

# American West College



**School Catalog 2020-2022**



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**Item 4**

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## Catalog Policies

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the school director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education of the State of California) will be initially added by means of an addendum and will appear at the end of the catalog.

The catalog is thoroughly reviewed and updated on an annual basis.

A copy of the current student catalog is made available to each student in either written or electronic form. The catalog will be made available to the students prior to signing the enrollment agreement. Students will be given access to updates and revisions of the catalog, if any, while they are enrolled in the program.

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious belief, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

### **Individual Responsibility**

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution's rules and regulations published in this catalog.

### **Website**

The latest catalog, School Performance Fact Sheet, Annual report, and links to the Bureau of Private Postsecondary Education website can be located at our website: <http://www.awcedu.com>.



## American West College

### Welcome! **Item 10**

The mission of American West College is to provide quality career education to students who wish to pursue occupations in medical assistance, and massage therapy.

Our Medical Assistant program prepares students for a career in medical assistance, where they will perform both administrative and clinical tasks assisting doctors and nurses in hospitals, clinics, or other types of medical facilities.

Our program in Massage Therapy prepares students for a career in Massage Therapy. Some graduates may choose to launch their own businesses, while others may choose to be employed as a massage therapists or physical therapy aid assistants in a wide variety of settings

American West College recognizes the worth and dignity of all people. All students are encouraged to reach their maximum potential within the framework of their individual needs, interests, and capabilities. A strong emphasis is laid on ethics, accountability, professionalism, and commitments to pursue lifelong personal and professional development.

American West College supports students' efforts to succeed academically, vocationally, and personally. The services of individual advising and academic tutoring are provided.



### **SCHOOL INFORMATION & POLICIES Item 10**

**Mission Statement:** The mission of American West College is to provide quality career education

to students who wish to pursue occupations in medical assistance, and massage therapy.

**Vision Statement:** To become the premier provider of quality career education in the Los Angeles area and beyond.

**Purpose Statement:** We exist to provide high quality, relevant career education programs that meet the needs of our community and world. **Item 10**

**Institutional Educational Objectives: Item 10**

To provide practical, career-oriented programs that will meet the needs of our students and the needs of our community that can be met by career education.

To facilitate an educational environment that encourages academic excellence, creativity, and critical thinking skills.

To develop programs that balance academic pursuit with practical training and experience.

To mentor students who are able to excel in the workplace and make a positive difference in our world.

**BPPE Approval Disclosure Item 7**

American West College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (B.P.P.E.). “Approval” means compliance with state standards as set forth in the CEC AND 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

**Crime Statistics Report**

No criminal arrests or offenses have occurred in the following categories on the school premises from 2009 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability. This information was reported to the Department of Education in the crime statistics report.

**Questions Item 13**

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd.

Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. **Item 13**

### **Review Documents Before Signing Item 9**

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. “

### **Complaints**

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).” **Item 14**

### **Physical Address Item 5**

American West College classes are held in facilities and uses equipment that fully comply with all federal, state and local ordinances and regulations, including fire safety, building safety, handicapped access and health requirements. A.W.C’s campus is located minutes from public transportation at 2426 West 8<sup>th</sup> Street, Suite 213 , Los Angeles, California, 90057 and has classrooms, a student lounge and administrative offices. The student lounge is furnished with modern equipment and a bookshelf full of a number of fine books and educational materials. **Item 11**

## **Admission Requirements & Procedures Item 17**

American West College is open to career minded individuals who, in the opinion of the school staff, would be able to learn and utilize the skills taught for employment. American West College accepts students with a High School Diploma, General Education Development (GED) or Applicants who have passed the California High School Proficiency Examination (CHSPE). In lieu of these, ability-to-benefit students who receive a passing score on the Wonderlic Ability-to-Benefit (ABT) may also be admitted (see below for further information). In addition, applicants should have reached the age of 16 years old, the compulsory age as defined by the State of California Department of Education. Students must demonstrate proficiency in English, as all courses are taught in English. Aside from this, all candidates are thoroughly screened and tested to determine their capabilities and career potential.

