

CATALOG 2023-2024





COLLEGE DISCLAIMER NOTICE

Pacific College of Technology has made every reasonable effort to ensure the accuracy of this document at the time it was published. All information in this document is subject to change without notice. The College reserves the right to make changes to courses, programs, requirements, and other matters. The College further reserves the right to add, amend, or repeal any of its rules, regulations, policies, and procedures, consistent with applicable laws.

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WELCOME FROM THE PRESIDENT

On behalf of the faculty, staff, administration, and your fellow students, I thank you for your interest in Pacific College of Technology (Pacific Tech, PCT). Pacific College of Technology may be the gateway to obtaining a college, jump-starting your present career, exploring new options, or equipping you with the skills needed to obtain a new job in a highly skilled and financially rewarding field. We are all here to assist you with these options and opportunities.

At Pacific College of Technology, we believe that everyone has a right to quality education regardless of their socio-economic status. We also believe that everyone, when given the opportunity and set on the right path, has the desire and the possibility to strengthen and enrich their quality of life by succeeding in their chosen endeavors. Therefore, we strive to provide and increase the community's access to higher education without compromising its quality.

This Catalog lists courses, programs, support services, degree offerings, and transfer information that you will need to organize your studies at Pacific College of Technology, succeed, and find a new direction for your future. The Catalog also lists the names of our dedicated and professional faculty and administrative staff, whose focus is to serve you and ensure that you are always satisfied with your learning experience. All faculty and administrative staff have an open-door policy and are available to help whenever you have questions or concerns.

As you begin your studies at Pacific College of Technology and engage in what we hope will be a life-changing experience, I invite you to take full advantage of all resources and services at your disposal. I also encourage you to consider yourself a member of the Pacific Tech family and understand that your contribution to strengthening this family is of great value to us all.

All the best,

Alain Gallie

President

ACCREDITATION AND AUTHORIZATIONS

TRACS

Pacific College of Technology is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, VA 24551; Telephone: (434) 525-9539; email: info@tracs.org], having been awarded Accredited Status as a Category I Institution by the TRACS Accreditation Commission on April 26, 2022. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Transnational Association of Christian Colleges and Schools

15935 Forest Road, Forest, VA 24551

434-525-9539 | www.tracs.org

email: info@tracs.org

GNPEC

Pacific College of Technology is authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission (GNPEC). This authorization must be renewed annually.

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084-5305

Phone: 770-414-3300

gnpec.georgia.gov

SEVP

Pacific College of Technology is authorized by the Student Exchange Visitor Program (SEVP) to issue I-20 forms to international non-immigrant students enabling them to apply for F-1 student visas.

Student and Exchange Visitor Program

500 12th Street, SW Stop 5600

Washington, D.C. 20536

Phone: 703-603-3400

ice.gov/sevis

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COMPTIA

Pacific College of Technology is an academic partner of the Computing Technology Industry Association (CompTIA). The CompTIA Academic Partner Program prepares today's students to be employable in our global digital economy.

CompTIA

3500 Lacey Road, Suite 100

Downers Grove, IL 60515

Phone: 866-835-8020|630-678-8300

comptia.org

GENERAL INFORMATION

MISSION STATEMENT

Pacific College of Technology, as a Christ-centered institution of higher learning, educates students in urban communities and the general workforce to become competent technology professionals. PCT inspires students to become selfless leaders for the betterment of our society.

INSTITUTIONAL OBJECTIVES

- 1. Produce graduates with competitive technical, business, and professional skills, along with a Christian worldview.
- 2. Develop educational programs and services that prepare students for evolving and in-demand occupations.
- 3. Promote academic excellence by recruiting and developing talented and diverse faculty who are responsive to the changing needs of the college
- 4. Engage in strategic collaborations with community, business, and academic partners to develop and empower students through service, career, and additional educational opportunities.
- 5. Exercise efficient and responsible management of the College's financial and physical resources.

CORE VALUES

At Pacific Tech, our daily operations, interactions, and decisions will be guided by our core values:

- Ethics: We expect our daily operations and interactions with the students and the community to be driven by the highest standards of honesty, fairness, respect, and professional and scholarly ethics.
- **Intellectual Excellence:** We value intellectual freedom, engagement, critical thinking, creativity, and intellectual integrity in all endeavors.
- Academic Excellence: We value high quality education provided via a curriculum that is designed to meet the career and academic needs of our community.
- Continuous Improvement: We value and are committed to continuous improvement through the
 assessment of student learning outcomes, program effectiveness, and our decision-making processes. We
 use the results of these assessments to pursue improvements in our courses, programs, practices, and
 student outcomes.
- Diversity: We embrace all aspects of human diversity and are committed to providing a college

- community that is supportive, safe, and welcoming.
- **Student Focused:** We are committed to fostering the professional and personal growth of all students, which is the primary focus of college decisions and activities.
- **Community:** We value and are committed to strengthening and enriching the quality of life of each member of the community by providing access to higher education and success in their chosen endeavors.
- Collaboration: We value and are committed to cross-disciplinary collaboration and to working closely
 with students. This commitment defines the practices of the faculty, administration, staff, and external
 partners.

STATEMENT OF FAITH

- We believe that the Bible is God's divine word; and trustworthy in all its teachings.
- We believe in the one true, living, eternal, transcendent, omnipotent, and personal God, who exists as the Trinity, possessing three eternal, personal distinctions: God the Father, God the Son, and God the Holy Spirit.
- We believe in the redemptive grace of God through the substitutionary work of Jesus Christ who paid the full price for the sins of the world, through His physical death, burial, and resurrection.
- We believe in a personal salvation provided solely by the grace of God on the basis of the atoning death and resurrection of Jesus Christ.
- We believe that the Church is the body of Christ and that the people of God are called to community, worship, discipleship, mission, and education.
- We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom.
- We believe the biblical account of creation. We believe that God, by His own special act, created the universe and all that is in it in six days of the creation week.
- We believe that it is our purpose as faithful Christians to imitate Christ, to serve others with love and compassion, to concern ourselves with the well-being of our fellows, and to love and honor God.

FAIR BUSINESS PRACTICES

Pacific College of Technology shall conduct business fairly and sincerely, adhering to ethical principles and refraining from unfair business practices and any form of bribery or corruption, to contribute to sound social and economic development through fair dealings with the competition and the community. PCT shall refuse to work with any group, organization or individual engaged in unlawful activities, and under no circumstances shall we

have any relations with anti-social influences. PCT pledges not to engage in the following activities: Claiming falsely that goods or services are of a particular quality or grade, making false or misleading statements about another business or its products or services, advertising goods or services with the intent not to sell them as advertised, and making false or misleading statements about prices. See the Policy Statement on Ethical Business Practices in the Policies and Procedures Manual for more details.

HISTORY

Pacific College of Technology is an independent postsecondary institution located in Atlanta, Georgia. The College was founded in September 1999 in Henry County, GA under the name Core Technology Solutions Training Institute for the purpose of preparing students with competitive technical, business, and professional skills for direct entry into the job market. To reflect the scope and nature of its academic offerings more accurately, the College later changed its name to Pacific Computer Training Institute, then to Pacific Institute of Technology, and is now called Pacific College of Technology.

- 2002. The College changes its name to Pacific Computer Training Institute and is authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) to operate in the state of Georgia.
- 2010. In September, the College changes its name to Pacific Institute of Technology (Pacific Tech).
- 2013. Pacific Tech graduates its first class of students from its Associate of Science in Information Systems program.
- 2014. Pacific Tech moves to a different location in Morrow, GA, Clayton County. The College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). This Accreditation Status is renewed in 2018.
- 2018. Pacific Tech moves a different location in Atlanta, GA, DeKalb County. In August. GNPEC approves the College's certificate program in English as a Second Language (ESL).
- 2019. In September, Pacific Tech hosts a visit from the Transnational Association of Christian Colleges
 and Schools (TRACS), a US Department of Education authorized accreditor, to discuss plans for applying
 for Candidate for Accreditation Status.
- 2020. In June, the College is authorized by the Student Exchange Visitor Program (SEVP) to issue Form I-20s to international students and enroll nonimmigrant student F-1 visa holders. In October, Pacific Tech moves to a nearby, larger, and more convenient location in Atlanta, Georgia. In November, the College changes its name to Pacific College of Technology.
- 2021. In October, Pacific Tech is granted Candidate Status as a Category I institution by TRACS.
- 2022. In January, the College launches its ESL program. In April, Pacific Tech is granted Accreditation Status as a Category I institution by TRACS. In June, the College voluntarily withdraws its accreditation

by ACICS.

FACILITIES

Pacific College of Technology is housed in a 34,200 square-foot building in DeKalb County, Atlanta, Georgia. The campus is conveniently located on Interstate 85, about one minute from Interstate 285, and within a five-minute walk from a bus route. The facilities contain more than 25 rooms for instruction, office space, library, common area, etc. as well as 133 parking spaces. They are operated in full compliance with federal, state, and local ordinances and regulations, including health, fire, and ADA requirements, allowing the college to provide a safe and healthy environment to support student learning.

Atlanta is the capital city of Georgia, the state's largest city, and the principal trade and transportation center of the southeastern United States. Its international airport is one of the busiest in the world. Atlanta is home to CNN, The World of Coca Cola, Centennial Olympic Park, the Georgia Aquarium, and the National Center for Civil and Human Rights. Other popular attractions in the city include The King Center, Six Flags over Georgia, High Museum of Art, Piedmont Park, Atlanta Botanical Garden, and Fox Theatre.

LIBRARY

The campus library has a vast collection of hardcopy books, journals, and reference materials which are closely tied to the PCT curriculum and support the subject areas covered by PCT's academic programs. Electronic resources, which also support PCT's academic programs, are available 24/7. The library offers students password-access to an online collection of thousands of full texts and abstracts of books, periodicals, articles, and reference materials through its memberships with the Library and Information Resource Network (LIRN) and Georgia's Private Academic Libraries (GPALS).

Membership in LIRN gives access to Gale's and ProQuest's more than 116 databases. The librarian's Membership in the Association of Christian Librarians gives PCT access to interlibrary loans and the reciprocal borrowing program. PCT Library is also a member of GPALS, a consortium that provides access to Georgia Library Learning Online (GALILEO), an online library portal that allows access to more than 2000 institutional libraries in the University System of Georgia, and databases through EBSCO and ProQuest.

In addition, the PCT library currently has an MOU with the library of Underwood University, which is PCT's partner institution, giving PCT students access to all Underwood University's physical resources.

The library also offers:

- A quiet environment for independent and group study.
- Access to Internet-connected desktop computers.
- The services of trained staff who provide instruction in information literacy and can assist students in conducting library research. The trained staff are available five days a week, Monday through Friday.

TUTORING

One-on-one tutoring by instructors is available to all students upon request and without charge. Requests should be made through the student's instructor or through the Program Director.

CAREER SERVICES

The College's primary focus is to produce graduates who fulfill the evolving needs of the communities that the College serves. Students and graduates can take advantage of numerous career services that enhance their educational experience. Career Services helps students and graduates acquire professional development skills that will serve them throughout their careers. Areas addressed include assessing career goals; developing résumés; increasing marketability; building networking and interviewing techniques; and improving salary negotiation skills. Additional assistance is provided through local and national job postings, which identify currently available career opportunities. Students should note that the College cannot and does not guarantee employment.

HOURS OF OPERATION

The administrative services of Pacific College of Technology are available from 9:00 a.m. until 5:00 p.m., Monday through Friday. No classes are held, and no administrative offices are open on the holidays listed on the Academic Calendar.

ADMISSIONS INFORMATION

GENERAL ADMISSIONS POLICIES

Pacific College of Technology follows an open admissions policy for those who meet its educational requirements. Application decisions are made without regard to the applicant's race, color, gender, handicap or disability, or national/ethnic origin, according to our non-discrimination policy. Applicants are assessed according to their academic background and moral character. The Admissions Committee carefully reviews an applicant's records, and after such review, makes a recommendation to allow or refuse admittance. Once the Admissions Committee makes a decision, the applicant will be immediately notified of his or her status, usually within one business day. Approved applications are valid for a year from the date of approval. Pacific College of Technology reserves the right to refuse admission to any applicants who do not meet our standards and criteria.

Nonstandard Admissions

Pacific College of Technology does not admit ability-to-benefit students. All applicants must possess the required educational background (high school diploma or equivalent, etc.). No credit is given for prior learning experience or for credit earned from non-degree programs. All transfer credit must be earned post-secondary-level credits. See "Transfer Students and Transfer of Credits," page 16, for details. Pacific College of Technology does not accept applications for concurrent enrollment (high school students enrolling in undergraduate programs), nor does it accept probationary enrollment unless under special circumstances related to a student readmitted after academic suspension. All other applications for admission are subject to the requirements detailed in this section of the Catalog.

Non-Discrimination Policy

Pacific College of Technology does not discriminate against applicants based on race, national origin, age, sex, disability or religion, in accordance with Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. Admittance decisions are made without regard to race, color, gender, handicap, or national or ethnic origin. Pacific College of Technology does, however, reserve the right to refuse admission to those applicants who do not meet its standards of moral character or academic ability.

Reasonable Accommodation Policy

As part of its policy of nondiscrimination, and in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Pacific College of Technology will make reasonable accommodation to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities. After acceptance and prior to entering classes, a student with a disability must submit

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written requests for modifications or auxiliary aids to the Academic Office. Documentation of disability may be required in order to receive the appropriate modifications. Service animals are permitted on the Pacific College of Technology campus if the appropriate documentation has been filed. Students with documented disabilities may use the marked parking spaces in the parking lot.

Pacific College of Technology cannot make substantial adjustments in existing programs beyond those necessary to eliminate discrimination against otherwise qualified students and will not modify existing programs to the extent it places an undue financial or administrative burden on the College. Pacific College of Technology assumes no responsibility for personal care attendants or health-care providers; personal health or accommodative devices for personal use or study; or private tutors.

Residency Requirements

Pacific College of Technology has no physical residency requirements and does not charge separate tuition for in state and out of state. However, certain academic residency requirements apply transfer students must complete a minimum percentage of academic credits towards a degree while enrolled at Pacific College of Technology. Undergraduate students may not transfer more than 35% of the credits towards a degree. See "Transfer Students and Transfer of Credits," page 19, for details.

ADMISSION REQUIREMENTS

The following forms and fees must be received at least 30 days prior to the beginning of the semester in which students seek to enroll:

- Admissions application with color photo
- Nonrefundable \$100 application fee
- Signed PCT Biblical Foundation Statement
- Signed PCT Student Disclosure Form
- Signed PCT Student Enrollment Agreement
- Assumption of Risk and Liability Release Form
- Immunization Record (Degree Program Only)
- High school diploma or General Education Development (GED) certificate (Degree Program Only)
- Copy of valid government-issued ID (driver's license, passport, etc.)

INTERNATIONAL STUDENTS' ADMISSIONS

Pacific College of Technology is authorized under federal law to enroll nonimmigrant alien students by issuing

Form-I-20, with which students may apply for an F-1 Nonimmigrant Student visa.

