

CREDIT TRANSFERS FOR BACHELOR'S DEGREES - PAGE 3

For those students who want to transfer course work from Heald to apply to a higher degree, Heald has articulation agreements with many other regionally accredited institutions that accept Heald credits toward bachelor's degree programs. Below is a sampling of those schools:

California State University, Monterey Bay	Golden Gate University	Nova Southeastern University
Chaminade University	Hawai'i Pacific University	Sonoma State University
City University	Marylhurst University	University of Phoenix
DeVry University, Fremont	Menlo College	
Franklin University	National University	

Acceptance standards vary by program and institution, so see the director of academic affairs at a Heald campus for more information.

CAREER-FOCUSED CURRICULUM - PAGE 4

- Accounting (Degree, Diploma)
- Business Accounting (Degree, Certificate)
- Business Software Applications (Degree, Diploma)
- Business Administration (Degree, Diploma)
- Computer Information Technology (Degree, Diploma)
- Electronics Technology (Degree, Diploma)
- Hospitality and Tourism (Degree, Diploma)
- Medical Assisting (Degree only)
- Medical Office Administration (Degree, Diploma)
- Networking Technology, Cisco Systems (Degree, Certificate)
- Networking Technology, Advanced Cisco Systems (Degree, Certificate)
- Networking Technology, Microsoft® Windows® 2000 (Degree, Certificate)
- Office Skills (Certificate)
- Web Design and Administration, Design and/or Security (Degree, Certificate)

PROGRAMS AVAILABLE (Not all programs are available at all campuses.)

CERTIFICATION EXAMS

Heald College is an authorized provider of educational programs that help students prepare for the official certification tests created by the Microsoft, Cisco, or Certified Internet Webmaster (CIW) organizations. To become a Microsoft Certified Systems Engineer (MCSE), a Cisco Certified Network Associate (CCNA®), a Cisco Certified Network Professional (CCNP®), a CIW Master Designer, or a CIW Master Administrator, students must pass a series of certification exams at a designated Heald campus or at an off-site authorized testing center.

GENERAL EDUCATION REQUIREMENTS - PAGE 5

	BUSINESS PROGRAMS	TECHNOLOGY PROGRAMS
Communication Skills:	College Composition	Composition and Research
Computational Skills:	Applied Mathematics	Computational Skills: Algebra (<i>Electronics Technology program only</i>) Algebra for Computer Technicians (<i>Computer Information Technology program only</i>)
Social Science:	Psychology	Psychology
Natural Science:	Anatomy (<i>Healthcare programs only</i>) Environmental Science (<i>All other programs</i>)	Applied Physics
Humanities/Fine Arts:	Perspectives of Language and Culture	Perspectives of Language and Culture

BUSINESS ADMINISTRATION - PAGE 12

In January 2003, the Computer Business Administration program name changed to Business Administration.

Keyboarding requirement: 40 WPM (Words Per Minute)

MEDICAL ASSISTING - PAGE 20

Medical assistants are an integral part of the healthcare team, and medical assisting is one of the fastest growing occupations. In fact, employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2010 - a projected increase of at least 57%.^{*} Heald's Medical Assisting program provides skills that enable you to be as capable in the front office as you are in the examining room.

On the job, you will likely perform both clinical and administrative tasks. Clinical tasks include taking medical histories, recording vital signs, preparing patients for examinations, and assisting physicians during examinations. You may also perform basic tests on the premises, including drawing blood, administering injections, and removing sutures. Administrative tasks include updating and filing patient records, handling insurance forms and correspondence, scheduling appointments, and assisting with billing and bookkeeping.

You will learn software for the preparation of medical documents and reports, essential medical terminology, patient scheduling, medical billing and coding, medical laws and ethics, and filing patient records. The program grooms you for positions such as Clinical Medical Assistant, Lab Assistant, or Patient Services Representative.

^{*} Occupational Outlook Quarterly

Keyboarding requirement: 40 WPM (Words Per Minute)

MEDICAL OFFICE ADMINISTRATION - PAGE 22

Keyboarding requirement: 40 WPM (Words Per Minute)

Recommended Substitutions for Diploma/Degree

A105	Accounting Fundamentals with Computer Applications	7
B103	Business Law	4
D220	Principles and Technologies of E-Commerce	4
D222	PC Troubleshooting and Configuration	6
D225	Web Page Development	3
H225	Pharmacology and Drug Calculations	4

OFFICE SKILLS - PAGE 22

Familiarity with computers and software applications can give job applicants a distinct competitive edge. Because the business world is so reliant on computers, employers need to be assured of a prospective employee's skill level in working with typical hardware and software. Industry-recognized certification such as Microsoft Office Specialist and/or Internet and Computing Core Certification. (IC3™) ensures that an applicant has the core skills necessary to be productive on the job.