All applications are taken in person. An appointment is necessary. If an entrance examination is required, the receptionist will arrange for the exam to be administered. The admission office is open from 9:00 am to 6:00 PM Monday through Friday; evening or Sunday interviews may be arranged by special appointment only. Students may enroll daily for upcoming start dates.

Students must be legal citizens of the United States. American West College is not able to provide Visa

services, and therefore cannot admit students from foreign countries. **Item 19 (pages 9-10)**

### **Ability to Benefit                      Item 17**

Students who do not have a high school diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at American West.

### **Proficiency in English Requirement                      Item 19**

Proficiency in the English language is required, as all courses are taught in English. A.W.C. does not currently offer the English as a Second Language (ESL) program. Students for whom English is not their first language, should take the Compass ESL placement test. The following scores are needed to prove English proficiency: Grammar/Usage: 64, Reading: 70, Listening: 70. As an alternative, a TOEFL score of 550 (paper based) or 80 (internet based) or above would indicate sufficient English proficiency.

### **Credit for Previous Education                      Item 17**

All Students transferring to American West College will be required to provide transcripts from the previous institution(s). We will consider awarding credit from other approved or accredited postsecondary institutions. When evaluation is made of the student's transcript, credit may be given for courses successfully completed with a grade of C or better at another approved or accredited postsecondary institution where course and credit values are comparable to those offered by this institution. Transfer credits may not exceed 50% of the program and are not used in calculating the cumulative grade point average.

### **Course Challenge Examination                      Item 17**

Students may challenge courses by taking examinations designed to verify the student's knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the "Petition for Credit Examination" approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students must also pay the course challenge examination fee prior to taking the examination.

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by

challenge examination in subject matters for which the credit has not yet previously been granted for any similar or advanced course.

The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses essentially the same knowledge and/ or skills as those students who successfully completed a similar course offered at American West College. The letter grade of “P” will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student’s permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for courses previously taken. The only way to earn a higher grade for earlier attended courses is to repeat the course and pay the normal course unit fee. **Item 17**

### **Accreditation Disclosures      **Item 22 (c)****

American West College is not accredited by any accrediting agency recognized by the United States Department of Education (USDE) at this time. As such we are not eligible for federal student aid programs.

### **Articulation or Transfer Agreements with Other Schools      **Item 17****

The college has not entered into an articulation or transfer agreement with any other college or university. Institutions vary in the nature of which credits are acceptable and it is at the discretion of each institution to accept credits from another school. American West College retains the same discretionary rights.

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution:      **Item 15****

“The transferability of credits you earn at American West College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in our Massage Therapy/Medical Assistant program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma/certificate that you earn at the institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American West College to determine if your credits or certificate will transfer.

If the institution offers more than one educational program, only the program in which the student is enrolling must be listed.”:

### **Acceptance to the College**

Upon completion of the required documents for admission, the administration will review the information

and inform the applicant in writing whether they have been accepted for enrollment. If an applicant is not accepted, all money paid is refunded.

### **Visa Services**

American West College is not currently admitting students from other countries and does not currently provide visa services and does not vouch for student status or any associated charges.

### **Withdrawal from the College**

Students who decide to withdraw from school prior to completion should follow the steps below:

1. Meet with the director or designated administrator to discuss the student's decision to withdraw.
2. Meet with the designated financial aid official to see if obligations still exist.
3. Put their decision to withdraw in writing and give it to the Director.

## **Academic Policies**

### **Graduation Requirements**

The candidate for diploma must:

1. Complete all classes with a passing grade and complete all other curriculum requirements for their course of study.
2. Satisfactorily perform the applicable internship/clinical portion of their study.
3. Fulfill all financial obligations to American West College prior to graduation.

