California College of Business, Science & Technology

2026-2027 Academic School Year Catalog

Effective June 1st- June 1st

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Catalogue Disclosure

It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution‘s website to all prospective students. The catalog is updated at least once a year or whenever changes to policies take place. Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

Mission Statement

At California College of Business, Science & Technology (CCBST), our mission is to deliver accessible, high-quality, career-focused education that empowers students to succeed in a rapidly evolving global workforce—through flexible online learning, industry-relevant curriculum, and dedicated student support.

Objectives

• To encourage and foster the value of life-long learning in our students;

• To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;

• To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;

• To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

• To teach students proper techniques as well as business ethics.

Non-Discrimination Policy

California College of Business Science & Technology is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs.

Disclosure Statements

California College of Business Science & Technology is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education. California College of Business Science & Technology is not accredited.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed at:

Bureau for Private Postsecondary Education

P.O. Box 980818,

West Sacramento, CA 95798

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.

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 website (www.bppe.ca.gov).

California College of Business Science & Technology does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the

preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.).

California College of Business Science & Technology does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any program. California College of Business Science & Technology does not have an articulation agreement or transfer agreement with any other college or university at the present time. If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

California College of Business Science & Technology is not approved to participate in State or Federal Student Aid Programs.

Facilities

CCBST certificate programs in Business, IT, and Health are offered 100% online through distance education. The CCBST certificate programs have physical administrative office(s) in California located at:

50 California Street, Suite 1500, San Francisco, CA, 94111

Tel: 408-581-8691 Fax: +1 408 673 5350

www.ccbstcollege.com

Library and Learning Resources

Library Services will be offered with LIRN and a professional Resource Librarian. The LIRN resource provides academic resources and tools to support CCBST's students. They provide CCBST students with access to licensed content and technical support. Librarians are credentialed and hold master's degree in library science. The LIRN library provides access to the following collections:

- ACM Digital Library
    - A collection of journals and e-books.
- Gale Databases
    - Comprised primarily of articles from journals and newspapers with some video content.
- IEEE All-Society Periodical Package
    - A collection of 169 periodicals in the areas of engineering, electronics, and computer science.
- IEEE/IEL Electronic Library
    - Access to journals and eBooks in the areas of electronic engineering, computer science, and electronics.
- ProQuest Central
    - A collection of 57+ databases. A complete list follows the quote line items. These databases are comprised primarily of articles from journals and newspapers with some video content.
- EBook Central: Academic Complete
    - A collection of over 202,000 eBooks covering a variety of subject areas

Admissions Policies & Procedures

Potential applicants should contact The California College of Business Science & Technology by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss various aspects of the programs offered, tuition, financing, and entrance requirements. If qualified, applicants may complete pre-assessments, fill out application forms, and complete the enrollment

agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.

General Admissions Criteria

Each program offered at California College of Business Science & Technology has its own admission standards and it is the responsibly of the applicant to meet those standards. Applicants should review the program description for the specific admission standards for each program offered. Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates, or have a high school equivalency certificate (GED). Applicants who are under the compulsory age of school attendance may be admitted provided they are high school graduates or the equivalent. A parent, legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

The California College of Business Science & Technology does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.

The California College of Business Science & Technology has no articulation agreement in place with other schools or colleges. At this time California College of Business Science & Technology does not recognize transferability of credits you earn at other colleges.

Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

All students without a High School diploma or equivalent who demonstrate that they have the "ability to benefit" from our programs through successful completion of the Wonderlic examination are accepted pending the results of a personal interview with a counselor.

Admission Standards

For admission to one of The California College of Business Science & Technology' programs, a potential student must complete all of the following:

1. Submit an original high school certificate or original transcript indicating that the student graduated from an accredited high school or a signed statement by the

student attesting to possessing a high school certificate or GED. All non-English transcripts must be translated into English and be officially certified.

2. Submit official copies of transcripts of all postsecondary level institutions attended by the applicant prior to enrolling at California College of Business Science & Technology. All non-English transcripts must be translated into English and be officially certified.
3. Attain an acceptable score on the applicable admission test given to all certificate program applicants when necessary.
4. Attend a new student orientation.
5. Complete and submit an application form.
6. Complete, sign, and submit an enrollment form.
7. Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
8. Pay a registration fee of $100.00.

Wonderlic Test Score

Prospective applicants without proof of a high school diploma or its equivalency certificate (GED) must successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

English Language Requirement

California College of Business Science & Technology does not provide English language services. All instruction is conducted in English only.