International applicants who are not US citizens or lawful permanent residents must verify their immigration status with the SEVP-authorized Primary Designated School Official (PDSO) or Designated School Official (DSO) of Pacific College of Technology. If such applicants are accepted, they must supply the following documents:

- Current bank statement or verification letter from bank attesting to financial sufficiency (an affidavit of
 financial support indicating sponsorship by a third party and providing documentation of financial support
 sufficient to cover the applicant's tuition, textbooks, fees, and personal living expenses may be submitted
 in lieu of a bank statement).
- Copy of I-94.
- Immunization records (forms will be supplied by PCT).
- Proof of English proficiency (see below).
- Payment of first semester's tuition, a \$100 application fee, and \$200 SEVIS I-20 processing fee must be made upon acceptance.

All of the above items must be submitted to the PCT Admissions Office no later than 4 months prior to the student's enrollment. PCT will issue a Form I-20 after all required items have been received and approved by the Admissions Committee.

ENGLISH PROFICIENCY

In addition to meeting all other applicable requirements for admission, international students must demonstrate sufficient English language proficiency. This may be done through any of the following:

- International English Language Testing System (IELTS) score of 6.0 or higher.
- Test of English as a Foreign Language (TOEFL) score of 70 or higher on the Internet-Based Test, or 530 or higher on the Paper-Based Test.

Exceptions are made for international students who submit one of the following:

- PCT Test of English Proficiency (ESL Placement Test) score of 70 or higher.
- Completion of PCT's ESL program.
- High school diploma obtained in the US.
- College degree obtained from an accredited US college or university.
- If English is your first language, and you are from a country where English is the official language.

VERIFICATION OF HIGH SCHOOL DIPLOMA AND GED POLICY

A student must have, at a minimum, a high school diploma or GED or equivalent to be admitted into any approved academic programs at Pacific College of Technology. A student seeking acceptance into any program must submit a copy of his U.S. high school diploma, GED, or if an international student, its equivalent. A student qualifies if he/she can provide any documentation of the following:

- Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma)
- Has the recognized equivalent of a high school diploma, such as a general educational development or
 GED certificate or other state sanctioned test or diploma-equivalency certificate
- Has completed homeschooling at the secondary level as defined by state law, or
- Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law if state law does not require a home-schooled student to receive a credential for their education.

If the College has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary education, the Registrar will pursue efforts to verify the validity of the high school completion. That will include requiring a copy of the student's diploma or transcripts directly from the source. In addition, the Registrar also has the option of checking with the state where the document was issued to verify the source and or access the National Center for Education Statistics (NCES) database.

For comparable documents outside the United States, services for companies that determine the validity of foreign secondary school credentials will be employed.

In limited circumstances, where the high school transcript or documentation is no longer after reasonable efforts to attain it, the College may allow the student to complete an attestation that high school studies were completed. The decision by the College to allow, or to disallow, an attestation is not appealable.

NEW STUDENT ORIENTATION

All students who have been admitted into the College must attend a new-student orientation session prior to the start of classes. Policies related to students' academic progress, conduct, and attendance will be reviewed; administrative staff, faculty, and primary administrators will be introduced; class schedules will be distributed; and students will have the opportunity to ask any questions they may have. The orientation session will also provide

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the opportunity for students to seek any additional advising or assistance from the offices of Administration, Student Services, or the Chief Academic Officer.

All new students will be notified of the time and date of the next orientation session. Attendance is required before students will be allowed to begin their studies.

RE-ENTERING STUDENTS

Students who previously attended PCT and are petitioning for readmission to the College are considered reentering students. A student will be considered for reinstatement if at least two months have passed since the last date of attendance. Petitions must be submitted to the Chief Academic Officer. The student must meet all current admissions standards, must submit a letter of commitment, and must meet with the Director for a personal interview. If being reinstated into the same program, program completion requirements in effect at the time of readmission will apply. All outstanding financial obligations to the College must be satisfied and, if the student was on academic probation at the time of withdrawal, that status will remain in place.

TRANSFER STUDENTS AND TRANSFER OF CREDITS

Students transferring from an accredited or otherwise officially recognized college or university must follow the general application policies and procedures.

General Criteria for Transfer of Credits

Pacific College of Technology will consider accepting transfer credits or clock hours earned at another postsecondary institution provided that the following criteria are met:

- The course or courses being transferred were earned at an institution that is accredited by an accrediting agency recognized by the U.S. Department of Education or by the Council on Higher Education Accreditation (CHEA)
- The course or courses are determined to be comparable in both content and duration to a course or courses offered by PCT
- The course or courses were completed within five years for IT courses and within 15 years for general education courses from the date the student is applying for admission into PCT, and the student earned a grade equivalent of "C" (70%) or higher for each course; and
- A request to transfer the credits is made by the student prior to starting his or her studies at PCT
- The related course or courses were completed at PCT within five years for IT courses and within 15 years

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for general education courses from the date that the student is applying for re-admission into a new program and the student earned a grade equivalent of "C" (70%) or higher for each course

Additionally, an official transcript must be sent directly to PCT from the postsecondary institution that the transferring student attended. The Chief Academic Officer will make the determination as to whether the course or courses requested for transfer credit meet all of the above criteria and whether transfer credit will be granted. The total transfer credits accepted cannot exceed 35% of the total credits needed for completion of the chosen PCT academic program. The decision of the CAO is final and is not appealable.

Tuition and fees will be adjusted as appropriate for any transfer credits accepted that reduce the total number of semester credits the student must complete at PCT to earn the program degree.

Transferability of Pacific College of Technology Credits

The decision to accept transfer credits or clock hours rests entirely with the institution to which the student is applying for acceptance.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition		
Associate Degree Program (per semester; full	1-time enrollment @ \$225 per credit).	\$2,700
English as a Second Language (per 8-week session)		\$1,200
Fees		
Application Fee (one time)		\$100
Program Change fee		\$150
Registration Fee (per semester)		\$100
Textbooks/Lab Fee		\$200
Technology Fee		\$200
General Facility Fee (per semester)		\$100
Late Registration Fee		\$200-\$400
Graduation Fee		\$300
Late Graduation Fee		\$50
Official Transcript Fee		\$20
Document Fee (per document)		\$20
Insufficient Funds Charge		\$50
International Students Only		
International Student Fee (transfer-in)	Associate Degree Programs	\$450
	ESL Program	\$375
International Student Fee (change-of-status)	Associate Degree Programs	\$700
	ESL Program	\$375
SEVIS I-20 Processing Fee (per I-20)	Associate Degree Programs	\$200
	ESL Program	\$75
Transfer-Out Fee		\$1,000
SEVIS I-20 Reissuing Fee		\$50
I-20 Extension Fee (per I-20)		\$200
I-20 Extension Processing Fee		\$200
USCIS RFE Level I	\$200	
USCIS RFE Level II		\$800
USCIS RFE Level III		\$900

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Optional Practical Training (OPT) Fee	\$500

REFUND POLICY

Pacific Tech is committed to ensuring that its refund policy is fair, equitable, and applicable to all students and complies with the standards of the Transnational Association of Christian Colleges and Schools (TRACS).

Cancellation of Enrollment:

An applicant who cancels the Enrollment Agreement within three business days after signing it or prior to the first day of classes which he or she has registered for, whichever date is later, will be entitled to a full refund of all tuition and fees paid and the application fee. Cancellation must be submitted in writing to the Office of Administration.

Conditions:

- The College charges the application fee only once unless the student later enrolls in a different program.
- Any deposit or down payment a student makes is treated as a tuition payment.
- Tuition is charged or billed by the semester, not by the total program cost.
- The application fee is not refundable unless the applicant for admission cancels his or her enrollment within 3 business days after signing the enrollment agreement (See "Cancellation of Enrollment" above).
- If, for any reason, the applicant or student only paid a part of the application fee before cancelling enrollment or withdrawing from the College, he or she is not required to pay the balance of the fee.
- The College does not charge an administrative or any other fee for processing a cancellation or withdrawal request by an applicant or student.
- There are no refunds for late charges, administrative charges, or late fees.
- Any refund of tuition due will be paid within 30 days of the date the College learns that an applicant has cancelled or that a student has withdrawn.
- Refunds for students who started classes are calculated based on the last known date that the student attended any class.
- Cancellation of enrollment must occur within the first 3 business days. Decisions made not to study or to quit studying after that time are considered withdrawals.
- If the College changes or cancels any course or program and, because of that change, a student cannot continue his or her studies, then the College will refund all the tuition and fees that the student has paid, regardless of how long the student had been studying in the program.
- The College will, on request, take into consideration certain extenuating circumstances, such as injury,

prolonged illness, death, or other conditions beyond the control of the student which prohibit completion of the course or program of study.

Tuition Refund Schedule:

The amount of tuition refund a student may be entitled to is determined on a pro-rata basis up to 50 % completion of the semester days to the student's withdrawal date or the last date of attendance by the student, whichever is later. If the student withdraws after completing 50% of the program, no tuition refund will be made. The tuition refund policy applies to full withdrawals only; no partial withdrawals are covered under this policy. **Any refund due will be paid within 30 days of the date of official withdrawal.**

PRESIDENTIAL SCHOLARSHIPS

Presidential scholarships, funded by the College, are available to qualified students and for tuition only. They are awarded regardless of race, color, national origin, ethnicity, religion, disability, sex, gender identity, religion, or sexual orientation. Scholarships are based on merit, and scholastic achievement, service to the community, and commitment to the welfare of their fellow students and the PCT community. They are awarded to selected applicants, at the discretion of the College, or upon faculty or staff recommendation. Eligible students can be granted only one scholarship at a time. The Scholarship Committee coordinates all scholarship applications.

The Committee considers four factors in making a scholarship award decision:

- Be enrolled in one of the educational programs at Pacific Tech.
- Academic record (Maintain satisfactory academic progress (SAP)).
- Attendance record (Maintain satisfactory attendance).
- Service to the community
- Personal attributes or leadership characteristics

Students who wish to apply for a Presidential Scholarship may pick up an application from the Office of Administration. The completed application, along with a personal letter of recommendation from a PCT faculty member and an essay written by the applicant, should be handed in to the Administrative Associate, who will take the application to the Scholarship Committee. Scholarship recipients will be notified by mail prior to the start of the semester for which they receive the award.

ACADEMIC INFORMATION

ACADEMIC ADVISING

Academic advising is designed to support students' efforts to successfully complete their programs and to help them avoid the need to repeat coursework. Students who have questions about program requirements, administrative rules, GPAs or other academic results that indicate standards of academic progress requirements may not be met, are strongly encouraged to seek academic advising as soon as possible.

Pacific College of Technology advising is limited to academic matters. Personal or therapeutic counseling is not provided; students needing such counseling will be referred to appropriate agencies.

DEFINITION OF CREDIT HOUR

Pacific Tech's semester unit of credit is equal to a minimum of three hours of work per week for a semester, which is 15 weeks. Thus, a "unit" of credit equates to three hours of student work per week (1-hour lecture plus 2 hours of homework or 3 hours of lab) for 15 weeks. For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework.

COURSE CODE AND NUMBERING SYSTEM

Each course offered by Pacific College of Technology is identified by a combination of letters and numbers, with the letters identifying the program subject matter of the course. Lower-numbered courses in the subject matter are considered foundational in nature. Higher-numbered courses and those with identified prerequisites are considered more complex in nature, building upon knowledge and skills gained in the foundational courses.

ADD/DROP PERIOD

Students who wish to add a course to or drop a course from his or her schedule may do so within the first week of the semester. Any changes made to a student's schedule after the end of the add/drop period may only be done with permission from the Chief Academic Officer.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to meet the standards of satisfactory academic progress (SAP) that are outlined in the sections below. Students are evaluated at the end of each academic term to determine that the standards are being met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all semester credits attempted; and a maximum time frame requirement to successfully complete all required semester credits for the program. SAP applies to both quantitative and qualitative measures in terms attendance and grades.

As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 67% at the end of each academic term.

Failure to meet these standards may result in dismissal from the academic program and ineligibility to earn the diploma or degree for the chosen academic program. Finally, any student not meeting satisfactory academic progress or placed on probation will lose their eligibility for scholarship funding.

Program Composition

The total number of credits in the Associate Degree in Information Systems is 60 semester credits. Most of the core courses in the program have a theoretical component as well as a laboratory component. For these courses, each component of the course must be passed with the minimum required grade or performance standard. Failure of one component results in failure of the entire course; there are no exceptions to this policy.

A cumulative grade point average (CGPA) of 2.0 or higher is required to meet the SAP standard in each academic term.

Evaluation Points

Students are evaluated for academic progress at the end of each course. Any student for whom it is not mathematically possible to achieve the required CGPA within the maximum time frame for completion of the program will be dismissed from the program.

Any other student whose CGPA is less than 2.0 for the first time will be notified in writing that he or she has failed the minimum academic progress standard and will receive an academic warning. A student not meeting SAP for the second term will be placed on academic probation and must follow an academic improvement plan developed by the Chief Academic Officer specifically for that student. A student who fails to meet SAP in the subsequent semester and who has not submitted a successful appeal will be dismissed from the College.

Maximum Time Frame (MTF)

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and in any lab component will complete the required number of semester credits for their academic program within the normal completion time. The normal completion time is the total number of semester credits required for the program.

The maximum time frame (MTF) for the completion of the program is 1.5 times the normal time frame. The maximum time frame is the total number of semester credits a student may attempt in order to successfully complete all the credits required for the program. The MTFs for the program appears on the chart below.

Academic Program	Normal Completion Time in Semester Credits	Maximum Time Frame in Semester Credits
Associate of Science in Information Systems	60	90

Any student who does not successfully complete their program within the maximum time frame cannot earn the degree and will be permanently dismissed from the program.

Grading System

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course are included in the total number of credits attempted.

GRADE	DESCRIPTION	PERCENTAGE	POINT VALUE
A	Excellent	90 – 100	4.0
В	Above Average	80 – 89	3.0
С	Average	70 - 79	2.0
D	Poor	60 – 69	1.0
F	Failing	0 – 59	0.0
I*	Incomplete		
S*	Satisfactory		
TR+	Transfer Credit		
W**	Withdrawal		
WF+	Administrative Withdrawal		

- * Grade not calculated into cumulative grade point average (CGPA).
- ** Grade not calculated into cumulative grade point average (CGPA) and course credits are not included in total credits attempted.
- + Grade not calculated into cumulative grade point average (CGPA) but course credits are included in total credits attempted.

Academic Probation

Any student whose CGPA, for the first time, is less than 2.0 at the end of any term will receive an academic warning. The student will be allowed to repeat any failed courses but must pass each repeated course with a grade of "C" or higher and must achieve a minimum CGPA of 2.0 by the end of the term. A student not meeting SAP in the subsequent term will be put on academic probation. Any student on academic probation will be required to follow an academic improvement plan, which includes attending tutoring sessions, that will be developed by the Chief Academic Officer.

Academic Appeal Process

A student who has been placed on academic probation but who believes that his or her poor academic performance was caused by extenuating circumstances may appeal their probationary status by submitting a written letter to the College's appeals panel. This panel consists of the Chief Academic Officer, the President, and the Director of Student Services. The letter must specify the claimed circumstances and must be accompanied by verifiable documentation of those circumstances.