### **Grade Point Average Scale**

Grade	Percentage	Evaluation	Grade Point Average
A	94-100	Excellent	4.0
A-	90-93		3.7
B+	87-89		3.3
B	84-90	Good	3.0

B-	80-83		2.7
C+	77-79		2.3
C	73-76	Average	2.0
C-	70-72		1.7
D+	67-69		1.3
D	63-66	Below Average	1.0
D-	60-62		0.7
F	0-59	Failing	0.0

### **Satisfactory Academic Progress Item 30**

Grades are based on a combination of written and oral examinations and evaluations of practical laboratory applications.

Students who fall below a 70% average in a class may be required to repeat the class. Students who are required to repeat subjects will not be charged an additional fee.

### **Unsatisfactory Academic and Progress Requirement Item 30**

Students who fail a course, or whose cumulative fall or spring term GPA falls below 1.75 will be placed on academic probation. In this situation, the student will receive correspondence, in written form, from the Registrar outlining a plan of study designed to improve his or her academic performance.

### **Probationary Status Item 30 Continued on Page14 Item 32**

American West students must maintain at least a 1.75 GPA to graduate. Current students are placed on academic probation for:

- Failing a course
- A cumulative GPA that falls below a 1.75.

Incoming students may be placed on academic probation by the Office of Admissions when necessary.

Check with your admissions counselor if you think your academic status is in error.

When placed on academic probation, a comment is inserted into the student's official transcript. A student who is on academic probation needs to maintain a GPA of at least 1.75 to avoid academic dismissal. For subsequent modules/courses on academic probation (or for a probationary student in his/her very first term at AW), the student must maintain letter grades of at least a C- or higher in each course in addition to the GPA requirement.

Students who are placed on academic probation will be required to meet with the registrar prior to the beginning of the next course module for academic counseling and to review a plan for future success in the program. In this situation, the student will receive correspondence, in written form, from the Registrar outlining a plan of study designed to improve his or her academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, supplemental work in reading and writing, or such other provisions as may seem appropriate in each case. The student is obliged to follow this plan of study until he/she is released from probation. AWC will do everything we can to encourage you to be successful in the program. Failure to report to the registrar prior to the next class module may lead to dismissal from the program.

The student is released from probation upon successful completion of a course module with a grade of B or higher or when the cumulative GPA is 2.0 or higher. The transcript will then receive an additional comment that notes the date that the student was released from academic probation. Item 32

### **Attendance & Conduct Item 31 Continued on page 15**

American West College urges all students to attend classes on a regular and consistent basis in order to compete in the highly competitive labor market. Thus, students are expected to attend all classes as scheduled. Attendance is recorded on a daily basis and excellent attendance is required. To maintain satisfactory attendance, student may not be absent for more than 20% of any course. Absences in excess of 20% of any course will lead to probation or expulsion from school. Tardiness for a lecture in excess of 10 minutes will be regarded as an absence. In the rare case when a student must be absent, Make-up work will be required to master the material that was missed. See our make-up policy below.

A leave of absence may be granted during training when necessary. A leave of absence form must be filed by the student with the Director. Absences from training are classified as excused or unexcused. A student who is absent for more than 10 days in school program without an excuse may be placed on probation. Item33

Although American West College operates in an informal atmosphere, proper discipline is maintained at all

times. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Thus, American West College has established guidelines for proper conduct. Students who do not arrive to class by the scheduled start time will receive a tardy on their attendance record. Students who depart from class before scheduled completion time will receive an early departure on their attendance record. Excessive tardiness and/or early departures can lead to probation or expulsion.

### **Make-Up Policy**

Students must make up all work and classes missed and are accountable for learning the material covered while absent. All work must be completed in order to receive course credit. Upon return from an absence, the student must meet with the instructor to develop a plan to make up for work and hours missed. The Student must make up work and time missed by a class absence in order to complete the program. All work must be completed, and any absence will require additional work to make up for the absence.