It is required that all applicants demonstrate English-language proficiency during their interview with admission personnel.

Prospective applicants without proof of a high school diploma or its equivalency certificate (GED) must successfully complete of an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

Additional Admission Requirements for International Students:

The Test of English as a Foreign Language (TOEFL) is a common way for international applicants to demonstrate English proficiency for admission to schools in the United States. If the prospective student does not have sufficient English literacy i.e. completion of high school and/or post-secondary education in English, CCBST will require TOEFL testing.

The minimum TOEFL score required for admission at California College of Business Science & Technology is a minimum of 550.

Notice Concerning the Transferability of Credits and Credentials Earned at Our Institution.

The transferability of credits you earn at California College of Business Science & Technology is **at the complete discretion of the institution to which you may seek to transfer**.

Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California College of Business Science & Technology to determine if certificate will transfer.

Academic Policies

California College of Business Science & Technology' attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

Attendance/Probation/Dismissal

The faculty and staff of California College of Business Science & Technology consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Satisfactory Academic Progress requires a student to maintain a minimum of 80% attendance. Students who are excessively absent (20% or more of classroom hours) will be placed on probation. If the student's attendance

does not improve at the next evaluation point, the student will be dropped from the program. Any student absent for ten (10) consecutive calendar days without a written and approved Leave of Absence will be terminated from their program. Students will not be readmitted without the approval of the primary instructor and Chief of Academic Officer. If a student is absent for a test, he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with the approval of the Chief of Academic Officer.

- One tardy equals 1-2 hours of absence (depending on the program)
- One early departure equals one hour of absence.

Letter Grade and Grade Point System

California College of Business Science & Technology grades on a 4.0 scale system. Following is the letter grade/numerical equivalents of the institution's system.

Letter Grade	Percentage	Indicator
A	90-100%	Excellent
B	80-89%	Good
C	70-79%	Satisfactory
D	60-69%	Unsatisfactory
F	Below 59%	Failing

Faculty Turnaround Time

The turn-around time for instructor feedback/graded assignments is 7-day turnaround. 70% is the minimum requirement in theory and practical training. Students must maintain a “C” average for successful progression and graduation. Students need to retake tests scored below 70%. Satisfactory Academic Progress requires a student to maintain a minimum “C” average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student’s academics (theory and practical) do not improve at the next evaluation point, the student will be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

Course Retake Policy

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F), subject to additional tuition and fees.

Maximum Time in Which to Complete

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

Leave of Absence

Students are entitled to take only one leave of absence during any calendar year. The duration of the leave of absence is minimum 14 consecutive days and may not exceed sixty (60) consecutive days. A student may request a LOA by notifying the school in person. Requests for leave must be submitted in writing to the Chief Academic Officer and must include an anticipated return date and be signed by the student. Failure to return to college as scheduled without prior written notification and approval from the Chief Academic Officer will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Chief Academic Officer may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Attendance Probation

At least once a week, the Chief Academic Officer monitors the student attendance reports of all active students and calls may be made to students who have missed one or more days during that week. Students are required to have an overall attendance rate of 80% or more to meet the minimum attendance requirement in their program. A student who has consecutively missed more than 20% of the scheduled class hours in any given level or module will be put on probation until the next evaluation point. If the student’s attendance

does not improve at the next evaluation point, the student will be dropped from the program. A probation letter will be sent to that student.

Make-up Work

Students can make-up missed class hours at the end of their scheduled class day with Director Approval. In addition, students may make-up hours by participating in school-sponsored events or other extracurricular activities at which a college instructor is present. All assignments, tests, and homework may be made up.

Students who were absent on theory days, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as an "O" (zero) when calculating the academic progress grade point average.

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend College for ten (10) consecutive class days.
- Failure to return from an approved leave of absence on the scheduled return date
- Failure to maintain satisfactory progress for two consecutive modules.
- Failure to fulfill financial agreements.
- Failing any course in the program twice (at specific evaluation points) during the one enrollment period.

Student Activities and Services

California College of Business Science & Technology offers student activities and services that enhance the student's learning experience as well as assists students in preparing for employment. Students are provided with the following services:

Academic Counseling

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty and Chief Academic Officer have a sincere interest in the personal welfare of each student, and therefore an open-door policy is employed.

Academic Advisement

The course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program. Any alteration to any program offered by the College has to be preauthorized by the Chief Academic Officer.

