esthetics / Hair Removal

(100 Clock Hours)

In COS 115 A & B students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. The latest developments in state of the art delivery systems and ingredients to persevere, nourish, and protect skin will be discussed. Students will practice facials, make-up application, hair removal, lash application, lash tint, lash perming, and eyebrow lamination; these skills will enhance the range of services students will be able to provide to clients.

### COS 120 A Chemical Processes / Hair Color

(100 Clock Hours)

COS 120 A & B will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications. Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

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### Style 125 Laws & Regulations

(100 Clock Hours)

Students will be introduced to the Board of Barbering and Cosmetology Laws and Regulations including the Barbering and Cosmetology Act. Students will practice salon and/or barbershop procedures while adhering to these guidelines.

### COS 135 Nail Processes

(100 Clock Hours)

In this module the structure of the natural nail, nail anatomy, and nail growth will be discussed. Students will learn to effectively recognize diseases of the nails that should not be treated in a salon. Nail enhancements will be demonstrated. Gel polish application, and pedicures ranging from basic to spa will also be conducted.

(Continued on page 13)



## Cosmetology (continued)

(Continued from page 12)

### Style 180 Portfolio / Student Salon

(100 Clock Hours)

Students will build a professional portfolio designed to introduce their skills and abilities to clients, industry professionals, and potential employers. Students will be working on clients as well as manikins in the student salon. The basics of business, marketing, professionalism, and soft skills relating to the cosmetology and barbering industry will be covered.

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**Program Leading to Professional Licensure:** Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.



## Avocational Course: Concealed Carry Weapons (CLOVIS)

### Concealed Carry Weapons (CCW)

#### Course Objective

The Institute of Technology offers both initial and renewal Concealed Carry Weapons classes. The course objective is to provide all the necessary laws and rights/responsibilities of carrying a concealed weapon. You will be required to demonstrate proficiency in shooting all of the firearms you want to have included on your Concealed Carry Weapons Permit, up to a maximum of four firearms.

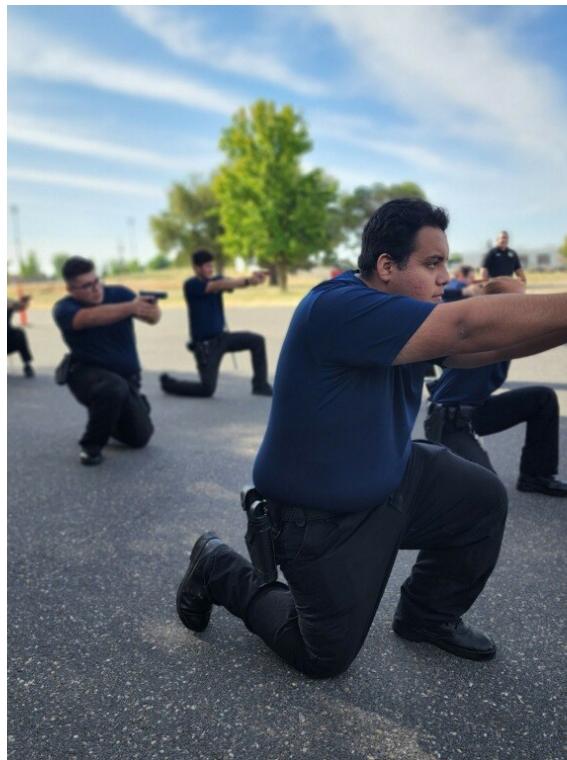
#### Hours of Instruction

Initial Permit course is 8 hours long.

Renewal permit course is also 8 hours long.

(\*CCW is a cash pay program. Financial aid is not available.)

**\*This course is NOT vocational in nature and does NOT lead to initial employment.**



#### The Course

This is an introductory class that will teach you how to properly operate and use your defensive pistol in compliance with California CCW laws. Learn safe weapon handling, target acquisition and laws that govern concealed weapons possession in California. You will fire 100 rounds in this training to qualify for the CCW permit. This course is not vocational in nature, does not lead to initial employment, and does not provide credit toward any vocational program offered by Institute of Technology. Individuals who successfully complete the course will receive a **CERTIFICATE OF COMPLETION**.



### COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive an **ASSOCIATE OF APPLIED SCIENCE DEGREE**.

### CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

### CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer\*, Peace Officer\*, Reserve Peace Officer\*, Deputy Sheriff\*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of this catalog



to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

\*An academy will be required after graduation from IOT.

### STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on campus and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

### REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required.

*(Continued on page 16)*



# Criminology & Emergency Response Management - AAS Clovis (cont.)

(Continued from page 15)

The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.

## **CJ100 Laws & Regulations**

(100 Hours / 7 Quarter Credit Units)

This course introduces and identifies the relationship of statute law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

## **CJ110 Criminal Procedures**

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

## **CJ120 Citizen Interaction and Suspect Control**

(100 Hours / 7 Quarter Credit Units)

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

## **CJ130 Report Writing**

(100 Hours / 6.5 Quarter Credit Units)

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own pro-

fessionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

## **CJ140 Corrections**

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

## **CJ150 Correctional Institutions**

(100 Hours / 7 Quarter Credit Units)

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

## **EM120 Emergency Management and Security Services**

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

## **CJ160 Applied Criminal Justice Concepts**

(100 Hours / 7 Quarter Credit Units)

(Continued on page 17)



## Criminology & Emergency Response Management - AAS Clovis (cont.)

(Continued from page 16)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

### CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody.



### EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). **Responder Certification outcomes for this course are dependent upon your campus location.** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

### PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

#### General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

### MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

#### General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

(Continued on page 18)



## Criminology & Emergency Response Management - AAS Clovis (cont.)

(Continued from page 17)

### SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

#### General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

### PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

#### General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

### ENG100 English

(50 Hours / 5 Quarter Credit Units)

#### General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.



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stitute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.



## Criminology & Emergency Response Management - AOS Modesto HYBRID

### COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive an **ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE**.

### CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ250, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ250). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 250 is dependent upon your campus location.

### CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer\*, Peace Officer\*, Reserve Peace Officer\*, Deputy Sheriff\*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.



See the "Occupational Outcomes" section of the IOT catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

\*An academy will be required after graduation from IOT.

### STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on campus and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. See your admissions representative for available class times.

### REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be

*(Continued on page 20)*



# Criminology & Emergency Response Management - AOS Modesto (cont.)

(Continued from page 19)

taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.

## **CJ100 Laws & Regulations**

(100 Hours / 7 Quarter Credit Units)

This course introduces and identifies the relationship of statute law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

## **CJ110 Criminal Procedures**

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

## **CJ120 Citizen Interaction and Suspect Control**

(100 Hours / 7 Quarter Credit Units)

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

## **CJ130 Report Writing**

(100 Hours / 6.5 Quarter Credit Units)

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

## **CJ140 Corrections**

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

## **CJ250 Correctional Institutions**

(100 Hours / 7 Quarter Credit Units)

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

## **EM120 Emergency Management and Security Services**

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

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## Criminology & Emergency Response Management - AOS Modesto (cont.)

(Continued from page 20)

### CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.



### CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody.

### EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). ***Responder Certification outcomes for this course are dependent upon your campus location.*** The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

### PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

#### General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

(Continued on page 22)



## Criminology & Emergency Response Management - AOS Modesto (cont.)

(Continued from page 21)

prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

### **MAT100 Algebra**

(50 Hours / 5 Quarter Credit Units)

#### **General Education Component**

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

### **SPE100 Speech**

(50 Hours / 5 Quarter Credit Units)

#### **General Education Component**

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

### **PSY100 Psychology**

(50 Hours / 5 Quarter Credit Units)

#### **General Education Component**

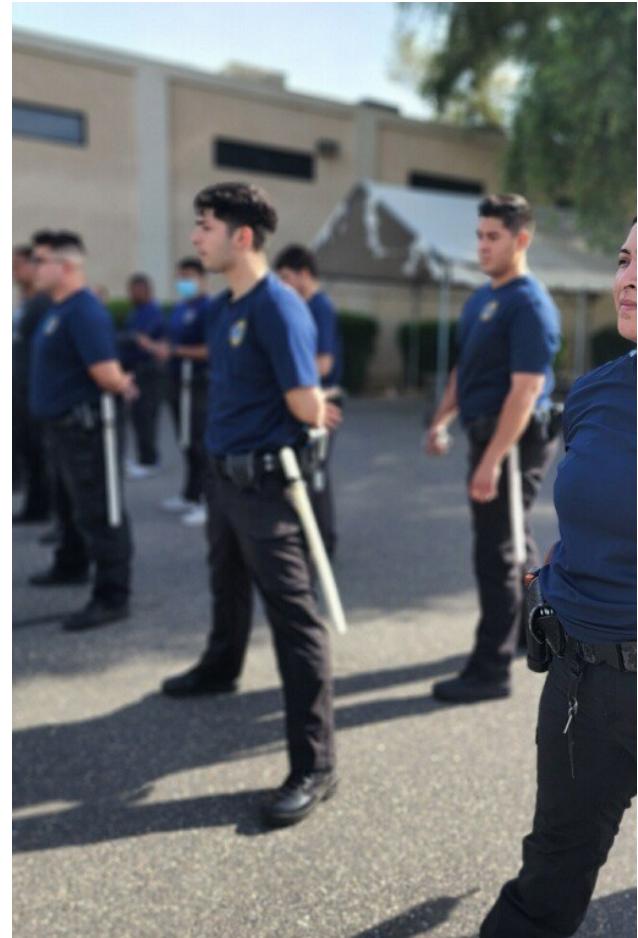
Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

### **ENG100 English**

(50 Hours / 5 Quarter Credit Units)

#### **General Education Component**

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of



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## Culinary Arts

### COURSE OBJECTIVE

There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts program is designed to prepare students for entry-level career opportunities within the food-service industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.

Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

### CAREER PATHS/JOB TITLES

Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

880 Hours / 49 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks.

*See your Admissions Representative for available class times.*

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).



### CUL101 Concepts of Food Service Industry - Culinary Foundations 1

*(7 Qtr. Credit Units, 100 hours)*

This module meets the American Culinary Federation certification standards for Safety & Sanitation, Supervision & Management, and Nutrition. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

### CUL111 Foundations of Baking and Patisserie

*(6 Qtr. Credit Units, 100 Hours)*

Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

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## Culinary Arts (continued)

(Continued from page 23)

### **CUL121 Kitchen Skills Development - Culinary Foundations 2**

*(6 Qtr. Credit Units, 100 Hours)*

Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

### **CUL131 Buffet Catering and Garde Manger**

*(6 Qtr. Credit Units, 100 Hours)*

This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

### **CUL141 Advanced Kitchen Skills - Culinary Foundations 3**

*(6 Qtr. Credit Units, 100 Hours)*

This module continues the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine. Students will develop nutritional recipes and menu items and present those dishes.

### **CUL151 American Regional Cuisine**

*(6 Qtr. Credit Units, 100 Hours)*

This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

### **CUL161 Latin & Mediterranean Cuisine**

*(6 Qtr. Credit Units, 100 Hours)*

Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

### **CUL175 Externship**

*(6 Qtr. Credit Units, 180 Hours)*

Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

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### COURSE OBJECTIVE

The Heating, Ventilation & Air Conditioning (HVAC) program provides training for students in the theories, techniques, and practices involved in the HVAC field. Students will learn to install, maintain, and troubleshoot HVAC systems installations and will be conversant with industry standards.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the HVAC field including Refrigeration Technician, Heating Technician, Air Conditioning Technician, and Systems Engineer.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

### STUDENT SUPPLIES

Uniforms and a toolkit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

800 Hours / 48.5 Quarter Credit Hours

This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. See your *Admissions Representative for available class times*.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

#### HVAC08-1 HVAC Fundamentals

(6 Qtr. Credit Units, 100 Hours)

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical



quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various types of motor controls. Additionally students will analyze, construct, and troubleshoot electrical circuits using ladder diagrams.

#### HVAC08-2 Introduction to HVAC Concepts

(6 Qtr. Credit Units, 100 Hours)

This course is an introduction to HVAC mechanical concepts where students will develop appropriate safety practices, proper use and care of tools, and equipment used in the industry. Students will learn how to use tubing and piping as well as best practices for soldering and brazing along with leak checks. Students will gain an understanding of the types and use of gauges and calibration instruments for proper maintenance, troubleshooting, and repair of refrigeration and air-conditioning systems.

#### HVAC08-3 Basic Refrigeration, Heating and Air Conditioning

(6 Qtr. Credit Units, 100 Hours)

This module will include concepts of physical properties of air and air distribution, theories of heat, matter and energy, and heat load calculation. Students will expand knowledge of Boyles Law, Charles' Law and universal gas laws and how they apply to the foundations of re-

*(Continued on page 26)*



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frigeration, heating, and air conditioning. Students will practice reading blue prints. Students will continue to improve their troubleshooting skills.

## HVAC08-4 Advanced Refrigeration

(6 Qtr. Credit Units, 100 Hours)

In this module, commercial refrigeration concepts will be discussed to include types of evaporators, condensers (including draft towers) and functions of compressors. Special refrigeration systems, including various components and expansion devices, with their applications will be covered. Students will continue to improve their troubleshooting skills.

## HVAC08-5 Advanced Heating

(6 Qtr. Credit Units, 100 Hours)

In this module, heating will be explored in more detail including electric heat and gas heat. Students will have practice working with electrical schematics and wiring diagrams. Principles of forced air and types of furnace pilot lights will be discussed. Indoor air quality indicators will also be discussed. Students will continue to improve their troubleshooting skills.

## HVAC08-6 Advanced Air Conditioning

(6 Qtr. Credit Units, 100 Hours)

This module covers an in-depth look at the components of the air conditioning system which includes the compressor, metering devices, condenser coils and evaporator coils. The class discusses superheat and sub-cooling and how to utilize this information when diagnosing and charging air conditioning systems. Students will practice replacing various components within an air conditioning system and discuss various commercial air conditioning systems. Students will have the opportunity to earn a NATE Ready to Work certificate.

## HVAC08-7 EPA Regulations and Refrigerant Handling

(6 Qtr. Credit Units, 100 Hours)

Students will be reintroduced to EPA regulations and how they pertain to the foundations of refrigeration, heating, and air conditioning. In this module safe system evacuation techniques will be demonstrated along with various types of tubing and piping including hands on skills in soldering and brazing. Students will continue to use proper methods of recovery and reclaiming refrigerant handling and learn proper techniques for evacuating and recharging the system.

## ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.



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## COURSE OBJECTIVES

This course is designed to introduce a potential industrial maintenance technician to inspecting, servicing, and maintaining complex mechanical systems. There will be a strong focus in troubleshooting techniques and procedures for mechanical and/or electrical applications, including cooling towers, heat pumps, and chillers. The course will take a student into load calculations, liquid piping, pneumatics, plumbing, wiring, drives, and much more. In addition, you can learn about vital safety considerations, including electrical, maintenance, building, OSHA and health codes.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

## EMPLOYMENT OPPORTUNITIES

The industrial maintenance and automated technology field is a dynamic and hands-on career. In this rewarding and broad skilled trade industry there are many options when it comes to career paths. The industrial maintenance field involves everything from mechanical and electric repair to welding and preventative maintenance within industrial or commercial settings. Opportunities stretch out from manufacturing/processing plants to sales within the Industrial Maintenance field.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

## STUDENT EQUIPMENT AND SUPPLIES

Uniforms and a toolkit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

## HOURS OF INSTRUCTION/PROGRAM LENGTH

49.5 Quarter Credit Units, 800 clock hours

IMAT is a 40 week hybrid or interactive distance learning (IDL) program which contains online course work. The **Professional Development class and IMAT 110: Introduction to Electricity** may combine on-ground and online learning. On campus classes are held two days per week and the remaining distance education course-work is completed at a location determined by the student. The remaining IMAT courses are held on campus Monday - Thursday and may include an independent



study component. See your admissions representative for available class times.

## THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Industrial Maintenance and Automated Technology industry.

## Professional Development

### 100 hours / 6.5 Quarter Credit Units

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### IMAT 100: Safety, Code Compliance, & General Manufacturing Practices (100 Instructional Clock Hours/6.5 Credit Hours)

The course focuses on workplace safety, general manufacturing practices and OSHA compliance. In addition; it will focus on laws governing workplace safety and environmental concerns. Students will study basic principles of interpreting engineering drawings and schematics. Through interpretation and sketching, students will develop a visualization of the part, section or assembly. This course will use drawings pertinent to Industrial Mainte-



## Industrial Maintenance and Automated Technology (continued)

(Continued from page 27)

### IMAT 110: Introduction to Electricity (100 Instructional Clock Hours / 6.0 Credit Units)

nance along with examples and discussions of manufacturing processes.

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various types of motor controls. Additionally, students will analyze, construct, and troubleshoot electrical circuits using ladder diagrams.

### IMAT 140: Industrial Fluid Distribution Systems (100 Instructional Clock Hours / 6.0 Quarter Credit Units)

This module will cover installation and repair of fluidic systems. Will include fittings, thread cutting, pipe sweating, roll grooving, solder, plastic cementing, repair equipment and tools. The course will also include pumps, valves, water supply systems and fire protection distribution systems. In addition, students will be provided instruction in basic metalworking processes.



### IMAT 150: Industrial Equipment Mechanisms, Electricity and Controls

#### (100 Instructional Clock Hours / 6.0 Quarter Credit Units)

This module will cover basic principles of physics specific to electromechanical systems. Students will learn how to emphasize measurement, lubrication, energy, power, and machines. This module will introduce installation, timing, and synchronization of machine drive components, including motors, transformers, and various electromechanical devices to enhance AC power distribution and control topics. The introduction of PLCs in the on/off mode will be included in the course.

### IMAT 160: Introduction to Programmable Logic Controllers (PLCs)

#### (100 Instructional Clock Hours / 6.0 Quarter Credit Units)

Students will build off fundamental knowledge and training of Industry standard PLCs programming language from earlier modules. Students will build on the installation, interfacing, operation and programming. Study discrete analog input and output; hardware sensor interfacing and troubleshooting techniques; fundamentals of digital systems and will program PLCs using timer, counter, latch, data movement, sequencing, integer arithmetic and other instructions.

### IMAT 170: Industrial Fluid Power, Hydraulics & Pneumatics (100 Instructional Clock Hours / 6.0 Quarter Credit Units)

This module focuses on studying the fundamentals of fluid power (hydraulics and pneumatics) and its components as well as principles, functions and terminology. Additionally, this module will cover the application of fluid power systems to various machines along with maintenance and troubleshooting.

### IMAT 175: Industrial Maintenance Mechanic & Manufacturing Systems (100 Instructional Clock Hours / 6.0 Quarter Credit Units)

This module will place an emphasis on the tools and equipment used for maintenance of various types of equipment in the field of industrial maintenance. The module will include a review of lock out / tag out, confined space and safe rigging practices, manufacturing types and operations, torque, metal properties and hardness, gaskets, pumps, gears, motors, pulleys and alignments.

