



**Institute**  
of Technology

# **Catalog Addenda** **Clovis Main 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.

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#### **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.

#### **Administrative Office Professional**

#### **Baking and Pastry Specialist**

#### **Computerized Accounting**

#### **Heating, Ventilation & Air Conditioning**

#### **Human Resources Administrator**

#### **Medical Billing/Coding Specialist**

#### **Medical Office Administration**

#### **Network Support Technician**

#### **Pharmacy Technician**

#### **Professional Medical Assistant**

#### **Web and Graphics Design**

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 Diploma (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

#### **Baking and Pastry Specialist (Weekend Course)**

February 5, 2011 .....	February 26, 2012
March 19, 2011 .....	April 15, 2012
May 7, 2011 .....	June 3, 2012
June 25, 2011 .....	July 15, 2012
August 13, 2011.....	August 26, 2012
October 1, 2011 .....	October 14, 2012
November 12, 2011 .....	December 2, 2012

#### **Culinary Arts Professional Diploma (Full Program)**

#### **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

#### **Accounting (AAS Degree)**

January 18, 2011 .....	July 6, 2012
February 21, 2011.....	August 9, 2012
March 28, 2011 .....	September 13, 2012
May 2, 2011 .....	October 18, 2012
June 6, 2011 .....	November 21, 2012
July 11, 2011.....	January 12, 2013
August 15, 2011 .....	February 14, 2013
September 19, 2011 .....	March 21, 2013
October 24, 2011 .....	April 25, 2013
November 28, 2011.....	May 31, 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

Baking and Pastry Specialist weekend classes are held on Saturday and Sunday from:

8:30 a.m. to 4:40 p.m.