If the appeal is granted, the student will be considered as making satisfactory academic progress but must achieve a 2.0 term grade point average for his or her next semester of study. In the subsequent semester, the student must achieve a CGPA of 2.0 or he or she will be placed on academic probation without opportunity for another appeal. The decision of the appeals panel is final and cannot be appealed.

Academic Dismissal

Except for those students who have successfully appealed a probationary action, any student whose CGPA, for the second time, is less than 2.0 at the end of any academic term will be academically dismissed from the college.

Repeated Courses

Any student who must repeat a failed course must earn a grade of at least "C" in that course. Upon achieving this requirement, the new grade earned will replace the prior grade and the student's CGPA will be recalculated. The student must take the failed course whenever it is next offered by the college. A course may only be repeated a

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maximum of two times to earn the minimum passing score. The course credits for each repeat attempt will be included in total credits attempted.

Incompletes (Grades of I)

At the discretion of the instructor, a student may be assigned a temporary grade of "I" (Incomplete) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the term and for the CGPA. If the missing work or exam is not completed within three weeks from the last day of the term, a grade of "F" will be assigned for the course and computed into the grade average for the term and the CGPA.

W Grades

Students who withdraw from the college before they complete a course will be assigned a grade of "W" for each course in that term. A student who withdraws from a course prior to its completion will also be assigned a grade of "W" for the course. "W" grades are not included in calculations of the CGPA or in the total number of semester credits attempted. Students who are administratively withdrawn by the college will be assigned grades of "WF" for each course. "WF" grades are not included in calculations of the CGPA but are included in the total number of credits attempted.

Change of Programs, Seeking a Different Credential

When a student decides to change programs, the credits and grades for any courses that he or she has taken that are required in the new program will be transferred into the new program. The grades and credits for those courses will be included in both the calculation of the cumulative grade point average (CGPA) and the calculation of the successful completion rate for the new program.

If, in the former program, the student had any transfer credits from another institution for courses that are also required in the new program, those transfer credits will also be transferred into the new program. These transfer credits are not included in the calculation of the CGPA, and they are not included in the calculation of the successful completion rate.

If a student completes one academic program and decides to enroll in a different program, any credits earned for courses in the prior program that are required in the new program will be transferred into the new program as "TR" (transfer) credits. The credits will not be included in the calculation of either CGPA or of successful completion rates.

Grade Appeals

Students who have been assigned a grade for a course must follow Pacific Tech's grade appeal process if they feel that the grade has been unfairly assigned:

- 1. Students have 2 calendar weeks (10 business days) from the date of final grade posting to file an appeal.
- 2. Students must complete a Grade Appeal Form (available on the PCT website or from the Admissions Office), indicating why they feel the grade was unfairly assigned or mistakenly assigned. This form includes space for detailing the grievance. Students must also attach any documentation they feel is relevant to the appeal to this form.
- 3. The form and any additional documentation must be sent to the Office of Academic Affairs within the prescribed deadline (see 1, above).
- 4. The Chief Academic Officer (CAO) will contact the faculty member in question and obtain his or her position, and will then review the appeal, and decide if further proceedings are warranted. If the CAO believes that proceedings should continue, an ad hoc investigative committee will be convened, composed of disinterested faculty members, the CAO, and any other persons deemed appropriate by the Office of Academic Affairs. This committee will review the evidence presented by both student and instructor and will render a decision as to the validity of the appeal within one week of its convening. The committee will advise the CAO and the instructor in question of its decision, and make recommendations to the CAO as to the possible adjustment of the grade (e.g., changing a minus grade to a plus grade, increasing the grade by a full letter grade or more, retaking of an exam or test, etc.).
- 5. If at any point in this process, the CAO or the committee decides that the appeal is invalid, the process will end, and the contested grade will stand. Such decisions are final and may not be appealed further.
- 6. The CAO will have final say in the ultimate adjustment of the grade. By participating in this process, the student agrees to be bound by the CAO's ultimate decision, and to perform any additional coursework, exam retakes, etc. that the CAO deems necessary.

ATTENDANCE POLICY

Academic credit for a course requires regular class attendance. Class attendance means being present in the classroom for the entire scheduled class meeting. The physical presence of a student is crucial in any class meeting regardless of whether the student assignments are completed. The maximum absence allowance is three (3) class sessions in a semester. Once a student reaches the limit of missed classes, the instructor is required to report the student's absence status to the Director of Student Services for further evaluation, which may result in academic discipline proceedings or negatively affect the student's grades.

Class attendance is of particular importance to international students, who must be able to prove that they are

enrolled and attending classes on a full-time basis to maintain their visa statuses. As noted above, instructors are required to report excessive tardiness or absences to the Director of Student Services, who will notify students that they are jeopardizing their visa statuses. Failure of an international student to maintain the required class attendance will be reported to the Student and Exchange Visitor Program (SEVP), which may revoke the student's visa status.

All faculty members are required to maintain accurate attendance records and to begin each class on time. In the event of an absence for any reason, the student is responsible for any information or class content missed. If it becomes necessary for a student to miss a class for any reason, the student must contact the instructor to make arrangements to complete any missed assignments. In some cases, additional work may be required to make up for an absence. If not made up, missed assignments or classwork may result in a lower grade or even a failing grade for the course. Makeup of homework, quizzes, or in-class assignments is at the discretion of the individual instructor.

Excused Absences

Pacific Tech recognizes that, at times, absences are unavoidable. If a student must miss a class due to unforeseen circumstances, he or she should notify the class instructor as soon as possible. Absences may be excused (not counted against the student's attendance) only for legitimate and documented reasons, such as illness. If a student cannot attend class due to illness, he or she is expected to bring a signed letter from his or her physician attesting to the illness and requesting that the student be excused for a specific day (or days). Other excused absences may include a variety of unavoidable situations, but all are subject to a final decision by the Director of Student Services as to whether they are excused or not. All excusal requests MUST be accompanied by some form of official documentation attesting to the reason for the absence. Without documentation of some kind, no excusal will be granted; however, please note that the excusing of an absence is entirely at the discretion of the Director of Student Services, and that possession of documentation does NOT guarantee excusal.

Absence from Exams

Students who are absent from a mid-term or final exam MUST provide the same evidence as for an excused absence to the Director of Student Services, who, along with the individual instructor, will make a decision as to whether the student will be allowed to make up the exam. Students who are absent for other than medical reasons will generally not be allowed to make up an exam, unless the circumstances are extreme, in which case a decision will be made by the Director of Student Services as to whether to allow a makeup. In all such cases, the Director's decision is final. Again, documentation of the absence is REQUIRED, but does NOT guarantee excusal.

WITHDRAWAL OR LEAVE OF ABSENCE POLICY

When a student withdraws from PCT, either officially or unofficially or is administratively withdrawn (dismissed) by the school, PCT uses the student's last day of attendance as the basis to compute any refund that may be due to the student or the amount of tuition and fees the student owes to PCT.

The date that a student withdraws or is dismissed from PCT also determines what grade will be assigned to the student for the course in which he or she was enrolled at the time of the drop. If a student withdraws or is withdrawn before the midpoint (50%) of the course, a grade of "W" will be assigned. If a student withdraws or is withdrawn after the midpoint and has a grade average of 1.0 or higher in the course, a grade of "WP" will be assigned. For a student who withdraws or is withdrawn after the midpoint and has a grade average of less than 1.0, a grade of "WF" will be assigned.

The effects of these grades on a student's academic record are discussed in the Satisfactory Academic Progress section of this catalog. The definitions of official, unofficial, and administrative withdrawals are provided below. Listed in this section also is the schedule for determining what tuition a student owes PCT at various points during their studies.

Official Withdrawal

In the event that a student decides to withdraw from PCT and notifies the Registrar or other college administrator in writing, that withdrawal is considered an official withdrawal. The effective date of the withdrawal will be the date the student indicates or, if no date is stated, it will be the date PCT receives the withdrawal request.

Unofficial Withdrawal

A student who fails to notify PCT of his or her intent to withdraw and stops attending classes is considered an unofficial withdrawal. The effective date of the drop is the student's last known day of attendance at any class or lab session.

Administrative Withdrawal

Any student who is dismissed from the program by PCT for academic or disciplinary reasons is considered an administrative withdrawal. The effective date of the administrative withdrawal will be the date the student was dismissed. No academic transcript or verification of studies will be provided for any student who has an outstanding debt to the College.

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Leave of Absence

A student may be granted a leave of absence in cases of extreme emergency such as serious personal or family health issues, death of an immediate relative, or pregnancy. Any student granted a leave of absence will have grades of "I" (Incomplete) assigned for each course and, after the approved leave expires, must return to complete all unfinished coursework and exams. Upon student's completion of any outstanding work, the grade of "I" will be changed to the actual final grade earned for the course.

GRADUATION REQUIREMENTS

Every student must satisfactorily pass all courses with a cumulative grade point average (CGPA) of 2.0 or better. Each student must also meet all administrative and financial requirements before they are eligible for graduation. The required application for graduation form must be completed and the graduation fee paid before a degree will be issued.

Diploma and Honors

Students who have attained academic excellence will be recognized and their academic transcripts and diplomas noted as follows:

Summa Cum Laude or Highest Honors CGPA - 4.0 to 3.96

Magna Cum Laude or High Honors CGPA - 3.95 to 3.8

Cum Laude or Honors CGPA - 3.79 to 3.5

Transcript Requests

Upon completion of their studies, students are entitled to one official copy of their transcripts without charge. Additional official copies are available at a cost of \$20.00 each. Requests for transcripts should be made in person or in writing to the Registrar. Unofficial copies are available upon request and without charge.

PROGRAMS OF STUDY

Pacific College of Technology offers an Academic Associate Degree program in Information Technology. This program is structured towards meeting the information technology needs of diverse corporations in the field of database management, application development, administration, and support. This objective is reflected in course objectives and student learning outcomes. All program objectives are reviewed regularly to ensure that they meet the needs of a changing employment market.

GENERAL EDUCATION

Overview

The General Education Program provides a common integrative learning experience for all undergraduates, regardless of their major or their program of study. As a fundamental component of all academic programs, general education courses draw from many disciplines, introduce students to an array of intellectual approaches and perspectives, and prepare them to be thoughtful, informed, global citizens. General Education at Pacific Tech fosters academic excellence, interdisciplinary dialog, respect for self and others, and social responsibility.

Guidelines

Pacific Tech requires in each undergraduate degree program the successful completion of a general education component that:

1. is based on coherent rationale

The General Education component supports the College's mission by:

- preparing students to be thoughtful, informed, global citizens.
- fostering academic excellence, interdisciplinary dialog, respect for self and others, and social responsibility.

2. is a substantial component of each undergraduate program

For degree completion in the associate programs, the General Education component constitutes 24 credit hours, or 22%-25% of the total semester hours required at that level.

3. ensures breadth of knowledge

The General Education component draws from many disciplines and introduces students to an array of intellectual approaches and perspectives. It develops communication skills, acquaints students with

multiple modes of thoughts in science, humanities, ethics, and social science, and broadens their intellectual and social horizons. The General Education component offers courses in the following subject areas: College Core, Oral and Written Communication, Behavioral and Social Sciences, Natural Science and Mathematics, Humanities and Fine Arts.

4. is general

The General Education component is open to students of all majors, without heavy loads of prerequisite requirements. It does not narrowly focus on skills, techniques, or procedures specific to a particular occupation or profession.

Goals and Learning Outcomes

SUBJECT AREA	GOALS	LE	ARNING OUTCOMES
Leadership Seminar	Students will engage in	•	Identify critically important issues facing our world
	issues of faith, tradition,		today.
	civic responsibility, and	•	Research and evaluate available data relating to the
	more.		issues.
		•	Develop skills needed to create, implement, and manage
			teamwork, to use creativity to put forth solutions to
			today's problems.
		•	Use creativity to put forth solutions to today's problems.
		•	Demonstrate college level competencies in reading
			comprehension, data analysis, research and effective
			public advocacy.
Written	Students will	•	Demonstrate fluency in a writing process that involves
Communication	communicate effectively		planning, drafting, revising, and editing.
	in writing.	•	Research, organize, and produce texts in a variety of
			written modes.
		•	Demonstrate understanding and recognition of
			plagiarism.
		•	Apply ethical reasoning in the use of language.
Behavioral and	Students will understand	•	Demonstrate an understanding of the diversity of
Social Sciences	the complex dynamics		interactions between human motivations, institutional
	and challenges that make		forces, and social behavior.
	up the world and that lead	•	Use critical thinking and reasoning skills to analyze

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	to social stability and		theories, perspectives, and concepts relative to the
	change.		discipline(s) studied.
		•	Identify multiple methods of inquiry and their
			appropriate application.
Natural Science	Students will comprehend	•	Demonstrate a broad understanding of various natural
and Mathematics	and apply the basic		phenomena that surround and influence our lives.
	principles of science and	•	Describe how scientists approach and solve problems and
	the quantitative concepts		understand the basic components and limitations of the
	and methods to critically		scientific method.
	evaluate data and to	•	Demonstrate competency in quantitative, symbolic, and
	effectively problem-solve		computational reasoning.
	in a variety of contexts.	•	Demonstrate an ability to solve real-world problems
			using quantitative, logical, or computational approaches
			that are typical of mathematical thinking.
Humanities and	Students will understand,	•	Demonstrate an understanding of the theories, methods,
Fine Arts	analyze, and explore the		and concepts used to comprehend and respond to the
	human condition.		human condition.
		•	Recognize, articulate, and explore how various humanists
			have responded to the human condition.
		•	Comprehend how humanistic expression contributes to
			individual and socio-cultural understanding, growth, and
			well-being.
		•	Use critical, analytic, creative, speculative, and reflective
			methods.

Course Listings

General education courses include General Education Core Courses and General Education Electives, as described below. General Education Electives are organized into 3 main subject areas: Behavioral and Social Sciences, Natural Science and Mathematics, and Humanities and Fine Arts.

SUBJECT AREA	COURSES	CREDIT HOURS
	CORE COURSES	
Written	ENGL 101 English Composition I	4
Communication	ENGL 102 English Composition II	4

	ELECTIVE COURSES	
Behavioral and Social	ECON 103 Principles of Economics	4
Sciences	PSYC 109 Fundamentals of Applied Psychology	4
	SOCI 201 Introduction to Sociology	4
	CRIT 203 Critical Thinking	4
Natural Science and	BIOL 101 Introductory Biology	4
Mathematics	MATH 101 College Algebra I	4
	MATH 102 College Algebra II	4
	PHYS 101 Introduction to Physics	4
Humanities and Fine	ARTS 101 Fundamentals of Art and Design	4
Arts	HUMN 224 Introduction to Ethics	4
	LITE 107 American Literature	4
	RELI 210 Comparative World Religions	4

ASSOCIATE OF SCIENCE IN INFORMATION SYSTEMS (ASIS)

Program Overview

The Associate of Science degree program in Information Systems has been developed in response to a growing need for more qualified people in the field of information systems and is intended for those with a specific interest in the practical application of computer information in a business organization. The program prepares the student for entry-level employment positions within the Information Technology field, including, Cybersecurity Specialist, Junior Cybersecurity IT Auditor, Solutions Architect, Technical Support Specialist, Help Desk Technician, System Support Specialist, Server Support Specialist, Junior Network Storage Administrator, Junior Storage Administrator, Computer Technician, Junior Systems Engineer, Junior Security Analyst, Junior Network Analyst, and Cloud Security Specialist. Graduates are qualified to sit for industry-specific certifications from organizations like, CompTIA, Microsoft, and Cisco.