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## Avocational Course: IV Therapy & Blood Withdrawal

### IV Therapy and Blood Withdrawal

#### Course Objective

This 36 hour course is designed for students who desire IV Certification for the state of California. A licensed vocational nurse (LVN) in California must be certified by the Board of Vocational Nursing and Psychiatric Technicians to perform intravenous therapy or blood withdrawal. A LVN who successfully completes the Institute of Technology IV Therapy and Blood Withdrawal course will be qualified to apply for IV/BW certification with the state of California.

#### Hours of Instruction

##### 36 hour course

Theory Hours: 27

Clinical Hours: 9

#### The Course

This 36 hour course is designed for students who desire IV certification for the state of California and is approved by the Board of Vocational Nursing and Psychiatric Technicians. The theory related to the purpose of IV therapy and blood withdrawal, legal responsibilities, infection control, fluid and electrolytes, composition of parenteral solutions, possible complications, technique for venipuncture, equipment and transfusion therapy are presented based on state guidelines. Hands on experience is provided during lab time with IV and blood withdrawal equipment and simulation arm models. Each student will be required to complete three successful venipunctures and three successful skin punctures on live human clients to complete requirements per California regulations. Individuals who successfully complete the course will receive a CERTIFICATE OF COMPLETION.

**IV Therapy and Blood Withdrawal is a cash pay course. Financial aid is not available.**

The IV Therapy and Blood Withdrawal course is not vocational in nature and does not lead to initial employment. Applicants for the IV Therapy and Blood Withdrawal course are exempt from entrance examination requirements. To be eligible for the IV Therapy and Blood Withdrawal course applicants must provide one of the following:

- Proof of graduation from Institute of Technology's Vocational Nursing program; OR
- Proof of "CURRENT" license status as a Vocational Nurse in California.

**\*This course is NOT vocational in nature and does NOT lead to initial employment.**



## COURSE OBJECTIVE

The objective of the Medical Billing and Office Administration (MBOA) program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in a medical office setting with the potential to advance. IOT instructors provide quality education in general medical office procedures; including scheduling appointments, patient records, and filing. Students are taught coding procedures, and the proper management and execution of various medical insurance plans and programs.

Students also receive a basic knowledge of anatomy and physiology, a strong foundation of medical and pharmaceutical terminology, instruction in medical billing and collections, along with the study of medical ethics and public relations. In all classes, students practice keyboarding, 10-key calculator, and transcription for increased accuracy and speed.

An efficient medical office professional must use medical terminology in transcribing dictation, preparing correspondence, and assisting the physician or medical scientist with reports, speeches, articles, and conference proceedings. Therefore, students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations.

Recent legislation regarding privacy of patient files has made it necessary for physicians and medical facilities to rely on, and have complete confidence in, the abilities of those who manage their practices included but not limited to Health Insurance Portability and Accountability Act (HIPAA) and medical law and ethics considerations. Students will also be introduced to Electronic Medical Records (EMR) and office applications used in the medical office environment.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

## CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical office setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

## STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

## HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on campus and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. See your *Admissions Representative* for available class times.

## THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

## CERTIFICATION

As a graduate of IOT, you may be eligible to sit for and obtain national certification. Please check with your campus for specific exam availability.

## MBOA110 Medical Records Management

(6 Qtr. Credit Units, 100 Hours)

This module introduces students to administrative duties and procedures required in a medical office setting to include an understanding of medical law, ethics, and HIPAA regulations. Insurance terminology is addressed as well as the basics of health insurance, billing and coding practices. Students will learn the medical language

with study of prefixes, suffixes, word roots, abbreviations, and pronunciations. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.



*(Continued on page 31)*



## Medical Billing and Office Administration (continued)

(Continued from page 30)

### **MBOA120 Medical Office Communication**

*(6 Qtr. Credit Units, 100 Hours)*

This module focuses on student development in key-boarding and computer application skills to create source documents, collection letters, and spreadsheet for tracking/analysis purposes. Students will also learn how to build skills in various types of contracts and how these contracts impact billing accuracy. Coordination of these benefits will be a continual developing skill. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### **MBOA130 Office Applications and Insurance Billing**

*(6 Qtr. Credit Units, 100 Hours)*

This module focuses on preparing the students for medical billing and basic computer software applications. Students will learn the importance of phone etiquette, completing referrals, and authorizations. Students will continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### **MBOA140 Medical Coding**

*(6 Qtr. Credit Units, 100 Hours)*

This module develops the student's basic diagnostic and procedural coding skills utilizing the ICD, CPT, and HCPCs coding books. The student will be able to explain the importance of the codes and how these codes are used in the medical billing environment. Hands-on application of coding introduces the students to various types of medical specialties and the standards for accuracy and compliance. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### **MBOA150 Medical Billing**

*(6 Qtr. Credit Units, 100 Hours)*

This module focuses on instruction to the students in medical billing terminology. Additionally, students will develop an understanding of medical and dental terminology as well as basic anatomy and physiology. Keyboarding and ten-key calculator are practiced for increased accuracy and speed. Students will receive certification upon successful completion of training and examination of CPR and emergency procedures.

### **MBOA160 Electronic Medical Records**

*(6 Qtr. Credit Units, 100 Hours)*

This module focuses on instructing the students in software that assists in all aspects of the medical office. This includes scheduling, service charges, payment processing, billing and various reports. Understanding the fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient are covered. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

### **ProDev-5wk Professional Development**

*(6.5 Qtr. Credit Units, 100 Hours)*

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### **MBOA-10 Medical Office Externship**

*(5 Qtr. Credit Units, 160 Hours)*

This module enables the student, during a 5-week practicum, to apply and develop knowledge and skills in a medical office, clinic environment. Students must earn a minimum of 160 extern hours to meet the graduation requirements of the Medical Billing and Office Administration Program.

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# Nursing Assistant

## COURSE OBJECTIVE

The objective of the Nursing Assistant (NA) program is to prepare students with the knowledge, technical skills, and work habits required to become a Nursing Assistant. IOT instructors provide quality Nurse Assistant training in classroom and clinical settings.

Students will receive a basic knowledge of terminology, an overview of California regulations, along with law and ethics associated with the role of Nursing Assistant.

## CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

## STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student. (Financial Aid is not available for the Nursing Assistant program. The Financial Aid department can provide information regarding payment options.)

## HOURS OF INSTRUCTION/PROGRAM LENGTH

NA 110: Nursing Assistant Theory/Lab: 85.5 hours

NA 120: Nursing Assistant Clinical: 100 hours

The Training Program Schedule approved by the State of California Health and Human Services Agency is a day program. Classes are held Monday - Friday for approximately 7 weeks. See your Admissions Representative for available class times.

## THE PROGRAM

The theory and clinical learning experiences will include the following:

### Introduction to Nurse Assistant

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

### Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by

federal and state regulations.

### Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.



### Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the resident is discussed.

### Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.

### Medical and Surgical Asepsis

The purpose of this unit is to present information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.

### Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

### Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas

*(Continued on page 33)*



## Nursing Assistant (continued)

(Continued from page 32)

of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

### Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

### Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

### Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

### Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long-Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

### Long-Term Care Patient

The purpose of this unit is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

### Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

### Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

### Death and Dying

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

### Abuse

The purpose of this unit is to introduce ethical and legal issues regarding preventing, recognizing, and reporting instances of abuse.

### Preparation for State Exam

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### Disclosures for Programs Leading to Professional Licensure

Institute of Technology's Nursing Assistant program curriculum meets the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Nursing Assistant program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.



## COURSE OBJECTIVE

Pharmacy Technicians assist and support licensed pharmacists in providing healthcare and medications to patients. They must have a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, and prepare medications. Having a sound education in pharmacy technology and law, pharmacy calculations, drug distribution, and the preparation of sterile dosages will prepare participants to compete in the job market.

Because the staff at IOT is dedicated to your success, you will be provided with a comprehensive education that teaches technical skills along with the professional skills you will need to succeed. Students will receive instruction in all aspects of retail and institutional pharmacy positions, while communication and interpersonal training will prepare them for a successful life in this rewarding profession. Customer service skills are essential for the pharmacy technician who must interact with pharmacy coworkers, patients, and other healthcare professionals on a daily basis. Students will acquire skills in computer applications, interpretation of prescriptions, and pharmaceutical calculations.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

## CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a pharmacy, hospital, or other health care facilities as a Pharmacy Aid, Pharmacy Clerk, or Registered Pharmacy Technician.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

## REGISTRATION

In order to obtain a Pharmacy Technician (PT) position in the State of California, all Pharmacy Technicians must be registered with the State. All enrolled PT students will be given a Pharmacy Technician Registration Application and Requirement Package prior to the 3rd module of instruction. All applicants, prior to enrollment, must sign a Pharmacy Technician Disclosure Statement signifying understanding of the requirements.

## STUDENT SUPPLIES

A lab coat and supplies are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

## HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a

combination of on campus and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student.

The Pharmacy Technician program total clock hours exceeds the minimum requirements for State Licensure by 620 hours. The material required for registration as well as additional professional development and office management outcomes specific to both retail and clinical sites is covered throughout the current program. *See your admissions representative for available class times.*

## THE PROGRAM



The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

## CERTIFICATIONS

As a graduate of IOT, you may be eligible to sit for and obtain national certification. Please check with your campus for specific exam availability.

### **PT08-1 Pharmacological Management**

*(6 Qtr. Credit Units, 100 Hours)*

The students will be able to distinguish between antibiotic, antifungal, and antiviral medications. Vitamins and herbal supplements will be discussed. Also included will be discussions and activities to familiarize the students with financial issues and inventory management in the pharmacy.

### **PT08-2 Principles of Pharmacy Practice**

*(6 Qtr. Credit Units, 100 Hours)*

In this module, students will become familiar with the uses of antidepressants, anticonvulsants, and medications used to treat gastrointestinal disorders. Topics of discussion will also include practices in a community pharmacy setting, including typing and filling prescriptions. Students will acquire skills in computer applications, prescription

*(Continued on page 35)*



## Pharmacy Technician (continued)

(Continued from page 34)

interpretation, and pharmaceutical calculations.

### PT08-3 Overview of Drug Effects

(6 Qtr. Credit Units, 100 Hours)

Students will become familiar with the appropriate use of cough medications and respiratory drugs, antihistamines, topical (skin) and, ophthalmic drugs. The principles of compounding will be discussed. Students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

### PT08-4 Hormonal Therapies

(6 Qtr. Credit Units, 100 Hours)

Students will learn the different hormones for the male and female, as well as their relationship to the medications used to treat various hormonal disorders. Drugs to treat urological problems will also be explored. Topics of discussion will include drug delivery processes and actions, side effects such as allergic responses, medication errors, and drug interactions. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

### PT08-5 Cardiac and Cancer

(6 Qtr. Credit Units, 100 Hours)

The students will be able to identify and categorize medications used to treat cardiac disorders. The students will also become familiar with cancer medications and treatments. The students will become familiar with the practices in an institutional pharmacy setting, including aseptic technique and the preparation of injectable products. The students will acquire skills in computer applications, medication order interpretation, and pharmaceutical calculations.

### PT08-7 Pharmacy Law and Ethics

(6 Qtr. Credit Units, 100 Hours)

The students will become familiar with the history of pharmacology, be able to discuss current practices and legalities of drug testing and approval, the role of the FDA and regulatory standards, and legislation related to drug use. The students will be able to distinguish between narcotic and non-narcotic medications including anesthetics and analgesics. In addition, muscle relaxants and drugs for arthritis will be discussed. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

### ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to contin-

uously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### PT08-6 Externship

(5 Qtr. Credit Units, 160 Hours)

In this final module, arrangements will be made to place students in an externship site in the business community. To graduate, students must successfully complete 160 hours in the externship. The externship is designed to allow the students to acquire practical experience and mentorship as they transition into the pharmacy business.

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### Disclosures for Programs Leading to Professional Licensure

Institute of Technology's Pharmacy Technician program curriculum meets the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Pharmacy Technician program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.



# Physical Therapist Assistant

**HYBRID**

## COURSE OBJECTIVE

The Physical Therapist Assistant program builds upon entry-level training towards an exciting career path as a licensed or certified physical therapist assistant.

Upon completion of the Physical Therapist Assistant program, graduates will be able to:

- Demonstrate the skills and knowledge to successfully provide physical therapy interventions across a broad range of clinical settings under the guidance of a physical therapist.
- Achieve adequate academic preparedness to sit for the National Physical Therapy Exam for PTAs.
- Demonstrate ability to use technology and electronic communication.
- Demonstrate proficiency in critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.

Students who successfully complete the program will receive an **ASSOCIATE OF APPLIED SCIENCE** degree as a Physical Therapist Assistant.

## CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment as a Physical Therapist Assistant, Home Health Physical Therapist Assistant, Skilled Nursing Facility Physical Therapist Assistant, Outpatient Physical Therapist Assistant, and Acute Care Physical Therapist Assistant.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.



## STUDENT SUPPLIES

Textbooks are provided to the student either as classroom resource or are purchased by the student. A gait belt, goniometer, and a student uniform are required and are available for purchase.

## HOURS OF INSTRUCTION/PROGRAM LENGTH

1,573 Hours / 65.5 Semester Credit Hours

Classes are held Monday through Thursday for 75 weeks. See your *Admissions Representative* for available class times.

**Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.**

## THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology, Inc. reserves the right to change the content of the courses due to modifications in content by the field of Physical Therapist Assistant.

### **SEMESTER 1**

#### **BIO-105 Anatomy & Physiology**

*75 hours/4.5 Semester Credit Units*

This course addresses the structures and function of components of the human body including homeostasis, regions of the body, anatomical directions and planes, chemical level of organization, cellular level of organization, tissue level of organization, and body systems. Body systems discussed are integumentary, skeletal, articular, muscular, nervous, endocrine, cardiovascular/hematologic, lymphatic/immune, respiratory, digestive/hepatic and biliary, nutrition/metabolism, urinary/renal, and reproductive.

#### **PSY-101 Introduction to Psychology**

*45 hours/3.0 Semester Credit Units*

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

#### **PHYS-125 General Algebra and Physics**

*45 hours/3.0 Semester Credit Units*

This course addresses general Algebra and Physics concepts. The first weeks of the class are dedicated to quantitative principles including solving and graphing linear equations and inequalities, algebraic formulas, geometric applications, and scientific notation. The remaining weeks incorporates Physics concepts including Newton's Laws of Motion, momentum, rotational motion, gravity, properties of matter, kinetic energy, heat, thermodynamics, sound, electricity, and light. Principles of Algebra introduced earlier are applied to facilitate critical thinking, reasoning, and strategies to solve physics problems.

*(Continued on page 37)*



## Physical Therapist Assistant (continued)

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### ENG-101 English

45 hours/3.0 Semester Credit Units

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization, and word usage rules within a variety of writing and oral assignments. Written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. The preparation and format of a research paper is included. Oral communication is included focusing on organizing and delivering various types of presentations, listening skills, and interpersonal responses.

### PTA-101 Introduction to Physical Therapy

30 hours/2.0 Semester Credit Units

This course introduces the student physical therapist assistant to the physical therapy profession including history of the profession, scope of practice/work, jurisdictional practice act, practice environments, overview of therapeutic interventions, professional organizations, cultural awareness regarding colleague/client/patient interactions, documentation, and obligation for lifelong learning. The course includes medical terminology commonly used in physical therapy.

## **SEMESTER 2**

### PTA-150 Clinical Science I

45 hours/3.0 Semester Credit Units

This course addresses the pathophysiology of diseases commonly seen in physical therapy involving the skeletal, muscular, integumentary, immune, cardiovascular, respiratory, endocrine, gastrointestinal, urinary and reproductive systems. The course material focuses on the implications for physical therapy relative to the disease process. Basic principles of pharmacology and common drugs for the disease processes are included.



### PTA-107 Functional Anatomy

30 hours/1.5 Semester Credit Units

This course addresses biomechanics, normal movement of the musculoskeletal system, coaction of the nervous system with the muscular and integumentary systems, surface anatomy, palpations, normal gait, and posture. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### COM-101 Communication

45 hours/3.0 Semester Credit Units

Upon successful completion of this course, students will demonstrate confidence and credibility in communicating in a range of situations. Students will explore theories and models of communication while participating in a series of oral presentations to help build verbal and non-verbal communication skills.

### PTA-108 Kinesiology

30 hours/1.5 Semester Credit Units

This course addresses manual muscle testing, goniometry, and special tests and measurements commonly used in physical therapy. Assessment data gathered is applied to normal and abnormal movement patterns. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### PTA-110 Patient Care

30 hours/1.5 Semester Credit Units

This course addresses principles of patient management, infection control, assessment of vital signs, positioning and draping, wheelchair management, transfer activities, gait training with assistive devices, and introduction of special equipment. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### PTA-115 Therapeutic Interventions

60 hours/2.5 Semester Credit Units

This course addresses the theoretical principles, application, and physiological responses to superficial thermal agents, deep thermal agents, athermal agents, cryotherapy, electrotherapeutic agents, hydrotherapy, and mechanical traction. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

## **SEMESTER 3**

### PTA-215 Therapeutic Exercise I: Introduction to LE

75 hours/3.5 Semester Credit Units

This course addresses the fundamental principles of ther-

(Continued on page 38)



## Physical Therapist Assistant (continued)

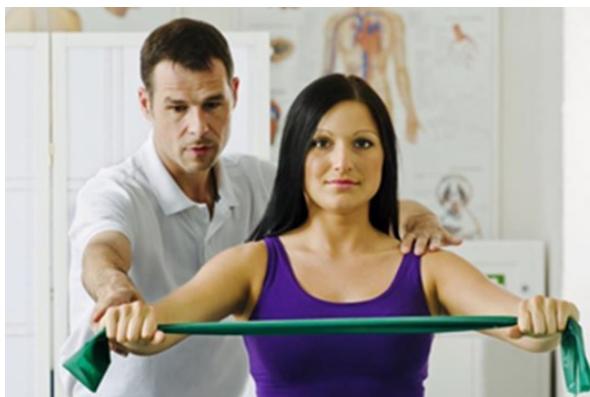
(Continued from page 37)

apeutic exercise including indications and physiological responses. Aerobic conditioning and health promotion through exercise is incorporated into the theoretical principles. Anthropometric measurements are covered relative to health. The specific exercise focus is for orthopedic conditions involving the lower extremities and pelvis. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### PTA-201 Physical Therapy for the Pediatric Population

*45 hours/2.5 Semester Credit Units*

This course addresses fine and gross motor milestones, infant reflexes, righting responses, normal and delayed development patterns, conditions affecting children and the application of interventions. The focus is development of the person from prenatal through early adulthood.



### PTA-202 Physical Therapy for the Geriatric Population

*30 hours/1.5 Semester Credit Units*

This course addresses the effects of aging on the various body systems and the implications for physical therapy. Cardiac rehabilitation is included in the course topics. Common assessments used to determine patient safety and functional level are presented.

### PTA-250 Clinical Science II

*15 hours/1.0 Semester Credit Units*

This course addresses abnormal conditions of the nervous system including common pharmacology. It is designed as a companion course to PTA 251.