Placement Services

California College of Business Science & Technology does not guarantee employment for its graduates. The graduate services staff assist students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The College makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught in workshops offered by student services towards the end of each program:

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews
- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort

General Terms and Conditions

General Conduct

Students are expected to comply with college policy regarding curriculum, testing, absences, tardiness, and makeup while displaying courtesy and consideration towards instructors, staff and other students. California College of Business Science & Technology defines improper conduct as the following: discourteous towards instructors, staff, and other students; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for college policy. Improper conduct is the cause of suspension or expulsion.

The College reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The College reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

Important Notice

The school is not responsible for any lost, stolen or damage of any student's property.

An important part of the training at California College of Business Science & Technology includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies. Therefore, California College of Business Science & Technology has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a businesslike manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation between students and College staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Grounds for Disciplinary Action

- Unsatisfactory Academic performance.
- Unsatisfactory Attendance.
- Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
- Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
- Failure to meet Financial Requirements.
- Inappropriate professional clothing worn during training.
- Failure to abide by the Rules and Regulations of the College.
- Failure to pay tuition (or any other charges) when due.

- Breach of school enrollment agreement.
- Cheating.
- Falsifying school records.
- Carrying a concealed or potentially dangerous weapon.
- Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
- Instigation and/or participation in rebellious activities against the school and/or its student(s).
- Solicitation, which reflects unfavorably upon the school and/or its students.
- Vandalism of school property.
- Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
- Fighting (physical or verbal)
- Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re- admittance into their program by following the Student Grievance Procedure as noted in this catalog.

Grievance Procedure

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually miscommunication or misunderstanding is a major contributing factor.

For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved.

If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” differences will resolve the problem.

In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so.

All written complaints will be resolved within 10 days and will be sent to the student in writing.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

1747 N. Market Blvd. Suite 225

Sacramento, CA 95834 www.bppe.ca.gov

Mailing address is:

P. O. Box 980818 W. Sacramento , CA 95798-0818

Toll Free Number: 1 (888) 370-7589

Telephone Number: (916) 431-6959

Fax: (916) 263-1897

Liability

California College of Business Science & Technology assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on campus grounds.

Retention of Records

California College of Business Science & Technology will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient for both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by

the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

Transcripts

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended.
The school reserves the right to withhold an official transcript, if the student's financial obligation to the school is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The school also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is $10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. Subject to processing fees.

Schedule of Charges

Programs of Study	**Cost Breakdown**				
	Registration	Tuition	STRF *	Uniform, Books and Supplies	**Total Cost
	Non refundable	Refundable	Non Refundable	Refundable	Refundable
Business	$100.00	$4,290.00	$0.00	$280.00	$4,670.00
Information Technology (IT	$100.00	$4,290.00	$0.00	$280.00	$4,670.00
Cybersecurity (Diploma)	$100	$6,500.00	$0.00	$280.00	$6,880.00
Health	$100.00	$5,500	$0.00	$280.00	$5,880.00

*Since April 1, 2024, the STRF fee has been temporarily REDUCED to $0.00

**These are the total charges for the period of attendance and are the total charges for the entire program.

Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if either of the following applies:

a) You are not a California resident, or are not enrolled in a residency program, or

b) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

   However, no claim can be paid to any student without a social security number or taxpayer identification number.

   If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.

   Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will be zero ($0) per $1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students.

Cancellation and Refund Policy

Students Right to Cancel

You have the right to cancel the enrollment agreement you sign for a course of instruction including and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the College shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days, unopened/unused following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition (unopened/unused) within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition (unopened/unused), within 45 days after your notice of cancellation is received. Any used or opened books and supplies may not be returned for credit under any circumstances.

Student Withdrawal, Refund Policy

The student has the right to withdraw from a program of study at any time and pay only for tuition reflective of the amount of time the student was enrolled in. If the student withdraws prior to completion of the Program of study in which she/he is enrolled in the College determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the Program. Should the number of scheduled hours during the students' enrollment in the Program exceed sixty percent (60%) of the total hours in the Program, the College shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained on page one of the Enrollment Agreement. If the student withdraws from his/her Program of study after the deadline for the student's right to cancel the Agreement has passed and the student is entitled to a refund per the pro rata calculation mentioned above, the College will issue such refund to the student less a registration fee $250.00, within 45 days follow. If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition (unopened/unused) within 30 days following the date of your withdrawal, the school shall refund the charge for the books or equipment paid by you.