Program Objectives

The objectives of the Associate of Science in Information Systems program are to:

- 1. Equip students with the knowledge to evaluate the needs of an Information Technology infrastructure for an organization.
- 2. Empower students to design, implement, and evaluate local and remote computer systems, processes, components, and applications to meet industry needs.

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- 3. Prepare students with the technical knowledge and critical-thinking skills needed for a career in Information Technology.
- 4. Help students to critically analyze and solve problems in unpredictable environments by applying troubleshooting and technological skills in hardware, software, project planning, networking, security, storage, cloud computing, database, web development, and research.

Program Learning Outcomes

Graduates of the Associate of Science in Information Systems program will be prepared to:

- 1. Analyze and design information systems and database application solutions to achieve business and organizational goals.
- 2. Implement a designed solution to solve Information Systems (IS) business problems using state-of-the- art technology.
- 3. Utilize IT troubleshooting techniques and cutting-edge application software.
- 4. Apply knowledge of computing and logic appropriate to the discipline.
- 5. Think critically and apply the empirical scientific method.
- 6. Present technical solutions effectively.
- 7. Exhibit professional, legal, and ethical behavior.

Program Requirements

The Associate of Science in Information Systems degree program requires 60 credit hours for graduation. The curriculum includes 20 credit hours in general education coursework and 40 credit hours in core courses. A full-time student following the suggested course sequencing will be able to complete the program in 2 years. Each semester is 15 weeks.

1. General Education Courses* (20 credits hours)

Core (8 credit hours required)

Written Communication (8 credits hours)	Credit Hours
ENGL 101 English Composition I	4
ENGL 102 English Composition II	4

General Education Electives (12 credit hours required)

Choose one course from each subject area: Behavioral and Social Sciences, Humanities and Fine Arts, and Natural Science and Mathematics.

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Behavioral and Social Sciences (4 credits hours)	Credit Hours
PSYC 109 Fundamentals of Applied Psychology	4
SOCI 201 Introduction to Sociology	4
CRIT 203 Critical Thinking	4
Natural Sciences/Mathematics (4 credits hours)	Credit Hours
BIOL 101 Introductory Biology	4
MATH 101 College Algebra I	4
MATH 102 College Algebra II	4
PHYS 101 Introduction to Physics	4
Humanities and Fine Arts (4 credits hours)	Credit Hours
ARTS 101 Fundamentals of Art and Design	4
HUMN 224 Introduction to Ethics	4
LITE 107 American Literature	4
RELI 210 Comparative World Religions	4

^{*}General education courses taken at other accredited institutions which fall into any of the above categories and for which a grade of "C" or higher has been earned may qualify for transfer credit and may be substituted for the PCT courses indicated. Only one course per category may be accepted on transfer. Course selections may change.

2. Major Courses* (40 credit hours)

Courses	Credit Hours
COMT 100 CompTIA IT Fundamentals	4
COMT 203 CompTIA Cloud Essentials	4
SHEL 203 Linux Shell, MS PowerShell, and T-SQL	4
COMT 213 CompTIA Networking	4
COMT 214 CompTIA Server	4
COMT 217 CompTIA Security	4
COMT 302 CompTIA Cybersecurity Analyst I	4
COMT 312 CompTIA Cybersecurity Analyst II	4
COMT 314 CompTIA Penetration Testing I	4
COMT 324 CompTIA Penetration Testing II	4

*A student is required to complete all courses with a grade of "C" or better in the concentration selected.

Suggested Course Sequencing

Students are required to consult with an advisor in planning their course of study and selecting courses each semester to meet program and curriculum requirements and individual goals. The following course sequencing is provided as a recommendation that allows the student to meet program requirements and complete the program within 4 semesters of full-time enrollment. An individual student's course plan may differ, if, in consultation with the advisor, alternate courses are selected to complete the program requirements. Those courses must be approved for the curriculum, as documented in this Catalog.

First Semester	Credit Hours
ENGL 101 English Composition I	4
Select one from General Education Electives	4
COMT 100 CompTIA IT Fundamentals	4
COMT 203 CompTIA Cloud Essentials	4
Total	16
Second Semester	Credit Hours
ENGL 102 English Composition II	4
COMT 213 CompTIA Networking	4
Select one from General Education Electives	4
COMT 214 CompTIA Server	4
Total	16
Third Semester	Credit Hours
Third Semester SHEL 203 Linux Shell, PowerShell, T-SQL	Credit Hours
SHEL 203 Linux Shell, PowerShell, T-SQL	4
SHEL 203 Linux Shell, PowerShell, T-SQL Select one from General Education Electives	4
SHEL 203 Linux Shell, PowerShell, T-SQL Select one from General Education Electives COMT 217 CompTIA Security	4 4 4
SHEL 203 Linux Shell, PowerShell, T-SQL Select one from General Education Electives COMT 217 CompTIA Security COMT 302 CompTIA Cybersecurity Analyst I	4 4 4 4 16
SHEL 203 Linux Shell, PowerShell, T-SQL Select one from General Education Electives COMT 217 CompTIA Security COMT 302 CompTIA Cybersecurity Analyst I Total	4 4 4 4
SHEL 203 Linux Shell, PowerShell, T-SQL Select one from General Education Electives COMT 217 CompTIA Security COMT 302 CompTIA Cybersecurity Analyst I Total Fourth Semester	4 4 4 4 16 Credit Hours

Total 12

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION – DIGITAL MARKETING (ASBA-DM)

Program Overview

The Associate of Science in Business Administration-Digital Marketing program prepares students with a solid foundation of business and marketing principles for entry-level positions across many industries. The program includes a strong concentration in Digital Marketing that develops students' abilities to engage with potential customers using a variety of channels. The curriculum is designed to provide the knowledge, technical skills, and work habits that enables students to critically analyze business information, enhance their creativity and strategic thinking, and be engaged in business decision-making and problem-solving processes, thereby contributing to their professions, organizations, and communities. (Note: The Concentration in Digital Marketing accounts for 25% of the program).

Program Objectives

The objectives of the Associate of Science in Business Administration-Digital Marketing program are to:

- 1. Develop students' understanding of business and digital marketing concepts, terms, and theories.
- 2. Enhance students' ability to think critically and communicate effectively in business and digital marketing settings.
- 3. Train students to become more proficient in analysis, decision making, and problem solving within business environments.
- 4. Equip students with the knowledge and skills necessary to gain employment in business and digital marketing organizations.

Program Learning Outcomes

Graduates of the Associate of Science in Business Administration-Digital Marketing program will be prepared to:

- 1. Demonstrate knowledge and understanding of the fundamental areas and practice in business and digital marketing.
- 2. Perform effective critical thinking, ethical decision making, and analytical problem solving in a variety of business settings.
- **3.** Integrate digital initiatives such as websites, search, email, social media, and mobile campaigns into an overall strategic marketing plan.
- 4. Analyze consumer digital behavior and marketing campaign results/trends to increase productivity.

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Program Requirements

The Associate of Business Administration degree program requires 60 credit hours for graduation. The curriculum includes 20 credit hours in general education coursework, 24 credit hours in major courses, and 16 credit hours in concentration courses. A full-time student following the suggested course sequencing will be able to complete the program in 2 years. Each semester is 15 weeks.

1. General Education Courses* (24 credits hours)

Core (12 credit hours required)

Written Communication (12 credits hours)	Credit Hours
ENGL 101 English Composition I	4
ENGL 102 English Composition II	4

General Education Electives (12 credit hours required)

Choose one course from each subject area: Behavioral and Social Sciences, Humanities and Fine Arts, and Natural Science and Mathematics.

Behavioral and Social Sciences (4 credits hours)	Credit Hours
PSYC 109 Fundamentals of Applied Psychology	4
SOCI 201 Introduction to Sociology	4
CRIT 203 Critical Thinking	4
Natural Sciences/Mathematics (4 credits hours)	Credit Hours
BIOL 101 Introductory Biology	4
MATH 101 College Algebra I	4
MATH 102 College Algebra II	4
PHYS 101 Introduction to Physics	4
Humanities and Fine Arts (4 credits hours)	Credit Hours
ARTS 101 Fundamentals of Art and Design	4
HUMN 224 Introduction to Ethics	4
LITE 107 American Literature	4
RELI 210 Comparative World Religions	4

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*General education courses taken at other accredited institutions which fall into any of the above categories and for which a grade of "C" or higher has been earned may qualify for transfer credit and may be substituted for the PCT courses indicated. Only one course per category may be accepted on transfer. Course selections may change.

2. Major Courses (24 credits)

Courses	Credits
ACCT 103 Principles of Accounting	4
BUSN 101 Introduction to Business	4
ECON 103 Principles of Economics	4
MGMT 101 Principles of Management	4
MKTG 101 Principles of Marketing	4
MKTG 102 Consumer Behavior	4

3. Concentration Courses (16 credits)

Courses	Credits
DMKT 203 Introduction to Digital Marketing	4
DMKT 206 Social Media & Email Marketing	4
DMKT 213 SEO & Website Optimization	4
DMKT 211 Digital Marketing Analytics	4

Suggested Course Sequencing

Students are required to consult with an advisor in planning their course of study and selecting courses each semester to meet program and curriculum requirements and individual goals. The following course sequencing is provided as a recommendation that allows the student to meet program requirements and complete the program within 5 semesters of full-time enrollment. An individual student's course plan may differ, if, in consultation with the advisor, alternate courses are selected to complete the program requirements. Those courses must be approved for the curriculum, as documented in the Catalog.

First Semester	Credits
ENGL 101 English Composition I	4
Select one from General Education Electives	4
BUSN 101 Introduction to Business	4
MKTG 101 Principles of Marketing	4

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Total	16
Second Semester	Credit Hours
ENGL 102 English Composition II	4
DMKT 203 Introduction to Digital Marketing	4
Select one from General Education Electives	4
MGMT 101 Principles of Management	4
Total	16
Third Semester	Credits
Select one from General Education Electives	4
ACCT 103 Principles of Accounting	4
ECON 103 Principles of Economics	4
DMKT 206 Social Media & Email Marketing	4
Total	16
Fourth Semester	Credits
MKTG 102 Consumer Behavior	4
DMKT 213 SEO & Website Optimization	4
DMKT 211 Digital Marketing Analytics	4
Total	12

ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL Program at Pacific College of Technology is a non-degree, non-credit program.

Program Overview

The purpose of the English as a Second Language program is to provide high quality English language instruction and cultural orientation to nonnative speakers of English seeking to enhance their career opportunities or preparing for academic study in the United States.

Program Objectives

The ESL program intends to accomplish its mission by pursuing the following objectives:

1. Offer a curriculum that is based on continuous research, evaluation, and improvement.

- 2. Develop English skills by having students engage in a range of communicative tasks and activities.
- 3. Develop awareness of the cultural aspects of the United States in order to bridge cultural differences and ease the transition into American society.
- 4. Carefully evaluate students during the recruitment process and provide the necessary guidance and support to enable them to achieve their English language learning goals.
- 5. Assess and monitor students' academic progress utilizing an ongoing evaluation process.
- 6. Recruit and maintain highly qualified and experienced instructors who understand students' needs.
- 7. Provide staff development in appropriate instructional, counseling, and assessment strategies for instructors.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- 1. Communicate effectively by speaking clearly and coherently in academic, professional, and social settings.
- 2. Implement writing skills and grammatical structures accurately and efficiently to produce well-written, well-organized paragraphs and essays.
- 3. Apply essential reading and vocabulary strategies to comprehend, analyze, and explain ideas in texts.
- 4. Demonstrate critical thinking and problem-solving skills by applying new language skills.
- 5. Develop understanding of the various cultures in the United States.

Admission Requirements

In addition to the general admission requirements, students who apply for the English as a Second Language Program should display an understanding of the alphabet and understand some commonly used words. This is demonstrated by obtaining a minimum score of 25 on the placement test. However, 2 Pre-Beginner Levels are available for students who cannot meet this basic admission requirement. Upon completion of the Pre-Beginner Levels, students must demonstrate readiness for the Program's Core Levels by taking another placement test and scoring at least 25.

Program Requirements

The ESL program is based on clock hours (contact hours) and does not award any credits. It is composed of 8 core levels, ranging from beginner to advanced/proficient, in addition to 2 Foundational Levels available for students who cannot meet the basic admission requirement. Each term is 8 weeks in length. The program requires a total of 720 contact hours and 1,040 laboratory hours (22 hours per week). A full-time student who joins the program in Foundation 1 will be able to complete the program in 10 terms or 20 months.

Curriculum

Foundational Track Levels (Foundation 1 and Foundation 2) are designed for students who have limited or no knowledge of the English language. The goal of instruction is to prepare students to enter Basic User Track levels within two terms by helping them acquire skills in all basic areas.

Basic User Track levels (Level 1 and Level 2) progressively develop English skills for personal, social, professional, and academic purposes. All skills are taught in order of difficulty, allowing students to develop the skills in sequence.

Independent User Track levels (Level 3 – Level 6) progressively develop English skills for personal, social, professional, and academic purposes. All skills are taught in order of difficulty, allowing students to develop the necessary skills in sequence.

Proficient User Track levels (Level 7 and Level 8) were designed for students who are at an advanced to proficient level of English and want to focus on a particular skill or topic.

