



Institute
of Technology

**Catalog Addenda
Citrus Heights
Branch Campus**

Revised: August 25, 2011



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 1, 2011.

Institute of Technology Culinary Arts Professional diploma program and the Culinary Arts Professional AOS program are also accredited by the American Culinary Federation.

MISSION STATEMENT

To produce employable graduates in their chosen fields of study by providing them with quality education, consistent communication, support, and discipline in a professional environment that will help them not only become employable upon graduation but also will instill self-esteem and a desire for progressive growth for each choice they make in the future.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist

Computerized Accounting

Heating, Ventilation & Air Conditioning

Human Resources Administrator

Medical Billing/Coding Specialist

Professional Medical Assistant

Pharmacy Technician

January 18, 2011	October 20, 2011
February 21, 2011	November 23, 2011
March 28, 2011	January 12, 2012
May 2, 2011	February 16, 2012
June 6, 2011	March 22, 2012
July 11, 2011	April 26, 2012
August 15, 2011	June 1, 2012
September 19, 2011	July 6, 2012
October 24, 2011	August 9, 2012
November 28, 2011	September 13, 2012

Culinary Arts Professional (2nd Year)

Culinary Arts Specialist

January 18, 2011	August 11, 2011
February 21, 2011	September 15, 2011
March 28, 2011	October 20, 2011
May 2, 2011	November 23, 2011
June 6, 2011	January 12, 2012
July 11, 2011	February 14, 2012
August 15, 2011	March 21, 2012
September 19, 2011	April 26, 2012
October 24, 2011	June 1, 2012
November 28, 2011	July 6, 2012

Culinary Arts Professional (AOS Degree)

Human Resources Administrator (AAS Degree)

January 18, 2011	March 22, 2012
February 21, 2011	April 26, 2012
March 28, 2011	June 1, 2012
May 2, 2011	July 6, 2012
June 6, 2011	August 9, 2012
July 11, 2011	September 13, 2012
August 15, 2011	October 18, 2012
September 19, 2011	November 21, 2012
October 24, 2011	January 12, 2013
November 28, 2011	February 14, 2013

Criminology/Emergency Response (AAS Degree)

January 18, 2011	April 26, 2012
February 21, 2011	June 1, 2012
March 28, 2011	July 6, 2012
May 2, 2011	August 9, 2012
June 6, 2011	September 13, 2012
July 11, 2011	October 18, 2012
August 15, 2011	November 21, 2012
September 19, 2011	January 12, 2013
October 24, 2011	February 14, 2013
November 28, 2011	March 21, 2013

Weekend Courses

Heating, Ventilation and Air Conditioning

Professional Medical Assistant

January 22, 2011	February 12, 2012
March 5, 2011	March 25, 2012
April 16, 2011	May 13, 2012
June 11, 2011	July 1, 2012
July 30, 2011	August 12, 2012
September 17, 2011	September 30, 2012
October 29, 2011	November 11, 2012
December 17, 2011	January 13, 2013

**Refer to Main Catalog for
Program Descriptions**



2011 Class Schedules—Weekday Classes

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
 1:00 p.m. to 5:30 p.m.
 6:00 p.m. to 10:30 p.m.

Legend

Scheduled Class Day: #

No Class: #

#
#

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.
 12:15 p.m. to 5:15 p.m.
 5:30 p.m. to 10:30 p.m.



2011 Class Schedules—Weekend Classes

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DAILY SCHEDULES

Weekend classes are held on Saturday and Sunday from:
8:30 a.m. to 4:40 p.m.