Certificate Programs

Business

Administrative Assistant Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

90 Hours

Synchronous: Zoom sessions

Asynchronous: Estudent LMS work

SOC Code: 43-6000

Program Description

The Administrative Assistant Program is designed to provide students with training in Administrative Assistance including the basics of Microsoft Office, Word, PowerPoint, and Excel. The program will train students in basic Bookkeeping and Accounting principles and provide the fundamentals of Human Resources Management.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Administrative Assistant role and responsibilities
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools for Administrative Assistant tasks

Program Outline

GEN 100 Microsoft Basics
ACC 101 Introduction to Bookkeeping and Accounting Principles
HRM 100 Introduction to Human Resources Management
Total hours: 90

Accounting Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

120 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code: 43-3031.00 Program

Program Description

The Accounting Program is designed to provide students with training in Accounting including the basics of Microsoft Office, Word, PowerPoint, and Excel. The program will train students in basic Bookkeeping and Accounting principles, provide the fundamentals of Payroll and Office Procedure Foundations, and principles of Interpersonal Skills.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Banking and Finance role and responsibilities
- Demonstrate knowledge of Banking and Finance principles
- Demonstrate understanding of Banking Fundamentals
- Demonstrate understanding of Interpersonal and Business Communications related to Banking and Finance
- Demonstrate application of administrative tools for Banking and Finance

Program Outline

GEN 100 Microsoft Basics
ACC 101 Introduction to Bookkeeping and Accounting Principles
ACC 102 Payroll and Office Procedure Foundations
SS 102 Interpersonal Skills

Total hours: 120

Banking and Finance

Non-Degree Non-Credit Certificate Level Courses (Below college level)

90 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code: 11-3031.00

Program Description

The Banking and Finance certificate is designed to provide students with training in Banking and Finance including the basics of Microsoft Office, Word, PowerPoint, and Excel. The program will train students in Banking Fundamental principles, provide the fundamentals of Payroll and principles of Interpersonal and Business Communications.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Banking and Finance role and responsibilities
- Demonstrate knowledge of Banking and Finance principles
- Demonstrate understanding of Banking Fundamentals
- Demonstrate understanding of Interpersonal and Business Communications related to Banking and Finance
- Demonstrate application of administrative tools for Banking and Finance

Program Outline

GEN 100 Microsoft Basics
BAFS 100 Banking Fundamentals SS103 Interpersonal and Business Communications
ACC 102 Payroll and Office Procedure Foundations
Total hours: 90

Human Resources Management Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

90 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code:11-3121.00

Program Description

The Human Resources Management Program is designed to provide students with training in Human Resources Management including an Introduction to Human Resource and Financial Management, an overview of Human Resources Administrative, Legal and Business Systems. Students will develop Interpersonal and Business Communications skills related to HR Management in the course.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate understanding of Human Resources Management role and responsibilities
- Demonstrate knowledge of Human Resources and Financial Management
- Demonstrate understanding of Human Resources Administrative, Legal and Business Principles
- Demonstrate understanding of Interpersonal and Business Communications related to Resources Management

Program Outline

HRM 102 Introduction to Human Resource and Financial Management
HRM 103 Human Resources Administrative, Legal and Business Systems
SS103 Interpersonal and Business Communications
Total hours: 90

Logistic and Supply Chain Management Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

105 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code:11-3071

Program Description

The Logistic and Supply Chain Management Program is designed to provide students with training in Logistic and Supply Chain Management including Microsoft Basics, an overview of Fundamentals of Law, Negotiations, Logistics and Operations. Additionally, students will develop an understanding of Security, Compliance, Customs and Freight Procedures.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Logistic and Supply Chain Management role and responsibilities
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Fundamentals of Law, Negotiations, Logistics and Operations
- Demonstrate understanding of Security, Compliance, Customs and Freight Procedures

Program Outline

GEN 100 Microsoft Basics
LSM 101 Fundamentals of Law, Negotiations, Logistics and Operations
LSM 102 Security, Compliance, Customs and Freight Procedures
Total hours: 105

Information Technology (IT)

Non-Degree Non-Credit Certificate Level Courses (Below college level)

120 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code: 15-1221.00

Program Description

The Artificial Intelligence Program is designed to provide students with training in Artificial Intelligence including an overview of AI, with Introduction to Artificial