### PTA-251 Neuromuscular Rehabilitation

*60 hours/2.5 Semester Credit Units*

This course addresses assessment and interventional techniques for neurological conditions. It is designed as a

companion course to PTA 250. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### PTA-220 Professional Issues & Ethics I

*15 hours/1.0 Semester Credit Units*

This course addresses HIPAA, OSHA, FERPA, patient safety, emergency management, jurisdictional regulations, supervision, Code of Conduct, risk management, healthcare models, payment for physical therapy services, and health and wellness.

## SEMESTER 4

### PTA-225 Therapeutic Exercise II: UE, Spine, and Pelvis

*63 hours/3.0 Semester Credit Units*

This course addresses therapeutic exercises for orthopedic conditions involving the upper extremities, spine, and pelvis. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

### PTA-210 Clinical Simulations

*30 hours/1.0 Semester Credit Units*

This course allows the student to perform integrated treatments based on mock clinical scenarios. Emphasis is placed on the ability to follow an established plan of care, make appropriate adjustments and progressions within the plan of care, and to determine when to contact the physical therapist. The treatment must be completed correctly, safely, professionally, and within an appropriate timeframe. The student will prepare and instruct another person in a home exercise program. The course includes the components of documentation with emphasis on the SOAP note. The training for the electronic CPI is included and the student must demonstrate proof of completion.

### PTA-205 Manual Therapy

*30 hours/1.5 Semester Credit Units*

This course addresses the principles and practical application of physical therapy massage and soft tissue mobilization techniques currently used in clinical practice. Grade 1 and 2 peripheral joint mobilizations and compression therapies are included in the course material. Principles of wound care and management are presented including mock scenarios to apply/remove dressings and maintain a sterile field. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

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## Physical Therapist Assistant (continued)

(Continued from page 38)

### PTA-260 Clinical Practicum I

320 hours/7.0 Semester Credit Units

This course is an eight-week full-time clinical experience. It provides students with an opportunity to apply theory and skills learned in the classroom and laboratory to a clinical setting under the supervision of a licensed physical therapist or licensed physical therapist assistant. Emphasis is placed on principles of patient management, professionalism, written and oral interpersonal communication, safety, and correctly and efficiently performing the technical and procedural skills taught in the program. The Director of Clinical Education and the Clinical Instructor monitor the student's progress and utilize the CPI tool to determine their readiness to practice in a *general* clinical setting. The student is expected to obtain Entry Level in the three Professionalism performance areas and rate 75% entry level in other rated skills/intervention areas. The student must pass this clinical experience to proceed to PTA 270.

### SEMESTER 5

#### PTA-230 Physical Therapy for Special Populations

45 hours/2.5 Semester Credit Units

This course addresses special considerations, management, and physical therapy interventions for the patient with an amputation including fitting/use/care/gait training with prosthetics, patient with respiratory condition, patient with an oncology diagnosis, the pregnant patient, and patient with a urogenital diagnosis. Indications, fit, and care of commonly used orthotic devices are presented. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

#### PTA-235 Preparation for the National Exam

15 hours/1.0 Semester Credit Units

This course addresses standardized test taking strategies and review of material from technical courses. Student will have the opportunity to take mock board exams and analyze performance based on knowledge or test taking strategy. By introducing students to mock board exam scenarios, they will be adequately prepared to pass the national board exam.

#### PTA-240 Professional Issues & Ethics II

30 hours/2.0 Semester Credit Units

This course addresses current professional issues in physical therapy, administrative policies and procedures, clinical management, use of outcome measurements, and career preparation and development.

### PTA-270 Clinical Practicum II

320 hours/7.0 Semester Credit Units

This course is an eight-week full-time clinical experience. It provides students with an opportunity to apply theory and skills learned in the classroom and laboratory to a clinical setting under the supervision of a licensed physical therapist or licensed physical therapist assistant. Emphasis is placed on principles of patient management, professionalism, written and oral interpersonal communication, safety, and correctly and efficiently performing the technical and procedural skills taught in the program. The Director of Clinical Education and the Clinical Instructor monitor the student's progress and utilize the CPI tool to determine their readiness to practice in a *general* clinical setting. The student is expected to obtain Entry Level in all Performance areas. The student must pass this clinical experience to graduate from the PTA program.

*Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.*

### Disclosures for Programs Leading to Professional Licensure

Institute of Technology's Physical Therapist Assistant program curriculum meets the educational requirements for licensure in the state of California\*.

Institute of Technology has not yet made a determination as to whether our Physical Therapist Assistant program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

\*See the campus catalog addenda for PTA accreditation status and licensure requirements.



## COURSE OBJECTIVE

The goal of the Professional Medical Assistant (PMA) program is to introduce students to the specialized training needed for entry-level employment in medical offices, clinics, laboratories, and hospitals. The course content includes theory and practical applications in both administrative and clinical procedures.

The content and applications taught include anatomy and physiology, clinical procedures such as vital signs, injections, venipuncture, urinalysis, hematocrits, electrocardiographs, emergency and surgical procedures, patient preparation, patient medical records, accounting and insurance claims processing utilizing Electronic Medical Records (EMR) Software Applications, appointment scheduling, and effective telephone communications. Students will also be taught to manage a medical office or healthcare facility.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

## CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the medical field including Clinical Medical Assistant, Laboratory Assistant, EKG Assistant, Pharmacy Clerk, Hospital Unit Secretary, Radiology Secretary, Medical Biller, Admitting Representative, Medical Receptionist, and Medical Records Clerk.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

## STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

## HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on campus and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your Admissions Representative for available class times.*

## CERTIFICATIONS

As a graduate of IOT, you may be eligible to sit for and obtain national certification as a medical assistant.



## THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

### **PMA08-1 Anatomy & Physiology**

*(6 Qtr. Credit Units, 100 Hours)*

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

### **PMA08-2 Introduction to Microbiology**

*(6 Qtr. Credit Units, 100 Hours)*

This module will introduce students to bacterial cell structures, microscope usage, and various types of equipment used in the microbiology laboratory. In this module, students will also learn how to safely handle all specimens and identify the types of media used to collect specimens. Students will be introduced to the importance of and steps involved in quality control in the microbiology laboratory.

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## Professional Medical Assistant (continued)

(Continued from page 40)

atery, as well as sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgical assisting.

### PMA08-3 Pharmacology & Hematology

(6 Qtr. Credit Units, 100 Hours)

The focus of this module will include pharmacology, administration of both parenteral and nonparenteral medications, interpretation of medication orders and abbreviations, as well as patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures will be introduced in this module. Students will be given an introduction to hematology, chemistry lab values, venipuncture, microhematocrits, differential cell counts, standard precautions, screenings and follow-ups, and proper documentation of records.

### PMA08-4 Medical Law & Ethics

(6 Qtr. Credit Units, 100 Hours)

The focus of this module will include strategies to manage both the medical office and personnel. Following federal, state and local guidelines, students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances.

Students will gain an understanding of ethical principles, the promotion of the RMA credential legal concepts, confidentiality expectations, preparation and maintenance of confidential records, and appropriate guidelines to follow when releasing information.

Additionally, students will be taught emergency procedures and CPR & First Aid. Students will also be introduced to nutrition in health and disease.

### PMA08-5 Computerized Medical Office/ Insurance Processing (6 Qtr. Credit Units, 100 Hours)

Students will learn computerized management of the medical front office in this module. Fee for service, insurance billing, electronic medical records (EMR), and coding procedures will be also be discussed. Students will learn patient file management, appointment management and telephone procedures.



### PMA08-7 Administrative Applications

(6 Qtr. Credit Units, 100 Hours)

Students will be introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be discussed. The Privacy Rule will be discussed to provide strong privacy protections that do not interfere with patient access to, or the quality of health care delivery.

Students will also learn to obtain vital signs and will learn proper documentation of patient charts. The course will assist with the development of a medical vocabulary utilizing word construction and analysis.

### ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job.

The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

### PMA08-6 Externship

(5 Qtr. Credit Units, 160 Hours)

Upon classroom completion, the students will enter into an externship program with an affiliated medical office, clinic or hospital. Students will receive practical experience in all phases of medical assisting. Students must earn a minimum of 160 extern hours to meet the graduation requirements of the Professional Medical Assisting Program.

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## Vocational Nursing

### COURSE OBJECTIVE

Nursing careers offer a wide variety of roles and a broad scope of responsibility. There are many different types of nurses, and several different ways to obtain nursing careers.

Many procedures once performed only in hospitals are being performed in physicians' offices and in outpatient care centers such as ambulatory surgical and emergency medical centers, largely because of advances in technology. LVNs care for patients who undergo these and other procedures, so employment of LVNs is projected to decline in traditional hospitals, but is projected to grow faster than average in most settings outside of hospitals. However, some hospitals are assigning a larger share of nursing duties to LVNs, which will temper the employment decline in the industry.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

### CAREER PATHS/JOB TITLES

Successful completion of our Vocational Nursing program qualifies graduates to take the state licensing examination, the NCLEX-PN. The state license allows graduates to practice as a **Licensed Vocational Nurse (LVN)**.

Vocational Nurses can expect a professional nursing position, under the direction of a physician or a registered nurse, entailing: providing basic nursing care, patient data collection and health-related patient teaching, performing medical treatments as prescribed, administering prescribed medications, continuous monitoring of patient health in long-term care and acute care settings.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.



### STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

1530 Clock Hours

60.5 Semester Credit Hours

### FULL-TIME (Clovis, Modesto, and Redding Campus)

3 Semesters, 51 Weeks

Classes are held Monday through Friday with occasional weekends possible; various shift schedules may be required for clinical rotations. The pre-requisite BIO 100 Introduction to Human Anatomy will be offered on-campus.

### PART-TIME

#### 5 Semesters, 81 Weeks (Redding Campus)

Classes are held 3 evenings per week with all day Saturday clinicals. Various shift schedules and week day clinical rotations may be required. The pre-requisite BIO 100 Introduction to Human Anatomy may be offered on-campus.

*See your Admissions Representative for available class times.*

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.

### FULL-TIME

#### **PREREQUISITE (completed prior to VN courses)**

#### **BIO100 Introduction to Human Anatomy and Physiology**

(60 Contact Hours/2.5 Credit Hours)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and

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## Vocational Nursing (continued)

(Continued from page 42)

function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.

### CORE VN COURSES

#### VN-F1 Introduction to Client Centered Care

(164 Didactic/Theory Hours/318 Supervised Skills Lab Clinical Hours) 19.0 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.

Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Culture; Collaboration and Patient Education; Nutrition; Elimination; Sleep and Fatigue; Pain; Safety; Fluid and Electrolyte Balance; and Palliative Care. Dorothea Orem's Theory of Self Care is the framework applied to all concepts. The students will begin to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students are required to take an active role in assisting the client in health maintenance.

#### VN-F2 Care of the Client with Self Care Deficits I

(164 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

The course builds on the competencies learned in Semester 1 while further developing learned fundamental nursing concepts as they apply to nursing care. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using

the nursing process. Health and illness concepts will be presented with a focus on acute and chronic conditions across the lifespan. The curriculum introduces the material through a body systems approach. The introduction of systems is instructed from the simple to the most complex.



Common threads integrated throughout the semester are: critical thinking, nutrition, psychology, communication, nursing care throughout the life span, and the role of the vocational nurse. Other topics to be covered include focused assessment, common therapeutic measures, diagnostic test/procedures, drug, diet, or other therapies. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social, cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health promotion and maintenance.

#### VN-F3 Care of the client with Self Care Deficits II

(164 Didactic/Theory Hours/306 Supervised Skills Lab Clinical Hours) 18.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: the reproductive system, basic obstetric care, the stages of life development from infant to adulthood, family dynamics, and the care of the infant and child at various stages of development; the musculoskeletal

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## Vocational Nursing (continued)

(Continued from page 43)

etal system and disorders, the nervous system and the sensory system, care of clients with mental illness or substance abuse, emergency care, and leadership and supervision principles.

The students will continue to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance.



For the last 5 weeks, the student will have the opportunity to participate in a preceptorship program designed to assist the student into entering the nursing profession.

### NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.

### PART-TIME

#### PREREQUISITES (completed prior to VN courses)

**BIO100 Introduction to Human Anatomy and Physiology**

(60 Contact Hours/2.5 Credit Hours)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.

### CORE VN COURSES

#### **VN-P1 Introduction to Client Centered Care**

(98 Didactic/Theory Hours/186 Supervised Skills Lab Clinical Hours) 11.5 Credit Hours

This course presents basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children. Common threads integrated throughout the program are initiated: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Collaboration and Patient Education; Nutrition; Elimination; and Fluid and Chemical Balance and Acid-Base; Diagnostic Testing.

The student will learn how to enter a person's intimate space, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health

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## Vocational Nursing (continued)

(Continued from page 44)

to the client. Students will take an active role in assisting the client in health maintenance.

Critical thinking concepts are included and all aspects of the fundamentals of nursing are addressed. This term is the first step of a student seeking knowledge and skills to prepare for a career in Vocational Nursing. The successful student is an active participant in the learning process and practices needed for the role as a Vocational Nurse.

Semester I offers introductory subjects, which will then be applied to the systems in the following terms.

The program is based on a simple to complex philosophy, which means each term is the building block for the next term. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform self-care activities. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

### **VN-P2 Care of the Client with Self Care Deficits I**

(98 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.5 Credit Hours

This course is a continuation of VN-P1; basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children.

Common threads integrated throughout the program are initiated: common deficits, diagnostic testing, medication administration, pain management, medical/surgical management, pathophysiology, pharmacology, nutrition and psychosocial aspects utilizing the nursing system approach. The curriculum introduces the material through a body systems approach. The systems are introduced from the simple to the most complex.

Anatomy and physiology will be the first objective in each body system of the curriculum. Critical thinking concepts are included and all aspects of Fundamentals of Nursing are addressed, and a focus of medication administration is addressed throughout the semester. The respiratory and cardiovascular systems will be introduced. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

### **VN-P3 Care of the Client with Self Care Deficits II**

(98 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.5 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client. Common threads integrated throughout the program are initiated: Peri-operative nursing; Shock; Cancer; Gas Exchange (Respiratory); Perfusion (Cardiac system); Clotting (Blood and Lymph systems), Nutrition and Elimination (GI and GU systems), Musculoskeletal; and Tissue Integrity. Nutrition and Pharmacology are integrated in these topics as appropriate. The curriculum introduces the material through a body systems approach. The following systems will be introduced: Integumentary, musculoskeletal, gastrointestinal, endocrine, neurological, urinary, and sensory. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

### **VN-P4 Care of the Client with Self Care Deficits III**

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.5 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client, including the nursing care of the client during childbearing and childrearing. Common threads integrated throughout the program are initiated: Intracranial (Nervous system) and Sensory Perception; Hormonal and Glucose Regulation; the Reproductive System; Basic obstetric care, the Stages of life development from infant to adulthood; Care of the Infant Child at various stages of development; Family dynamics; and Holistic Care. Nutrition and Pharmacology are integrated in these topics as appropriate.

Child at various stages of development; Family dynamics; and Holistic Care. Nutrition and Pharmacology are integrated in these topics as appropriate.

The curriculum introduces the material through a body-systems approach. The following systems will be introduced: Oncology; immune system; hematologic; lymphatic systems; reproductive system; sexually transmitted diseases; prenatal care; complications of pregnancy; the birth process; postpartum care; newborn care; basics of pediatric care; infants with special needs (birth to 12 months); and common pediatric problems (1-18 years).

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## Vocational Nursing (continued)

(Continued from page 45)

The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self -Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

### **VN-P5 Care of the Client with Self Care Deficits IV**

(99 Didactic/Theory Hours/174 Supervised Skills Lab Clinical Hours) 11.0 Credit Hours

More advanced deviations are introduced and Self-Care concepts continue to be the basis for the care of the client. Common threads integrated throughout the program are initiated: Care of the clients with mental illness or substance abuse; Emergency Care and Disaster Preparedness; and Leadership and Supervision principles. Pharmacology and nutrition are integrated throughout the various topics covered in this semester.

The student will be introduced to the client with mental deficits. Theories on leadership and supervision are introduced and followed by a clinical preceptorship. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

### **NCLEX Prep**

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each ap-

roving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.

Institute of Technology's Vocational Nursing program curriculum meets the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Vocational Nursing program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.



## Welding Technician

HYBRID

### COURSE OBJECTIVE

The Welding Technician program provides training for students in the theories, techniques, and practices involved in the Welding field.

Students will be taught the basics of the welding trade including safety, and methods for various forms of welding. Additionally, soldering and brazing will be explored.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a **DIPLOMA**.

### CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the Welding field including Welders, Cutters, Welder Fitters, Solderers and Brazers in addition to associated fields such as Metal Workers and in Production Occupations.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

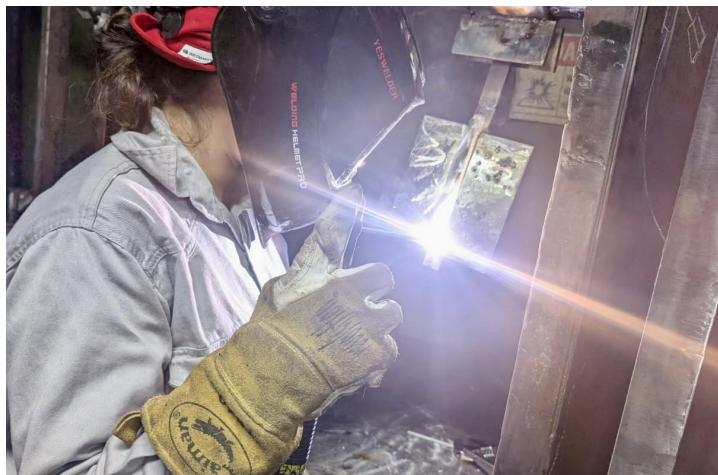
### STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

### HOURS OF INSTRUCTION/PROGRAM LENGTH

900 Hours / 51 Quarter Credit Hours

Classes are held Monday through Thursday for 45 weeks and include an Independent Study component. The **Professional Development class** is a combination of on-ground and an online learning. On campus classes are



held two days per week and the remaining distance education coursework is completed at a location determined by the student. The remaining Welding Technician courses are held on campus Monday - Thursday. See your *admissions representative for available class times*. See your *Admissions Representative for available class time*.

### THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

#### WELD100 Introduction to Welding Technician

(6 Qtr. Credit Units, 100 Hours)

This course introduces the student to basic safety skills in the welding field. Basic math skills needed in the construction environment are addressed. Identification, use, and care of hand tools is introduced as well as descriptions of some of the power tools used by construction workers. The student will also identify and describe various types of construction drawings. Methods and procedures of oxyfuel cutting processes are introduced along with plasma arc cutting. Additionally, soldering and brazing are explored. Finally, welding symbols are introduced.

#### WELD110 Introduction to Weld Quality and Preparation

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to the methods and procedures related to preparing base metal for welding. The student will demonstrate SMA equipment and setup, SMAW electrodes, joint fit-up and alignment, and how to strike an arc. The student will weld pads with 7018 and 6010 electrodes, along with how to weld fillet welds on T-joints and groove welds with backing in all positions.