### Legend

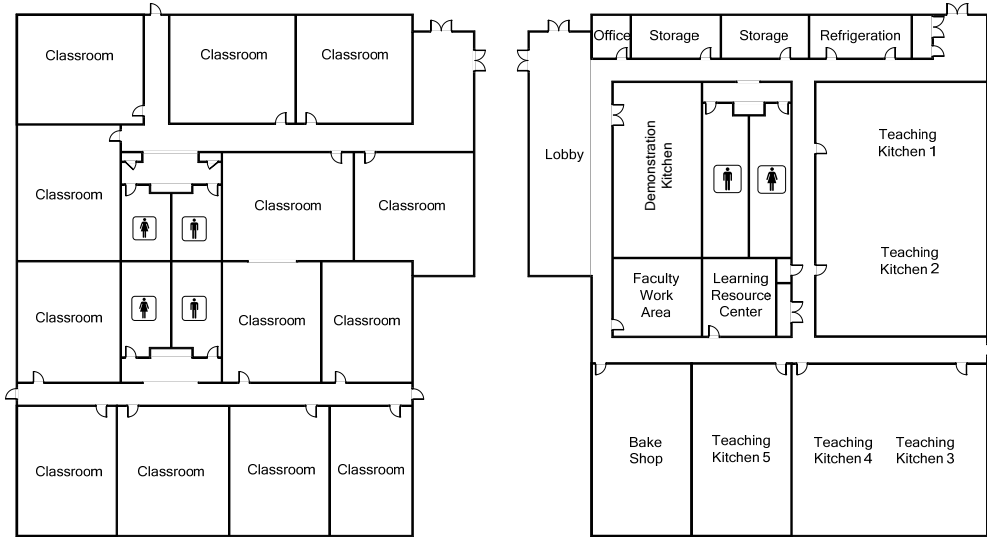
Scheduled Class Day: #

No Class: #

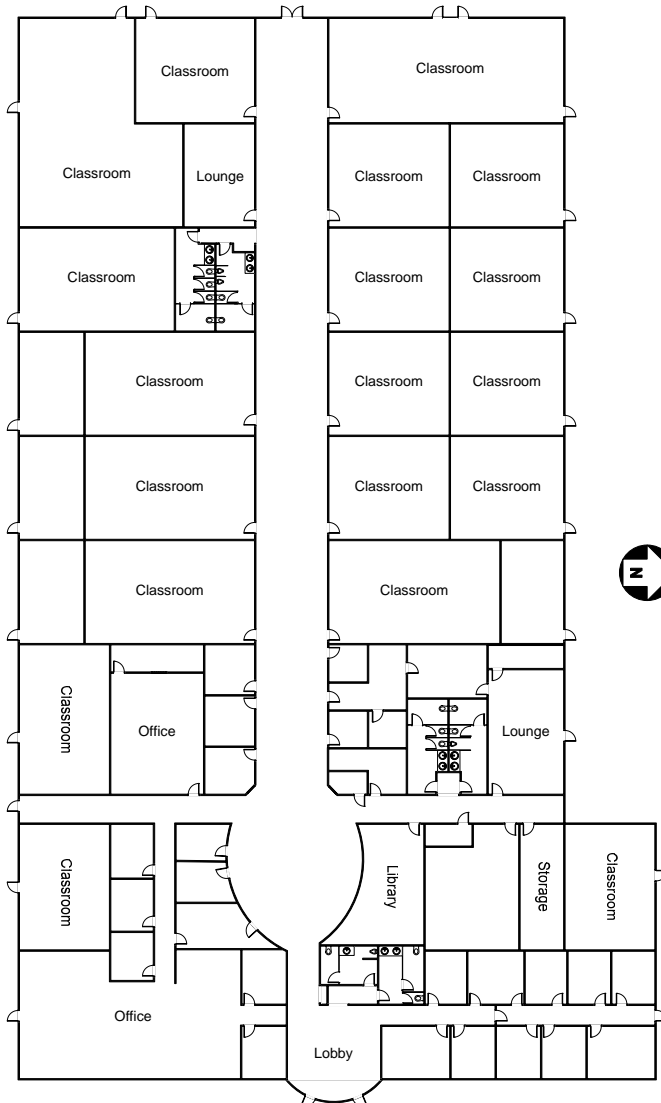




# Facilities



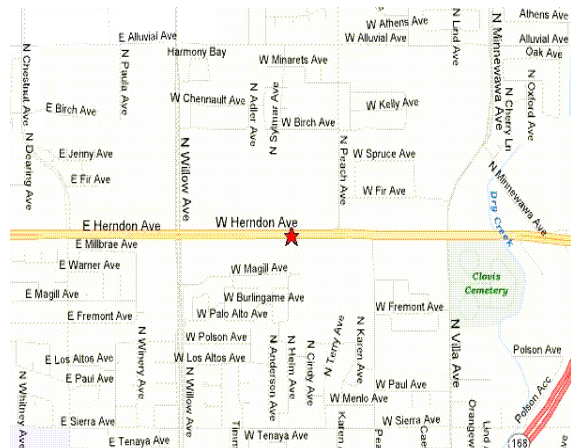
564 W. Herndon, Clovis, CA 93612



Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 35. Institute of Technology, Inc. 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 Clovis Campus is open Monday through Thursday, from 8:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday through Thursday, and 8:30am to 4:40pm on weekends.





## 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.

Computer labs are organized to maximize learning outcomes central to a student's specific course of study- desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Computerized Accounting and Human Resource Administrator courses.

Students enrolled in the Professional Medical Assistant Program will work with Autoclaves, Centrifuge, and other equipment common to a medical office. Pharmacy Technician students will work with various pill dispensers and mock prescription labs. Medical Billing/Coding Specialist students will work on Medical Manager Software that is common to the medical billing field and by utilizing both Macintosh and Windows based computers, Web and Graphic Design students learn applications specific to both platforms. Medical Office Administration students will work with the appropriate software for a dental or medical office as well as using 10-key calculators and practicing transcription.

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. Network Support Technician students will install network software, and tear-down and troubleshoot computers in labs that support servers, networks, hubs and routers.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is 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 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



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

### **Administrative Office Professional**

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

### **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 (Diploma)**

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

### **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

(Continued on page 10)



## Program Cost

(Continued from page 9)