Intelligence. Students will also learn the essentials for AI including Python for Data Science, Speech Recognition Systems, and Computer Vision and Image Analysis.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Logistic and Supply Chain Management role and Demonstrate Understanding of Artificial Intelligence principles
- Demonstrate foundational knowledge of Artificial Intelligence
- Demonstrate understanding of basic Python for Data Science Principles
- Demonstrate understanding of Speech Recognition Systems
- Demonstrate application of Computer Vision and Image Analysis tools to AI tasks

Program Outline

CS 100 Computer Literacy
AI103 Introduction to Artificial Intelligence (AI)
AI104 Introduction to Python for Data Science
AI112 Speech Recognition Systems
AI111 Computer Vision and Image Analysis
Total Hours: 120

Marketing Digital Engagement Strategy Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code: 11-2021

Program Description

Students in the Marketing Digital Engagement Strategy Program will learn foundational Computer Literacy, in addition to Design, Marketing, and Analytics. They will also learn the fundamentals for Social Media Marketing, Search Engine, and Performance Marketing and create a Final Project in Digital Engagement Strategy.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Marketing Digital Engagement Strategy
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of Introductory Marketing Principles
- Demonstrate understanding of basic Analytics
- Demonstrate understanding of Social Media Marketing
- Demonstrate application of Search Engine and Performance Marketing tools to Marketing Digital Engagement Strategy tasks
- Demonstrate understanding of with a Final Project in Digital Engagement Strategy

Program Outline

CS 100 Computer Literacy
MDES101 Introduction to Marketing
MDES102 Introduction to Analytics

MDES108 Social Media Marketing
MDES106 Search Engine and Performance Marketing
MDES115 Project - Digital Engagement Strategy
Total hours: 180

Big Data Analytics Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code:15-2051.01

Program Description

Students in the Big Data Analytics will receive the basics of Computer Literacy, in addition to learning about Data Analytics for Business. Students will learn the fundamentals for Big Data and engage in Python Programming Language. The course is further designed for student to learn Business Analytics for Decision Making and Big Data Modeling and Management Systems.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Big Data Analytics fundamentals
- Demonstrate knowledge of Data Analytics for Business

- Demonstrate understanding of basic Big Data Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of Python Programming Language to Big Data tasks
- Demonstrate understanding of Business Analytics for Decision Making
- Demonstrate application of Big Data Modeling and Management Systems

Program Outline

CS 100 Computer Literacy
BDA101 Introduction to Data Analytics for Business
BDA104 Introduction to Big Data
BDA110 Python Programming Language
BDA103 Business Analytics for Decision Making
BDA105 Big Data Modeling and Management Systems
Total hours: 180

Mobile Application Development Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code: 15-1252

Program Description

The Mobile Application Development program is designed for students to receive the basics of Computer Literacy while learning Basic Android Application Development Java Programming, ServerSide Web Application Development for Mobile, and Best Practices in Mobile Development. Additionally, Students will learn Interface Design/Mobile Application, Design and Prototyping and create a Mobile Application Development Project

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Mobile Application Development
- Demonstrate knowledge of Microsoft Basics for Mobile Application Development uses
- Demonstrate understanding of Basic Android Application Development Java Programming Principles
- Demonstrate understanding of Introduction to Server-Side Web Application Development for
- Mobile (PHP/MySQL)
- Demonstrate application of administrative tools to Administrative Assistant tasks
- Demonstrate understanding of Mobile Development Best Practices
- Demonstrate application of User Interface Design/Mobile Application UX & UI Design and Prototyping to Mobile Application Development tasks
- Demonstrate knowledge with a Final Project in Mobile Application Development

Program Outline

CS 100 Computer Literacy
MAD110 Basic Android Application Development Java Programming
MAD107 Introduction to Server-Side Web Application Development for Mobile (PHP/MySQL)
MAD116 Mobile Development Best Practices
MAD109 User Interface Design/Mobile Application UX & UI Design and Prototyping
MAD120 Mobile Application Development Project
Total hours: 180

Graphics Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

155 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code:27-1024

Program Description

The Graphics program is designed for students to receive the Computer Literacy foundations, with Content Creation and Graphic Design. Further, using Adobe Dreamweaver and HTML & CSS, PHP and MySQL, they will develop a Final Project Presentation.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Graphics
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks

Program Outline

CS 100 Computer Literacy
GWD108 Content Creation
GWD101 Graphic Design
GWD107 Adobe Dreamweaver, HTML & CSS
GWD110 Introduction to PHP and MySQL
GWD115 Final Project Presentation
Total hours: 155

PGD Business Analytics and Project Management Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code: 13-1082