#### WELD120 Introduction to SMAW

(5.5 Qtr. Credit Units, 100 Hours)

This course focuses on Shielded Metal Arc Welding (SMAW) on open root pipe and plate joints. Students will be given the opportunity to prepare and perform open-root v-groove welds on plate in all positions and pipe in the 6G position.

(Continued on page 48)



## Welding Technician (continued)

(Continued from page 47)

### WELD130 Introduction to Metals, Filler Metals, and Equipment

(5.5 Qtr. Credit Units, 100 Hours)

This course provides the student with methods and procedures related to GMAW. Students will apply safety procedures and techniques used to produce various basic weld beads.

### WELD140 Basic Weld Beads

(5.5 Qtr. Credit Units, 100 Hours)

This course provides the student with methods and procedures related to GMAW with stainless and aluminum. The student will learn how to prepare stainless steel and aluminum for welding, and how to weld with FCAW.

Students will explore and apply safety procedures and the techniques used to produce various basic weld beads.

### WELD150 SMAW Open-Root Pipe Welds

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to GTAW/Tig Welding. The student will demonstrate how to safely control heat during each stage of a welding operation. The student will have the opportunity to explore how to Tig Mild steel in all positions and open-root V-grooves. Metal thickness will be 18 gauge or  $\frac{1}{4}$ " thickness.

### WELD160 SMAW Stainless Steel Plate and Pipe Groove Welds

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to GTAW/Tig Welding on Stainless Steel and Aluminum. The student will demonstrate how to safely control heat during each stage of a welding operation. The student will have the opportunity to explore how to Tig Stainless Steel and Aluminum in all positions and around pipe. Metal thickness will be 18 gauge or  $\frac{1}{4}$ " thickness.

### WELD170 GMAW and GTAW Welding Processes

(5.5 Qtr. Credit Units, 100 Hours)

This course provides introduces the student to fabrication and repair. These skills reinforce reading and evaluating measurements and tolerances, which will equip the student to produce a superior product for employers and clients. The student will demonstrate the type of material

required for certain jobs (stainless steel, aluminum, and mild steel), how to create a bill of material and work with suppliers, and cultivate critical thinking skills to troubleshoot product design and evaluate efficiency. The student will use SMAW, GMAW, and GTAW to reinforce skills they learned through the program.

### ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

*Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.*





## Approval/Licensure Disclosure Statement

Institute of Technology was granted final course licensure from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau's licensure means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every year and is subject to continuing review. The following programs are licensed:

- Criminology and Emergency Response Management (AAS Degree)
- Criminology and Emergency Response Management (AOS Degree)
- Physical Therapist Assistant (AAS Degree)
- Baking and Pastry Specialist
- Barbering
- Cosmetology
- Culinary Arts
- Heating, Ventilation, and Air Conditioning (HVAC)
- Industrial Maintenance and Automated Technology
- Medical Billing Office Administration
- Nursing Assistant
- Pharmacy Technician
- Professional Medical Assistant
- Vocational Nursing
- Welding Technician
  
- Avocational: Concealed Carry Weapons
- Avocational: IV Therapy and Blood Withdrawal

**Note: Programs are not offered on every campus. See Catalog Addendum for Start Dates of available programs, and for campus specific programs.**

California statute requires that students who successfully complete a course of study, be awarded an appropriate diploma or certificate verifying the fact. Upon successful completion of their course work, Institute of Technology graduates will be awarded a diploma, or Associate's degree for selected programs.

Prospective enrollees 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. This school

currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: Federal Pell Grants, Federal Direct Student Loans, Federal Supplemental Opportunity Grant, and Federal Work Study.

### BANKRUPTCY DISCLOSURE

The Institute of Technology has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.



## Student Complaint/Grievance Procedure

Persons seeking to resolve problems or complaints can contact the Bureau for Private Postsecondary Education, Accrediting Commission of Career Schools and Colleges, or school personnel.

Although not a requirement, please give us the opportunity to address your problem or complaint by contacting:

- 1) Director of Student Services, Director of Education and the College President
- 2) Rick Wood, Chief Executive Officer  
Select Education Group  
564 W. Herndon Ave.  
Clovis, CA 93612  
[rwood@selectededucationgroup.com](mailto:rwood@selectededucationgroup.com)

### ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the College President.

#### STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges** 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 [www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

#### BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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

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 P.O. Box 980818 West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone: (916) 574-8900, fax: (916) 263-1897.

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

**The Institute of Technology does not permit retaliation against any person for filing a complaint.**

#### Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 307-7589, option 5 or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov).

**The Institute of Technology does not tolerate discrimination and that means:**

**The College does not discriminate on the basis of sex in educational programs or activities (including admission and employment). Inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Department of Education Office for Civil Rights Assistant Secretary, or both. Contact information for the campus Title IX Coordinator and the Office for Civil Rights is listed below.**

**Any person** may report sexual harassment by contacting the campus Title IX Coordinator. A report may be made at **any time** by telephone, e-mail, or by mail using the following contact information:

#### TITLE IX COORDINATOR CONTACT INFORMATION

##### CLOVIS CAMPUS

Carol Smith  
Title IX Coordinator  
Telephone: (559) 297-4500  
Email: [clsmith@iot.edu](mailto:clsmith@iot.edu)



## Student Complaint/Grievance Procedure

564 W. Herndon Ave.  
Clovis, CA 93612

### **MODESTO CAMPUS**

Ezra Salas  
Title IX Coordinator  
Telephone: (209) 545-3100  
Email: [esalas@iot.edu](mailto:esalas@iot.edu)  
5601 Stoddard Rd.  
Modesto, CA 95356

### **REDDING CAMPUS**

Brandi Vanderpool  
Title IX Coordinator  
Telephone: (530) 224-1000  
Email: [bvanderpool@iot.edu](mailto: bvanderpool@iot.edu)  
1775 Hilltop Drive  
Redding, CA 96002

### **U.S. Department of Education**

#### **Office for Civil Rights**

400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Telephone: 1-800-421-3481  
FAX: 202-453-6012; TDD: 1-800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)



## How to Enroll

### ADMISSIONS PROCESS

Students may inquire about the program via the telephone, internet, through the mail, or on a walk-in basis. An appointment is then made with an Admissions Representative at the campus. All students interested in applying must first meet with an admissions representative and successfully pass a 12-minute assessment test. All ability to benefit applicants (students without a high school diploma or GED) who qualify to enter, or re-enter the College will be required to demonstrate eligibility by providing documentation that they have successfully passed an approved ATB test and enrolled in a Title IV program, or provide documentation that they have successfully completed 6 units of study in a course, or courses, that are part of a Title IV eligible program and demonstrate that they have passed an approved ATB test prior to applying to the College.

Those students who wish to acquire their General Education Development Certificate (GED) should contact one of the following agencies for information:

#### Clovis Campus:

Fresno Adult School  
2500 Stanislaus  
Fresno, CA  
(559) 457-6000

Clovis Adult School  
1452 David E. Cook Way  
Clovis, CA  
(559) 327-2800

#### Modesto Campus:

Modesto Jr. College  
435 College Avenue  
Modesto, CA  
(209) 575-6550

#### Redding Campus:

Shasta Adult School  
590 Mary Street, Building 70  
Redding CA 96001  
Phone: (530) 245-2626

Institute of Technology accepts, as regular students, those who are being vocationally rehabilitated, whether it is through a private rehabilitation agency or a state agency. An Admissions Representative will assist in the application process. Students are encouraged to contact Student Services about GED preparation courses.

### ADMISSION REQUIREMENTS

Students interested in attending the Institute of Technology must be a minimum of 18 years of age, or 17 years of age and possess one of the following, or have the written

consent of a parent or guardian:

- High school diploma or equivalent (documented through the presentation of a high school diploma, a transcript provided by the high school, or an official statement from the high school showing verification of high school graduation signed by an authorized school official), or
- Valid government or state issued GED; or
- Successful completion of an officially recognized and accredited home schooling program. Students who apply and present a diploma or certificate evidencing completion of home schooling or an approved and accredited online high school program will be required to pass an entrance examination.

Foreign education documents from outside the United States or its territories that cannot be immediately confirmed as valid proof of high school completion by a college official must be submitted for assessment with a third-party evaluation agency at the prospective student's expense.

Assessment of prior education, motivation, work experience, employment potential and general aptitude for training is made at this time. Each applicant is assessed individually. The Campus President may be called upon to make appropriate determinations in special cases.

- Students enrolling in degree programs at the Institute of Technology must possess evidence of high school graduation or the equivalent as stipulated on the previous page and achieve the appropriate passing score on the required entrance examination.
- Students who have delinquent student loans from this or any other institution, must resolve the delinquent status of those loans in order to be considered for enrollment. Students who have previously defaulted on a student loan will not be considered for admission. For more on student loan repayment policy, please see page 65.

### Hybrid Learning Admissions Requirements

Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a device prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

With or without the device, the minimum technology spec-  
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## How to Enroll

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ifications for each hybrid program include:

PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.

Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.

Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness "Computer Literacy and Internet Knowledge" CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

### Pharmacy Technician Admissions Requirements

Applicants to the Pharmacy Technician program receive a copy of the California State Board of Pharmacy "Pharmacy Technician Registration Application Requirements."

Applicants are responsible to read its contents. Applicants must be a high school graduate or possess a valid general education development (GED) equivalent AND meet all requirements listed on the Pharmacy Technician Registration Application and Requirements, which include the following: 1. high school graduate or possess a general educational development certificate equivalent 2. has obtained an associate's degree in pharmacy technology; or has completed a course of training specified by the board; or, has graduated from a school of pharmacy recognized by the board; or, is a certified pharmacy technician by the National Commission for Certifying Agencies that is approved by the board.

Applicants need to be approved for licensing by the State of California Board of Pharmacy in order to obtain employment as a Pharmacy Technician. Applicants are responsible to maintain a clean criminal record and avoid any conduct that might disqualify them from obtaining licensing by the State of California Board of Pharmacy during enrollment in the program.

### Heating, Ventilation and Air Conditioning (HVAC) Admissions Requirements

In order to obtain employment as an HVAC Technician, graduates **may** be required by future employers to have a clean driving record and **may find it difficult** to obtain employment in the HVAC industry if there are blemishes on their driving record. Furthermore, applicants to this program are personally responsible to maintain a clean driving record during their enrollment and failure to do so

may create obstacles to future employment in the HVAC industry when you graduate.

### Criminology and Emergency Response Management (CERM) Admissions Requirements

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check. Applicants cannot have any felony convictions, misdemeanor convictions or any legal conditions that would prohibit the applicant from possessing a firearm. Applicants must pass a health screening to be eligible for admissions.

### Industrial Maintenance & Automated Technology (IMAT) Admissions Requirements

In order to obtain employment as an IMAT Technician, graduates **may** be required by future employers to have a clean driving record and **may find it difficult** to obtain employment in the IMAT industry if there are blemishes on their driving record. Furthermore, applicants to this program are personally responsible to maintain a clean driving record during their enrollment and failure to do so may create obstacles to future employment in the IMAT industry when you graduate.

### IV Therapy and Blood Withdrawal

The IV Therapy and Blood Withdrawal course is not vocational in nature and does not lead to initial employment. Applicants for the IV Therapy and Blood Withdrawal course are exempt from entrance examination requirements. To be eligible for the IV Therapy and Blood Withdrawal course applicants must provide one of the following:

- Proof of graduation from Institute of Technology's Vocational Nursing program; OR
- Proof of "CURRENT" license status as a Vocational Nurse in California.

**See the Catalog Addenda for Vocational Nursing and Physical Therapist Assistant requirements.**

### ADMISSIONS STANDARDS FOR PREVIOUSLY QUALIFIED ATB APPLICANTS

A Student who does not, at the time of enrollment, meet the entrance requirements listed previously, may qualify for the ATB exception option to enroll as an ability to benefit student.

If a student is beyond compulsory age for high school

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## How to Enroll

(Continued from page 53)

attendance as outlined under their residence state law, presents a certificate of completion from their high school, in lieu of a diploma, solely because the student did not pass the state required high school exit exam, he/she can be admitted under the following conditions. All ability to benefit applicants (students without a high school diploma or GED) who qualify to enter, or re-enter, the College will be required to demonstrate eligibility by providing documentation that they have successfully passed an approved ATB test in the 12 months immediately preceding their application to the College and enrolled in a Title IV eligible program; or provide documentation that they have successfully completed 6 units of study in a course, or courses, that are part of a Title IV eligible program. ATB applicants that have taken an approved ATB test more than 12 months immediately preceding their application to the College and meet all other requirements for admissions will be required to take and pass an approved ATB test as a component of enrollment, or re-enrollment.

**An ATB applicant may request to have 6 credit hours of course work from an eligible Title IV program at another college considered to qualify as an ATB student. These 6 credit hours are defined as, six semester, trimester or quarter hours or 225 clock hours.**

The applicant student must make the request in writing and if requesting to have 6 credits from another college considered as proof of Ability to Benefit, the applicant must provide an official transcript in a sealed envelope at the time of the request for evaluation.

The credits must be determined to be part of a Title IV eligible program for ATB admissions to be granted under this provision. The evaluation will be conducted by the Director of Education and the Registrar.

These units if accepted are not "transfer units" unless they are determined to be transferable to a program of study at the Institute of Technology. This evaluation is separate from the ATB admission evaluation.

### ENTRANCE EXAMINATION REQUIREMENTS

#### Non-ATB Applicants

- Evaluation Used: WBST or Wonderlic SLE
- Non-ATB applicants taking the 12-minute Scholastic Level Exam (Wonderlic) for admission to a diploma program will be required to pass with a minimum score of 10 for all programs except Vocational Nursing and all degree programs.
- See the catalog addenda for additional examination requirements for the Vocational Nursing and Physical Therapist Assistant programs.
- Non-ATB applicants taking the 12-minute Scholastic Level Exam (Wonderlic) for admission to a diploma program will be required to pass with a minimum

score of 10 for all programs except Vocational Nursing and all degree programs.

- Non-ATB applicants taking the 8-minute Scholastic Level Exam (Wonderlic SLE) for admissions to a diploma or certificate program will be required to obtain a "passing" score to continue with the enrollment process. When available, this assessment is conducted virtually and is pass/fail.

*Applicants applying for admissions to Vocational Nursing or a degree program must achieve the passing score indicated below for each degree program:*

CERM AAS or AOS program: 16

Physical Therapist Assistant program: 20

Vocational Nursing program: 20

#### ATB Applicants

Ability to Benefit applicants must successfully pass the AC-CUPLACER® Test in the areas of Reading, Writing, And Arithmetic.

Passing Scores:

Reading 233

Writing 235

Arithmetic 230

#### ATB Eligible Career Pathway Programs

Institute of Technology provides Ability to Benefit (ATB) opportunities through Eligible Career Pathway Programs (ECPP).

Through a partnership with C4L Academy, students have the opportunity to earn a high school diploma while concurrently enrolled in an eligible Institute of Technology ECPP program. Approved ECPP programs include:

- Baking and Pastry Specialist
- Culinary Arts
- Barbering
- Cosmetology
- Heating, Ventilation and Air Conditioning
- Industrial Maintenance and Automated Technology
- Medical Billing Office Administration
- Professional Medical Assistant
- Welding Technician

Contact your admissions representative for additional information.

#### CONDUCT

***Students must act with courtesy and consideration***

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## College Rules

(Continued from page 54)

### **toward instructors, staff, and other students.**

Prospective employers seek people who have the proper attitude and behavior. Students must observe rules regarding safety, dress code, classroom behavior, homework, satisfactory progress, attendance, absences, tardiness, and make-up work. Institute of Technology reserves the right to suspend or terminate any student whose behavior disrupts Institute of Technology activities, fellow students, or the reputation of the school.

**Smoking** is not allowed in or within 25 feet of the buildings. Smokers and Vapers must smoke in designated smoking areas.

**Sexual Harassment** will not be allowed. Students or applicants who feel they are victims of sexual harassment should report any such incident to a college staff member of their choice. Reports of incidents received by Institute of Technology will be investigated in a completely confidential manner. Students receiving independent government agency funding (such as WIA) may also report the incident to their agency representative.

**Safety** is important! Deliberate disregard of safety instructions will not be tolerated. Horseplay is unsafe!

Students are not permitted to bring their children on campus during school hours.

This institution, the facility it occupies, and the equipment it utilizes, complies with all federal, state and local ordinances and regulations, including those requirements specific to safety and health.

**Alcoholic Beverages, Narcotics or Dangerous Drugs** are not permitted on school property under any circumstances. Proven possession or use is grounds for immediate dismissal.

**Firearms and Explosives** are not permitted on campus (authorized peace officers who are required to carry firearms are excluded). Therefore, unauthorized possession of firearms or explosives on Institute's premises will result in disciplinary action and/or dismissal.

**Speed Limit** anywhere on school property and surrounding parking area is 10 miles per hour.

**Auto Parking** is provided at the school. Students are to park in designated parking slots only.

**Theft, Willful Destruction, Misappropriation or Defacing** of school property are grounds for immediate dismissal.

### **FOOD SERVICE**

Students may use the Snack Area. Food and drinks are allowed only in designated eating areas of the facility to

prevent accidental damage to computers and other electrical equipment. It also keeps accidental spills from leaving stains and damage that do not reflect pride in our school. For this reason, chewing gum is not allowed anywhere on campus.

### **SATISFACTORY ACADEMIC PROGRESS**

#### **(SAP) POLICY DEFINITION (ALL STUDENTS)**

In order to remain eligible for continuous enrollment under regular student status and to retain eligibility for Federal Student Aid, all students must be making satisfactory Academic Progress (SAP). Satisfactory Academic Progress is a measure of the student's qualitative (GPA) and quantitative (rate of progression towards completion) performance, both of which must be at or above minimum standards.

#### **Academic SAP Review**

Grades are given at the end of each mod/term or as designated by the program requirements. Evaluation of grade-point average (GPA) takes place at the end of each period of instruction. A period of instruction has been defined as an academic term for nursing programs and as a module for mod based programs.

#### **Financial Aid SAP Review**

A student will be evaluated for compliance with the Financial Aid Satisfactory Academic Progress (SAP) policy at the end of each payment period.

### **SATISFACTORY ACADEMIC PROGRESS - APPLICATION TO PRIVATE PAY AND AGENCY FUNDED STUDENTS**

All Satisfactory Academic Progress requirements, standards, consequences and other covered information contained in this section, applies equally, in the same manner, force and effect, to students choosing to participate in the Federal Grant and/or Direct Loan program, as well as to those who do not, including, but not limited to, students covering tuition by private payments (examples: cash, non-TIV or non-agency), and/or agency funding (some examples: VA benefits, Trade Act, Tribal Funding, Voc. Rehab).

### **QUALITATIVE EVALUATION**

Students must complete each class in the program within a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a minimum of a 2.0 grade point average. Students not maintaining at least a 2.0 GPA (70%) when measured at the end of the module will be placed on academic probation.