### **Medical Office Administration**

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

### **Network Support Technician**

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

### **Web and Graphic Design**

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
Administrative Office Professional	\$ 8,435.00	\$ 8,434.00				\$ 16,986.50	59	800	40
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 (Diploma)	\$ 7,685.00	\$ 7,685.00	\$ 7,685.00	\$ 7,685.00		\$ 30,892.50	90	1500	60
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
Medical Office Administration	\$ 8,435.00	\$ 8,434.00				\$ 16,986.50	55	860	40
Network Support Technician	\$ 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
Web and Graphic Design	\$ 8,435.00	\$ 8,434.00				\$ 16,986.50	57	800	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 BPS course is 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
Administrative Office Professional	\$ 8,435.00	\$ 843.50	\$ 1,687.00	\$ 2,530.50	\$ 3,374.00	\$ 4,217.50	\$ 5,061.00
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 (Diploma & 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
Medical Office Administration	\$ 8,435.00	\$ 843.50	\$ 1,687.00	\$ 2,530.50	\$ 3,374.00	\$ 4,217.50	\$ 5,061.00
Network Support Technician	\$ 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
Web and Graphic Design	\$ 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

<b>Joseph Haydock</b>	Campus President
<b>Richard Melella</b>	Academic Dean
<b>Denise Doyle</b>	Associate Director of Education
<b>Sharon Walker</b>	Executive Assistant
<b>Melinda Wood</b>	Director of Student Services
<b>Jamie Jones</b>	Student Success Leader
<b>Misty Laurence</b>	Registrar
<b>Debra Walker</b>	Assistant Registrar
<b>Connor Millard</b>	Receptionist
<b>Cindy Thompson</b>	Receptionist
<b>Paul Smith</b>	Director of Admissions
<b>Joseph Trumbo</b>	Assistant Director of Admissions
<b>Anika Wiebe</b>	Admissions Representative
<b>Renee McComb</b>	Admissions Representative
<b>Leann Quaschnick</b>	Admissions Representative
<b>Susan Loeffler</b>	Admissions Representative
<b>Melisa Davis</b>	Admissions Representative
<b>Farah Singh</b>	Admissions Representative
<b>Connie Stroud</b>	Admissions Representative
<b>Linda Mayo</b>	Admissions Representative
<b>Lizette Haros</b>	Outreach Manager
<b>April Halford</b>	Administrative Assistant
<b>Manola Phimmavong</b>	Administrative Assistant
<b>Theresa Costa</b>	Director of Financial Aid
<b>Pauline Moreno</b>	Financial Aid Officer
<b>Joseph Rodriguez</b>	Financial Aid Officer
<b>Chris Ortega</b>	Financial Aid Officer
<b>Mark Llanes</b>	Financial Aid Officer
<b>Michelle Papoutsis</b>	Financial Aid Clerk
<b>Amanda Nash</b>	Director of Career Services
<b>Alyson Alewine</b>	Assistant Director of Career Services
<b>Elizabeth Matson</b>	Career Services Advisor
<b>Tim Kearn</b>	Career Services Advisor
<b>Edia Camara</b>	Career Services Advisor
<b>Megan Arno</b>	Career Services Advisor
<b>Penny Dhindsa</b>	Career Services Advisor
<b>Michael Ramos</b>	Career Services Advisor
<b>Falina Merihart</b>	Career Services Advisor
<b>Joseph Correia</b>	Career Services Advisor
<b>Amy Ruminski</b>	Marketing Coordinator
<b>Jana Tonkin</b>	Administrative Assistant
<b>Marisa Maron</b>	Extern Coordinator
<b>Theresa McGee</b>	Extern Coordinator

<b>Albert Aguiniga</b>	Facilities Manager
<b>Tony Leon</b>	Facilities Technician
<b>TBD</b>	LAN Administrator
<b>Devon Miles</b>	LAN Technician
<b>Ernesto Moreno</b>	LAN Technician
<b>Laura Haberstitch</b>	Librarian
<b>Kim Kempen</b>	On-Line Tutor
<b>Nancy Fraleigh</b>	Student Success Coach
<b>Sarah Dupuis</b>	Director—EMT Program / Clinical Coordinator—Vocational Nursing Program
<b>Robin Phoolka</b>	Accounts Payable and Purchasing Agent
<b>Sherry Parker</b>	Student Accounts Representative