Legend

Scheduled Class Day: #

No Class: #





Facilities

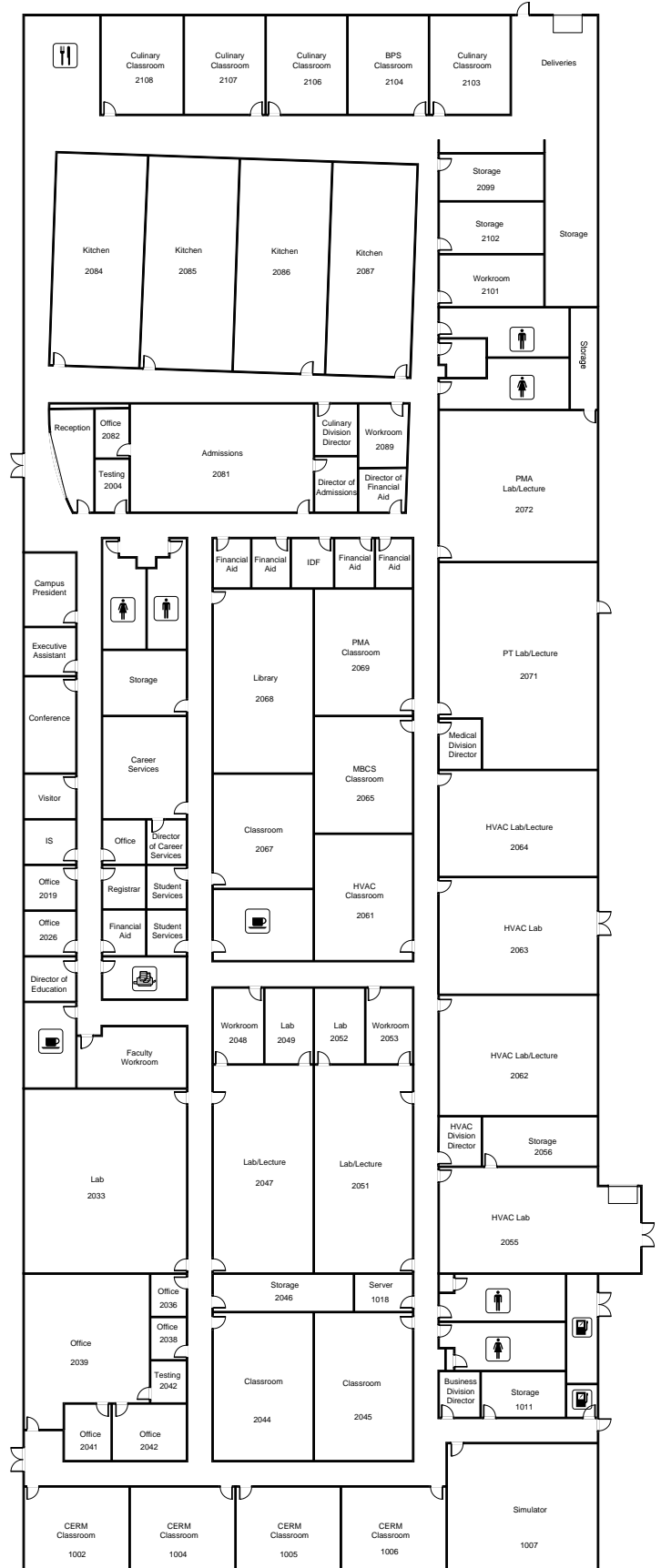
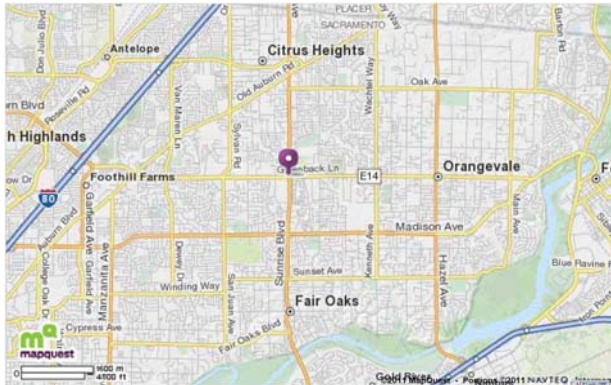
Institute of Technology Citrus Heights Branch Campus is located at 6249 Sunrise Blvd, Citrus Heights, CA 95610. The campus is easily accessible from Highway 80. The campus occupies approximately 51,000 square feet with 4 kitchens, 26 classrooms, and 27 offices. The maximum number of students in any classroom is 30. The average classroom size is 24.