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## College Rules

(Continued from page 55)

tion until the end of the next module. Students on probation are eligible for financial aid during the probation period. Students who do not achieve a 2.0 grade point average (70%) at the end of the probation period may be terminated by Institute of Technology. Because nursing program content is presented in a sequential manner, Vocational Nursing students must maintain a 2.5 GPA (75%) at the end of each semester in order to proceed to the next semester. Cumulative grades are assessed throughout the semester. If a student's GPA falls below 2.5 (75%), they may be placed "At Risk" or on "VN Academic Probation". Physical Therapist Assistant (PTA) students must maintain a 2.0 GPA (70%) for each class at the end of each semester to proceed to the next semester. PTA students must achieve a 70% in each class and no less than a 76% on practical exams, any class grade below 70% or practical exam grade below 76% will result in failure of the class and may result in dismissal from the PTA program. Students must complete PTA technical courses in sequence in order to progress to the next semester.



### QUANTITATIVE EVALUATION

Students are expected to complete the program within 100% of the normal time frame and may not exceed 150% of the normal projected time frame in any defined academic year, and may not exceed one and one half times the length of the program. For example, students may attempt a maximum of 86-quarter credit hours in a 57-quarter credit hour program.

Students must also successfully complete 67% of their attempted units. At each evaluation point, each student's cumulative grade point average and completion rate is reviewed to determine if she/he is meeting the standards.

The "SAP at a Glance Chart" defines the unit completion requirements. Successful progression toward program completion is one aspect of satisfactory progress. Individual programs vary in length, please refer to program descriptions for specific unit requirements.

A successful completion of a credit attempted is defined as a student enrolling in the course, and successfully passing the course based upon the grading criteria. Classes that a student has repeated, withdrawn from, or has been discharged from will count towards the attempted credits.

### SAP at a Glance Chart Unit Completion Requirements (SAP)

Undergraduate	Total Units	Minimum Completion of Credits Attempted
Academic Year One	39	26
Academic Year One and One Half	60	40
Academic Year Two	90	60

### CONSEQUENCES OF FAILURE TO MEET SAP STANDARDS

#### Satisfactory Academic Progress (SAP) "Warning"

A student, who has failed to meet SAP standards, will be notified by the Academic Review Committee. The student will be required to sign a "Change of Status" form indicating that they have been placed on Satisfactory Academic Progress (SAP) "Warning" for failure to maintain SAP. A re-evaluation of the student's academic progress will be scheduled at the end of the following enrollment period (or payment period for financial aid review).

While a student is placed on Satisfactory Academic Progress (SAP) "Warning," a student will continue to have all rights and privileges afforded to all students. Students who are not successful during the Satisfactory Academic Progress (SAP) "Warning" period can follow the institution's SAP appeal process.

#### SAP Appeal Process—Submitting an SAP Appeal

Students have the right to appeal a SAP determination. The appeal must be filed within fourteen (14) days in writing. The student shall make the appeal in writing, with all supporting documentation for consideration. All

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appeals shall be submitted to the Director of Student Services, Director of Education or Campus President.

The student must clearly identify the particular reason for the appeal such as; the death of a relative, an injury or illness of the student, or other special circumstance related to the appeal.

The letter must describe the reason why the student failed to make Satisfactory Academic Progress (SAP) and what has changed that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

### **Satisfactory Academic Progress (SAP) "Probation"**

If a SAP appeal is granted the student may remain in school for one additional grading period as the Satisfactory Academic Progress (SAP) "Probation" period. A student receiving financial aid may still be eligible for financial aid while on SAP "Probation". A student who cannot meet the SAP standard at the end of the SAP "Probation" period, may be terminated from the program, unless an appeal has been submitted and approved, or the student is determined to be complying with the signed "Academic Action Plan." The student will be notified in writing by the Financial Aid office.

### **Satisfactory Academic Progress (SAP) "Suspension"**

Upon the determination that the student was not successful during the Satisfactory Academic Progress (SAP) "Warning" period, the student will be placed on Satisfactory Academic Progress (SAP) "Suspension", pending an appeal determination. While on SAP "Suspension," the student will not be eligible for Title IV Funds or Agency funds, including VA Benefits.

### **ACADEMIC "ACTION PLAN"**

Before a SAP appeal may be granted, a written Academic "Action Plan" must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. If it is determined after an initial appeal is granted that the student cannot complete the program within the maximum timeframe, a supplemental appeal may be submitted for consideration. If the supplemental appeal is not granted, the student will be terminated.

At the end of the Satisfactory Academic Progress (SAP) "Probation" period, the student must be meeting SAP. If the student is not meeting SAP, but is successfully following an established Academic "Action Plan", the student would continue to be eligible and remain in school. The student must agree to the Academic "Action Plan" estab-

lished jointly with the college. A student must also appeal to change their Academic "Action Plan". The student must explain what has happened to make the change necessary and how they will be able to make academic progress.

A student will be evaluated for compliance with the SAP standards while on an Academic "Action Plan" and will be evaluated as to whether the student is successfully following the Academic "Action Plan" at the end of each enrollment period. If at the end of an enrollment period, a SAP appeal is not granted, or a student is determined to not be complying with an SAP "Action Plan," the student will be terminated from the school.

### **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

Students who have lost their eligibility for financial aid due to lack of satisfactory progress during the probation period, may regain eligibility by remaining in school and meeting the school's satisfactory progress policy for one module. Students may be paid for the payment period in which they regain satisfactory progress, but not for any payment periods in which they did not meet the standards. Students may be reinstated to receive financial aid in one of two ways:

1. By appeal to and approval of the Academic Review Committee.
2. By remaining in school and re-establishing compliance with the minimum cumulative GPA and Institute of Technology standards.

### **RE-ADMITTED STUDENTS**

When a student who has been placed on Satisfactory Academic Progress (SAP) "Warning," "Suspension," or "Probation," for failure to meet SAP standards withdraws from a program and later re-enters, the Satisfactory Academic Progress (SAP) status must be resumed. A SAP Appeal must be submitted and approved, and an Academic "Action Plan" must be developed and signed prior to resuming classes

A student cannot choose to withdraw from a program to satisfy SAP standards. Upon re-entering, all previous SAP restrictions, according to the SAP status will be enforced.

### **TRANSFER STUDENTS**

A student who transfers from one program to another will not be subject to qualitative and quantitative standards for courses not accepted for credit in the new program.

### **UNABLE TO ACHIEVE SAP STANDARDS**

If at any point in the program, the college has determined

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that a student cannot achieve the minimum SAP standards required for graduation, the college will withdraw the student from the program and notify the student immediately. (E.g. In evaluating a student, IOT determines a student who continues in the program will exceed the Maximum Time to Complete). A student may follow the SAP Appeal process.

IOT allows for an appeal of the Maximum Time to Complete; however, a student who is given notification that the college has determined that if he/she continues in the program he/she will exceed the Maximum Time to Complete, and must be withdrawn, may submit an appeal as outlined above, to be permitted to continue in the program beyond the Maximum Time to Complete and continue to receive Title IV aid, if otherwise eligible.

A student who is successfully following an established Academic "Action Plan" taking the student through to completion of their program, even beyond the Maximum Time to Complete, is not required to submit a new appeal, unless a change to the academic plan is requested.

- Example: A student could continue to receive Title IV aid, if otherwise eligible, if the student's academic plan includes the possibility of successfully completing their program within 59 credits, instead of the required 57 credits (150% of their program) in the student's final term of the program.
- Example: If the student fails to complete the program within the permitted 59 credits according to their plan, the student would be withdrawn by the college as set forth above—subject to any appeal.

### ACADEMIC REVIEW AT EACH "GRADING PERIOD"/"ARC PLAN" (NON-TERM BASED PROGRAMS)

Satisfactory Academic Progress (SAP) is reviewed at the end of each "payment period" for non-term programs; however, in the interim, if at the end any "5 week class period," a student is not meeting the required academic standards to be successful in their program, the student will be placed on "Academic Review."

The student then must meet and work with a member of the "Academic Review Committee," usually the Student Success Leader (SSL). They will work to develop and sign an "Academic Review plan (ARC plan)" designed to permit the student to meet the required academic standards within the next "5 week class period."

The period can be extended in the "ARC Plan" if the student requires more than one "5 week class period" to meet the requirements.

Students who have failed four (4) non-term based classes may be terminated from enrollment, as they may be unable to complete the program within the maximum time

frame to complete—MTFC. Students may follow the Appeal Process.

### SATISFACTORY ACADEMIC PROGRESS (SAP) "PROBATION" FOLLOWING ACADEMIC REVIEW

If at the end of the non-term based "payment period" a student is determined to have failed to meet the Satisfactory Academic Progress (SAP) standards, the student will be placed on Financial Aid Warning

The student may remain in school for one additional "payment Period" defined as the Satisfactory Academic Progress (SAP) "Probation" period. A student receiving financial aid may still be eligible for financial aid while on Financial Aid Warning.

A student placed on Financial Aid Warning will be reviewed at the end of the next "payment period" for Satisfactory Academic Progress (SAP). The student will be reviewed again at the end of each class period by the Academic Review Committee (ARC) to determine if the student is complying with the signed SAP Academic "Action Plan."

The plan is designed to permit the student to again meet SAP standards so that the student may continue to receive Federal Aid and Agency funding for the remainder of the "Payment Period."

### Impact on Satisfactory Academic Progress, Course Repetitions, Withdrawals, Incompletes, and Pass/Fails

- Students who are eligible to repeat a class should be aware that all credits count as credit hours attempted for the quantitative evaluation (time frame) and are used in the GPA calculation.
- Students in module programs, will be given a grade of "I" (Incomplete) if they do not fulfill the assignments or objectives within the first five weeks of the class. The number of credits attempted for that module would not be computed in the cumulative grade point average until the student has completed the coursework.
- Students granted an "I" are expected to complete the required work within the next week, with supervision from the instructor of record. Upon completion of the coursework, the instructor will replace the "I" with the earned letter grade.
- Students who do not complete the terms of the incomplete by the first week of the subsequent module, will have the "I" grade replaced by the earned grade indicated by the instructor. Taking an incomplete could alter a student's schedule of classes, the student's eligibility to continue required course work in sequence, and may result in dismissal from the aca-

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demic program.

- Students may request a special extension up to, but not exceeding 5 weeks to turn in incomplete work. All extensions must be approved by the Director of Education.
- Pass/No Pass grades receive no “grade points” and are not calculated in the grade point average. If the grade is a pass grade, then the credits count as completed. If the grade is a no pass or fail grade, then the credits do not count as completed. **All credits count as credit hours attempted for the quantitative evaluation (time frame) and are used in the GPA calculation.**
- Module Failure. In order to pass a module, students must achieve at least a 2.0 GPA (70%, the equivalent of a letter grade of C)\* in each module within the program enrolled. Students not passing a module must retake that module at the earliest possible scheduling opportunity. Withdrawal “W” entries on a student transcript will receive no grade points and will not be considered when calculating grade point average. If the student was seated in the class and recorded attendance, “W” entries will be counted in the quantitative evaluation as attempted credits. If the student was not seated in the class, “W” entries will not count in the quantitative evaluation.

\* See the catalog addenda for more information about grading policies for the Vocational Nursing, Physical Therapist Assistant, and Cosmetology and Barbering programs.

### TERMINATION OR SUSPENSION

Students may be terminated from the school or suspended because of unsatisfactory grades, failure to achieve the appropriate proficiency level within the prescribed time-frame, use of controlled substances on campus, conduct detrimental to the school, insubordination, failure to comply with financial aid regulations, failure to make required payments or non-observance of other student regulations.

### PETITIONING FOR RE-ENTRY

Students who have been dismissed, or voluntarily terminated enrollment, are required to petition in writing for re-entry into the school. These individuals may request an appointment for re-enrollment. An Academic Representative shall review all requests on a case-by-case basis. Appointment, denials and reinstatements shall be resolved on a case-by-case basis. Extenuating circumstances will be taken into consideration; however, Institute of Technology reserves the right to refuse re-

admittance to any student who does not meet the school's academic, student conduct, or financial requirements. Re-entry applicants returning within one (1) year from their last day of attendance, or entering into a new program, are considered returning students.

Applicants returning after one (1) year, or graduates enrolling in an advanced degree program, will be enrolled as a new student. Any module price increases will be handled on a case by case basis for any student returning within 180 days from LDA into the same program. All other students will be subject to any new price increases. All students will be subject to any curriculum changes.

### ATTENDANCE POLICY

***Students shall attend scheduled classes, as they would be expected to be present for work.***

For students to successfully complete coursework, regular attendance is required. When possible, students should contact the instructors to discuss reasons for any absences. Students who fail to attend 12 consecutive scheduled class days will be terminated from the program. Furthermore, if a student is absent more than 14 consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

### ABSENTEEISM

Institute of Technology discourages absenteeism, tardiness, and leaving early. Institute of Technology acknowledges that illness or personal situations may cause a student to be absent occasionally. However, students who have a poor attendance record are unlikely to acquire the knowledge, attain satisfactory progress, and complete the curriculum as scheduled. Additionally, prospective employers often look upon a student's attendance as an indicator of reliability and dependability.

In our participatory learning environment, absences will have a negative impact on grades and learning. Grading includes a daily participation component.

Previously absent students are expected to resume their individualized study of the curriculum at the point they had achieved prior to their absence and to proceed with the new course material in their originally scheduled sequence. Students may attend additional unscheduled hours and/or use personal time to make up for missed course work to comply with the college's satisfactory progress standards.

Students must make special arrangements with their instructors for tutoring other than during their normal scheduled hours. Students are charged tuition for all absences. Students are encouraged to notify Institute of Technology if they will be absent and must give a valid reason. Any

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student absent without notification will be contacted to ascertain the reason for the absence. Additional documentation concerning the absence may be requested. All students who fail to attend twelve consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than 14 consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

Students dropped for absences shall receive a refund of tuition in keeping with the college refund policy. Re-admission of such students shall be made at the discretion of the College President and/or the Academic Review Committee.

### ACTIVE ENGAGEMENT IN HYBRID (IDL) PROGRAMS

Active engagement at Institute of Technology is defined as completing a quiz or test, posting a response to a Discussion Board prompt or reply, assignment submissions in the Canvas LMS, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

### LEAVE OF ABSENCE

The College recognizes that certain situations may arise during the course of a student's education that would require a leave of absence. Students should plan carefully prior to taking a leave of absence and the following process must be completed prior to the beginning of the requested leave date:

- Submit a leave of absence petition form to the Director of Student Services which states the reason and the amount of time needed for the leave of absence. The request must be signed and dated prior to the requested leave date.
- Acceptable reasons for requesting a leave of absence include medical, employment, legal, military deployment and personal family emergencies, or other circumstances beyond the student's control.
- Appropriate documentation must be turned in with the leave of absence petition form.

The Director of Student Services will meet with the stu-

dent to discuss possible alternatives to taking a leave of absence. If it is determined that a leave of absence is in the best interest of the student, he/she, if receiving financial aid, will be required to meet with a Financial Aid Officer to discuss possible financial aid ramifications.

After these steps have been completed, the student will meet with the Registrar to discuss issues such as changes to his/her academic schedule, graduation date, etc.

Leave of Absences are not granted for students that are on academic probation.

The total combined leave time cannot exceed 180 days in any 12 month period (the 12 month period begins with the first day of the leave of absence). Exceptions include leaves granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act.

Students who do not return as scheduled from a leave of absence will be withdrawn from the College, effective immediately.

An unapproved leave of absence may be granted by the Institute of Technology and treated as a withdrawal for financial aid purposes. A financial aid refund calculation will be made based on the beginning of the leave of absence.

Students attending term or semester based programs are not eligible for approved/official LOAs but may apply for an unofficial/unapproved LOA.

### INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Industrial Maintenance and Automated Technology, and Welding Technician, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assign-



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ments which are designed to measure the student's achieved competency relative to the subject matter objectives.

Aside from the introduction to independent study and specific assignments on the first day of the module, students will be expected to work independently, or in groups outside of scheduled class hours to complete the Independent Study (IS) project.

Students will record their hours spent in independent study on a log that will be submitted as documentation at the end of the module. In all cases, the instructor will get a verbal update from each student when the weekly grade sheets are reviewed with the students.

Independent Study can represent no more than 10% of the total course. Grades for the independent study projects cannot represent more than 10% of the final grade. Students who fail the IS component or elect not to complete the IS project will have their grade adjusted accordingly.

### HOMEWORK AND OUT OF CLASS PROJECTS

Students in courses that do not have a distance education component can expect at least 1 to 2 hours of assigned homework or outside projects for every four hours of class instruction - excluding the externship module where applicable.

As such, homework is an integral part of the course and grading criteria and should be completed as assigned.

### GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or below	F

### GRADING

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points per Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

### INCOMPLETE/MAKE-UP WORK

All assignments, including quizzes and examinations, must be made up within one (1) calendar week of the original due date as scheduled by the instructor and will be reduced by 10% per class day. A grade of zero will be given for assignments not taken on the day of return. Any extensions past the one (1) calendar week will be at the discretion of the instructor and Director of Education. Students absent the day of the final examination must make arrangements prior with the instructor for an alternative testing date. With proper documentation of circumstances beyond a student's control, the score reduction may be waived due to jury duty, military obligations, death of an immediate family member, or birth of a son or daughter.

### LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

All assignments are due as described on the course outline.

Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.

All missed assignments, including quizzes and examina-

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tions, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).

Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).

Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module or semester unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

### CLASS FAILURE

In order to pass a module, students must achieve an overall module grade of 70%\* (see addenda for grading policy for semester and clock hour programs), which is the equivalent of a letter grade of C. Students not passing a module must retake that module at the earliest possible scheduling opportunity.

\* See the catalog addenda for more information about grading policies for the Vocational Nursing, Physical Therapist Assistant, Barbering and Cosmetology programs.

### GRADE AMENDMENTS

Grade amendments for module not passed must be completed within one module of the failed module. Students who wish to amend their grade to pass the module must receive approval from the Director of Education, to retake any unfinished work.

### REPEAT OF CLASSES

When any module is repeated, the higher of the grades will be used in Cumulative Grade Point Average (CGPA)

computations.

### STUDENT RECORDS

The information in student files is confidential. Students may view the information contained in their files at any time by making an appointment with the Director of Education. IOT requires a signed release from all students who wish information released to anyone other than appropriate governmental or funding agencies. IOT maintains these files for not less than five years as per section 94900.5 of the California State Private Post-secondary Education Act. The official transcript with the grades, courses and units earned and the degree or certificate granted and the date it was granted must be maintained indefinitely in the student record.

### LIABILITY

Institute of Technology is not responsible for loss or damage to personal property or for personal injury which may occur while on the school grounds, or on field trips, or on extern assignment.

### TRANSFER STUDENTS

Students who transfer from another institute will be accepted with an academic "clear slate". If they owe refunds of TITLE IV funds or are in default on a loan, they are ineligible for financial aid. Students who transfer to Institute of Technology should be aware that the aid that they have already received will be calculated into the amount for which they will qualify while they attend Institute of Technology during the same financial aid year.

### FINANCIAL AID CONSUMER INFORMATION PACKET

IOT publishes a Financial Aid Consumer Information Packet that discloses the Financial Aid processes and discusses consumer information. It reflects current regulations affecting refund repayments and other important issues. The Financial Aid Consumer Information Packet is handed out to each enrolling student.