LEVELS	COURSE NUMBERS	COURSE TITLES
FOUNDATIONAL TR	ACK	
Foundation 1	ESL 001	Grammar & Writing
Low Beginner		Reading and Critical Thinking
		Speaking & Listening
Foundation 2	ESL 002	Grammar & Writing
Low Beginner		Reading and Critical Thinking
		Speaking & Listening
BASIC USER TRACK		
Level 1	ESL 100	Grammar
Beginner		Reading & Critical Thinking
		Speaking & Listening
Level 2	ESL 200	Grammar
High Beginner		Reading & Critical Thinking
		Speaking & Listening
INDEPEDENT USER	TRACK	
Level 3	ESL 300	Grammar & Writing
Intermediate		Reading and Critical Thinking
		Speaking & Listening
Level 4	ESL 400	Grammar & Writing
High Intermediate		Reading and Critical Thinking
		Speaking & Listening
Level 5	ESL 500	Grammar & Writing
Low Advanced		Reading and Critical Thinking
		Speaking & Listening
Level 6	ESL 600	Grammar & Writing

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Advanced		Reading and Critical Thinking
		Speaking & Listening
PROFICIENT USER TRACK		
Level 7	ESL 700	Academic Writing
Proficient		Current Events
		TOEFL Preparation I (Reading & Listening)
Level 8	ESL 800	Cross-Cultural Communication
Proficient		American Literature
		TOEFL Preparation II (Writing & Speaking)

FOUNDATIONAL TRACK (352 clock hours)	Contact Hours	Lab Hours
ESL 001 Foundation 1	72	104
ESL 002 Foundation 2	72	104
BASIC USER TRACK (352 clock hours)	Contact Hours	Lab Hours
ESL100 Level 1	72	104
ESL 200 Level 2	72	104
INDEPENDENT USER TRACK (704 clock hours)	Contact Hours	Lab Hours
ESL 300 Level 3	72	104
ESL 400 Level 4	72	104
ESL 500 Level 5	72	104
ESL 600 Level 6	72	104
PROFICIENT USER TRACK (352 clock hours)	Contact Hours	Lab Hours
ESL 700 Level 7	72	104
ESL 800 Level 8	72	104

COURSE DESCRIPTIONS

General Education Courses

ARTS 101 Fundamentals of Art and Design (4 credits)

In this course, students investigate the history and theories of the elements of art and the principles of design through basic drawing and painting techniques in a variety of media. Prerequisites: None

BIOL 101 Introduction to Biology (4 credits)

This course presents the essential body of knowledge about biology with emphasis on molecular biology. The course covers, in addition to a general introduction to the nature of life, chemical foundations, cell structure and function, metabolism, DNA, genetics, evolution and ecology. Prerequisites: None

CRIT 203 Critical Thinking (4 credits)

The course will train students to become more rational, disciplined thinkers. It is designed to encourage objective thinking and to provide the skills to evaluate, identify, and distinguish between relevant and irrelevant information. Prerequisites: None

ECON 103 Principles of Economics (4 credits)

This course covers fundamental tools and applications of concepts in microeconomics and macroeconomics. The section on microeconomics focuses on markets as a mechanism for allocating scarce resources. Using tools of welfare economics, it addresses market efficiency, outcomes from market failures and firms with market influence. The section on macroeconomics provides a mix of classical and Keynesian ideas, addressing the forces that shape the economy in both the short run and the long run. Topics include the theory of economic growth, the role of financial markets, fiscal and monetary policies and the international economy. Prerequisites: None

ENGL 101 English Composition I (4 credits)

The course is designed to develop students' abilities to think, organize and express their ideas clearly and effectively in writing. Emphasis is placed on the various forms of writing such as process, description, narration, comparison, and argumentation. Numerous writing activities are required. Prerequisites: None

ENGL 102 English Composition II (4 credits)

This course strengthens the writing, reading, and interpretive abilities introduced in ENGL 101. It encourages students to develop an appreciation and understanding of various works of literature and to utilize literature to enhance critical thinking and writing. Prerequisites: ENGL 101

HUMN 224 Introduction to Ethics (4 credits)

This course is an introduction to the study of ethics and moral philosophy, including its historical development, the major figures within that history, and some of the ethical and moral issues that face us today. Introduces students to the ideas of great thinkers throughout history and encourages students' own thinking on various ethical and moral issues. Prerequisites: None

LITE 107 American Literature (4 credits)

This course will focus on the study of American literature where students will not only become aware of the great, controversial, and beautiful ideas contained in America's literary history, but also examine the interactions between the writers' purpose, subjects, and audience expectations. Assignments will consist of expository, personal, and persuasive writing, oral expression, vocabulary development, and research and analysis. Most writing assignments and projects will involve an exploration and analysis of rhetorical and linguistic choices as well as literary, cultural, and historical topics germane to American literature from the Puritan to the Post-Modern Era. Prerequisites: None

MATH 101 College Algebra I (4 credits)

This is an introductory course to the nature of mathematics as a logical system. The structure of the number system is developed and extended by logical reasoning to cover essential algebraic topics: algebraic expression, functions, and the theory of equations. Prerequisites: None

MATH 102 College Algebra II (4 credits)

This is an introductory course to the nature of mathematics as a logical system. The structure of the number system is developed and extended by logical reasoning to cover essential algebraic topics: circle ellipse, sequence, matrix, geometry, trigonometry, and differentiation. Prerequisites: MATH 101

PHYS 101 Introduction to Physics (4 credits)

This course is an introduction to the fundamental laws underlying physics and has general application in other areas of science. Mechanics and thermodynamics are treated quantitatively with a special emphasis on problem solving. Prerequisites: None

PSYC 109 Fundamentals of Applied Psychology (4 credits)

This course examines basic psychological concepts which can be helpful in adjusting to the college experience. Some of the subtopics covered include stress management, academic challenges, communication skills, time management, healthy relationships, positive thinking, conflict management, and balancing home/college/work. Prerequisites: None

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SOCI 201 Introduction to Sociology (4 credits)

This course examines the social institutions that shape and influence the behavior of the individual and groups in society, with emphasis on examining contemporary social problems. Topics include the foundation of the study of human social life, theories and methods of sociology, and basic sociological concepts. Prerequisites: None

RELI 210 Comparative World Religions (4 credits)

This course is an introductory survey of the world's religious traditions, with an emphasis on cultural context and historical development. Prerequisites: None

Information Systems Major Courses

COMT 100 CompTIA IT Fundamentals (4 credits)

In this IT foundational course, students will learn the fundamentals of computer technology, basic networking, and basic configuration of PCs, laptops, and server-client relationships. Students will understand basic computer terminology, including cloud computing terminology, basic software and hardware terminology, and basic command line terminology, such as Command Prompt, PowerShell, and Linux. Labs and hands-on demonstrations help to reinforce understanding of course material. This course is a prerequisite for many other IT courses. **Prerequisite:** None

COMT 201 CompTIA Network I (4 credits)

The Network I course helps IT students to develop their skills to troubleshoot, configure, and manage networks that are wired or wireless. Course topics include designing and implementing functional networks; configuring, managing, and maintaining network devices, including switches and routers; implementing network security, standards, and protocols, as well as, supporting the creation of virtualized networks. This course help students prepare for the corresponding CompTIA certificate Exam. **Prerequisite: COMT 100**

COMT 202 CompTIA Security I (4 credits)

This course provides the fundamental knowledge to analyze system risks and to implement a workable security policy that protects the information assets from potential intrusion, damage or theft. A wide range of technical issues and topics including a study of network and distributed systems security; web security; network threats, vulnerabilities and risks, computer crime, encryption and virtual private networks, and current network security technologies such as firewalls and intrusion detection systems will be covered. Topics include security architectures, multilevel systems and security management and monitoring. **Prerequisite: COMT 100**

COMT 203 CompTIA Cloud Essentials (4 credits)

This course will explore the real-world issues and practical solutions of cloud computing in business and IT and will thoroughly cover cloud computing principles. Students will learn how to weigh the pros and cons of Cloud computing to make effective decisions and meet IT challenges. Students will study cloud services from a business perspective. Students will gain expertise on how businesses gain value from cloud computing, and cloud types. Students will learn the steps to a successful adoption of the cloud, the impact and changes on IT service management, as well as the risks and consequences of cloud computing. Students will be well prepared to sit for the relevant CompTIA cloud certification exam. **Prerequisite: COMT 100**

COMT 208 CompTIA Server I (4 credits)

This course is designed to help infrastructure IT professionals in current IT environments that demand planning, securing and maintaining a variety of server equipment, and will help to boost the performance of IT professionals within businesses of all sizes. Students will learn about all aspects of a server, including server architecture, server administration, server storage, server security, networking, disaster recovery, and troubleshooting issues of hardware, software, storage and connectivity. The labs are aimed to develop the students' administrative skills and improve the skills that are necessary for identifying capacity requirements and identifying fault tolerance requirements. This course will help students to prepare for any relevant certification exam. **Prerequisite: COMT 100**

COMT 211 CompTIA Network II (4 credits)

The Network II course continues to help IT students to develop their skills to troubleshoot, configure, and manage networks that are wired or wireless. Course topics include designing and implementing functional networks; configuring, managing, and maintaining network devices, including switches and routers; implementing network security, standards, and protocols, as well as, supporting the creation of virtualized networks. This course help students prepare for the corresponding CompTIA certificate Exam. **Prerequisite: COMT 201**

COMT 212 CompTIA Security II (4 credits)

This course continues to provide the fundamental knowledge to analyze system risks and to implement a workable security policy that protects the information assets from potential intrusion, damage, or theft. A wide range of technical issues and topics including a study of network and distributed systems security; web security; network threats, vulnerabilities and risks, computer crime, encryption and virtual private networks, and current network security technologies such as firewalls and intrusion detection systems will be covered. Topics include security architectures, multilevel systems and security management and monitoring. **Prerequisite: COMT 202**

COMT 213 CompTIA Networking (4 credits)

This course helps IT students to develop their skills to troubleshoot, configure, and manage networks that are

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wired or wireless. Course topics include designing and implementing functional networks; configuring, managing, and maintaining network devices, including switches and routers; implementing network security, standards, and protocols, as well as, supporting the creation of virtualized networks. This course helps students prepare for the corresponding CompTIA certificate Exam. **Prerequisite: COMT 100**

COMT 214 CompTIA Server (4 credits)

This course is designed to help infrastructure IT professionals in current IT environments that demand planning, securing and maintaining a variety of server equipment, and will help to boost the performance of IT professionals within businesses of all sizes. Students will learn about all aspects of a server, including, server architecture, server administration, server storage, server security, networking, disaster recovery, and troubleshooting issues of hardware, software, storage, cloud storage and connectivity. The labs are aimed to develop the students' administrative skills and improve the skills that are necessary for identifying capacity requirements and identifying fault tolerance requirements. This course will help students to prepare for any relevant certification exam. **Prerequisite: COMT 100**

COMT 217 CompTIA Security (4 credits)

This course continues to provide the fundamental knowledge to analyze system risks and to implement a workable security policy that protects the information assets from potential intrusion, damage, or theft. A wide range of technical issues and topics including a study of network and distributed systems security; web security; network threats, vulnerabilities and risks, computer crime, encryption and virtual private networks, and current network security technologies such as firewalls and intrusion detection systems will be covered. Topics include security architectures, multilevel systems and security management and monitoring. **Prerequisite: COMT 100**

COMT 302 CompTIA Cybersecurity Analyst I (4 credits)

In this Cybersecurity course, students will learn both principles and practices of Internet Network Security. Students will strengthen their knowledge and skills to configure and use threat detection tools, perform data analysis, and interpret the results to identify vulnerabilities, threats and risks to an organization with the end goal of securing and protecting applications and systems of an organization. The labs in this course will provide students with the necessary platform to gain hands-on experience on cybersecurity. The lab tasks will help improve each student's practical skills in cybersecurity threats, network security, securing application data, manage access control, security compliance and protocols. The instructor will guide students to focus on current vulnerabilities and threat issues globally. This course will help students to prepare for the relevant certification exam. This course is offered in two parts, 4 credits per part for a total of 8 credits. **Prerequisite: COMT 100**

COMT 312 CompTIA Cybersecurity Analyst II (4 credits)

In this Cybersecurity course, students continue to learn both principles and practices of Internet Network Security. Students will strengthen their knowledge and skills to configure and use threat detection tools, perform data analysis, and interpret the results to identify vulnerabilities, threats and risks to an organization with the end goal of securing and protecting applications and systems of an organization. The labs in this course will provide students with the necessary platform to gain hands-on experience on cybersecurity. The lab tasks will help improve each student's practical skills in cybersecurity threats, network security, securing application data, manage access control, security compliance and protocols. The instructor will guide students to focus on current vulnerabilities and threat issues globally. This course will help students to prepare for the relevant certification exam. This course is offered in two parts, 4 credits per part for a total of 8 credits. **Prerequisite: COMT 302**

COMT 314 CompTIA Penetration Testing I (4 credits)

This is the first part of the two-part course, CompTIA Penetration Testing, that is designed for students who aspire to deepen their knowledge and skills in cybersecurity. Students will learn, practice, and demonstrate current penetration testing, vulnerability assessment and management skills, to gather information, exploit networks, and prepare reports to effectively communicate their findings. Students will learn the best practices of penetration methodology to improve the overall state of IT security within their organizations. Students who successfully complete this course are eligible for entry-level to intermediate employment levels of IT security analysts, penetration testers, vulnerability testers, network security specialists, or cybersecurity vulnerability specialists. Students who successfully complete both COMT314 and COMT324 courses will be prepared to sit for related certificate exams. **Prerequisite: COMT 312**

COMT 324 CompTIA Penetration Testing II (4 credits)

This is the second part of the two-part course, CompTIA Penetration Testing, that is designed for students who aspire to deepen their knowledge and skills in cybersecurity. Students will learn, practice, and demonstrate current penetration testing, vulnerability assessment and management skills, to gather information, exploit networks, and prepare reports to effectively communicate their findings. Students will learn the best practices of penetration methodology to improve the overall state of IT security within their organizations. Students who successfully complete this course are eligible for entry-level to intermediate employment levels of IT security analysts, penetration testers, vulnerability testers, network security specialists, or cybersecurity vulnerability specialists. Students who successfully complete both COMT314 and COMT324 courses will be prepared to sit for related certificate exams, such as, CompTIA exam PT0-002. **Prerequisite: COMT 314**

MSFT 201 Microsoft Transact-SQL (4 credits)

The course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server. This course is the foundation for all SQL Server-related disciplines, such as Database Development,

Database Administration, and Business Intelligence. This course helps students prepare for the relevant Microsoft Certification Exams. **Prerequisites: COMT 100**

SHEL 203 Linux Shell PowerShell and T-SQL (4 credits)

Linux is essential for individuals working in IT. In this course, students learn to customize and use the shell environment, write simple and complex scripts, use CLI structures, manage user and group accounts and related system files, configure and recognize system time and system logging. The course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server. Students also receive comprehensive instruction to the PowerShell scripting language. They will learn how to customize the User Interfaces, use basic PowerShell commands, variables, loops, branching, and script blocks. Students will work with files, process user input, while creating and extending functions. **Prerequisite: COMT 100**

Business Administration Major Courses

ACCT 101 Principles of Accounting I (4 credits)

This course introduces basic accounting of current assets and fixed assets. Students identify, summarize, and record accounting data, including the preparation of financial statements. Prerequisites: None

ACCT 102 Principles of Accounting II (4 credits)

Students learn basic accounting of liabilities and equity, and explore stock and bond transactions. Students review income statements and balance sheets and learn to prepare cash flow statements. Prerequisite: ACCT 101

ACCT 103 Principles of Accounting (4 credits)

This course serves as a solid foundation for understanding the language of business, financial management, and the principles and practices that underpin accounting. The course introduces basic accounting of current assets and fixed assets. Students learn basic accounting of liabilities and equity, and explore stock and bond transactions. Students review income statements and balance sheets and learn to prepare cash flow statements. Students identify, summarize, and record accounting data, including the preparation of financial statements. Prerequisites: None

BUSN 101 Introduction to Business (4 credits)

This introductory course is a survey of the functions of business, a comparison of the forms, organizations and methods of administration, and the interdependence of production, distribution, and finance in modern business. Students will be equipped with an integrated knowledge of business foundations and be able to apply business theories and concepts of core functional areas such as management, accounting, marketing, finance, and

economics.