### **Financial Aid Services                      Item 27                      Item 28                      Item 29**

The College does not offer any state or federal loan guarantees; no loans of any kind are offered at the College. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid program funds.

### **Bankruptcy                      Item 8**

American West College has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **Placement Department Item 36**

The placement department offers instruction and guidance for students/graduates in the area of career planning and job search techniques, resume preparation, interview planning and preparation, understanding the significance of networking, finishing job applications, the characteristics of a professional image, interview follow-up, work place manners, time management skills, and successfully navigating the work place. Students who request our help will be alerted to any relevant job openings that we receive via email and/or bulletin board postings at the school. We also train students in searching relevant online websites to aid in their placement. **Item 12**

### **College Facilities                      Item 12**

The American West College facility utilizes 2,000 square feet of classroom, laboratories, student lounges,

administrative offices, and work area. The college is convenient to both private and public transportation and is located near downtown Los Angeles. Each program is taught in specially built, well-equipped classrooms and laboratories. The facility it occupies and the equipment it uses comply with all federal, state, and local ordinances and regulations, including those related to fire safety, building safety and health. American West College is proud of its carefully selected staff and faculty members who bring varied educational and work experiences from their specialties.

### **Library Item 12**

The nearest public libraries are located at 694 S. Oxford Avenue (Pio Pico Library) and 1030 S. Alvarado Street (Pico Union Branch Library), both within a few minutes of driving distance from the main campus. The hours are for both are as follows: 10AM – 8PM on Mondays and Wednesday, Noon-8PM on Tuesdays and Thursdays, and 9:30AM – 5:30PM on Fridays and Saturdays. In addition to the many other fine Los Angeles library branches conveniently located near our students, we also provide quiet places to study in our on-campus library, student library, and the courtyard.

The American West College library is located on the second floor at the school address. Library hours during weekdays are 9AM to 9PM. Library is also available on weekends by appointment.

The American West College administrative office has a spacious area housing computer stations with internet access, spacious study tables and contains a wide variety of resource materials for student use inside and outside of class. Students may do research and use textbooks, dictionaries, encyclopedias newspapers, and periodicals to stay abreast of current events and industry trends.

## **Student Services- Item 35**

Student interaction is considered to be an important component of the academic experience at American West College. Societies and class organizations are designed to encourage opportunities for student communication. Areas are furnished to provide comfortable environments for small group meetings. Class assignments include group work and cooperative learning activities. **Item 12**

### **1. Student Orientation**

During orientation, a school administrator will inform the student of the College facilities, services, grading policies, graduation requirements, etc. as described in this catalog. American West College welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's CEO.

### **2. Academic Advisement**

All students are provided with personal assistance in regards to program requirements and scheduling. Additionally, individual assistance and advising are available to students with special academic difficulties.

Enrollees are encouraged to make an appointment with their instructor immediately if any scholastic problems take place. All students are urged to take advantage of this valuable assistance.

### **3. Current Student Information      Item 35**

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the case of an emergency.

### **4. Telephone**

Emergency calls will be made to the student as received.

### **5. Student Activities and Programs      Item 35**

American West College provides a variety of services and programs designed to help students during their studies. Recognizing that a well-rounded education demands attention to personal as well as professional growth, A.W.C. encourages students to include their families, friends, and significant others in the educational process. Additionally, A.W.C. sponsors activities and organizations to foster integration of personal and professional development.

### **6. Study Groups**

Students are encouraged to form study groups with other American West College students enrolled in the same program. Study groups strongly assist in the learning process through small group discussion and exam preparation. Our experience has shown that students who participate in study groups improve their overall academic performance and understanding of course subject matter.

### **7. Medical, Dental, Psychological Care**

Successful progression through a program of study requires sufficient sleep, exercise and a healthy diet. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personal psychological counseling, the CEO will provide a list of services available in the community.