### STUDENT REPAYMENT RESPONSIBILITY

It is the sole responsibility of our students for the repayment of all debts incurred from their education.

Students who obtain a loan to pay for the course of instruction will have the sole responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Convenient monthly payments may be available.

The following sanctions may result if students default on a loan that is guaranteed or insured by the State or Federal Government:

- You can be sued for the entire amount of your loan.

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- Your credit rating can be severely damaged, making it difficult to borrow money for a car or home, or to receive credit cards. The default status can remain on your credit report for several years after you pay the loan in full.
- Your Federal Treasury payments (including federal tax refunds) and state income tax refunds may be withheld.
- Your disposable income can be garnished (administrative wage garnishment) without a court order.
- You won't be eligible to receive any more federal financial aid (and possibly state aid) unless you make acceptable arrangements to repay what you already owe.
- You may be ineligible for assistance under most federal benefit programs.
- You'll be ineligible for deferments or forbearance.
- You may be liable for the costs associated with collecting your loan (could be as much as 25 percent of your principal and interest balance), plus court costs and attorney fees.
- You may not be able to renew a professional license you hold or may jeopardize your chances for certain types of employment.
- Your loan may be assigned to a professional collection agency.

### SCHOOL WITHDRAWAL POLICY / BUYER'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. Cancellation occurs when you give notice of cancellation at the School address shown on the front page of the enrollment agreement. You can do this by mail or in person, to the Campus President of the school. A notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. If you are unable to mail or deliver a copy of the notice you may email or call your campus Student Services department. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment

agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150, within 45 days after your notice is received.

1. 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 refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.
3. If you have any complaints, questions, or problems which you cannot work out with the school, write to:

Bureau for Private Postsecondary Education  
P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-8900

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

You have the right to cancel this agreement until \_\_\_\_\_.

### WITHDRAWAL PROCEDURES

A student who wishes to withdraw from the institution should provide official notification, in person, to the Student Services Office. In cases of emergency or serious illness a student may withdraw by phone, email, or postal mail. Failure to provide the school with official notification of withdrawal may delay the processing of applicable refund and negatively impact a student's academic record. All students receiving financial aid/assistance should also meet with the Financial Aid Office to complete an exit interview upon withdrawal. This meeting will provide students with information regarding remaining financial obligations to the institution and/or student loan lender.

When a student withdraws from class (or the Institution determines that the student has withdrawn but did not begin the official withdrawal process), the last date of attendance will be used to calculate the refund amounts, in accordance with Federal and State regulations.

### WITHDRAWAL FROM THE PROGRAM

Students who withdraw (or are withdrawn from their program) after the cancellation period will receive a pro-rata refund for tuition (see Refund Policy) if they have com-

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pleted 60% or less of the period of attendance. Students who wish to withdraw from their program must submit a signed Withdraw Authorization form to the Student Services Office.

The amount of that refund is to be "pro-rated" according to the not completed portion of the program less the cost of any equipment returned in good condition and a registration fee not to exceed \$150. The refund is to be paid within 45 days of withdrawal.

### REFUNDS (FOR REFUND TABLE SEE CATALOG ADDENDA)

Institute of Technology is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA) as amended. When a student withdraws, the institution must complete two separate calculations.

The federal Return to Title IV Funds calculation - Though student aid is posted to a student's account at the start of each payment period, a student earns the funds as they complete the period. If a student withdraws during a payment period, the school must apply a specific formula to determine the amount of aid the student has earned. If the student (or their parent or school on behalf of the student) receives LESS assistance than the student has earned, the student may be eligible to receive those additional funds via post withdrawal disbursement. If the student/school received MORE assistance than was earned, those funds excess funds must be returned by the school and/or the student to the Federal program(s) or lender, as applicable. Any unpaid balance that remains after the Return to Title IV and the refund under the state policy has been applied to the student's account, must be paid by the student to the institution. For full calculation details, please see "Federal Return of Title IV Funds Policy". The State Refund Policy/Calculation-The student earns tuition on a pro-rata basis up through the 60% point, after which 100% of the tuition earned. Please see "State Refund Policy" below.

### REFUND POLICIES

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 45 days of the date of cancellation, termination, or date of determination of withdrawal. For students who received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be returned to the student. Any amounts due from the student, in the event of termination, are immediately payable in full, to the school.

**IF YOU RECEIVE A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE FULL LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

### WITHDRAWAL FROM THE SCHOOL—DETERMINATION

For the purpose of determining the amount students may owe, these students shall be deemed to have withdrawn from the course when any of the following occurs: [a] they notify the School of their withdrawal or the actual date of withdrawal; [b] School terminates the student's enrollment; [c] students fail to attend twelve consecutive scheduled class days.

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which the school has 45 days to issue a refund, is the earlier of the date the student officially withdraws or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date the school determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied.

If any portion of a student's tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will be paid in the following order to the extent that the benefit was received: any student financial aid programs, third party agencies, the student. The student is also entitled to a refund of money not paid from federal student financial aid program funds in accordance with refund policies stated in this catalog and addenda.

### FEDERAL RETURN OF TITLE IV FUNDS POLICY

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of the SFA Program withdraws from the institution during a payment period in which the recipient began attendance, the school must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

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## College Rules

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### Credit Hour Programs

The percentage of the payment period (or period of enrollment) completed is determined by: the total number of calendar days\* in the payment period or (period of enrollment) for which the assistance is awarded divided into the number of calendar days\* completed in that period as of the last date of attendance.

For programs beyond the current "payment period", if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

*\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).*

### Clock Hour Programs

The percentage of the payment period (or period of enrollment) completed is determined by: the total number of clock hours in the payment period or (period of enrollment) for which the assistance is awarded divided into the number of clock hours completed in that period as of the last date of attendance.

For programs beyond the current "payment period", if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

IOT has elected early implementation of the final regulations amending CFR 668.22(a)(2)(ii)(A)(6) allowing an exemption from the requirement to perform an R2T4 calculation if:

1. A student is treated as never having begun attendance.
2. The institution returns all title IV, HEA assistance disbursed to the student for that payment period.
3. The institution refunds all institutional charges to the student for that payment period.

AND, the institution writes off or cancels any payment period balance owed by the student to the institution due to the institution's returning of title IV, HEA funds to the Department.

If a student cancels their enrollment, and all the above requirements are met, IOT will not perform an R2T4 calculation for such students. The student will be treated as having no attendance during the cancelled enrollment, regardless of any time they may have attended prior to cancelling the enrollment in accordance with IOT's cancellation policy.

If you have any questions regarding your FSA funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243) (TTY 1-800-730-8913). You may also access information on the Student Aid on the Web site at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### FEDERAL OR STATE STUDENT LOAN REPAYMENT

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government, or loan guarantee agency, may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### STATE REFUND POLICY

#### Bureau for Private Postsecondary Education

Institute of Technology will remit a refund less a registration fee (not to exceed \$150.00) within 45 days following your withdrawal. Students who pay their tuition with non-TITLE IV monies are also entitled to a refund based on the California State Refund Policy.

The school will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

For Credit Hour Programs:

1. Determine the total number of calendar days the student attended during current payment period (up to the last date of attendance).
2. Divide this figure by the total number of calendar days in the current payment period.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the percentage of the payment period completed by the cost of the payment period and adding any book/equipment/registration/STRF charges.
4. If the student attends 60% of the payment period or greater, 100% of the charges for the payment period are retained.

For Clock Hour Programs:

1. Determine the total number of clock hours the student attended during current payment period (up to the last date of attendance).

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2. Divide this figure by the total number of clock hours in the current payment period.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the percentage of the payment period completed by the cost of the payment period and adding any book/equipment/registration/STRF charges.
4. If the student attends 60% of the payment period or greater, 100% of the charges for the payment period are retained.

### RETURN OF UNEARNED SFA PROGRAM FUNDS

The school must return the lesser of

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.
- Unpaid institutional charges will be the sole responsibility of the student (or parent, if a Federal PLUS loan).
- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists.

The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.

### DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits for the Physical Therapist Assistant and Nursing programs, while all other programs measure progress by quarter credits.

One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or

- A minimum of 20 clock hours of lab or independent study, or

- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

**Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds.**

**For a semester credit hour, non-standard term program the conversion is 1 credit per 37.5 hours of instruction.**

**For a quarter credit hour, non-term program the conversion is 1 credit per 25 hours of instruction.**

### Minimum standards for Full-time enrollment for Undergraduate.

In a standard quarter or semester, training time is defined as follows:

- 12 credits or more are full-time
- 9-11 credits are 3/4 time
- 6-8 credits are 1/2 time
- 1-5 credits are less than 1/2 time

All programs of study are considered "Full-time", with the exception of the Part-time Vocational Nursing program, which is considered 3/4 time.

### THIRD PARTY AGENCY STUDENTS

All third party agencies contracted with the Institute of Technology follow the refund guidelines established by State and Federal government. Refund amounts are to be paid in the following order to the extent that the benefit was received: any student financial aid programs, third party agencies, the student. Agency sponsored students who wish to obtain further information regarding tuition refunds should refer to the refund policy as outlined in the catalog. A copy of the refund policy guidelines can also be obtained from a Financial Aid Officer at the school.

### PROGRAM TRANSFERS

Students enrolled in Institute of Technology programs occasionally request to "transfer" to a program of study different than the one they originally enrolled in (e.g. HVAC transfer to PMA). It is important for students to contact Student Services and Financial Aid for all information.

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mation relating to the transfer.

Students wanting to transfer into another program must request the transfer in writing from the Student Services office. The Student Services office will advise the student of their decision within 5 days of receipt of the request.

All students requesting a transfer are required to speak with a financial aid representative prior to transfer approval and must have advance approval from the Campus President for the transfer.

- Certain AAS/AOS general education courses transfer among the AAS/AOS degree programs.
- The Professional Development class, required for most courses, may also transfer to another course of study.
- Transfers within Institute of Technology Schools-Students who are currently enrolled and wish to change or "transfer programs"
- Returning Institute of Technology Students-Former IOT students that had ceased enrollment (greater than 180 days ago) and are now re-enrolling and transferring IOT units into a new program of study

No other currently approved IOT program contains units that are transferable to another IOT program.

### GRADUATION REQUIREMENTS

Institute of Technology, in compliance with the State of California, will grant diplomas to students who successfully complete programs of study in, Baking and Pastry Specialist, Barbering, Cosmetology, Culinary Arts, Heating, Ventilation and Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing and Office Administration, Pharmacy Technician, Professional Medical Assistant, Vocational Nursing, and Welding Technician.

The College will grant an Associate of Occupational Studies (AOS) degree to students who successfully complete the requirements for the Criminology and Emergency Response Management AOS degree program (Modesto campus). The college will grant an AAS degree to students who successfully complete the Criminology and Emergency Response Management-AAS (Clovis campus), and Physical Therapist Assistant-AAS degree programs.

In order to graduate, a student must have completed each module or semester of instruction with a minimum passing grade of 2.0 or better, 2.5 for VN students. In addition, students must have passed each class within the module or semester. \*See "Grading" on page 64 of this catalog for the college's grading policy. A student

with an outstanding balance that is delinquent after program completion will not be issued a diploma or certificate of completion until that balance is brought current.

### EXTERNSHIPS

The final module of study for some programs includes an externship experience that allows students to apply the skills acquired during the program training within the context of a real world employment setting. Although employees at the externship sites will supervise the students during externship, the students must continue to maintain contact with the school's Externship Coordinator on a weekly basis. The students must meet all academic and financial obligations including meeting Satisfactory Academic Progress requirements prior to the externship. Students not meeting these standards will meet with the Director of Education to discuss options. Students must have any required health examinations, tests, and immunizations completed prior to beginning their externship, or clinical training. Students in their last scheduled class on campus must attend a workshop, orientation session, or meeting with the Externship Coordinator before the end of the module. This meeting will detail the rules, regulations, expectations, and outcomes of the externship for the students before they are granted a site assignment.

### Externship Site Locations

All externship or clinical sites are selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. IOT maintains externship agreements with a variety of facilities. Students should be aware that some facilities might have special requirements or conditions. Students are encouraged to seek out externship, clinical, or other sites under the guidance of the Externship Coordinator or the school's Career Services department. Students who have a particular interest in a facility with which IOT is not affiliated, may bring this to the attention of the Externship Coordinator so the site may be evaluated and the affiliation agreement request can be submitted.

### Externship Coordinator

A designated school employee within the field of experiential education will supervise students in their Externship module. The Externship Coordinator is responsible for the scheduling and assignments of all externs, as well as the management and monitoring of all externs and site locations.

### Externship Assessments

The externship facilities will submit evaluations for the performance all students based on the standards set by

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the college. Students must satisfactorily complete the externship assignment and submit an approved verification of time completed in order to graduate. In order to appropriately document the time spent in externship, students must submit all time sheets to the Externship Coordinator each week. To complete the externship in the time allowed, students may have to increase the number of hours spent on externship beyond those normally required during classroom training. Externships are graded on a pass/fail-grading outcome.

While at externship sites, students will conduct themselves in a professional manner, much like a job. Students will not walk off the site without first talking to, and obtaining, the approval of the Externship Coordinator and/or Lead Instructor or Program Director. Failure to abide by this may cause the extern to prolong their externship due to the loss of the site and in trying to locate another site.

### TEXTBOOK LOANER PROGRAM

While students may purchase and retain selected textbooks within their program of study, some textbooks are assigned to students as "classroom issue" and must be returned within three business days following the last exam, or immediately upon withdrawal from the course or separation from the school, whichever comes first. Classroom Issue textbooks must be returned in good condition and not exhibit obvious damage such as missing pages, water damage, or excessive notation on the pages. Students who do not return textbooks by the deadline or return textbooks that are not in a satisfactory condition, must pay the full replacement cost, plus a \$50.00 restocking fee.

Students who choose to purchase the textbook will be given information on how to do so from a vendor outside of the school.

### E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books

and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

#### What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

#### What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

#### What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Cirrus, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

#### What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support. If you have selected to opt-out during enrollment, then you will not have access.

#### Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information re-

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garding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

### ACADEMIC INTEGRITY

Academic honesty on the part of all students at Institute of Technology is essential to individual growth and development. Upon admission to the IOT, students are obligated to uphold the highest ethical standards in academic endeavors. Failure to do so can seriously undermine and impede the educational process. Thus, any form of academic dishonesty is a serious concern to IOT and is therefore unacceptable. The following is a list of unacceptable types of behavior in relation to academic honesty. Since no listing can define all possible types of academic dishonesty, the following should be viewed as examples of infractions rather than an all-inclusive list:

#### Plagiarism

Plagiarism is the misrepresentation of any part of another's work as one's own. While it is expected that students who are engaged in writing will utilize information from sources other than personal experience, acknowledgement of such sources is necessary. Examples of plagiarism include using a direct quotation without citing the source, paraphrasing the ideas or expressions of another without giving credit, using ChatGPT, or any other AI language model, to generate or complete assignments, papers, or exams and representing the thoughts of others as one's own by failing to acknowledge or document sources. Additionally, plagiarism includes the submission as one's own work, any work that has been borrowed, stolen, or purchased from someone else.

Any similarity score of 30% or greater will be evaluated by both the Program Director and the Director of Education. Upon review, the student may receive a reduction in points, a zero (0) for the assignment, may be placed on misconduct probation, and/or may be dismissed from their course/program.

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

#### Copyright Infringement Information

Copyright laws protect original works of authorship. The owner of a copyright has the exclusive right to the original work, including the right to copy the work, distribute

the work, display or perform the work publicly, and create derivative works. A copyright interest attaches to an original work that is "fixed in any tangible medium of expression," including traditional works like books, photographs, architectural drawings, music, drama and sculpture, as well as works affected by new technologies, like movies, electronic media, web pages, software, multimedia works and databases. The use of file-sharing networks to download and share copyrighted works without permission from the copyright owner, like software, music, movies, TV shows, games and images, violates copyright laws. In most instances, a student must obtain permission from the copyright owner in order to copy, distribute, display or perform a copyrighted work in any medium for any purpose. Any copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, in connection with a student's enrollment in a program of study at the school or conducted by a student through the use of the school's equipment or information systems is prohibited and violates both the Conduct section of the school catalog and the law. Any student who engages in copyright infringement will be subject to discipline by the school, which may include, without limitation, the suspension or termination from one or more courses the student is taking or the student's entire program of study at the school and the referral to the proper authorities. Copyright infringement may also subject the student to civil and criminal liabilities. A summary of the penalties for violating federal copyright laws include:

- Unlimited actual damages proven for each act of copyright infringement.
- Up to \$30,000 for each act of copyright infringement that is determined not to be willful.
- Up to \$150,000 for each act of copyright infringement that is determined to be willful.
- Criminal penalties.

#### Cheating

Cheating implies conducting matters fraudulently so as to profit oneself. Some examples of cheating include the copying of an examination, assignment or other work to be evaluated, unauthorized collaboration on work to be evaluated, "cribbing" and submitting work for which previous credit has already been received in another course without the express consent of the instructor.

#### Theft

Theft includes the stealing of another's work or work materials such as laboratory endeavors, computer programs, class projects, and library materials.

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### Netiquette

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.



### Disciplinary action against those who have violated the IOT's Academic Honesty Policy may include:

- Grade reduction on the assignment in question.
- A failing grade in the course.
- Suspension or dismissal from IOT.

The instructor will document any act of academic dishonesty and a report will be filed in the office of the Director of Education. Students who believe that the penalty assigned by the instructor is inappropriate or unfair may appeal the penalty by scheduling an appointment with the Director of Education requesting an Academic Review of the grievance.

### ADVISING

Students are encouraged to bring school and personal problems to the attention of their Instructors, Student Suc-

cess Leaders, or the College President. Institute of Technology staff will attempt to assist all students in resolving those problems interfering with the successful completion of their program. Academic and/or attendance problems may be addressed in Academic Review Committee (ARC) meetings. For those students who seek help in other areas (i.e. housing, budgeting, or are in need of counseling agencies), IOT maintains an extensive referral list in the Student Success Center.

### FINANCIAL AID

Institute of Technology offers a variety of financial assistance to eligible students. Aid in the form of jobs, grants, loans and scholarships help offset the rising costs of educational expenses.

Financial aid is administered in accordance with established State and Federal policies and philosophies. The basis of these policies is the belief that financing the education of all students is the responsibility of the students and their families. If combined resources are not sufficient to cover expenses, students could be eligible for financial aid.

Students are granted financial aid awards based on a demonstrated financial need. Need is determined from analysis of the Free Application for Federal Student Aid form (FAFSA) and the Institutional Student Information Record (ISIR) or the Student Aid Report (SAR). These forms are analyzed to determine the expected contribution for educational expenses from the students and their families. Financial need is the difference between total educational expenses for an academic year and the student/family contribution. The FAFSA is the only form required for consideration for student assistance from any Title IV, HEA programs.

### NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523 (a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

### NOTICE OF NONDISCRIMINATORY POLICY (SECTION 504/ADA POLICY)

The College does not discriminate in admission or access

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to our programs on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Campus President. You may request academic adjustments or auxiliary aids at any time. The Campus President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicant students, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The College will work with the applicant student or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Campus ADA Compliance Coordinator in writing of the type of accommodation needed, the date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date the accommodation is needed. You may contact the Campus ADA Compliance Coordinator by telephone at the following phone numbers for each campus.

Clovis Campus	(559) 297-4500
Modesto Campus	(209) 545-3100
Redding Campus	(530) 224-1000
Ask for the Campus ADA Compliance Coordinator.	
2. The Campus ADA Compliance Coordinator will respond within two weeks of receiving the request.

### GRADE TRANSCRIPTS

Students are entitled to receive one transcript at the time of graduation without charge. Additional transcripts are available for \$10.00 each, payable in advance. Institute of Technology does not withhold diploma, certificate or transcripts for unpaid debt.

Upon written request from the students, Institute of Technology will provide a copy of their transcript to authorized, designated recipients. Institute of Technology adheres strictly to the Family Education Rights and Privacy Act of 1974, Federal Law 93-380 and does not release grade information regarding any student without the student's signed authorization. As allowed under such law, student records/information will be released and made available to properly designated representatives of the State and Federal Government for routine inspection.

### LIBRARY

The library is located in the Learning Resource Center. It consists of the Atrium Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

### TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom instructors (**before and after school or on Fridays**). Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

### HOUSING ASSISTANCE

Institute of Technology does not provide student housing, does not assist the student in locating housing, nor does it provide dormitory facilities. Please see the catalog addenda for the campus to which you are applying or enrolling for estimates of rent for housing near each campus.

### EMERGENCY

Students are expected to become familiar with all fire and other emergency routes and procedures. Evacuation routes are diagrammed and posted in the classrooms and on bulletin boards. The locations of fire extinguishers are also shown. First-aid kits are accessible from the front desk. A description of emergency procedures is presented during orientation.

All cases of illness or injury on campus should be reported promptly to an available staff member. Should an

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emergency, accident, or illness occur during attendance, Institute of Technology reserves the right to call a physician for medical assistance or refer the student for medical assistance.

Any expense incurred shall be the sole responsibility of the student and/or parent or guardian.

### PRIVACY OF EDUCATIONAL RECORDS

The Family Educational Rights Act of 1974 gives students the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of student educational records and sets forth the conditions and circumstances under which a student's educational records may be shown to others. Students who feel their rights under the Act have been violated are entitled to request a hearing with a school official in an effort to resolve the problem.

### COMPLAINT RESOLUTION

A student with a grievance must first make a reasonable effort to resolve the issue on an informal basis with the person(s) involved. If the issue is not resolved satisfactorily, the student should meet with the Student Success Leader and complete a written statement. If the grievance is not yet resolved, the College President will review the grievance with all parties concerned.

If this does not result in a resolution satisfactory to both parties, please refer to page 50-51 for more information.

### ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

English language proficiency is assessed by the administration of the Wonderlic SLE 12-minute Admissions Examination. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation rights in his or her primary language at his or her own time and expense.

### ENGLISH AS A SECOND LANGUAGE

Institute of Technology does not offer an English As a Second Language course. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation rights in his or her primary language at his or her own time and expense.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT INSTITUTE OUR

### INSTITUTION

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

The Institute of Technology not entered into an articulation or transfer agreement with any other college or university.

### Transfers within Institute of Technology Schools and Returning Institute of Technology Students

There are two types of transfer students within the Institute of Technology system, students currently enrolled who wish to transfer or change programs, and returning Institute of Technology students. Prior coursework from programs previously completed at the Institute of Technology may be accepted. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. General education credit will be evaluated individually prior to approval for transfer.

The following terms and conditions apply:

1. If an IOT program has been significantly modified from the time that a student was previously enrolled, then the core course work for the program would not transfer for a student seeking to re-enter or fresh start.
2. If you are a current Institute of Technology student requesting a transfer to a new program you must make the request in writing to the Student Services Department.
3. If you are a returning student requesting transfer credit you must request the transfer by notifying your Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete and evaluation of the transferability of credit.
4. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher.

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## General Information

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5. Prior coursework completed in the IOT Nursing Program must be completed with a grade of 75% or better within five (5) years prior to admission.
6. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.

If the student's program has NOT undergone a substantive change from the time of previous enrollment to the time of re-enter, the following terms and conditions apply:

1. For all IOT content-specific "core" courses, four (4) years is the maximum amount of time that the student can receive transfer credit for a passed course. For any student who re-enters more than four (4) years after leaving IOT, completed content-specific "core" coursework is ineligible for transferability of credit.
2. For all IOT general education (including Professional Development) or applied general education courses, there is no maximum amount of time that the student can receive transfer credit for a passed course. In other words, for any student who re-enters at any time after leaving IOT, completed general education or applied general education coursework is eligible for transferability of credit if approved after evaluation by the Director of Education.

### Evaluation of Credit from Accredited Institutions Prior to Attending Institute of Technology

Institute of Technology may accept prior coursework completed at other accredited colleges or universities for courses required for diploma or degree programs. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. Transferability of credit will be evaluated individually prior to approval for transfer. There is no time limit on the acceptance credit for general education courses. The Institute of Technology does not award credit for experiential learning.

The following terms and conditions apply:

1. You must request the transfer of previous credit by notifying the Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete an evaluation of the transferability of the credit.
2. You must provide official transcripts from the college or university where the previous training occurred.
3. Credits transferred in to fulfill course requirements must be graded at 2.0 ("C") or higher. Nursing course

work applicable for advanced status in the Nursing Program must be completed with a grade of "B" or better within five (5) years prior to admission.

4. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.
5. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at <https://www.benefits.va.gov/gibill>. Any veteran receiving GI Bill® benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools and submit them to the College for review of prior credit.

### Physical Therapist Assistant Program

Physical Therapist Assistant Program Transferability of previous college credits to be applied to the Physical Therapist Assistant (PTA) program is determined on an individual basis by the Campus President, Director of Education and Program Director. Institute of Technology recommends that each student completes the curriculum in its entirety, but exceptions will be made on preparatory/general education course work\*. Transfer credit will not be considered for PTA "core" course work or clinical rotations. Transfer credit from previous college course work may be considered for the following PTA General Education (GE) courses:

- Anatomy & Physiology
- Introduction to Psychology
- General Algebra & Physics
- English
- Communication

\* The Program Director, Director of Education and Campus President may approve exceptions for PTA students who enroll in Communication, English, Introduction to Psychology, or General Algebra & Physics, and do not pass with a "C" or better. Students may be allowed to transfer in credit from another institution prior to graduation. Students must request approval from the PTA Program Director to transfer credits for failed GE coursework. Per the PTA Policy and Procedure Manual:

#### Progression through the Program

1. Students must complete PTA technical courses in sequence and General Education courses per the PTA Program Outline prior to clinical assignment.

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## General Information

(Continued from page 73)

### 2. General Education Courses:

- Students must have a “C” or better in BIO 105 or equivalent transfer credits to progress to Semester 2.
- Students must complete all General Education courses or equivalent transfer credits with a “C” or better prior to graduation.

### Vocational Nursing Program

Institute of Technology allows for students to petition for credit by examination or competency if they, by reason of experience or training, already possess the skills, knowledge, and attitudes which are the objectives of a given graded course listed below. Credit may be earned by a student who satisfactorily passes authorized examination in accordance with the college policy. The following courses have been pre-determined for credit by examination for the Vocational Nursing Program:

Introduction to Human Anatomy and Physiology—90 Hours

Transfer credit hours may be given for related previous education completed within the last five years with a grade of “B” or better. This includes the following courses:

1. Approved vocational or practical nursing courses.
2. Approved registered nursing courses
3. Approved psychiatric technician courses.
4. Armed services nursing courses.
5. Certified nurse assistant courses.
6. Other courses the school determines are equivalent to the courses in the program.

Per the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) requirement to acknowledge past experience and education, Institute of Technology Vocational Nursing Program will credit up to 66 hours of clinical experience during the first three weeks of Semester 1.

**To apply for credit or credit by examination the applicant must make their request known at the admissions interview.**

### Transfer Credits for Veterans

*Any veteran receiving GI Bill® benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools, including Institute of Technology, and submit them to the College for review of prior credit. IOT will determine VA transfer credit based on compliance with the State Approving Agency for Veteran Education.*

### Tuition Credit

For module-based programs, the tuition credit of academic units/modules transferred from a prior college will be calculated as follows:

$$\text{Total Tuition Cost of Program / Number of Modules in Program} = \text{Tuition Credit per Module}$$

For Term-based programs, the tuition credit of academic units transferred from a prior college will be calculated as follows:

$$\text{Total Tuition Cost of Program / Number of Units in Program} = \text{Tuition Credit per Unit}$$

### CAMPUS CRIME

Pursuant to the requirements of the United States Department of Education, IOT publishes all known occurrences of crime committed on campus in the CAMPUS/WORKPLACE SECURITY POLICY. In the event of a crime, an incident report must be completed and a police report may be filed. Any and all occurrences of crime should be reported immediately to the Receptionist who will obtain an administrator for assistance. In addition to the above information, the State of California requires that the institution print its policy pertaining to sexual assault.

In the event a sexual assault should occur while on campus, the victim and any witnesses are to report the crime to campus officials immediately. All precautions will be taken to ensure the comfort, support, and dignity of the victim.

In order that the crime be fully and properly investigated, the police will be contacted. It is the policy of this institution to summon a medical emergency team to ensure the health and well being of the victim.

### STUDENT SERVICES SUPPORT & RESOURCES

Institute of Technology offers all of our students support, services, coaching and resources to help them meet their educational goals. The Student Services Department is here to help our students overcome life challenges that may get in the way of those goals and serves as an advocate to our students.

With the students' success being at the heart of what we do, the Student Services department strives to create and maintain a healthy and safe environment that supports and provides internal and external resources to students helping them to overcome academic and personal obstacles that may keep them from graduating. IOT is dedicated to helping our students succeed throughout the lifecycle of their education and ensures that the support, recognition and resources are available to help our students achieve their goals.

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## General Information

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### Our Mission

The Student Services Department strives to build a campus environment where all students feel welcomed, supported and celebrated while providing the resources to help every student achieve success.

### How Student Services Helps

- Continuously provide a Student First attitude
- Serve as an advocate on behalf of students
- Conduct Academic Review Meetings to help struggling students
- Coordinate tutoring sessions
- Provide external counseling options
- Coordinate transportation assistance
- On and off campus food pantry resources
- Maintain clothing closets
- On campus student recognition activities
- Conduct award ceremonies for Dean's List, Perfect Attendance and Professionalism
- May serve as a liaison to address survey concerns, resolve student issues and complaints

Please contact the local campus Director of Student Services to find out what services, support and resources are available as it varies by campus.

### MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at <https://myiot.it-colleges.com> on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or

blended programs. "Hybrid" or "Blended" programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

### CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

### ASSIGNMENT OF EMAIL AND MICROSOFT OFFICE ACCOUNTS

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

### TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

### CAREER SERVICES

Institute of Technology offers placement support and assistance to all graduates regardless of how long they have been out of school. If you are a recent graduate or graduated years ago, our Career Services Team is here

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## General Information

(Continued from page 75)

to help you!

The Career Services Teams are here to help our students and graduates reach their goal of starting a new career. Institute of Technology believes that learning how to job search is an extension of the education process teaching our graduates valuable, life-long skills and the importance of becoming active participants in their job search and career development. These job seeking skills help facilitate a smooth transition from student, to graduate, to job seeker, to employee.

### Our Mission

The primary purpose of Institute of Technology's Career Services Department is to educate, support, engage, inspire and provide the necessary tools and resources that will help our students and graduates with finding employment in their chosen career path.

### Building Community Relationships

Our objective is to partner and develop long-lasting relationships with employers by delivering educated and motivated graduates to the workforce in the communities our campuses serve. Institute of Technology strives to be known as the "go-to" College when employers have hiring needs that meet the outcomes of the programs offered at our campuses.

### How Career Services Helps

- Guidance through cover letter, resume and thank you letter preparation
- How to interview and gain confidence in the interview process
- How to develop job search strategies
- Assist with portfolio development
- Provide career coaching
- How to follow up after submitting applications, resumes and interviews
- Learning how to network and build industry contacts
- Complete career workshops and classroom presentations
- Provides computer and fax access
- Submittal of resumes of qualified graduates to employers for open positions
- Assist in identifying appropriate job leads
- Coordinate interviews at an employer site or on campus
- Host on campus career fairs and attend community hiring events
- Maintain and update job postings

Although Institute of Technology cannot guarantee employment, our Career Services Teams have extensive experience in assisting motivated graduates with finding employment. As an Institute of Technology alumni, you

will have access to the Career Services teams throughout your career.

### 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, California 95834, (916) 574-8900 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 pro-



## Alumni

### ALUMNI

At IOT, we value our graduates, and wish to continue our relationship with them after they graduate. Because of this dedication to our alumni, we have employed Alumni Service Representatives who are here to stay in touch with you and serve you through your career life cycle as you change jobs, consider new careers, or seek positions at higher levels in your current occupational status.

As a graduate of IOT:

- You will be invited to participate when career fairs are held on campus.
- You are eligible for assistance if you are behind on your student loans.
- You have access to personalized job search assistance.
- You can return to your college for refresher courses.

Graduates may request a refresher course, an audit of a course previously passed prior to graduating from Institute of Technology. Refresher courses are offered on a limited basis as a means for skill enrichment. If the course is being offered and seats are available, eligibility will be determined by the Director of Education and/or the Campus President after receiving a written request. Students who are approved for refresher courses may be required to pay for course resources if needed.

Please contact an IOT Representative (phone numbers located on page 4 of this catalog) for more information on graduate services.



### LINKEDIN

Linkedin is an interconnected network of experienced professionals from around the world. You can find, be introduced to, and collaborate with qualified professionals that you might need to work with to accomplish your goals. When you join, you create a profile that summarizes your professional expertise and accomplishments. With Linkedin you can:

- Gain free access to new job listings/openings through our employer network.
- Discover inside connections that can help you land jobs and close deals.
- Gain new insights from discussions with like minded professionals in private group settings.

### How to Join

1. Go to [www.linkedin.com](http://www.linkedin.com)
2. Fill in your full name, email address, and choose a password.
3. Confirm your email address.
4. Follow the steps on Linkedin to build your profile, including: Add your picture (optional); Add education history; Add employment history.

### WEBSITE

Please visit your MyIOT Student Web account to access job request forms or to update your contact information. Please let us know when you move, change jobs, or change contact information. We want to keep up with you!

### STUDENT LOANS

Please refer to the Financial Aid Consumer Information Packet for more information on student loan repayment.



## Student Dress Code

### STUDENT DRESS CODE

#### Professionalism in the Classroom

Students who enter Institute of Technology do so to change their lives. Many are choosing a new path, and the first step is education. We here at Institute of Technology want to support the success of all of our students in every way possible. From the day students enter our doors, our intention is to prepare them for the work environment they will be entering upon graduation.

Our students have made a conscious decision towards becoming professionals. Professionals know that appearance in a job interview is crucial. Professionals also know that every day they have a chance to make a first impression with a potential employer. Professionals choose to dress and act as though every day is an interview.

Every Wednesday is Professional Dress Day. *We strongly encourage all students to dress professionally on this day.* Suits, slacks, coat and tie, and dresses are considered appropriate attire for interviews. Wednesdays are the preferred day for Career Services to give school tours to potential employers. What a wonderful opportunity to impress a future boss!

Throughout each module, professionalism is discussed in the classroom. Students who exemplify the traits of a professional may be nominated by their peers for making the right choices in their attire, conduct, attitude, participation, and cooperation.

IOT staff will review the student nominees for attendance, grades, classroom participation, etc. to determine the winner from each session. Each winner will receive a Certificate of Recognition and be publicized on the Professionalism Recognition Board.

All students who enter Institute of Technology are acknowledged as adults with the right to make their own decisions about dress. Because we wish to encourage success, Institute of Technology staff members will counsel students who make decisions that may hamper success.

Habits take from three weeks to three months to form. Why not start your Professional Dress habits today?

**Uniform Policy** - Students enrolled in programs requiring uniforms must be properly attired when in attendance.

#### Standards of Dress, Grooming, and Personal Hygiene

The standards of dress, grooming, and personal hygiene for Institute of Technology students are patterned after those in the professional business/industry environment. In contacting a number of businesses, we found most of them continue to require conservative business attire plus a high degree of personal grooming and hygiene standards.

Therefore, students at Institute of Technology are required to maintain a conservative, suitable standard of

dress when on campus, in addition to maintaining a desired grooming and hygiene standard. These become factors in the job placement.

Our staff is committed to preparing all students for the job market. Any recommendation from our staff to students on appropriate attire is meant as a professional courtesy to the students. Students should not perceive this as a negative judgment on their appearance or character.

**STUDENTS WILL BE ADVISED AND/OR MAY BE ASKED TO LEAVE THE CAMPUS WHEN DRESS CODE GUIDELINES ARE NOT FOLLOWED. EXAMPLES INCLUDE:**

- Unsafe Footwear*	- Halter Tops	- Mini Skirts
- Bare Midriffs	- Tube Tops	- Dirty Clothing
- No Undergarments	- Tank Tops	- Hats
- Slides (open toe/open heel shoe wear)		
- Visible body piercing (with the exception of earrings)		
- Printed T-shirts with offensive verbiage		
- Other non-professional attire		

\*Shoes must be worn at all times on the Institute of Technology campus. Some programs may have additional dress code requirements for shoes based on safety and industry standards.

#### Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.





## Medical Student Dress Code

### MEDICAL BILLING AND OFFICE ADMINISTRATION, PHARMACY TECHNICIAN, PROFESSIONAL MEDICAL ASSISTANT, VOCATIONAL NURSING, PHYSICAL THERAPIST ASSISTANT DRESS CODE

Retail pharmacies, health facilities, and hospitals maintain a conservative environment. The doctors, patients, and customers will evaluate our professionalism by our appearance.

Students in medical courses must observe the following policy:

#### Jewelry

- One pair of earrings (Small to medium in size—no large hoops)
- One (set) ring on each hand (Wedding rings are considered one ring)
- Necklaces/chains (Should wear only one at a time) *Necklace or chain should not be of such a length to cause a health or safety issue.*
- No tongue or facial piercing

#### Nails

- Length/polish (Nails should be short and polished clear or neutral colors)

#### Hair

- Length/cut (Hair should be clean, out of the face, and off the collar. The cut and style should be conservative with appropriate accessories)

#### Makeup and Perfume/After Shave

- Makeup can be worn, but moderate to light. Perfume/after shave should be limited to very little due to possible allergic reactions from patients

#### Dress

- Uniforms should be clean and wrinkle free.
- Do not mix uniforms with street clothes, such as scrub top with jeans.\*
- Medical Assistant shoes are to be solid white tennis shoes or nursing shoes—not canvas.
- Appropriate undergarments and hosiery. Lab coats are optional.

Medical Billing and Office Administration, Pharmacy Technician, and Professional Medical Assistant students are highly encouraged to participate on professional dress day.

