



Institute
of Technology

Catalog Addenda
Stockton 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 Stockton Branch Campus is not 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.

Computerized Accounting

Heating, Ventilation & Air Conditioning

Human Resources Administrator

Medical Billing/Coding Specialist

Pharmacy Technician

Professional Medical Assistant

January 18, 2011October 20, 2011
February 21, 2011 November 23, 2011
March 28, 2011January 12, 2012
May 2, 2011 February 16, 2012
June 6, 2011March 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

Human Resources Administrator (AAS Degree)

January 18, 2011March 22, 2012
February 21, 2011 April 26, 2012
March 28, 2011June 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, 2011January 12, 2013
November 28, 2011 February 14, 2013

Criminology/Emergency Response (AAS Degree)

January 18, 2011 April 26, 2012
February 21, 2011June 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, 2011January 12, 2013
October 24, 2011 February 14, 2013
November 28, 2011March 21, 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

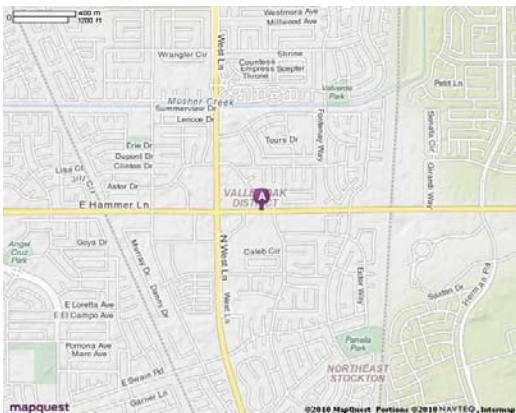
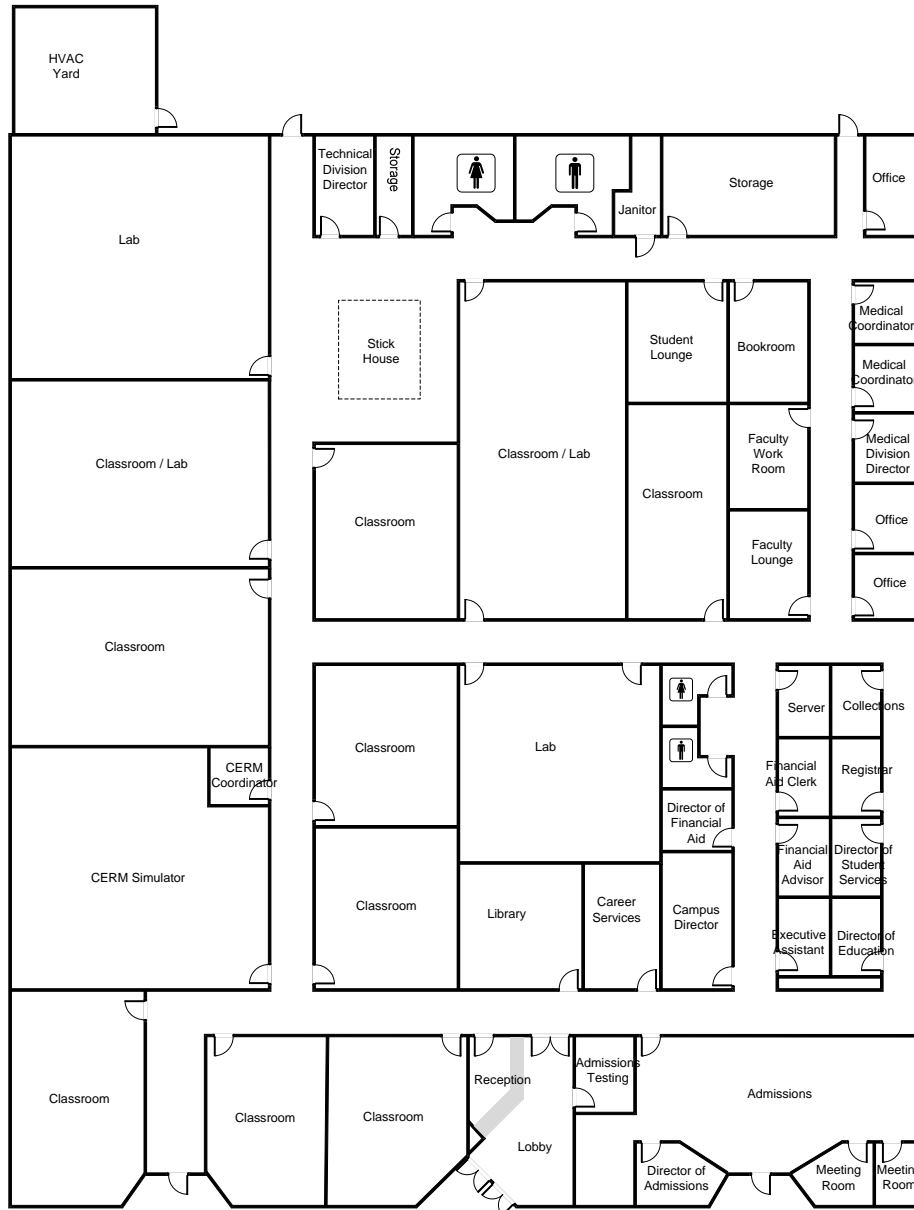
Scheduled Class Day: #