### **8. Pregnancy**

Upon confirmation of pregnancy, the student must provide the CEO with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

### **9. Child Care**

American West College is not equipped or properly staffed to provide childcare services for students.

**10. Guidance Services---- Item 35**

American West College offers guidance services to every student. The staff and faculty are eager to assist students in working out solutions to problems they may experience on the path of their education.

**Housing            Item 37 (a)            Item 37 (b)            Item 37 (c)**

At this time American West College is a non-residential campus and, consequently, the full responsibility for providing housing is borne by the students. **We do not have dormitories for student housing. We do not find nor assist students in finding housing.** However, the Koreatown area of Los Angeles has heavy concentrations of apartment buildings as well as hotels to fit any budget. Living modestly, one should expect to pay \$1500 to 2000 a month for an apartment. Again, students at American West College are responsible to find their own housing as we do not have or operate dormitories.

**Credit for Experiential Learning            Item 18**

American West College does not award credit for student's prior experiential learning.

**Distance Education**

American West College does not currently offer Distance Education classes.

**Internship & Clinical Experience**

The final phase of study is spent in non-compensated internship or clinical experience. Students will be placed in appropriate facilities to continue their training under the supervision of mentors who are teachers or clinical or office professionals (as is appropriate with the program you are taking). During internship, students are expected to perform in a professional manner and to assist the professional.

The internship facility will submit evaluations of the student's performance based upon the standards set by the institution. Students must satisfactorily complete the internship to graduate.

**Student's Rights****Notice of Student Rights            Item 25**

You may cancel your enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to receive a refund for the part of the course not taken if you withdraw (see below for refund policy). If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information. If you have any complaints, questions, or problems which you cannot work out with the

college, write or call the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818. (916) 431-6959 or toll free at (888) 370-7589. **Item 25**

### **Student Grievance Procedures      Item 34**

American West College, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an American West College student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The CEO shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

While it is suggested that students use American West College's internal grievance process first, it is not required and students may contact the Bureau for Private Postsecondary Education at any time. There are no guidelines for contacting the Bureau, students may contact the Bureau anytime and in any way they see fit. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Definition of Grievance      Item 34**

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body.

The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted in letter form to American West College. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

### **Steps toward Resolution      Item 34**

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the CEO. Resolution shall be attempted at the lowest possible level.

### **Procedures for Official Hearings      Item 34**

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the CEO will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the CEO, the Admission Director, the Registrar, and one faculty member, who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought.

The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

### **Recourse after Grievance Hearing Item 34**

If students have exhausted these procedures, and the problems have not been resolved, they have the right to contact the Bureau for Private Postsecondary Education. **They may contact the Bureau at anytime in any way they see fit.** In contacting the Bureau with a grievance, students can use the following guidelines.

1. Contact the Bureau for Private Postsecondary Education offices by mail. A written follow-up letter may accompany complaints received by phone.
2. Include the following required information in the letter of complaint:
  - a. The nature of the problem
  - b. The approximate date(s) that the problem(s) occurred
  - c. The name(s) of the individual(s) involved in the problem(s) (within the institution, or any other students who were involved)
  - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions)
  - e. Evidence demonstrating that the institution's complaint procedure was followed before contacting the Dept. of Consumer Affairs
  - f. The complaint should be signed

Send the complaint to: Bureau for Private Postsecondary Education (BPPE), 1747 N. Market Blvd, Suite 225, Sacramento, California, 95834 (916) 574-8900.

### **Changes in Programs or Policies**

The institution has the right, at its discretion to make reasonable changes in program content, materials, schedules, sequence of courses, or academic scheduling.

### **Make-Up Policy**

Students must make up all work and classes missed and are accountable for learning the material covered while absent. All work must be completed in order to receive course credit.