BUSN 203 Business Ethics (4 credits)

This course provides an overview of moral dilemmas and problems that arise in business. This course will examine Ethics as the notion of good and bad, and about how best to live meaningful lives. The course will also review different ethical systems, cultural variations, and ways organizations develop and implement ethics programs. The course will help students understand moral obligations to each other, the importance of moral character in business, and the good the business promises to bring to society. Prerequisites: None

ECON 101 Principles of Economics I (4 credits)

This course is the first of two courses serving as an introduction to economics. It covers the foundations of economics, focusing on microeconomic principles and issues. The course also includes basic economic problems leading to labor divisions in society, and economic systems, mechanisms, concepts and theories. Other topics covered include current domestic microeconomic problems and international economic issues, such as international trade and foreign exchange. Prerequisites: None

ECON 102 Principles of Economics II (4 credits)

This course explores macroeconomic concepts and issues, such as the features and goals of capitalism, the market system, national income, business cycles, macroeconomic theories, and monetary and fiscal policy. It examines and analyzes both product and resource markets with emphasis on supply and demand. Costs of production and basic market models of short-run and long-run operations are discussed. Prerequisite: ECON 101

ECON 103 Principles of Economics (4 credits)

This course covers fundamental tools and applications of concepts in microeconomics and macroeconomics. The course includes basic economic problems leading to labor divisions in society, and economic systems, mechanisms, concepts and theories. The section on microeconomics focuses on markets as a mechanism for allocating scarce resources. Using tools of welfare economics, it addresses market efficiency, outcomes from market failures and firms with market influence. The section on macroeconomics provides a mix of classical and Keynesian ideas, addressing the forces that shape the economy in both the short run and the long run. Topics include the theory of economic growth, the role of financial markets, fiscal and monetary policies and the international economy. Prerequisites: None

MGMT 101 Principles of Management (4 credits)

This course is a general survey of management that focuses on planning, organizing and controlling, providing an awareness of and insight into various aspects of management. Prerequisites: None

MKTG 101 Principles of Marketing (4 credits)

This introductory course presents the basic principles and practices of marketing. Topics include marketing orientation, external environments, ethical codes of conduct, and the importance of marketing to the business firm, our world economy and global culture. An emphasis is placed on marketing strategy, image and branding, target markets, product, price, distribution, and promotion. Prerequisites: None

MKTG 102 Consumer Behavior (4 credits)

This course introduces the student to the various facets of consumer behavior, including the decision-making process, problems, needs and goals, the consumer's search for information, and the evaluation of the purchase decision. Prerequisites: MKT101

Digital Marketing Concentration Courses

DMKT 203 Introduction to Digital Marketing (4 credits)

This course introduces the basics of digital marketing by keeping things clear and actionable. This course discusses how to reach customers and how traditional and digital media can work together. It also examines the difference between inbound and outbound marketing. Prerequisites: None

DMKT 206 Social Media & Email Marketing (4 credits)

Understand the unique qualities of the world's most popular social media platforms – including Facebook, Instagram, Snapchat, LinkedIn, Twitter, and TikTok – and learn to apply their unique capabilities to engage and grow your community with this powerful inbound marketing tool. The course also helps to learn strategies to build an email list and email marketing campaigns, with hands-on practice using MailChimp to design effective emails and drip campaigns to drive a wide variety of digital marketing goals. Prerequisites: None

DMKT 209 Search Engine Optimization (SEO) (4 credits)

Search Engine Optimization is all about getting on that first Google page, staying top of the list and top of mind. Develop keyword strategies, understand the kind of content that attracts users, optimize rankings and then convert visitors to customers. Prerequisites: None

DMKT 210 Website Optimization (4 credits)

This course gives you the skills to create a simple, well-designed, optimized WordPress site that not only looks good but also delivers for your business. Prerequisites: None

DMKT 211 Digital Marketing Analytics (4 credits)

All online digital marketing campaigns generate detailed data. This Digital Marketing course helps understand how to utilize and analyze your marketing data and digital analytics and will unlock the ability to leverage data-driven insights to iterate and optimize your marketing strategy to maximize long-term results. Prerequisites: None

DMKT 213 SEO & Website Optimization (4 credits)

In today's digital landscape, this course aims to motivate students in understanding the fundamentals of Search Engine Optimization and Website Optimization, which is all about raising the search results and online visibility to the first Google page, sustaining that top position, and maintaining freshness while staying current in users' minds. This course helps students to learn SEO terminology, develop keyword strategies, like long-tail vs short-tail, understand the kinds of content that attract users, optimize search rankings, while teaching students how to convert visitors to customers. Students also learn to strengthen their skills to create simple, well-designed, optimized WordPress websites that deliver optimal images and multimedia business exposure. Prerequisites: None

English as a Second Language Courses

Academic Writing

This course aims to develop or refine the writing skills that students will need to function within an academic community. It covers the basic structures of term papers and other types of academic writing, with focus on establishing the rationale and purpose of an academic paper. Since academic writing is dependent on the research of others, the course emphasizes the importance of finding, evaluating, and referring to relevant literature. In addition, it provides students with writing and language techniques that are useful in writing a clear, coherent, logical text.

American Literature

This course offers a study of American short stories to advanced level English language learners. Students will learn to appreciate and analyze literature by defining, identifying, and using literary devices, and by interpreting literary work and drawing conclusions from analysis.

Cross-Cultural Communication

This course is based on the idea that the cultural use of English and an understanding of cultural values and attitudes should be incorporated into language programs designed to teach language competence. The purpose of the course is to help students become knowledgeable about and adapt to American culture and understand cultural differences affecting their communication with native speakers.

Current Events

The goal of this course is to develop students' communication and critical thinking skills through open discussions of current events and social issues. Discussions are supplemented by readings, audio, and videos, and focus on authentic news and controversial issues in the U.S. and around the world.

Grammar

These courses are based on the idea that students learn more, remember more, and use language more effectively when they learn grammar in context. The grammar is presented in interesting contexts that are relevant to students' lives. Additionally, the courses point out the connections between grammar and writing, demonstrated through writing models and enhanced by editing practice for relevant application of target points. Students learn how to use English grammar structures accurately in both speaking and writing.

Reading & Critical Thinking

The purpose of these courses is to enable students to develop the essential reading, critical thinking, and vocabulary skills for academic readiness. The readings tap into students' curiosity about the world, naturally encouraging inquiry and opportunities to synthesize information. Students learn essential skills by performing comprehension activities that cover question types commonly found on standardized tests, and they improve their critical thinking abilities through individualized and cooperative activities.

Speaking & Listening

The purpose of these courses is to help students develop the language skills needed to interact with English speakers in social, professional, and academic settings. Students learn key academic skills as they engage with current and thought-provoking themes through content, images, and video, and learn to become more active and informed listeners in lectures and conversations. Students also develop critical thinking skills and learn to participate more confidently in conversations and group discussions and to give both formal and informal oral presentations.

TOEFL Preparation

In these courses, students receive instruction and opportunity for practice that closely mirrors the actual TOEFL iBT test. This helps them to master the skills necessary to achieve the best possible score. The courses also prepare students for success in an academic setting.

Writing

In these courses, students are provided with clear explanations and extensive practical activities to help them write great sentences, paragraphs, and essays. Each course contains a wide variety of writing models in carefully

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selected rhetorical styles that provide practice in working with the writing process to develop a final piece of writing. Students perform structured activities that help them to quickly master writing tasks. The courses provide student writing models to help students focus on specific writing skills and multiple rhetorical structures.			

STUDENT LIFE

STUDENT CONDUCT AND DISCIPLINE

Expectations, Rules, and Regulations

Pacific Tech accords students the opportunity to learn about life, to challenge their own values and the ideas and values of others, and, in so doing, to become responsible members of the College community. While the College imposes no specific moral standard or creed on its students, each student is responsible for living up to College policies, rules, and regulations detailed below. Failure to do so may result in disciplinary action.

The expectations, rules, and regulations for Pacific Tech students and the policies detailed below pertain to students on and off campus, while participating in College programs and activities, domestic or international. Student behavior occurring anywhere other than on property owned or rented by Pacific Tech will be of concern to the College if, in the judgment of the President, there is sufficient information to determine that the behavior alleged would adversely and seriously affect the student's suitability as a member of the College community.

When any violation of College policy, rule or regulation is motivated by intolerance or hate directed toward an individual or group based on characteristics such as race, color, national origin, gender, sexual orientation, or political or religious belief, the sanction administered by the appropriate administrative officer or hearing board will be increased in severity and may include separation from the College.

<u>Academic Integrity:</u> We expect students to do their own academic work and to be honest and truthful in their interactions with College officials. The following actions are prohibited:

- Cheating
- Academic Misconduct
- Fabrication
- Plagiarism

See the College Policy on Academic Integrity for more details.

<u>Responsibilities to the College:</u> We expect students to conduct themselves reasonably and appropriately, on and off-campus. This includes respectful responses to College officials, appropriate use of College facilities, and compliance with sanctions applied through established judicial procedures. The following conduct is prohibited:

• Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities.

- Disorderly, overly aggressive, or obscene conduct, or breach of peace on College-owned or leased property or at College-sponsored or supervised functions.
- Refusal to comply with the directions of a College official or hindering an official acting in the performance of his/her duties.
- Unauthorized use of college facilities, including but not limited to:
 - Unauthorized access to or use of buildings and other facilities
 - o Improper possession, use, or duplication of keys or keycards
 - O Unauthorized access to computers, computer systems/accounts; deliberately attempting to disrupt the performance of a computer system/network; infringement of copyrights or license agreements; forging e-mails; illegal copying of software; breaking in or attempting to break into the College's or another person's system; stealing passwords or using the computing system to harass others.
- Attempted or actual theft or damage to College property.
- Misappropriation of College or student organization funds; tampering with a student government election or selection process.
- Failure to observe sanctions applied through established judicial process.
- Conduct which adversely and seriously affects the student's suitability as a member of the College community

<u>Respect for Individuals and Personal Property:</u> We expect students to treat all members of the College community with care, respect and dignity. The following conduct is prohibited:

- Physical, verbal or psychological abuse, harassment, intimidation or other conduct (whether willful or negligent) that threatens or endangers the health, well-being, or safety of oneself or of any person on College-owned or leased property, or at College-sponsored or supervised functions.
- Sexual misconduct, including sexual assault, sexual harassment, or sexually inappropriate behavior (See Sexual Harassment Policy).
- Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which
 destroys or removes public or private property, for the purpose of initiation, admission into, affiliation
 with, or as a condition for continued membership in a group or an organization (See Anti-Hazing Policy).
- Attempted or actual theft of or damage to personal property.

<u>Health</u>, <u>Safety</u>, and the <u>Law</u>: Students are expected to make sound decisions regarding the health and safety of themselves and others and to comply with laws applicable to all residents of the College. The following conduct is prohibited:

• Alcohol: The use of alcohol except as permitted by law; the abuse of alcohol by any student whether of

legal age or not (See Alcohol and Drug Policy).

- Drugs: The use, possession, sale, transfer, distribution, manufacture or cultivation of any controlled substance, except prescription drugs used by the person for whom and for the purpose for which they were prescribed.
- Dangerous implements or materials: The use or possession of explosives, firecrackers, firearms, BB guns, explosive materials, or knives with blades in excess of four inches on campus property.
- Safety and Security: Misusing or tampering with fire alarm systems, fire extinguishers, or other security equipment, or compromising any College security system (See Emergency and Safety Procedures).

<u>Compliance with College Policies</u>: Many programs and facilities have established policies and procedures that govern student behavior. Students are expected to comply with all written policies of the College.

Responses to Alleged Violations of College policy

The President of the College (or his/her designee) has the obligation to attempt to assure the safety of individuals, the protection of property, the continuity of the educational process, or the preservation of the legal status of the College. In executing these obligations, the President (or his/her designee) is specifically empowered to determine the status of any student at any time. The President (or his /her designee) may remove individuals from campus or prohibit individuals from being on campus and expel, suspend, or otherwise take action with respect to such individuals. If a student is expelled, suspended, withdrawn, or placed on leave of absence as a result of the exercise of executive authority, the terms upon which resumption of normal student status will be permitted, if any, will be stated at the time of the decision. In any case, no student will be expelled without the specific consent of the President of the College.

Informal Response

Many minor incidents (e.g., excessive noise, classmate conflicts) are handled informally through conflict resolution, mediation, or simple agreements that the parties involved will cease and desist a certain conduct. Many minor incidents are resolved with the assistance of peer counselors or the Director of Student Services. Such cases usually do not result in official disciplinary records or sanctions but may be introduced at a later date if patterns of unacceptable behavior emerge.

Formal Disciplinary Action

When it is neither possible nor appropriate to resolve a conflict or disciplinary matter informally, the alleged violation is forwarded to the Director of Student Services. There are three major categories of violations, each with a separate and distinct method of resolution: social misconduct, academic integrity, and sexual misconduct.

Reports and Investigations of Alleged Violations

Any member of the Pacific Tech community may file a complaint. Incident reports are sent, and complaints made to the Director of Student Services. As part of the investigation the staff member determines whether the alleged violation is an act of academic dishonesty, sexual misconduct, or social misconduct.

Administrative Resolution

Once an investigation is complete, the investigative report is forwarded for action to the Director of Student Services, who determines whether a violation of college policy has occurred, based on a preponderance of evidence (i.e., whether it is more likely than not that a violation occurred). If a violation is found, sanctions are assigned.

Disciplinary Sanctions

- 1. <u>Censure and Warning</u>: Written notification that the student's behavior is unacceptable, and that continuation or repetition of such conduct may result in more severe disciplinary action.
- 2. <u>Disciplinary Probation</u>: A written reprimand including a statement that any further violation of College policy may result in suspension or expulsion.
- 3. <u>Suspension</u>: Termination of a student's enrollment at the College for a specified period of time. This may also include restricting access to campus or College events during the suspension.
- 4. <u>Dismissal</u>: Permanent termination of enrollment, including no further access to campus or any College events without written approval from the President.

a. Additional Sanctions:

- <u>Restitution</u>: Reimbursement for damage to or misappropriation of property. At the discretion of the Director of Student Services, this may take the form of work, community service, or other compensation such as service to the College community.
- Revocation of Privileges: Lose right to participation in extracurricular college activities or removal from other activities.

Appeal Procedures

A student may appeal the decision by requesting a due process hearing with the College Appeal Committee. If the student chooses to exercise his or her right to a hearing, he or she must notify the Director of Student Services in writing within ten (10) working days of receipt of the letter informing him or her of the decision and sanction. Upon receipt of this notification, all imposed sanctions are suspended until the appeal process is completed.

The committee is composed of the President, the Director of Student Services, a faculty member appointed by the President, and the Director of Student Services. The President will chair the committee. The College Appeal

Committee will conduct their proceedings as follows:

At the hearing, which is closed to the public, the chair of the Committee will introduce the written appeal to the Committee. The Committee will discuss issues, hear testimony, question witnesses, and consider available evidence pertaining to the appeal hearing. The Committee may call upon the complainant and/or anyone who may provide relevant information. The student will have the opportunity to present statements, testimony, evidence, and witnesses; refute evidence brought forth to the Committee and present any relevant evidence in his or her defense; question witnesses; and respond to questions by the members of the Committee. The written findings of facts and the sanction(s) will be submitted by the Committee to the Director of Student Services within three (3) working days of the hearing, unless this time is extended for good cause by the Committee. The Committee's decision will be final and will be sent via certified mail with return receipt requested within three (3) working days of the hearing to the student.