No Class: #

#
#



Facilities



Institute of Technology, Inc. Stockton Branch Campus is located at 1777 Hammer Lane, Stockton, California and is easily accessible from Highway 99. The campus occupies approximately 25,000 square feet of space with 14 classrooms and 24 offices. 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. This facility has been designated as a smoke-free environment.

The Stockton Branch 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 students 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 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.

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 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

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

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				
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
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.

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

REFUND TABLE

Program	Period Cost	PERCENT OF PERIOD COMPLETED					
		10%	20%	30%	40%	50%	60%
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
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

Dr. Roger C. Andersen	Campus President
Istvan (Steve) Fazekas	Director of Education
Julie A. Smith	Executive Assistant
TBD	Director of Student Services
Myndee Tran	Student Success Leader
Erin Castro	Registrar / Librarian
Angela Phommahaxay	Receptionist
Melissa Farr	Receptionist
Anne McBride	LVN Clinical Coordinator
Katia Lao	Learning Resource Center Coordinator
Quintrell Jones	Director of Admissions
Cedric Remo	Admissions Representative
Kiranjot Pannu	Admissions Representative
Ali Moblsaz	Admissions Representative
Johan Moncada	Admissions Representative
Wesley Ball	Associate Representative
Michael Moland	Associate Representative
Angela Brady	Director of Financial Aid
Fiera Dolar	Financial Aid Officer
Shelley Hanible	Financial Aid Officer
Monica Knuckey	Financial Aid Clerk
Felicia Sosa	Student Accounts Clerk
Parmis Brazil	Director of Career Services
TBD	Career Services Advisor
Donald Stearman	LAN Administrator
TBD	Student Success Coach
TBD	Student Accounts Representative
Andy Ky	Security Guard
Rudy Bambico	Maintenance

Vanessa Quesada	PMA Instructor
Bruce Able	CERM Instructor
Jared Zwickey	CERM Instructor
Ramon Heredia	HVAC Instructor
Jesse Dominguez	CA Instructor
Kimberly Miller	HRA Instructor
Michael Perkins	HRA Instructor
Stephanie A. Vaughn	HRA Instructor
John Farrington	HVAC Instructor
Mike Radford	CERM Instructor
Ronald Bacigalopo	CERM Instructor
Kim Castro	CERM Instructor
Luther Freeman II	MBCS Instructor
Jeffrey Hislop	CERM Instructor
Richard Sequeira	HVAC Instructor
Anne McBride RN, PPS, MA	LVN Clinical Coordinator <i>30+ years industry experience</i>
Kristen Kruschke	PT Instructor
Robert Castillo	HVAC Instructor
Greg Franco	HVAC Instructor

FACULTY

Ryan LaChapell	PT Instructor <i>15+ years industry experience</i>
Charles Winn	Criminology Program Director
Dennis Yamamoto	HVAC Program Director <i>30+ years industry experience</i>
Myndee Tran	Business Division Director <i>4+ years industry experience</i>
Lorena Julien	MBCS Instructor
Melissa Strauss	PMA Instructor <i>10+ years industry experience</i>



Staff and Faculty



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



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.