Program Description

The PGD Business Analytics and Project Management program offers students Computer Literacy foundations as they learn SAP FI/CO, Project Management, and receive an introduction to Accounting Fundamentals and Business Analytics. Case Study # 1 will give students the opportunity to reflect and present key understanding of PGD Business Analytics and Project Management.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Graphics
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks

Program Outline

CS 100 Computer Literacy
GWD108 Content Creation
GWD101 Graphic Design
GWD107 Adobe Dreamweaver, HTML & CSS
GWD110 Introduction to PHP and MySQL
GWD115 Final Project Presentation
Total hours: 155

Network Technician Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code: 15-1231.00

Program Description

The Network Technician program is designed for students to learn Computer Literacy foundations, with Network+, Installing and Configuring Windows Server,

and Microsoft Cloud Fundamentals. Amazon AWS Technical Essentials and Google Cloud Fundamentals will also be a part of this course and student learning.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Administrative Assistant role and responsibilities
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks

Program Outline

CS 100 Computer Literacy
NT101 Network+
NT102 Installing and Configuring Windows Server
NT110 Microsoft Cloud Fundamentals
NT111 Amazon AWS Technical Essentials
NT112 Google Cloud Fundamentals
Total hours: 180

Internet of Things Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

180 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code: 15-1231.00

Program Description

The Internet of Things program offers students Computer Literacy foundations as they learn Getting Started with the Internet of Things, Introduction to Device Programming for IoT, and receive an introduction to Cloud Services for IoT. Students also will learn Device Configuration and Communication and create a Final Project - Internet of Things(IoT).

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Administrative Assistant role and responsibilities
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of basic Human Resources Management
- Demonstrate application of administrative tools to Administrative Assistant tasks

Program Outline

CS 100 Computer Literacy
IOT106 Getting Started with the Internet of Things (IoT)
IOT108 Introduction to Device Programming for IoT
IOT107 Introduction to Cloud Services for IoT

IOT109 IoT Device Configuration and Communication
IOT114 Project - Internet of Things (IoT)
Total hours: 180

Cyber Security Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

850 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code: 15-1212.00

Program Description

The Cyber Security program is designed to prepare students for the specialty areas of Cyber Security. The Cyber Security program begins first with the entry level courses to provide you with the fundamental skills and concepts required to maintain, support, and work efficiently with personal computers. In addition, you will acquire the essential skills and information you need to set up, configure, maintain, troubleshoot, and perform preventative maintenance of the hardware and software components of a basic personal computer workstation and basic wireless devices. In these courses, you will acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventive maintenance of basic personal computer hardware and operating systems. You will identify and describe all the major networking technologies, systems, skills, and tools in use in modern networks.

The Cyber Security Program will provide students with the skills that employers seek in high-level security positions. This program is designed to take an entry level IT professional working in the network support field and prepare them for the specialty

areas of Cyber Security. Completion of the Cyber Security Specialist Program will demonstrate a high level of industry-recognized knowledge and expertise in cyber security. The Cyber Security Specialist Program and related certifications will set CCBST graduates apart from diploma/degree-only graduates and will increase opportunities for employment in the IT field.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate foundational IT skills in computer hardware, software, and operating systems.
- Demonstrate hands-on programming abilities for real-world problem-solving.
- Demonstrate an understanding of core cybersecurity concepts including threats, attacks, and defensive strategies.
- Demonstrate the ability to configure and manage Windows and Linux systems for secure operations.
- Demonstrate proficiency in installing and administering Windows Server environments with Active Directory and DNS.
- Demonstrate knowledge of network fundamentals including TCP/IP, DNS, routing, switching, and topologies.
- Demonstrate the ability to build and troubleshoot secure network infrastructures using industry best practices.
- Demonstrate skill in using PowerShell to automate and manage Active Directory tasks.
- Demonstrate the capability to analyze and defend against cybersecurity breaches with practical tools and techniques.
- Demonstrate preparedness for industry-recognized certifications that enhance employment opportunities in cybersecurity.