### **BUYER'S RIGHT TO CANCEL: Item 25**

You may cancel your enrollment agreement with American West College and receive a refund of charges

paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you cancel, any payment you have made shall be returned to you within thirty (30) days of the date you signed a cancellation notice. To cancel the agreement for school, mail or deliver a signed and dated copy of the cancellation notice to the Director no later than midnight of the seventh day after enrollment, or the day of the first class whichever comes later. You must cancel in writing. You do not have the right to cancel by telephoning the school or by not coming class. If you have any complaints, questions, or problems which you cannot resolve with the school, contact the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834, or by calling the toll-free number (888) 370-7589

**Refund Policy                      Item 25**

If a student withdraws from the course of instruction after the period allowed for cancellation and prior to having completed 60% of his/her program, the College will remit a pro-rata refund, if applicable, less a registration fee not to exceed \$100, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will be charged tuition based on the number of quarter credit hours he/she attended, multiplied by the hourly tuition rate as shown on the student’s enrollment agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within thirty days (30) of the withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to make arrangements with the college to pay it.

The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

***HYPOTHETICAL EXAMPLE:***

The student pays a program consisting of 1000 clock hours (\$7000 tuition +100 registration fee=\$7100)

The student completes 500 clock hours (50%)

Unused hours for which the student has paid = 500 hours.

Amount Paid = \$7,000 tuition + \$100 registration fee.

Pro-rata Refund Amount: \$7,100 minus \$100 = \$7,000, \$7,000 x 50% = **\$3,500**

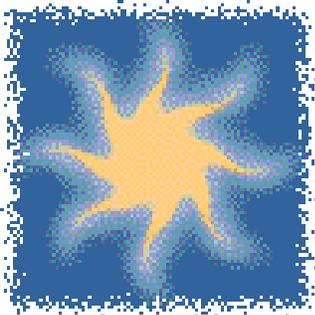
Money will be refunded for any reusable equipment returned in good condition within 30 days of the effective withdrawal date. The school reserves the right to postpone or change the date or time when any class is offered if the majority of enrolled students agree to the change. Students who do not want the change will be offered a full refund for the class affected.

If the student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. **Item 28** **Item 29**

**Note:** If a student has completed more than 60% of the scheduled hours in the current term (actual hours attended divided by hours in the quarter), then he/she will owe the full amount of tuition charged for the term including, unreturned equipment, books, materials and copy charges. The student will not be entitled to a refund.

**RIGHT TO WITHDRAW AND RECEIVE REFUND:** You still have the right to withdraw at any time. The effective withdrawal date for a student shall be: **Item 25**

- (1) The date the student notifies the college of withdrawal, or
- (2) The date the college terminates the student's enrollment, or
- (3) The end of the 21<sup>st</sup> day of non-attendance.
- (4) If you withdraw, or are terminated by the college, the college shall remit a refund, less a Registration Fee of \$100, within 30 days following the effective withdrawal date.



**Student Records Item 38**

Student records are maintained securely at our offices for all students including files for each student who enrolls in the institution whether or not they complete the educational service. These files include all pertinent student records including (but not limited to): grades, attendance, prior education and training, copies of all documents signed by the student, records of dates of enrollment, and (when applicable) withdrawal, leaves of absence, and graduation. The file includes a transcript showing courses that were completed, attempted but not completed and dates of completion or withdrawal, credit awarded for prior experiential learning (including course title and amount of credit), credit for courses earned at other institutions, credit based on examination, or educational achievement used for admission or placement, and the name, address, website address and phone number of the institution. Also included in the file: course outlines or learning contracts from independent study courses, dissertations, theses, and other student projects submitted by graduate students, a copy of documents related to student financial aid, a document showing the total amount of money received from or on behalf of the student and the dates on which the money was received, a document specifying the amount of a refund, itemized and dated along with the name and address of the person or entity to which the refund was sent, copies of any official advisory notices or warnings regarding the student's progress and any complaints received from the student. These files are maintained in the office of the Director for a period of at least five (5) years after the student's date of completion or withdrawal and are the property of American West College. Transcripts are retained indefinitely. Students have the right to view their records and should make arrangements with the Director should they so desire.