Institute of Technology Citrus Heights Branch Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 8:00 am to 5:00 pm .

Classes are scheduled from 7:00 a.m. to 10:30 p.m., Monday though Thursday.





Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Students enrolled in Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchens. The kitchens are equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include solder kits, multi-meters and tools appropriate to the trade.

Students enrolled in the Professional Medical Assistant Program will work with Autoclaves, Centrifuge, and other equipment common to a medical office. Students enrolled in the Pharmacy Technician program will work with various pill dispensers and mock prescription labs. Medical Billing/Coding students will work on Medical Manager Software that is common to the medical billing field.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



Program Cost

Accounting (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 67.50
Tuition (Year 1)	\$ 10,890.00
Tuition (Year 2)	\$ 10,890.00
Tuition (Year 3)	\$ 5,445.00
Total	\$ 27,367.50

Baking and Pastry Specialist

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 47.50
Tuition	\$ 18,715.00
Total	\$ 18,837.50

Computerized Accounting (Diploma)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,869.00
Total	\$ 16,986.50

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 60.00
Tuition (Year 1)	\$ 11,077.00
Tuition (Year 2)	\$ 11,077.00
Tuition (Year 3)	\$ 1,846.00
Total	\$ 24,135.00

Culinary Arts Specialist

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 47.50
Tuition	\$ 18,715.00
Total	\$ 18,837.50

Culinary Arts Professional (AOS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 77.50
Tuition (Year 1)	\$ 15,370.00
Tuition (Year 2)	\$ 15,370.00
Total	\$ 30,892.50

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 45.00
DMV	\$40.00
Tuition	\$ 18,155.00
Total	\$ 18,315.00

Human Resource Administrator (Diploma)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,869.00
Total	\$ 16,986.50

Human Resource Administrator (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 67.50
Tuition (Year 1)	\$ 13,612.00
Tuition (Year 2)	\$ 13,613.00
Total	\$ 27,367.50

Medical Billing/Coding Specialist

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,869.00
Total	\$ 16,986.50

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Background	\$40.00
Tuition	\$ 16,825.00
Total	\$ 16,982.50

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,869.00
Total	\$ 16,986.50

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$ 5,445.00	\$ 5,445.00	\$ 5,445.00	\$ 5,445.00	\$ 5,445.00	\$ 27,367.50	121	1500	75
Baking and Pastry Specialist	\$ 9,358.00	\$ 9,357.00				\$ 18,837.50	55	890	40
Computerized Accounting (Diploma)	\$ 8,435.00	\$ 8,434.00				\$ 16,986.50	57	800	40
Criminology/Emergency Response (AAS)	\$ 5,539.00	\$ 5,538.00	\$ 5,539.00	\$ 5,538.00	\$ 1,846.00	\$ 24,135.00	108	1300	65
Culinary Arts Professional (AOS)	\$ 7,685.00	\$ 7,685.00	\$ 7,685.00	\$ 7,685.00		\$ 30,892.50	90	1280	60
Culinary Arts Specialist	\$ 9,358.00	\$ 9,357.00				\$ 18,837.50	36	780	30
Heating, Ventilation and Air Conditioning	\$ 9,078.00	\$ 9,077.00				\$ 18,315.00	57	800	40*
Human Resource Administrator (Diploma)	\$ 8,435.00	\$ 8,434.00				\$ 16,986.50	57	800	40
Human Resource Administrator (AAS)	\$ 6,806.00	\$ 6,806.00	\$ 6,807.00	\$ 6,806.00		\$ 27,367.50	100	1200	60
Medical Billing/Coding Specialist	\$ 8,435.00	\$ 8,434.00				\$ 16,986.50	57	800	40
Pharmacy Technician	\$ 8,413.00	\$ 8,412.00				\$ 16,982.50	55	860	40
Professional Medical Assistant	\$ 8,435.00	\$ 8,434.00				\$ 16,986.50	55	860	40*

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology, Inc. 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.