**Pharmacy Technician students are allowed to wear their lab coats with street clothes.**

**Vocational Nursing students must follow the dress code outlined in the Vocational Nursing Student Handbook.**

**Physical Therapist Assistant students must follow the dress code outlined in the Physical Therapist Assistant program Policy and Procedure Manual.**





## CERM Student Dress Code

The professional image required of the students enrolled in the CERM program at the Institute of Technology requires that each student assume responsibility for adopting high standards of personal hygiene and grooming. Grooming must not interfere with any CERM student's ability to hear, see, or to utilize safety equipment such as gas masks and breathing apparatus.

The following will apply to all CERM students while they are in the uniformed phase modules of the CERM Program.

CERM Students are expected to adhere to the dress code and grooming standards found in the Institute of Technology Catalog (Medical Student Dress Code). In addition the following CERM standards shall apply and take precedence where they may conflict with the Medical Dress Code:

**SIDEBURNS** - Side burns will not extend below the bottom of the earlobe, and width shall be even to the base and will end with a clean-shaven, horizontal line, while standing in an erect position. The maximum width of the bottom of the sideburns shall not exceed 1 1/2 inches and will not be flared or pointed.

**BEARDS, MUSTACHES AND GOATEES** - Beards, mustaches, goatees or other facial hair are not permitted. Male students should be clean shaven at the beginning of class each day.

**HAIR** - Students will keep their hair in a clean, neat style that presents a well-groomed and professional appearance and image. Hairstyles should not detract from the professional image of the CERM Program. No designs are to be cut into the hair, nor is hair to be an unnatural "two-toned" effect. Hair is to be worn short and for females it is to be worn, if long, in a "bun" or "ponytail" and secured with hair ties or rubber band or clip.

### DAILY UNIFORM WEAR

Students are required to wear a CERM uniform on a daily basis unless otherwise directed by their CERM Instructor or CERM Program Director.

Students will be directed on how to wear the uniform by their Instructor / Program Director when their uniform is issued.

### EXERCISE UNIFORM

Students may be required to wear an exercise uniform or asked to wear appropriate exercise attire. The exercise uniform/attire will be worn at the direction of their CERM Instructor / Program Director and proper uniform wear will be discussed by the Instructor.





## Drug-Free Campus Policy

1. This policy applies to all students and employees of Institute of Technology while attending school or any school function. Please refer to the Financial Aid Consumer Information packet for additional information on IOT's drug free program.

As stated in California Health and Safety Code 1135.5, adults preparing for the sale or gift of a controlled substance to minors upon school grounds or public playgrounds may be punished by imprisonment in the state prison for five, seven or nine years.

As stated in California Health and Safety Code 11353.6, Juvenile Drug Trafficking and Schoolyard Act of 1988, any such acts shall receive an additional punishment of three, four or five years at the court's discretion.

2. All students attending Institute of Technology are considered adults and are in an adult situation. For this reason, there will be **no warnings** if the use of alcohol or illicit drugs is found on campus or at campus functions.

Notification of the police will be left to the judgment of the attending instructor or school personnel. The student's instructor will be notified of the dismissal within 24 hours of the situation.

3. There are certain drugs that cause or create physical and emotional problems. Following is a list of the most common drugs and their side effects:

**Marijuana** contains THC, a psychoactive chemical that alters the sensory activities of the brain, including long-term damage to memory capabilities. The inhalation of marijuana smoke may cause lung cancer and chronic use may adversely affect reproductive ability in women.

**Alcohol** alters judgment, vision, speech and coordination and can cause long-term damage to the liver. It severely impairs one's ability to function and is a primary cause for vehicular accidents.

**Cocaine and Crack** provide a user with a temporary feeling of energy, increased heart rate, blood pressure, body temperature and can cause a false sense of exhilaration. They are highly addictive and may lead to heart attacks, strokes and long-term brain damage.

4. There are several local agencies that can assist you with referrals to organizations that specialize in alcohol or drug abuse. They are as follows:

Alcoholics Anonymous  
1755 N. Gateway Blvd #102  
Fresno, CA 93727  
(559) 221-6907

Fresno New Connections

4411 North Cedar, #108  
Fresno, CA 93726  
(559) 248-1548

Center for Human Services  
Main Office

2000 W. Briggsmore Ave. Suite I  
Modesto, CA 95350  
(209) 526-1476  
Adult and Adolescent Drug and Alcohol Treatment  
(209) 526-1440

New Hope Recovery House  
823 E Orangeburg Ave.  
Modesto, CA 95350  
(209) 527-9797

Substance Abuse Services  
800 Scenic Dr.  
Modesto, CA 95350  
(209) 558-7460

Empire Recovery Center  
1237 California Street  
Redding, CA 96001  
(530) 243-7470

Nationwide Addiction Assistance Helpline  
1-800-559-9503





## Daily Schedule, Tuition Policy/Schedule

**FOR DAILY SCHEDULE PLEASE SEE ADDENDA.**

### **TUITION POLICY**

For all programs, students must make decisions regarding financial aid and/or payment arrangements in advance with the Financial Aid staff. Costs for textbooks, supplies, uniforms, and certification/licensure fees are disclosed to students on individual program Supply Fee disclosures and students may discuss payment arrangements for these items with the Financial Aid Office.

For those students who are eligible for financial aid, payments are due on the date the funds are processed from the government and/or the date outlined in the student's payment arrangement with the college.

There is no tuition credit for absences. Cash payments are to be made at the front desk.

Upon leaving, students are interviewed as part of the exit interview process. If an amount is due, a payment schedule may be arranged. If the student does not follow payment guidelines after 90 days, his/her account may be turned over to a collection agency.

In the event that a check is returned to Institute of Technology as unpaid for any reason, a student will be assessed any and all applicable fees relating to the returned check. After two returned checks, Institute of Technology reserves the right to refuse payment by check and a student may be required to pay via other methods (cash, money order or credit/debit card).

### **REQUESTING DOCUMENTS**

Requesting documents from a student file that is older than two years from last date of attendance may result in a recovery fee charge for collecting records from storage. This recovery fee may be in addition to the \$10.00 fee for additional transcripts.

**FOR PROGRAM COSTS, PLEASE SEE ADDENDA.**

**FOR TUITION SCHEDULE, PLEASE SEE ADDENDA.**





## Occupational Outcomes

Graduates of the following programs are trained for employment in any of the listed Standard Occupational Classification (SOC) Codes.		43-2000	Communications Equipment Operators
		43-2010	Switchboard Operators, Including Answering Service
<b>BAKING AND PASTRY SPECIALIST</b>		43-2020	Telephone Operators
<b>SOC Code</b>	<b>Occupation</b>	43-2090	Miscellaneous Communications Equipment Operators
35-0000	Food Preparation and Serving Related Occupations	43-3000	Financial Clerks
35-1000	Supervisors of Food Preparation and Serving Workers	43-3010	Bill and Account Collectors
35-1011	Chefs and Head Cooks	43-3020	Billing and Posting Clerks
35-2014	Cooks, Restaurant	43-3030	Bookkeeping, Accounting, and Auditing Clerks
35-2015	Cooks, Short Order	43-3040	Gambling Cage Workers
35-2019	Cooks, All Other	43-3050	Payroll and Timekeeping Clerks
35-2021	Food Preparation Workers	43-3060	Procurement Clerks
35-9099	Food Preparation and Serving Related Workers, All Other	43-3070	Tellers
51-3011	Bakers	43-3090	Miscellaneous Financial Clerks
51-3092	Food Batchmakers	43-4000	Information and Record Clerks
51-3093	Food Cooking Machine Operators and Tenders	43-4010	Brokerage Clerks
51-3099	Food Processing Workers, All Others	43-4020	Correspondence Clerks
		43-4030	Court, Municipal, and License Clerks
		43-4040	Credit Authorizers, Checkers, and Clerks
<b>BARBERING</b>		43-4050	Customer Service Representatives
<b>SOC Code</b>	<b>Occupation</b>	43-4060	Eligibility Interviewers, Government Programs
39-5000	Personal Appearance Workers	43-4070	File Clerks
39-5010	Barbers, Hairdressers, Hairstylists and Cosmetologists	43-4080	Hotel, Motel, and Resort Desk Clerks
39-5011	Barbers	43-4110	Interviewers, Except Eligibility and Loan
39-5012	Hairdressers, Hairstylists, and Cosmetologists	43-4120	Library Assistants, Clerical
39-5090	Miscellaneous Personal Appearance Workers	43-4130	Loan Interviewers and Clerks
39-5091	Makeup Artists, Theatrical and Performance	43-4140	New Accounts Clerks
39-5092	Manicurists and Pedicurists	43-4150	Order Clerks
39-5093	Shampooers	43-4160	Human Resources Assistants, Except Payroll and Time Keeping
39-5094	Skincare Specialists	43-5000	Material Recording, Scheduling, Dispatching, and Distributing Workers
<b>BUSINESS OFFICE ADMINISTRATION</b>		43-5010	Cargo and Freight Agents
<b>SOC Code</b>	<b>Occupation</b>	43-5030	Dispatchers
43-1000	Supervisors of Office and Administrative Support Workers	43-5031	Public Safety Telecommunicators
43-1010	First-Line Supervisors of Office and Administrative Support Workers	43-5032	Dispatchers, Except Police, Fire, and Ambulance
		43-5050	Postal Service Workers

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## Occupational Outcomes

(Continued from page 83)

43-5060	Production, Planning, and Expediting Clerks	43-9199	Office and Administrative Support Workers, All Other
43-5070	Shipping, Receiving, and Inventory Clerks	43-4170	Receptionists and Information Clerks
43-5071	Shipping, Receiving, and Inventory Clerks	43-4180	Reservation and Transportation Ticket Agents and Travel Clerks
43-5110	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	43-4190	Miscellaneous Information and Record Clerks
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping		
43-6000	Secretaries and Administrative Assistants		<b>COSMETOLOGY</b>
43-6010	Secretaries and Administrative Assistants	39-5000	Personal Appearance Workers
43-6011	Executive Secretaries and Executive Administrative Assistants	39-5010	Barbers, Hairdressers, Hairstylists and Cosmetologists
43-6012	Legal Secretaries and Administrative Assistants	39-5011	Barbers
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	39-5012	Hairdressers, Hairstylists, and Cosmetologists
43-9000	Other Office and Administrative Support Workers	39-5090	Miscellaneous Personal Appearance Workers
43-9020	Data Entry and Information Processing Workers	39-5091	Makeup Artists, Theatrical and Performance
43-9021	Data Entry Keyers	39-5092	Manicurists and Pedicurists
43-9022	Word Processors and Typists	39-5093	Shampooers
43-9030	Desktop Publishers	39-5094	Skincare Specialists
43-9040	Insurance Claims and Policy Processing Clerks		<b>CRIMINOLOGY AND EMERGENCY RESPONSE MANAGEMENT</b>
43-9041	Insurance Claims and Policy Processing Clerks	13-1041	Compliance Officers
43-9050	Mail Clerks and Mail Machine Operators, Except Postal Service	19-4092	Forensic Science Technicians
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	21-1092	Probation Officers and Correctional Treatment Specialists
43-9060	Office Clerks, General	23-2099	Legal Support Workers, All Other
43-9061	Office Clerks, General	25-1111	Criminal Justice and Law Enforcement Teachers, Postsecondary
43-9070	Office Machine Operators, Except Computer	33-1011	First-Line Supervisors of Correctional Officers
43-9071	Office Machine Operators, Except Computer	33-1012	First-Line Supervisors of Police and Detectives
43-9080	Proofreaders and Copy Markers	33-1091	Frist-line Supervisors of Security Workers
43-9081	Proofreaders and Copy Markers	33-1099	First-Line Supervisors of Protective Service Workers, All Other
43-9110	Statistical Assistants	33-2021	Fire Inspectors and Investigators
43-9190	Miscellaneous Office and Administrative Support Workers	33-2022	Forest Fire Inspectors and Prevention Specialists
		33-3011	Bailiffs

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## Occupational Outcomes

(Continued from page 84)

SOC Code	Occupation	SOC Code	Occupation
33-3012	Correctional Officers and Jailers	35-2012	Cooks, Institution and Cafeteria
33-3021	Detectives and Criminal Investigators	35-2013	Cooks, Private Household
33-3031	Fish and Game Wardens	35-2014	Cooks, Restaurant
33-3041	Parking Enforcement Workers	35-2015	Cooks, Short Order
33-3051	Police and Sheriff's Patrol Officers	35-2019	Cooks, All Other
33-3052	Transit and Railroad Police	35-2021	Food Preparation Workers
33-9011	Animal Control Workers	35-3023	Fast Food and Counter Workers
33-9021	Private Detectives and Investigators	35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
33-9031	Gaming Surveillance Officers and Gaming Investigators	35-9099	Food Preparation and Serving Related Workers, All Other
33-9032	Security Guards	51-3011	Bakers
33-9091	Crossing Guards	51-3021	Butchers and Meat Cutters
33-9092	Lifeguards, Ski Patrol, and Other Recreational Protective Service	51-3022	Meat, Poultry, and Fish Cutters and Trimmers
33-9093	Transportation Security Screeners	51-3091	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders
33-9099	Protective Service Workers, All Other	51-3092	Food Batchmakers
39-3099	Entertainment Attendants and Related Workers, All Other	51-3093	Food Cooking Machine Operators and Tenders
39-9011	Childcare Workers		
43-4061	Eligibility Interviewers, Government Programs		<b>HEATING, VENTILATION AND AIR CONDITIONING</b>
43-4199	Information and Record Clerks, All Other	47-2152	Plumbers, Pipefitters, and Steamfitters
43-5031	Public Safety Telecommunications	47-3015	Helpers - Pipelayers, Plumbers, Pipefitters, and Steamfitters
43-5032	Dispatchers, Except Police, Fire, and Ambulance	47-2211	Sheet Metal Workers
43-9199	Office and Administrative Support Workers, All Other	47-4099	Construction and Related Workers, All Other
45-2011	Agricultural Inspectors	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
53-3011	Ambulance Drivers and Attendants, Except Emergency Medical Technicians	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
53-6099	Transportation Workers, All Other	49-9031	Home Appliance Repairers
		49-9043	Maintenance Workers, Machinery
		49-9071	Maintenance and Repair Workers, General
11-9051	Food Service Managers	49-9091	Coin, Vending, and Amusement Machine Servicers and Repairers
35-1000	Supervisors of Food Preparation and Serving Workers	49-9098	Helpers--Installation, Maintenance, and Repair Workers
35-1011	Chefs and Head Cooks	49-9099	Installation, Maintenance, and Repair Workers, All Other
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	51-4121	Welders, Cutters, Solderers, and Brazers
35-2000	Cooks and Food Preparation Workers		
35-2010	Cooks		
35-2011	Cooks, Fast Food		

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#### INDUSTRIAL MAINTENANCE AND AUTOMATED TECHNOLOGY

<b>SOC Code</b>	<b>Occupation</b>
17-3024	Electro-Mechanical Technicians
17-3026	Industrial Engineering Technicians
47-2111	Electricians
47-3013	Helpers--Electricians
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9041	Industrial Machinery Mechanics
49-9043	Maintenance Workers, Machinery
49-9071	Maintenance and Repair Workers, General
49-9098	Helpers--Installation, Maintenance, and Repair Workers
49-9099	Installation, Maintenance, and Repair Workers, All Other
51-2022	Electrical and Electronic Equipment Assemblers
51-2023	Electromechanical Equipment Assemblers

#### MEDICAL BILLING AND OFFICE ADMINISTRATION

<b>SOC Code</b>	<b>Occupation</b>
11-9111	Medical and Health Services Managers
29-2072	Medical Records Specialist
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists
43-2011	Switchboard Operators, Including Answering Service
43-2021	Telephone Operators
43-3011	Bill and Account Collectors
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-6013	Medical Secretaries
43-9021	Data Entry Keyers
43-9022	Word Processors and Typists
43-9041	Insurance Claims and Policy Processing Clerks

#### NURSING ASSISTANT

<b>SOC Code</b>	<b>Occupation</b>
31-1131	Nursing Assistants

#### PHARMACY TECHNICIAN

<b>SOC Code</b>	<b>Occupation</b>
25-1071	Health Specialties Teachers, Postsecondary
29-2052	Pharmacy Technicians
31-9095	Pharmacy Aides

#### PHYSICAL THERAPIST ASSISTANT

<b>SOC Code</b>	<b>Occupation</b>
31-2021	Physical Therapist Assistants

#### PROFESSIONAL MEDICAL ASSISTANT

<b>SOC Code</b>	<b>Occupation</b>
11-9111	Medical and Health Services Managers
29-2012	Medical and Clinical Laboratory Technicians
29-2057	Ophthalmic Medical Technicians
29-2071	Medical Records and Health Information Technicians
31-1121	Home Health Aides
31-1122	Personal Care Aides
31-9092	Medical Assistants
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists
31-9099	Healthcare Support Workers, All Other
43-6013	Medical Secretaries and Administrative Assistants

#### VOCATIONAL NURSING

<b>SOC Code</b>	<b>Occupation</b>
29-2061	Licensed Practical and Licensed Vocational Nurses

#### WELDING TECHNICIAN

<b>SOC Code</b>	<b>Occupation</b>
51-0000	Production Occupations
51-4000	Metal Workers and Plastic Workers
51-4120	Welding, Soldering, and Brazing Workers
51-4121	Welders, Cutters, Solderers, and Brazers
51-4121	Welders, Cutters, and Welder Fitters



## State of California Notice of Student Rights

# State of California Notice of Student Rights

### SCHOOL WITHDRAWAL POLICY / BUYER'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. Cancellation occurs when you give notice of cancellation at the School address shown on the front page of the enrollment agreement. You can do this by mail or in person, to the Campus President of the school. A notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. If you are unable to mail or deliver a copy of the notice you may email or call your campus Student Services department. If you cancel the agreement, the School will refund any money that you paid, less the Registration Fee (not to exceed \$150) within 45 days after your notice is received.

1. 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 refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.
3. If you have any complaints, questions, or problems which you cannot work out with the school, write to:

**Bureau for Private Postsecondary Education**  
**P.O. Box 980818**  
**West Sacramento, CA 95798-0818**  
**Phone: (916) 574-8900**  
**E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges. Students who are unable to first resolve issues with the school, may contact ACCSC for assistance, in addition to the organization listed above.

**Accrediting Commission of Career Schools and Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**



## Executive Management Staff

**Corporate Office**  
**Select Education Group, Inc.**  
**5601 Stoddard Road**  
**Modesto, CA. 95356**

**Phone:** **209-572-7800**  
**Fax:** **209-545-1804**

<b>Rick Wood</b>	President/Chief Executive Officer
<b>Laurie Vulich</b>	Director of Title IV Administration & Compliance
<b>Geneva Payne</b>	Controller
<b>Mark Brown</b>	IT Manager
<b>Marisa Maron</b>	Vice President of Compliance and Operations
<b>Kellee Irwin</b>	Corporate Director of Academic Affairs
<b>Cheryl Arnold</b>	Corporate Director of Nursing
<b>Waylon Myer</b>	Corporate Director of Career Services



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