**Student Transcripts Item 38**

The College retains academic transcripts indefinitely. The school will provide one transcript without charge to each student. Additional transcripts cost \$3.00 each. The student's financial account must be current for transcripts to be furnished.

An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "unofficial" stamped on the transcript. Transcripts issued to the student are marked "Issued to Student."

**Record Maintenance Policies Item 38**

- Transcripts are permanently retained
- Pertinent student records (described in 5 CCR Section 71920) are maintained for a period of at least 5 years from the student's date of completion or withdrawal.
- A record is considered current for three years following a student's completion or withdrawal.

- The school maintains functioning devices that can immediately reproduce exact, legible printed copies of any current record. For any record that is no longer current, an exact, legible printed copy will be reproduced within two (2) business days.
- Personnel are scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized to inspect and copy records.
- Any person authorized by current laws and regulations to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records.
- The Institution maintains a second set of all academic and financial records at a second location (except those records that are stored in fire resistant cabinets).
- All records maintained by the institution shall be made immediately available for inspection and copying during normal business hours by the Bureau and/or any entity authorized to conduct investigations.
- If the institution were to close, American West and its owners are jointly and severally responsible to arrange for the storage and safekeeping of all required records in California at their own expense for as long as those records must be maintained. The repository of those records shall make those records available immediately for inspection and copying without charge except as allowed by subdivision 71930(c)(4), during normal business hours by any entity authorized by law to inspect and copy records. **Item 38**

### **Family Educational Rights and Privacy Act of 1974, as amended**

American West College complies with the Family Educational Rights and Privacy Act (FERPA), which provides students certain rights related to their educational records. The following is a description of those rights:

- The Right to inspect and review the student's educational records within 45 days of the day the institution receives a written request for access. Students should submit to the college's Chief Academic Officer written requests that identify the record(s) they wish to inspect. The College's official will make arrangements for access and notify the student of the time and place where records may be inspected. If the college does not main the records, the official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.
- The rights to request the amendment of the student's educational records that the student believes are inaccurate or misleading. The Student may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the

record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

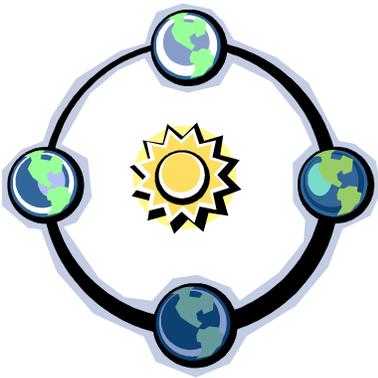
- The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.
- Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address (es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

### **Suspension & Dismissal      Item 30      Item 32**

Students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The college reserves the right to suspend or expel any student who:

1. Exhibits conduct which is found by the college staff to be detrimental to fellow students, the community, or the school.

2. Uses or is under the influence of alcohol or illegal drugs while on college property
3. Fails to make satisfactory academic progress.
4. Fails to meet attendance standards.
5. Engages in illegal activity on college property. **Item 30**      **Item 32**



## PROGRAM DESCRIPTIONS

### Medical Assistant Program (900 hours)

#### Educational Objective

The Medical Assistant Program prepares healthcare professionals in the skills needed to perform administrative and clinical duties and laboratory procedures in a medical clinic or office. The program will be taught through lectures, laboratory and externship training at clinical sites.

Our goal is to provide the highest quality of education and training so that we may meet the following objectives:

- To provide an environment that encourages student success in the classroom, the externship site and the job site.
- To help students to develop skills in communication, critical thinking, analysis, and problem-solving, leading to accurate decision-making.