*Weekend courses are 48 weeks in length

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

Program	Period Cost	PERCENT OF PERIOD COMPLETED					
		10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$ 5,445.00	\$ 544.50	\$ 1,089.00	\$ 1,633.50	\$ 2,178.00	\$ 2,722.50	\$ 3,267.00
Baking and Pastry Specialist	\$ 9,358.00	\$ 935.80	\$ 1,871.60	\$ 2,807.40	\$ 3,743.20	\$ 4,679.00	\$ 5,614.80
Computerized Accounting (Diploma)	\$ 8,435.00	\$ 843.50	\$ 1,687.00	\$ 2,530.50	\$ 3,374.00	\$ 4,217.50	\$ 5,061.00
Criminology/Emergency Response (AAS)	\$ 5,539.00	\$ 553.90	\$ 1,107.80	\$ 1,661.70	\$ 2,215.60	\$ 2,769.50	\$ 3,323.40
Culinary Arts Professional (AOS)	\$ 7,685.00	\$ 768.50	\$ 1,537.00	\$ 2,305.50	\$ 3,074.00	\$ 3,842.50	\$ 4,611.00
Culinary Arts Specialist	\$ 9,358.00	\$ 935.80	\$ 1,871.60	\$ 2,807.40	\$ 3,743.20	\$ 4,679.00	\$ 5,614.80
Heating, Ventilation and Air Conditioning	\$ 9,078.00	\$ 907.80	\$ 1,815.60	\$ 2,723.40	\$ 3,631.20	\$ 4,539.00	\$ 5,446.80
Human Resource Administrator (Diploma)	\$ 8,435.00	\$ 843.50	\$ 1,687.00	\$ 2,530.50	\$ 3,374.00	\$ 4,217.50	\$ 5,061.00
Human Resource Administrator (AAS)	\$ 6,806.00	\$ 680.60	\$ 1,361.20	\$ 2,041.80	\$ 2,722.40	\$ 3,403.00	\$ 4,083.60
Medical Billing/Coding Specialist	\$ 8,435.00	\$ 843.50	\$ 1,687.00	\$ 2,530.50	\$ 3,374.00	\$ 4,217.50	\$ 5,061.00
Pharmacy Technician	\$ 8,413.00	\$ 841.30	\$ 1,682.60	\$ 2,523.90	\$ 3,365.20	\$ 4,206.50	\$ 5,047.80
Professional Medical Assistant	\$ 8,435.00	\$ 843.50	\$ 1,687.00	\$ 2,530.50	\$ 3,374.00	\$ 4,217.50	\$ 5,061.00

**Refer to Main Catalog for
the Refund Policy**



Staff and Faculty

CAMPUS STAFF

Carlos Llarena	Campus President
Isabella Takamatsu	Executive Assistant
Stephen Sommer, MA	Director of Education
TBD	Student Success Leader
Kelly Wells	Student Success Coach
Brandy Nichols	Registrar
Daniel Ujueta	Director of Admissions
Valerie Truong	Assist. Director of Admissions
Erin Green	Admissions Representative
Pamela Davis	Admissions Representative
Christy Ewing	Admissions Representative
Melissa Wong	Admissions Representative
Sharon Grace	Admissions Representative
Michelle Culbertson	Admissions Representative
Justin Sousa	Admissions Representative
Maryam Jamil	Admissions Representative
Cydney Hansen	Agency Admissions Representative
Gilda DeLa Rose-Rodriguez	Director of Financial Aid
Ashley Davis	Lead Financial Aid Officer
Todd Kloke	Financial Aid Officer
Linda Garrow	Financial Aid Officer
Michelle Winters	Director of Career Services
Susie Pasillas	Career Services Coordinator
Erin Miller	Career Services Coordinator
Christine Valentine	Career Services Coordinator
Jeannette Michaud	Clinical Coordinator
TBD	Café Manager
Tamara Marsh	Student Accounts Representative
Brandi Hannah	Administrative Assistant
Felicia Carlos	Receptionist
Susan Whitfield	Administrative Assistant
Sandra Mosley	Administrative Assistant
Constance Woodward	Librarian
Tony Spangler	LAN Administrator
TBD	IT Support