### FACULTY

<b>Deborah Cacy</b>	Mentor Instructor / PMA Instructor <i>Certified Medical Assistant / 24+ years industry experience</i>
<b>Erik Giese</b>	Culinary Instructor <i>Chef/ServSafe Certified / 6+ years industry experience</i>
<b>Richard Calhoun</b>	HVAC Mentor Instructor <i>13 Years industry experience</i>
<b>Martin Samudio</b>	Culinary Instructor <i>Chef / AAS / B.S. / 28+ years industry experience</i>
<b>Marisa Maron, CPht</b>	PT Instructor/Extern Coordinator <i>Certified Pharmacy Technician / 10+ years industry experience</i>
<b>Amy Hawkins</b>	PMA Instructor <i>9+ Years industry experience / CPR Certified / Certified Medical Assistant</i>
<b>Molly Hudson, FMP</b>	Culinary Mentor Instructor / Extern Coordinator <i>Certified Foodservice Management Professional / 25+ Years industry experience</i>
<b>Dennis Lewis</b>	WGD Instructor <i>BFA in Commercial Illustration / 25+ years industry experience</i>
<b>Sarah Lopez</b>	Culinary Instructor <i>Chef/AS Culinary Arts / 10+ Years industry experience</i>
<b>Thomas Mendoza</b>	Culinary Mentor Instructor <i>Certified ServSafe Sanitation / Chef/Pastry Chef / 25+ Years industry experience</i>
<b>Lynne Rabe</b>	Instructor/Med Div Director <i>Certified Medical Assistant / 30+ years industry experience</i>
<b>Christopher Smith</b>	Culinary Instructor <i>Chef/AS Culinary Arts / Certified ServSafe / 10+ years industry experience</i>

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## Staff and Faculty

(Continued from page 12)

**Michael Handy CEC** Culinary Instructor  
*Certified Executive Chef / AA Culinary Arts-Hotel & Restaurant Management / 15+ Years industry experience*

**Don C. Waddell, C.C.** Culinary Division Director  
*Chef / 10 Years industry experience / AA Business*

**Jason Desmond** Culinary Instructor  
*Certified Executive Chef / AOS Culinary Arts / Certified ServSafe / 15+ Years industry experience*

**William Patterson, III Ph.D.** Bus/HRA Instructor  
*30+ Years industry experience*

**Nina Henry-James** ProDev Instructor  
*B.S. in Business Administration / 12 Years industry experience*

**Erin Easley** Culinary Instructor  
*Pastry Chef/3+ Years industry experience*

**Kristine Morgan** WGD Instructor  
*9+ years experience / Graphics Design*

**Jerry Thompson** HVAC Instructor  
*20+ Years Experience*

**Scott Gale** HVAC Instructor  
*EPA & CA Home Energy Efficiency Rater/7 years industry experience*

**Fausto Garcia** NST Instructor  
*Microsoft Certified Professional / A+ / Net+ / MCSE / 13 Years industry experience*

**Bill King** HVAC Instructor  
*EPA Certification / ARI Certification / Nastec Certification / Trac Pipe Certification / State Contractors License (C-20) / Refrigerant 410-A Recovery and Handling Certification / 18+ years industry experience*

**Mark Patch** HVAC Instructor  
*EPA Certification, Contractor's License / 25+years industry experience*

**Shannon Stoltz, CPhT** PT Instructor  
*8+ years industry experience / Certified Pharmacy Technician*

**Kyle Waller** Culinary Instructor  
*AS-Culinary Arts / 10 Years industry experience*

**Frank Lamonski** NST Instructor  
*MCP / 23 years industry experience*

**Robert Scott Falk** Business Instructor  
*30+years industry and education experience / B.A/M.Div*

**Willem Bezemer** Culinary Instructor  
*55+ years industry experience / Master Pastry Chef*

**Robin Dukart** MBCS/MOA Instructor  
*6+ years industry experience / Billing and Medical Administration*

**Al Arias** HVAC Instructor  
*13+ years industry experience / Trac Pipe Certified / EPA Certified*

**Thomas Nelson** Culinary Instructor  
*32+ years industry experience / A.S. Culinary*

**Theresa McGee** PMA Instructor / Extern Coordinator  
*17+ years industry experience / CPR Certified*

**Foster Womble** CERM Instructor  
*26+ years in the Sheriff's Department-Sergeant and Special Investigations / Incident Command System Member (Retired) / B.S. in Criminology with a Minor in Industrial Education*