Program Outline

CS 100 Computer Literacy
CSC 101 Introduction of Cybersecurity and Information Assurance
CSC 102 Cybersecurity Threats, Attacks, and Defense
CSC 103 Computer Hardware Fundamentals
CSC 104 Computer Network Fundamentals
CSC 200 Administrating Windows
CSC 201 Administrating Windows Server
CSC 202 Introduction to Linux
CSC 203 Active Directory
CSC 204 Network Infrastructure
Total hours: 850

Health

Medical Office Administrator Program

Non-Degree Non-Credit Certificate Level Courses (Below college level)

300 Hours

Synchronous: Zoom sessions

Asynchronous: EStudent LMS work

SOC Code: 43-1011

Program Description

The Medical Office Administrator program offers students fundamentals in Computer Literacy as they learn basics. Students will also learn Anatomy, Body Systems and Healthcare Terminology, Records Management Tools, Procedures and Law, Interpersonal Communications and CPR & FIRST AID.

Admission Requirements

Applicants must possess a High School Diploma or GED certificate equivalency or successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing score of 200 on Verbal and 210 on Qualitative.

Program Objectives

Graduate shall be able to:

- Demonstrate Understanding of Medical Office Administrator role and responsibilities
- Demonstrate knowledge of Microsoft Basics for Administrative uses
- Demonstrate understanding of basic Bookkeeping and Accounting Principles
- Demonstrate understanding of Anatomy, Body Systems and Healthcare Terminology
- Demonstrate application of Records Management Tools, Procedures and Law
- Demonstrate understanding of Interpersonal Communications as it relates to Medical Office Administrator
- Demonstrate application of CPR & FIRST AID

Program Outline

GEN 100 Microsoft Basics
ACC101 Bookkeeping
MOA 101 Anatomy, Body Systems and Healthcare Terminology
MOA 102 Records Management Tools, Procedures and Law
SS102 Interpersonal Communications
MOA107 CPR & FIRST AID
Total hours: 300

Distance Education Programs Course Hour Calculation

Synchronous Zoom Sessions + Synchronous Zoom (Discussions, videos, assignments)	Asynchronous Instructional Activity (Out of Class Homework)	Total Zoom Synchronous Calculation	Hours
50 minutes (50 minutes + 10 minute break = 1 hour)/week x 2	6-7 hours	2 hours/week x 15 weeks	30 hours/semester
50 minutes (50 minutes + 10 minute break = 1 hour)/week x 3	12-14 hours	3 hours/week x 15 weeks	45 hours/semester
50 minutes (50 minutes + 10 minute break = 1 hour)/week x 4	12-14 hours	4 hours/week x 15 weeks	60 hours/semester
50 minutes (50 minutes + 10 minute break = 1 hour)/week x 6	18-21 hours	6 hours/week x 15 weeks	90 hours/semester
*** Special Project Classes 5 hours total meetings	6-7 hours	5 hours total meetings	5 hour/semester

Satisfactory Hours for Completion of Online Certificate Program

CCBST Certificate Program	Specialization	COURSES Academic Year 2026-2027 Summer/ Fall 2026 Spring 2027	Total Program Hours
Business	Administrative Assistant	GEN 100 Microsoft Basics	90 Hours
		ACC 101 Introduction to Bookkeeping and Accounting Principles	
		HRM 100 Introduction to Human Resources Management	
	Accounting	ACC 101 Introduction to Bookkeeping and Accounting Principles	120 Hours
		ACC 102 Payroll and Office Procedure Foundations	
		SS 102 Interpersonal Skills	
	Finance	GEN 100 Microsoft Basics	90 Hours
		BAFS 100 Banking Fundamentals	
		SS103 Interpersonal and Business Communications	
	Management	HRM 101 Introduction to Human Resource and	90 Hours
		HRM 103 Human Resources Administrative, Legal and Business Systems	

		SS103 Interpersonal and Business Communications	
	Logistic and Supply Chain Management	GEN 100 Microsoft Basics	105 Hours
		LSM 101 Fundamentals of Law, Negotiations, Logistics and Operations	
		LSM 102 Security, Compliance, Customs and Freight Procedures	
IT	Artificial Intelligence	AI103 Introduction to Artificial Intelligence (AI)	120 Hours
		AI104 Introduction to Python for Data Science	
		AI112 Speech Recognition Systems	
		AI111 Computer Vision and Image Analysis	
	Marketing Digital Engagement	CS 100 Computer Literacy	180 Hours
		MDES101 Introduction to Digital Marketing	
		MDES102 Introduction to Analytics	
		MDES108 Social Media Marketing	
		MDES106 Search Engine and Performance Marketing	
		MDES115 Project - Digital Engagement Strategy	
	Big Data Analytics	CS 100 Computer Literacy	180 Hours