FACULTY

Philippe Caillot	Culinary Instructor <i>Certified Executive Chef / Approved Certified Evaluator / ServSafe Certified / Lycee D'Enseignement Professionnel de Chamonix / Brevet D'Enseignement Professionnel / Certificate d'Aptitude Professionnel / 27+ years industry experience</i>
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Don Dickinson	Division Director/Instructor <i>Certified Executive Chef / Certified Culinary Administrator / Approved Certification Evaluator / ServSafe Certified / AAC / Court of Master Sommeliers Certificate / AA Culinary Arts/Hospitality Management / 30+ years industry experience</i>
Frank Sweeney	Culinary Instructor <i>ServSafe Certified Instructor / Certified Executive Chef / Graduate from The California Culinary Academy, San Francisco, CA. / 30+ years industry experience</i>
Mark Powell	Culinary Instructor <i>Certified Executive Chef / Certified ACE / ServSafe Certified / Certified ServSafe Alcohol Instructor / 25+ years industry experience</i>
Robert Mason	Culinary Instructor <i>20+ years industry experience / Certified ServSafe Instructor / Proctor / COA—Columbia College</i>
Jeremy Horvath	HVAC Division Director/Instructor <i>17+ years industry experience</i>
Tony Spangler	HVAC Instructor <i>16+ years industry experience</i>
Dori Gardner	MBCS Instructor <i>25+ years industry experience</i>
Colleen King, CPht	PT Instructor <i>11+ years industry experience / California Licensed Pharmacy Technician / Certified by the PTCB</i>
Les Laughlin	HVAC Instructor <i>10+ years industry experience</i>
TonJala Mack	Culinary Instructor <i>25+ years industry experience / Certified Chef d Cuisine with the ACF / ServSafe certified</i>
Jennifer Courtney CPht	PT Instructor <i>13+ years industry experience / AA in Chemistry, General Science and Liberal Arts / Nationally Certified Pharmacy Technician through PTCB / BS in Molecular and Cellular Biology / California Licensed Pharmacy Technician</i>
Chris Reynolds	ProDev Instructor <i>2+ years industry experience / BA in Psychology / MA in Social and Environmental Psychology</i>
John Bauer	HVAC Instructor <i>20+ years industry experience / CA General B Contractors License</i>
Mark Olson	HVAC Instructor <i>20 years industry experience / C-20 California Contractor / owner of HVACR company / Certifications in Copeland, Tecumseh, Manitowoc, Hoshizaki, Scottsman, Ice-o-matic</i>
Brent McGurk	PMA Instructor <i>12+ years industry experience / Certified Medical Assistant</i>
Debra DeRosier	CERM Program Coordinator / Business Division Director <i>33+ years industry experience / AA / BA</i>

(Continued on page 12)



Staff and Faculty

(Continued from page 11)

Michael Harris CERM Instructor
27 years industry experience / AA / BA / MPA

Susan Sandoval PMA Instructor
16+ years industry experience / Certified Medical Assistant

David Edgar CEC Adjunct Culinary Instructor
24+ years industry experience

Carolyn Hill Adjunct Math Instructor
30+ years industry experience / BS Math / MS Computer and Information Science

Debra Jackson, BA Adjunct CERM Instructor
20+ years industry experience

Carrie Quinn, BA Adjunct CERM Instructor
25+ years industry experience

Gilbert Farrulla Adjunct CERM Instructor
10+ years industry experience

Matt Schmierer Adjunct Culinary Instructor
13+ years industry experience / AOS Golden State Culinary Institute / ServSafe Certified / Alcohol ServSafe Certified

Conrad Caguimbal Culinary Instructor
15+ years industry experience / AS Culinary Arts

Ed Williams Adjunct HVAC Instructor
50+ years industry experience / 12 years teaching

Lloyd Comstock Adjunct HVAC Instructor

Kristie Jagla MBCS / ProDev Instructor
16+ years industry experience / AA Medical Administration Assistant / BS in Business Information Systems Management / MBA in Business Administration