The written findings of the facts and the sanction(s) will be kept in a confidential file in the office of Academic Affairs and made available to the student for at least five (5) years. Final decisions regarding the violation will be documented in the College's student conduct database.

ACADEMIC INTEGRITY

True learning only can take place when students do their own work honestly, without copying from other students or other sources. The College enforces the highest standards of academic integrity, both to preserve the value of the education offered and to prepare students to become productive members of the workforce. It is considered a breach of the Academic Integrity policy for students to employ any form of deception in the completion of academic work, including but not limited to:

- Copying work, ideas, or projects from any other person or media
- Allowing another person to copy or borrow original work in any form
- Allowing another person to copy answers on a quiz or test or to communicate with another person during a
 quiz or a test
- Representing the work of another team member as one's own
- Committing plagiarism in any form, including failing to give credit to the source of thoughts, words, ideas, or work from any other person, printed material, or web site.

When a violation of the Academic Integrity policy is found to have occurred, disciplinary action will be taken. Depending on the severity of the violation or repeated/multiple occurrences, violations may result in an "F" grade

for an assignment, project, assessment, or the course itself, or may result in dismissal from the College. All violations of the Academic Integrity Policy are documented and made a permanent part of a student's record. Students should see their instructor or the Program Director if they have any questions about the Academic Integrity policy.

Classroom Etiquette

- Please arrive on time to class and stay for the entire class period. Late arrivals and early departures are disruptive.
- If despite your best effort you arrive late, please quietly take a seat at the back of the classroom. Similarly, in the rare event that you must leave class early (e.g., for a medical appointment), email your instructor in advance to let him/her know, then sit close to the rear door and leave as unobtrusively as possible. If you cannot be there on time or must always leave early because of a class or work conflict, either seek specific permission from your instructor or do not take the class.
- During exams, ask permission before leaving to use the restroom. Try to use the restroom before coming to class.
- When class begins, please stop your conversations.
- Wait until class is completely over before putting your materials away in your backpack, standing up, or talking to friends.
- No taping, filming, or photography in class without instructor's prior permission (whether by camera, cell phone, or other means). These activities are distracting and inhibiting to faculty and other students, may infringe upon privacy or copyright, and have a chilling effect on classroom discussion.
- Cell phones should be turned off. No talking on cell phones, text messaging, or emailing on laptops during class. Wait until after class to return any calls received.
- No listening to iPods or other electronic recording devices during class.
- No web browsing or chatting on the internet
- Because participation is counted as part of your grade, missing class could negatively impact your grade.
 Disrupting class could also lower your participation grade.
- Keep on the topic at hand. If you have questions off the current topic, address them outside of class at office hours or by email with the instructor.
- Do not talk out of turn. Wait to be recognized before speaking and do not try to dominate a discussion with your questions or comments give others a fair opportunity to participate.
- Do not read the newspaper during class. The shuffling of pages can be very distracting.
- Food and drink are discouraged in class. There may be times that you need a beverage or small snack during class. Avoid bringing in large meals or food that is noisy when unpackaged or chewed.

- Show respect for your instructor and fellow classmates. Do not interrupt another who is speaking.
- It is okay to disagree with an idea but not okay to ridicule or make fun of another person and his/her ideas. Raised voices, derogatory language, name-calling, and intimidating behavior will NOT be tolerated.
- Do not disturb others by engaging in disruptive behavior. Disruption interferes with the learning environment and impairs the ability of others to focus, participate, and engage.

Email Etiquette

Every student is provided with a pacifictech.edu email address. The following rules guide the usage of this email domain address:

- You are expected to write as you would in any professional correspondence. Email communication should be courteous and respectful in manner and tone. Do not send emails that are curt or demanding.
- Do not expect an immediate response via email (normally, a response will be sent within two business days). If your email question is sent at the last minute, it may not be possible to send you a response before an assignment is due or a test is given.
- Do not post personal information about yourself or others about third parties to the class list serve. For example, if you are having trouble with a lab partner you should see the instructor in person to discuss the specifics of the issue.

After a minimum of one semester following his or her dismissal for violation of a Student Code of Conduct, a student may submit a written appeal to the Student Affairs Review Committee to request readmission. The student will be notified within 30 days of the committee's decision on the request. The decision of the committee is final.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Pacific College of Technology complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which is designed to protect the students' rights with regard to educational records maintained by the institution. Under FERPA, a student has the following rights:

- 1. The right to inspect and review the student's educational record within 45 days of the day the University receives a request for access.
 - A student should submit to the Registrar or other appropriate academic official, a written request that identifies the record(s) he or she wishes to view. The school official will make arrangements for access to the record and notify the student of the time and place where the records may be viewed.
 - After further review, the student has the right to request an amendment of his or her record if he or she

- believes there are any inaccuracies. The student will need to make a formal written request to the Registrar's Office and specify the revisions that need to be made.
- 2. If, upon review, the school chooses not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing to appeal the decision regarding the request for amendment.
- 3. All student educational records are kept confidential and cannot be released without the student's consent with the exception of directory information. A student may, however, request that his or her directory information also be kept confidential. To do so the student must submit a written request to the Registrar's Office. Directory information at the College is considered the following:
 - Student's name
 - Major field of study
 - Dates of attendance
 - Honors and awards received
 - Participation in officially recognized activities
- 4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, and support staff position. Persons or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in emergency, seek to protect the health or safety of students or other persons may also have access.
- 5. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- 6. Upon request, the University discloses education records without consent to officials of another—school in which a student seeks or intends to enroll. (FERPA) requires an institution to make a reasonable attempt to notify the student of the record request unless the institution states in its annual notification that it intends to forward records on request.
- 7. Confidential information can be released directly to the student; however, it cannot be released directly to the student's family members (e.g., parents, spouses, etc.) without the written consent of the student. However, when a student is a dependent of the parent as defined by the Internal Revenue Service, such information may be released to the parent without the written consent by of the student.
- 8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific College of Technology to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 600 Independence Avenue, SW, Washington, DC 20202-4605

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Policy

Students enrolled in or taking courses at Pacific College of Technology (Pacific Tech, PCT) are expected to demonstrate the highest standards of personal integrity and to conduct themselves as professionals. Similarly, students should expect faculty and staff members to be persons of integrity who apply the principles of honesty, fairness, respect, and trust that characterize the professional/academic community. Thus, when student grievances concerning faculty and staff members arise, they are taken very seriously and are treated with sensitivity and urgency. The Director of Student Services is responsible for managing this policy.

These procedures are to provide a framework and mechanism for an objective review of student grievances about the equity and fairness of PCT faculty, staff, or procedures that affect their academic standing and progress toward their degree. Such issues may arise regarding fair and equal treatment in the conduct of a class or in the grading or evaluation of academic work. Other issues may concern the equity and fairness of program or PCT policies. Other college policies and procedures apply to allegations of faculty and staff misconduct; such matters will be governed by appropriate policies administered under other college units: Complaints that a member of the faculty or staff has engaged in research misconduct, violated the college's nondiscrimination and harassment policies, or violated employment contracts will be investigated by the President.

A student who alleges misconduct by a faculty or staff member must pursue the grievance by following the resolution procedure below:

Student Grievance Resolution Procedure

Informal Action

In many cases, academic disputes can be quickly and effectively resolved when addressed informally at the local level. Misunderstandings, miscommunications, and disagreements often can be resolved through such conversations. In such cases, the best way for a student to resolve a grievance is to approach the faculty or staff member directly involved in the situation and attempt to reach a resolution informally.

Formal Action

If informal discussion does not resolve the disagreement, the student may file a formal Student Grievance.

- **Step 1:** The complainant completes a grievance form. The grievance form is available on the College website and in the Office of Administration.
- **Step 2:** The complainant submits the grievance form to the Director of Student Services.
- **Step 3:** A Complaint Officer will be assigned. The complainant will receive a letter via email with the Complaint Officer's information as appropriate. The Director of Student Services will provide written notification of the grievance to the accused within five working days of receiving the grievance. In some instances, the Director of Student Services may choose to hear the complaint at his/her discretion.
- **Step 4:** The Complaint Officer will conduct an investigation.
- Step 5: The Complaint Officer notifies the complainant and the accused of their findings. Notification of findings will be sent within 20 working days of the grievance being filed. The complainant will receive the results of the investigation in writing. The complainant will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 6.
- **Step 6:** The complainant may appeal the ruling by submitting a grievance appeal form to the Director of Student Services within five days. The grievance appeal form is available on the College website and in the Office of Administration. Appeals must be based on the issue of substantive or procedural errors which are prejudicial. The specific grounds to be addressed are:
 - a) Were the procedures of the policy followed?
 - b) If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?
 - c) Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?
 - d) Was the information presented during the review sufficient to justify the decision reached?
 - e) Was there information existing at the time of the review that was not discovered until after the review?

The Director of Student Services reviews the investigation and findings. The Director of Student Services may refer the appeal to a hearing committee at his/her discretion. If the Director of Student Services was the original decision maker in the grievance, the appeal will go to the President.

- **Step 7:** A final decision is made. The Director of Student Services, or the President depending on the appeal, will make the final decision on the appeal and notify the complainant and the accused in writing within 10 working days.
- Step 8: If the complainant is not satisfied with the final institutional decision, he or she may file a formal,

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written complaint with the Transnational Association of Christian Colleges and Schools (TRACS) and/or with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). Contact information for each of these agencies is listed below:

Transnational Association of Christian Colleges and Schools (TRACS)

15935 Forest Road

Forest, VA 24551

Phone: 434-525-9539

https://tracs.org/

Georgia Nonpublic Postsecondary Education Commission (GNPEC)

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084

Tel: 770-414-3300

https://gnpec.georgia.gov/student-

resources/student-complaints

CAMPUS HEALTH, SECURITY, AND EMERGENCY PROCEDURES

Pacific College of Technology strives to provide a safe work and campus environment and encourages personal health and safety for all students and employees. Anyone who is aware of or is the victim of a campus crime should notify a campus administrator immediately or dial 911 for immediate response from local emergency services and or law enforcement officials.

HARASSMENT

All students, staff, and faculty members of PCT should be able to work in an atmosphere free of discriminatory intimidation based on sex, race, color, age, national origin, disability, religion, or any other factor. Such intimidation is considered harassment, is a violation of the victim's civil rights, and is against PCT policy. All such behavior is expressly forbidden and will not be tolerated by PCT. Any member of the PCT community who threatens, upsets, irritates, persecutes, or in any other way disturbs others; or who creates or attempts to create a hostile environment or the perception of a hostile environment on College premises is subject to disciplinary action under this policy, up to and including dismissal from the College. This includes physical threats, intimidation, teasing, bullying, etc. If you feel that you have been a victim of any kind of harassment, please report it to the Director of Student Services or another member of PCT administration.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment of students, staff, or faculty members by any member of the College community is against College policies and may be considered illegal in some cases. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace or College environment when

- 1. Submission to the conduct is either explicitly or implicitly a condition of employment, grades, or goodwill.
- 2. Submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or
- 3. The conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance of duties, or of creating an intimidating hostile, or offensive work or learning environment.

The above are examples of behavior that constitutes sexual harassment, but other behavior of a sexual nature may be considered harassment as well. Sexual harassment on PCT premises will not be tolerated under any circumstances, and will be severely punished, up to and including dismissal from the College and, if applicable,

legal actions against the harasser. Anyone experiencing or observing sexual harassment as a described in any of the above categories should report the incident immediately to the Director of Student Services or another member of PCT Administration.

ANTI-HAZING

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College is considered hazing, regardless of the willingness of the participant. Such prohibited actions, situations, and activities include, but are not limited to, the following:

- 1. Any brutality of a physical nature such as whipping, beating, branding, or forced calisthenics.
- 2. Excessive exposure to the elements.
- 3. Forced or required consumption of food, alcohol, drugs, or other substances.
- 4. Forced physical activity that could adversely affect the physical health or safety of the student.
- 5. Forced activity that would subject the student to extreme mental stress such as sleep deprivation.
- 6. Forced exclusion from social contact.
- 7. Forced conduct that could result in extreme embarrassment.
- 8. Any other forced activity that could adversely affect the mental health or dignity of the student.

It may be unlawful under some state laws for any student to engage in what is known as hazing or to aid or abet any other student in the commission of this offense. Any violation could result in civil or criminal penalties that may include the imposition of a fine. Pacific College of Technology's actions against violators can include the imposition of probation, suspension, or dismissal.

DRUG AND ALCOHOL-FREE CAMPUS

It is Pacific College of Technology's policy to provide a positive environment conducive to learning. To that end, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. This prohibition applies to all employees and students. Violation of these provisions by a student may lead to the imposition of disciplinary sanction, up to and including suspension or expulsion. Pacific College of Technology employees are also subject to disciplinary sanctions for violation of these provisions occurring on the College property or any work site during work time, up to and including termination for employment. Referral for criminal prosecution may occur where appropriate.

Legal Sanctions:

Students must be aware that significant criminal penalties exist under state and federal laws for the unlawful possession or distribution of alcohol and illegal drugs.

Legal sanctions under local, state, and federal laws vary by location, but may include:

- Monetary fines
- Jail time
- Suspension, revocation, or denial of a driver's license
- Property seizure
- Loss of eligibility for federal benefits, including federal financial aid

Federal penalties for drug trafficking may be found at www.justice.gov/dea/druginfo/ftp3.shtml.

Students who are concerned about specific circumstances should consult applicable local, state, and federal law and/or seek legal counsel.

Health Risks:

Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited on the table on the following page and may be found at www.justice.gov/dea/druginfo/factsheets.shtml.

Drug	Risk of Physical	Risk of Psychological	Health Risk
	Dependency	Dependency	
Narcotics i.e. (heroin,	High	High	Drowsiness, slow and shallow
oxycodone, morphine)			breathing, confusion, muscle
			weakness, nausea, convulsions,
			coma and death
Stimulants (e.g., crack/	Possible	High	fever, agitation, panic, headache,
cocaine, amphetamines,			dizziness, tremors, convulsions,
methamphetamine)			cardiac arrest, stroke, death
Depressants (e.g.,	Moderate	Moderate	Loss of motor coordination,
Valium, Xanax,			weakness, headache, blurred vision,
Rohypnol)			dizziness, nausea, low blood
			pressure, slow breathing, coma,
			death

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Hallucinogens (e.g.,	None	Unknown	Seizures, muscle cramps, nausea,
LSD, MDMA, PCP)			liver kidney and cardiovascular
			failure, coma, death
Inhalants	Unknown	High	Muscle weakness, disorientation,
			nausea, nervous system and organ
			damage, asphyxiation, death
Marijuana	Unknown	Moderate	Dizziness, nausea, dry mouth, loss
			of motor coordination, panic attacks

Alcohol

For those students who choose to use alcohol, Pacific College of Technology encourages students to drink responsibly and to never drink and drive. Consuming alcohol has many risk factors and can lead to dependency. With excessive use, liver, brain, heart, and stomach damage can occur without apparent warning signs. Alcohol is one of the leading causes of preventable deaths in the United States.