		BDA101 Introduction to Data Analytics for Business	
		BDA104 Introduction to Big Data	
		BDA110 Python Programming Language	
		BDA103 Business Analytics for Decision Making	
		BDA105 Big Data Modeling and Management Systems	
	Mobile Application	CS 100 Computer Literacy	180 Hours
		MAD110 Basic Android Application Development Java Programming	
		MAD107 Introduction to Server-Side Web Application Development for Mobile (PHP/MySQL)	
		MAD116 Mobile Development Best Practices	
		MAD109 User Interface Design/Mobile Application UX & UI Design and Prototyping	
		MAD120 Mobile Application Development Project	
	Graphics	CS 100 Computer Literacy	155 Hours
		GWD108 Content Creation	
		GWD101 Graphic Design	
		GWD107 Adobe Dreamweaver, HTML & CSS	
		GWD110 Introduction to PHP and MySQL	
		GWD115 Final Project Presentation	

	Analytics and Project Management	CS 100 Computer Literacy	180 Hours
		BAPM102 SAP FI/CO	
		BAPM103 Project Management	
		BAPM101 Accounting Fundamentals	
		BAPM105 Fundamentals of Business Analytics	
		BAPM112 Case Study # 1	
	Technician	CS 100 Computer Literacy	180 Hours
		NT101 Network+	
		NT102 Installing and Configuring Windows Server	
		NT110 Microsoft Cloud Fundamentals	
		NT111 Amazon AWS Technical Essentials	
		NT112 Google Cloud Fundamentals	
	Internet of Things	IOT106 Getting Started with the Internet of Things (IoT)	180 Hours
		IOT108 Introduction to Device Programming for IoTIOT 107 Introduction to Cloud Services for IoT	
		IOT109 IoT Device Configuration and Communication	
		IOT114 Project - Internet of Things (IoT)	

	Cyber Security	CSC 100 Introduction to Programming	
		CSC 101 Introduction of Cybersecurity and Information Assurance	
		CSC 102 Cybersecurity Threats, Attacks, and Defense	
		CSC 103 Computer Hardware Fundamentals	
		CSC 104 Computer Network Fundamentals	
		CSC 200 Administrating Windows	
		CSC 201 Administrating Windows Server	
		CSC 202 Introduction to Linux	
		CSC 203 Active Directory	
		CSC 204 Network Infrastructure	
Health	Medical Office Administrator	GEN 100 Microsoft Basics	300 Hours
		ACC101 Bookkeeping	
		MOA 101 Anatomy, Body Systems and Healthcare Terminology	
		MOA 102 Records Management Tools, Procedures and Law	
		SS102 Interpersonal Communications	
		MOA107 CPR & FIRST AID	

Ownership

California College of Business Science & Technology is owned by Mr. Kris Surana.

Faculty

Name	Program	Credentials
Sheldon Bryon	Logistics	Master of Supply Chain Management
Marshaun Reed	HRM	Bachelor of Business Administration in Human Resources Management
Lisa Amacker	Logistics	Master of Education
Michelle MacPherson	HRM	Master of Human Resources Management
Danielle McDougal	HRM	PHD in progress
Anthony Anastasiou	Graphics	Bachelor, Ma of Fine Arts in Graphic Design

Administrative Staff

Name	Title	Credentials
Kris Surana	CEO/President	Master of Business Administration
Preksha Surana	Director of Operations & Chief Academic Officer	Master of Engineering
Raquisha Daniels	Academic Assistant	Master of Education
Violet Street	Administrative Assistant	Bachelors of Science- Public Health
IT- Faculty/Leads		
Sanjay Jain	Faculty	Master of Science
Siddharth Surana	Faculty	Bachelor of Computer Science
Yunkai Liu	Faculty	Phd in Computer Science

Office Hours

Administrative business office hours are Wednesdays from 10:00 AM to 2:00 PM PST. Class sessions vary and are described in the course information section that accompanies each program. California College of Business Science & Technology observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided below.

School Holidays 2026/2027

2026

New Year's Day	January 1
Martin Luther King Day	January 19
President's Day	February 16
Memorial Day	May 25
Juneteenth	June 19
Independence Day	July 4
Labor Day	September 7
Indigenous Peoples Day	October 12
Veterans Day	November 11
Thanksgiving Day	November 26
Winter Break Begins	**December 21**
Christmas Day	December 25

2027

New Year Day	January 1
Winter Break Ends	**January 2**
Martin Luther King Day	January 18

President's Day	February 15
Memorial Day	May 31

*Additional holidays or school closures may be declared at the discretion of the Director of Education.