William Carr Adjunct Business Instructor

Greg Murphy Adjunct CERM Instructor

Robert Gerber Adjunct CERM Instructor

Javier Marquez Adjunct CERM Instructor
31+ years industry experience

Donald Grady HRA Instructor
22 years industry experience / MS in Human Resources Management / Certification in Human resources / PHR

Walter Romatowski CA Instructor

Raymond Walker HVAC Instructor
25+ years industry experience / C-20 HVAC Contractor

Joseph Davis Adjunct CERM Instructor

PJ Conradi Adjunct CERM Instructor

Markus Fowler Culinary Instructor
22 years industry experience / AOS Culinary Arts / Certified Food Safety Manager by the National Registry of Food Safety Professionals

Charles Uribe Adjunct HRA Instructor

Clive Brinkman Adjunct Culinary Instructor

Linda Zimmerman PMA Instructor
15 years industry experience / CMA / AA

Jeanette Michaud Adjunct PMA Instructor

Time Fukuda Medical Division Director



VA Catalog Addendum

Institute of Technology, Inc.

VA Catalog Addendum

2011 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 11:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, may be terminated from the program.

Clarification of Probation Policy – Course Catalog, Page 11:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Signature

Date

School Official Signature

Date



Weekend Courses Addendum

ATTENDANCE POLICY

Page 10:

The following sentence:

Students who fail to attend 12 consecutive scheduled class days will be terminated from the program.

Is changed to read:

Students who fail to attend 6 consecutive scheduled class days will be terminated from the program.

STATE OF CALIFORNIA NOTICE OF STUDENT RIGHTS

Page 67:

The following sentence:

You may cancel your contract for school, without penalty or obligation on the seventh business day following your first class session as described in the Notice of Cancellation form you receive during your first class.

Is changed to read:

You may cancel your contract for school, without penalty or obligation on the second Sunday of class, by 12 noon, following your first class session as described in the Notice of Cancellation form you receive during your first class.

I have read and understand this addendum to the catalog.

Print Name: _____

Signature: _____

Date: _____



Catalog Changes

Page 3

Add the following:

World Wide Web Address

<http://www.it-colleges.edu>

Page 6

Replace the following paragraph:

Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

P.O. Box 980818

Sacramento, CA 95798-0818

Phone: (916) 431-6959

E-mail: bppve@dca.ca.gov

Or visit www.bppe.ca.gov

With:

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone: (916) 431-6959, 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.

Page 8: ABILITY TO BENEFIT APPLICANTS

Add the following paragraphs

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, or may complete 6 credit hours of course work in an eligible Title IV program at Institute of Technology that are applicable to a degree or diploma awarded at the College. 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.

ATB applicants desiring to qualify by completing 6 quarter credits at the Institute of Technology must request admission under this provision for ATB applicants. The Campus President must approve the applicant for admissions. ATB applicants entering the college under this provision are not eligible for Title IV funds while completing the 6 initial qualifying credits but may qualify for prorated financial aid after successfully completing the qualifying six units in the first payment period. Students completing the 6 units at Institute of Technology will receive credit toward the program they are enrolled in.



Catalog Changes

Page 11: QUALITATIVE EVALUATION

Edit the following paragraph:

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. Vocational Nursing Students must complete each class in the program with a minimum GPA of 2.5 (75%, 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%), or a 2.5 GPA (75%) for VN students, when measured at the end of the module will be placed on academic probation 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%), or 2.5 GPA (75%) for VN students, at the end of the probation period will be terminated by Institute of Technology.

To read:

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 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 will be terminated by Institute of Technology.

Because nursing program content is presented in a sequential manner, Vocational Nursing students must maintain a 2.0 GPA (70%) 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".

Page 21

Add the following paragraph:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT INSTITUTE OF TECHNOLOGY

The transferability of credits you earn at the Institute of Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or degree you may earn at the Institute of Technology is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma, or degree you earn at the Institute of Technology are not acceptable at the institution to which you seek transfer, you may be required to repeat some or all of the 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 credits, diploma or degree will transfer.