Counseling, Treatment, and Rehabilitation:

Drug and alcohol counseling, treatment, and rehabilitation programs for employees and students are available from a variety of community sources. Anyone who recognizes a personal drug or alcohol problem, who is concerned about a student or coworker, or who wishes to know more about drug and alcohol abuse may contact a campus executive officer. Community resources may be obtained from the office of Student Services.

National Resources:

Pacific College of Technology also encourages anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying counseling, treatment, or rehabilitation programs.

Alcohol/Drug Helpline: (800) 821-4357

Substance Abuse and Mental Health Services Administration (SAMHSA) Hotline: (800) 662-HELP

Al-Anon: (888) 425-2666 (local information can be found in your local telephone directory)

TOBACCO

Tobacco use (including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, *gutka* and *paan*), is **PROHIBITED** in PCT buildings and on all PCT premises, except in designated outdoor areas. These areas contain fireproof ash cans for disposal of cigarette butts. Tobacco-related rubbish, such as

cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire. Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action.

FIREARMS, EXPLOSIVES, AND OTHER DANGEROUS WEAPONS

No firearms or ammunition are permitted in outdoor areas of the campus or in any college-owned, student-occupied buildings, or in conjunction with any college-sponsored activity.

For the purpose of this policy, BB guns, illegal knives, blowguns, swords, slingshots, bows and arrows, crossbows, and similar devices are considered "dangerous weapons," and their possession and use are prohibited. Explosive of any type, including fireworks, firecrackers, cherry bombs, bottle rockets and the like, are prohibited at all times.

The only three exceptions to this policy are 1) law enforcement officers in the course of their duty; 2) firearms, explosives, and other dangerous weapons used by faculty for educational purposes, and 3) students using firearms, explosives, and other dangerous weapons for educational purposes who have received prior permission from the Director of Student Services.

Items such as air soft guns, paint guns, paintballs, darts, knives, mace, pepper spray, or other realistic toys or replicas used inappropriately, or in contexts for which they are not intended, will be treated as dangerous weapons. All firearms, explosives, and dangerous weapons will be confiscated.

CHILDREN ON CAMPUS

Pacific Tech cannot be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the PCT campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

ANIMALS ON CAMPUS

property without prior authorization from PCT administration. Service animals are permitted on the PCT campus with the prior authorization of PCT administration. If you have a service animal, please contact the Main Office for details on obtaining authorization.

VISITORS ON CAMPUS

Visitors are welcome to Pacific Tech. Visitors are responsible for any children that accompany them. All visitors (i.e., anyone who is not a student, faculty member, or staff member of PCT) must sign in at the front desk. Visitors who have not signed in may be asked to leave the premises. Pacific tech is a private business, and therefore reserves the right to refuse entry to anyone for any reason.

EMERGENCY PROCEDURES

IN CASE OF FIRE OR EMERGENCY, CALL 911 IMMEDIATELY

PCT has an emergency plan that gives procedures to follow in case of fire, weather, earthquake, or lockdown emergencies. Faculty members have this plan explained at Faculty Orientation. They should subsequently review the emergency information with all students at the beginning of each semester (emergency plan/handout discussed at orientation). The student should be made aware of the building layout. In the event of a medical emergency, the situation should be reported immediately to the Office of Administration. The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

In an emergency, you should:

- Upon discovering an emergency, or potential emergency, immediately leave the area and go to the nearest telephone; call the PCT Office at 770-559-0580.
- Give the PCT Office as much information as possible regarding the emergency.

The PCT office will:

- Identify the nature and scope of the emergency.
- Establish priorities and coordinate crisis response efforts.
- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Federal Emergency Management Agency.
- Determine the times and means to report efforts and progress to the campus community.

Police and Medical Contact Information:

Gwinnett Medical Center Lawrenceville

Pacific College Of Technology	Catalog 2023-2024
24-Hour Emergency Room	678-312-4357
Gwinnett Extended Care Center	678-312-3000
Counseling & Psychiatry of Gwinnett	770-978-9393
Emory University Hospital	404-712-2000 800-75-Emory
Emergency services	
DeKalb County Police	404-371-2000
Non-emergency	678-406-7929
Atlanta City Police	404-614-6544
Other Important Numbers	
Georgia State Patrol	404-624-7700
Poison Information Center (Statewide)	800-222-1222

EMERGENCY PLAN AND CRISIS PROCEDURES

Road Conditions (Statewide)

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. PCT' Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

877-694-2511

On request and insofar as it is able, PCT Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are emplaced in all public areas and classrooms, which record all activity 24/7, and are equipped with infrared capability for recording in the dark. PCT reserves the right to use these cameras in the investigation of any incident on campus and will provide recordings to relevant authorities when necessary.

IN AN EMERGENCY, DISABLED PERSONS ARE TO BE GIVEN PRIORITY IN THE USE OF ELEVATORS.

The following procedures should be followed in the event of emergencies:

Fire

In all cases of fire, PCT administration must be notified as soon as possible. Fire alarm pulls are throughout the building; pull the alarm and then call 911. During a fire alarm in any building, you are required to evacuate immediately.

• If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout

at regular intervals to alert emergency crews of your location.

- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, do so and proceed to the nearest exit. Shout and pound on doors to alert others as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If an emergency exists, notify PCT administration and activate the building alarm. Call 911 and report the fire.
- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary. A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a College official.

Illness or Injury

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and as comfortable as possible.
- Ask the victim, "Are you ok?" and "What is wrong?"
- Check breathing and give CPR if necessary and ONLY if you are properly trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.

In case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the Office of Administration.

Gas Leak

In the event of a gas leak:

- Call 911 and notify PCT administration.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Emergency services will establish a safe perimeter. Do not return to an evacuated building until instructed to
 do so by a College official.

Severe Weather

The Atlanta area is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck. In the event DeKalb County comes under a tornado warning (meaning a tornado has been spotted in the Atlanta area) and the tornado is heading toward the campus, the Office of Administration will immediately notify the President. The Chief Academic Officer will be notified, and all classes will be immediately informed.

General Precautions

- Remain indoors.
- Go to the safest area in your building (see list below).
- Stay away from windows.
- Close and vacate all offices with outside windows.
- Windows need not be opened.
- If your building is hit, lay flat on the floor and cover your head with your arms and hands.
- After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damaged building.

Safest Areas

- Stairwells
- Hallways on the first floor

If a tornado watch (meaning that weather conditions are right for a tornado, but no tornado has yet been spotted) is issued for the metro Atlanta area, the Office of Administration will notify the President, who will determine if

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further action should be taken.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged by a lightning strike.
- The decision to evacuate the building will be announced by PCT administration. Evacuate the building if the safety of persons inside is threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

Ice and Snow

Occasionally during the winter months, inclement weather such as snow and/or ice make road and highway conditions hazardous. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and posting on the PCT website. If weather conditions deteriorate overnight, then the administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via PCT website, the main campus telephone number, and broadcast over major television and radio stations.

If ice/snow conditions arise while classes are in session, remember to be extremely careful when exiting the building. Do not drive if there is ice or snow on the road.

Chemical Spill or Radiation Release

Pacific College of Technology is located near Interstate 85, a major traffic route into and out of Atlanta. Dangerous substances are transported daily on this highway and are susceptible to accidental release in the aftermath of collisions or fire. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the interstate. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten the PCT campus.

<u>In the event of a chemical spill or radiation release:</u>

- Immediately call 911 and give the location, material(s) involved, and the extent of any injuries, if known.
- Report the incident to PCT administration.
- Activate the building alarm.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use.
 Do not use elevators in case of fire.

- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building until instructed to do so.

In case of a spill of potentially hazardous chemicals in or near campus buildings, notify the PCT administration immediately. Do not touch or approach any potentially hazardous substance.

Bomb Threat

In the event of a bomb threat:

- DO NOT HANDLE ANY SUSPICIOUS OBJECT ORPACKAGE!
- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 911, and contact the PCT administration. Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by the PCT administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.
- Gender and likely age of the caller.
- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

Violent or Criminal Behavior

In the event of violent or criminal acts, immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved

Pacific College Of Technology

- Description of property involved
- Weapons involved, if any
- Welfare of the victim

PCT students and employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to the PCT administration.

Active shooter situations

In the extremely unlikely event of an active shooter on the PCT campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, keep on the floor so as not to be seen from outside. Call 911 as soon as possible and report the situation.

DO NOT LEAVE A SAFE SPACE UNTIL YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR A CAMPUS ADMINISTRATOR.

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 911, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity.

If you decide to flee, make certain you have an escape plan and route in mind. **DO NOT TAKE ANYTHING WITH YOU AND KEEP YOUR HANDS IN VIEW AT ALL TIMES.** If you encounter a police officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons but notify authorities as to their location as soon as possible.

Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them but follow their instructions instantly and to the letter. Keep your hands visible at all times. The police may

handcuff or otherwise detain you – remember that they may not know who the shooter is and must take every possible precaution. Do not argue with or question the police in such a situation. **DO EXACTLY AS THEY SAY.**

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone and will generally order you to stay within it. Again, **DO EXACTLY AS THE POLICE SAY**, without argument or hesitation.

Hostage Situations

Hostage situations are extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

Evacuation Routes

Evacuation routes are posted around the campus buildings in various places. Each room has an evacuation map posted on the wall.

Fire Extinguishers

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

Campus Crime

Pacific Tech asks that all members of its community be proactive in looking out for and reporting crimes. It is our duty as conscientious citizens to be aware of our surroundings and to take responsibility for our personal safety and that of those around us. While the campus and associated locations have historically been safe and secure, the possibility always exists that a crime *could* occur. If you witness or are the victim of any crime, even a "minor" crime such as theft or vandalism, you should report the incident immediately to the PCT administration and to the police. The Emergency Plan detailed in this publication explains appropriate actions in a variety of emergency

situations, but obviously every situation cannot be anticipated. Pacific Tech therefore asks all members of its community to be alert, use common sense, obey all PCT rules and regulations, and to follow all requisite local, state, and federal laws.

Remember: All PCT students and personnel have the right to safety and to feel unafraid on the Pacific Tech campus.

SPECIAL INFORMATION REGARDING SEXUAL ASSAULT

It is extremely unlikely that crimes of a sexual nature will be committed at PCT. However, it is estimated that 11.2% of all College students in the US experience sexual assault through physical force, violence, or incapacitation. The federal Crime Awareness and Campus Security Act of 1990 defines two kinds of sexual assault offenses:

Forcible sex offenses

- Forcible rape: the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or
 against the person's will where the victim is incapable of giving consent because of his or her youth or
 because of temporary or permanent mental or physical incapacity.
- Forcible sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Pacific Tech will not tolerate any such activities on its premises. Any reports of such crimes will be taken very seriously and investigated thoroughly. Law enforcement **WILL BE CONTACTED**; and those found culpable for such crimes, whether through internal PCT investigation or through legal action, will be summarily and permanently expelled from Pacific Tech. PCT will cooperate completely with all federal, state, and local law enforcement agencies in the prosecution of these crimes.

ALL PACIFIC TECH INVESTIGATION OF THESE CRIMES WILL BE CONDUCTED WITH THE UTMOST RESPECT FOR YOUR PRIVACY. NO INFORMATION WILL BE RELEASED TO ANYONE EXCEPT LAW ENFORCEMENT OFFICIALS.

DO NOT HESITATE TO CALL 911 IF YOU FEEL YOU ARE IN ANY DANGER. IF YOU NEED AN ESCORT TO YOUR CAR, SPEAK TO A MEMBER OF THE PACIFIC TECH STAFF OR FACULTY. WE WILL BE HAPPY TO ESCORT YOU.

IF YOU ARE SEXUALLY ASSAULTED:

- Get to a safe place and call local law enforcement or the emergency room immediately. Emergency numbers are provided in this Handbook.
- Notify the PCT administration, who will do everything they can to assist you.
- Do not shower, bathe, douche, change clothes, brush your teeth or hair, or otherwise "clean up."
- Do not eat or drink anything; you could destroy evidence.
- Do not clean up the area where the assault took place.
- Call a friend for support.
- If you prefer, go directly to the hospital emergency room.
- Take a change of clothing with you -- the clothes you wore at the time of the assault will be kept as evidence.

GET HELP

Help is available! If you need support, do not hesitate to contact an advocacy group:

- National: Rape, Abuse, & Incest National Network (RAINN) 1-800-656-HOPE or www.rainn.org.
- State: Georgia Network to End Sexual Assault (GNESA) 404-815-5261 or www.gnesa.org
- Local: DeKalb Rape Crisis Center (Day League) 404-371-2561 or www.dayleague.org/

Campus Closings

Campus closings will be reported via email, SMS, the PCT website, and on local radio, TV and Internet. If there is any doubt regarding a school closing, **DO NOT COME TO SCHOOL** until you have checked and verified that PCT is open and operating.

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COLLEGE PERSONNEL

Pacific College of Technology, Inc. (PCT) is a for-profit corporation formed and authorized under the laws of the State of Georgia. PCT is governed by its Board of Directors and is managed by its president who is responsible for PCT's daily operation. The president is an ex-officio member of the board without the right to vote.

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BS, DeVry University

SQL/Oracle Certification, ATG Learning

Yong Soo Jo

PhD, Southern Baptist Theological Seminary

MDiv, Korea Baptist Theological University Seminary

BS, Pusan National University, South Korea

Apreala, Timi

MBA, Hertzing University

BA, Hertzing University

Sun Sook Kim

MFA, Hongik University Graduate School

BFA, Hongik University

BFA, Hongik University

2023-2024 ACADEMIC CALENDAR

FALL 2023: Aug 7 - Nov 18

July 2023								
Su	M	Tu	W	Th	F	Sa		
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30	31							

August 2023							
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	September 2023						
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October 2023								
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November 2023							
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	December 2023						
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31							

Holidays and Events

Date	Description	
Fall 2023:	August 7 - November 18	

8/7/23 First Day of Classes

9/4/23 Labor Day Week - No Classes

9/25/23 Midterm Week

10/9/23 Columbus Day Week - No Classes

11/13/23 Final Exam Week11/18/23 Last Day of Classes

<u>SPRING 2024: Jan 8 – Apr</u>il <u>20</u>

January 2024								
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February 2024							
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March 2024								
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April 2024								
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May 2024								
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	June 2024								
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Holidays and Events

Date Description

Spring 2024: January 8 – April 20

1/8/24 First Day of Classes

1/15/24 MLK Day - No Classes

2/19/24 Presidents Day - No Classes

2/26/24 Midterm Week

3/25/24 Spring Break - No Classes

4/15/24 Final Exam Week

4/20/24 Last Day of Classes

<u>SUMMER 2024: Jun 3 – J</u>un <u>28</u>

May 2024								
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June 2024								
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July 2024							
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PACIFIC TECH

PACIFIC COLLEGE OF TECHNOLOGY

3500-3510 DeKalb Technology Pkwy Atlanta, GA 30340

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Email: admissions@pacifictech.edu
URL: http://pacifictech.edu/