Heald's Office Skills Certificate of Completion program addresses workplace skills and organizational environments. You'll learn about how computers and technology are used in the workplace and how to structure and transmit data related to the Internet. Its special focus on Microsoft Word, Excel, Access, and PowerPoint will help you develop the desktop application skills needed to take the Microsoft Office Specialist and IC3 certification exams.

The Office Skills program will help you prepare for a wide variety of jobs, including Administrative Assistant, Office Support, and Secretary. This certification program is appropriate for someone entering the workplace for the first time, someone reentering the workplace, or a current jobholder who wants to upgrade skills.

Heald Certificate of Completion

Students interested in pursuing a non-degree program which includes training for Microsoft Office Specialist certification and IC3 certification may earn a certificate of completion by successfully completing the two-quarter, 25-unit Office Skills program.

Certification Exams

To become a Microsoft Office Specialist, the student must pass one or more of the Microsoft Office Specialist Core or Comprehensive certification exams. To become IC3 certified, the student must pass a series of three certification exams. These exams may be taken at designated Heald College campuses or at off-site authorized testing centers.

POLICIES AND PROCEDURES - PAGE 48

ENROLLMENT

- Admission to Heald College requires that applicants do the following:
- Interview with an admissions advisor.
- Indicate that they are a high school graduate; possess a GED or state certificate; possess a certificate of completion of a home-study program recognized by the student's home state; or can produce a postsecondary academic transcript showing the successful completion of a minimum of an associate degree program at another institution.
- Complete an application for admission and submit the application fee.
- Pass the admissions examination(s) required for the desired program of study.

The admissions advisor reviews the applicant's qualifications and recommends admission to the campus director, whose decision is considered final. Exceptions may be granted for extenuating circumstances, at the sole discretion of the campus director. Heald College reserves the right to deny admission to any person for any nondiscriminatory reason. Applicants are notified of their acceptance status promptly.

TUITION

Technology fee, paid quarterly: \$150

PROGRAM COMPLETION REQUIREMENTS - PAGE 52

To receive an associate degree, diploma, or certificate of completion, a student must fulfill the following requirements:

1. Complete the courses and keyboarding and 10-key requirements as outlined in the catalog under which the student enrolled or as specifically approved by the director of academic affairs.
2. Complete unit and course requirements with a minimum 2.0 cumulative GPA.
3. Achieve a minimum grade of "C" in the program's major courses. Refer to the program pages of this catalog for identification of major courses.
4. Complete at least 50 of the units while attending Heald College.
5. Be in attendance at Heald College the last full quarter prior to completing the requirements for graduation.
Exceptions to this policy must be approved in writing by the director of academic affairs.

CAREER SERVICES GRADUATION CEREMONY REQUIREMENT

Each student must complete a Career Services online application and have completed a cover letter, thank-you letter, references, and resume. Those who request placement assistance must submit an updated resume with the online application prior to the graduation ceremonies.

ADMINISTRATION AND CAMPUS DIRECTORS - PAGE 64

CAMPUS DIRECTORS

Michael Mallory, B.S.
Vice President and Executive Director
Stockton

Evelyn Schemmel, B.S.
Vice President and Executive Director
Honolulu

Barbara Gordon, B.A.
Vice President and Executive Director
Hayward

Ada Gerard, B.A.
Campus Director
San Francisco

Carolyn Kovalski, M.B.A.
Campus Director
Fresno

Donald E. Hardenbrook, M.A. (candidate)
Regional Campus Director
Sacramento Region

John Luotto, B.A.
Regional Campus Director
Milpitas and Salinas

Stephen Prisby, B.S.
Campus Administrator
Portland

Jason Smith, B.S.
Campus Director
Concord

ADMINISTRATION

Laurence Barton, Ph.D.
President and Chief Executive Officer

Roger Andersen, Ed.D.
Vice President and Chief Operating Officer

Judy Hill, M.B.A.
Vice President and Chief Financial Officer

Roger Vergin, Ph.D.
Vice President and Chief Academic Officer

David Wadbrook, Ph.D.
Senior Vice President, Research

Wayne Brown, Ph.D. (candidate)
Vice President, Information Technology

Michael Burton, M.A. (candidate)
Assistant Vice President, Strategy
Admissions and Marketing