**Lorenzo Lara** Adjunct Legal Instructor  
*20 years in the Sheriff's Department, Corrections*

**Jesse Farias** Gen Ed Instructor  
*3+ years in lead education and coaching / MA Education with credential*

**David Pol** Culinary Instructor  
*Executive Chef / ACF Board of Directors / Certified ServSafe, Nutrition, Supervisory Management / NICA Member / NECA Member / 34+ years industry experience*

**Richard Kebo** NST Instructor  
*20+ years in computer technologies / B.A. in Technical Systems*

**Eveitt Ware** ProDev Instructor  
*BS Business Management / 20+ years industry experience*

**Judy Chang** CA Instructor  
*11+ years with business/insurance experience / BA in Sociology with a coop in Law and Society*

**Ron Torres** Business Division Director  
*25 years business owner, management, sales / 5+ years as Human Resources Director / BA Management and Organizational Development / MA Leadership and Organizational Studies*

**Trevor Jones** Gen Ed Instructor  
*4+ years in teaching / Masters of Arts in Theology*

**Steve Hathaway** CERM Instructor  
*20+ years Fresno Sherriff's Department / 20+ years Investigations*

**Nancy Taylor** Adjunct Legal Instructor  
*20+ years Fresno Sherriff's Department—Correctional Sergeant*

**Brett Scroggins** Adjunct Legal Instructor  
*20+ years Fresno Sherriff's Department—Special Teams and Training*

**Jon Pino** Adjunct Legal Instructor  
*20+ years Fresno Sherriff's Department—Special Teams and Training*

**Christine Holt** PMA Instructor / Extern Coordinator  
*5+ years industry experience / CPR Certified / Certified Medical Assistant*

**Luis Davila** PMA Lab Assistant  
*Graduate of the PMA Program*

**Robyn Tokubo** CA Instructor  
*17+ years health care industry / AS Business Administration*

(Continued on page 14)



# Staff and Faculty

(Continued from page 13)

**Josh Bremenkamp** NST Instructor  
7+ years Technical Field/Bachelor's degree in Liberal Studies

**Kevin Arnett** Culinary Instructor  
4+ years experience, Dean's List Graduate of CAP Program

**Craig Curit** Technical Division Director  
MBA from UC Riverside / 20+ years of Management experience

**James Jackson** CA Instructor  
5+ years Finance/Banking / BA Marketing / MBA Marketing / 2+ College GenEd Instructor

**Emmit Walkins** Adjunct Legal Instructor  
32+ years retired Fresno County Sherriff's Department (acting Correctional Lieutenant)

**Steve Donovan** Adjunct Legal Instructor  
28 years CHP Officer / Hazmat instructor / BA Criminal Justice

**Juan Martinez** CA Instructor  
13+ years industry experience / B.S. in Accounting

**Mary Haynes** CA Instructor  
25+ years industry experience / B.A. in Accounting / B.A. in Economics

**Kurt Karlsson** HRA Instructor  
23+ years industry experience/ Business Manager (Controller) / BA Industrial Administration (Accounting)

**Daryl Nichols** Adjunct CERM Instructor  
17+ years industry experience / B.S. Criminal Justice

**David Danenberg** PT Instructor

**Christian Romeo** Teacher Assistant

**Angelica Valdez** Culinary Instructor

**Marlene Sham** Teacher Assistant

**Charon McKinley** Adjunct Instructor  
12+ years industry experience / MA in Leadership and Organizational Studies

**Sarah DuPuis, RN** Director EMT Program / Clinical Coordinator—VN Program  
18 years nursing experience / AASN / CPR Certified / ACLS Certified, NAEMSA Member

**Hayley Brough** MOA Instructor

**Bob Locklin** ProDev Instructor  
AAS in Human Resources Administration / 20+ years industry experience

**Melaine Brooks, RD** Culinary Instructor  
13 years industry experience / BS in Dietetics and Food Administration / CDR certified in Adult Weight Management

**Jonathon Davey, CCC** Culinary Instructor  
AOS Culinary Arts / BS Food Science / Certified Chef de Cuisine with the ACF / ServSafe Certified / 10+ years industry experience

**Serena La Plante** PMA Lab Assistant  
Graduate of the PMA Program

**Gideon Guitierrez** PMA Lab Assistant  
Graduate of the PMA Program

**Charlene Holguin** Business Instructor



## 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](mailto:bppve@dca.ca.gov)

Or visit [www.bppe.ca.gov](http://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](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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://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.