- To teach students to think critically so that they will recognize, analyze and solve problems related to administrative, clinical and laboratory procedures.
- To give students a comprehensive understanding of policies and regulations related to carrying out administrative, clinical and laboratory duties.
- To enable students to demonstrate competency in the knowledge and skills required for entry-level positions in the practice of Medical Assisting.
- To thoroughly prepare students to work in a variety of settings such as physician offices, clinics, hospitals, public agencies, and volunteer agencies.
- To produce students with a strong ethical foundation in order to ensure that they will practice in a legal and ethical manner.
- To develop student professionalism by encouraging a positive attitude, good relational skills, responsibility and initiative.

### **Career Opportunities**

A graduate of the Medical Assistant Program may find employment as a medical assistant health care institutions, clinics, both large or small, medical offices or health maintenance organizations. Job titles for the medical clerical worker include medical secretary (SOC Code 43-6013), administrative services manager (SOC Code 11-3011), receptionist / information clerk (SOC Code 43-4171), medical records and health information technician (SOC Code 29-2071), and billing and posting clerk (SOC Code: 43-3021).

### **Admission Requirements      Item 17**

Admission to the program requires that the applicant be 16 years old or older, have a high school diploma, or have passed a GED or high school proficiency test. If a student has not graduated from high school and does not have a GED, or has not passed the California High School Proficiency Test, but is 16 years old or older, a determination of that student's ability to benefit from participation in the program will be required to pass an ability to benefit test (See information below).

In addition: applicants for admission to the Medical Assistant program must provide the following information:

1. A completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee:  
\$100.00

**Ability to Benefit                      Item 17**

Students who do not have a high school diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at American West.

**Graduation Requirements:**

- Pass all modules, course, and terms
- Satisfy all financial obligations
- Complete the programs
- Pass the program's final tests

Item 20

Course	Description	Theory	Lab	Externship
MA101	Anatomy, Physiology and Terminology I	40	30	0
MA102	Anatomy, Physiology and Terminology II	40	30	0
MA103	Clinical Medical Assisting	60	70	0
MA104	Procedures for Medical Office	40	30	0
MA105	Medical Insurance	30	0	0
MA106	Medical Billing and Coding	60	30	0
COM101	Word Processing	20	20	0
COM102	Electronic Spreadsheet	20	20	0
MA107	Electronic Health Record	20	20	0
MA108	Employment Planning	20	0	0
MA109	Externship	0	0	300
<b>Total</b>	<b>Total</b>	<b>350</b>	<b>250</b>	<b>300</b>

**Total: 900 hours Item 20**

**Coursework      Item 20****MA101 Anatomy, Physiology and Terminology I**

This module is the first of two that will introduce the anatomy, and physiology for the human body, along with the accompanying terminology. In this module we will focus on the skeletal, muscular, cardiovascular, lymphatic, immune, and respiratory systems. There will be an introduction to diagnostic methods and treatments associated with some of the more common diseases of these systems. Students will learn how to counsel patients regarding self-screening, nutrition guidelines and proper use of pharmaceuticals. Medical terminology including the prefixes, combining forms, and suffixes associated with these body systems will be a focus of the course. Students will become familiar with medical terminology (including definitions, spelling and pronunciation). They will also learn common abbreviations used in the medical field. Terminology used in medical billing and coding is also introduced in this module.

**MA102 Anatomy, Physiology and Terminology II**

This module builds on the first and introduces the terminology, anatomy and physiology for the urinary, nervous, eyes and ears, integumentary, endocrine and reproductive systems of the human body. Diagnostic methods and treatments related to some of the more common diseases related to these body systems will be considered. The student will master the medical terminology, including the definition, spelling and pronunciation of medical terms. Abbreviations and codes utilized in medical billing and coding will also be introduced in the module.

**MA103 Clinical Medical Assisting**

Students will be introduced to the profession of medical assistant in this module. They will gain an understanding of the responsibilities and role of a medical assistant. They will also gain understanding of the relationship of the medical assistant to the medical team. The primary focus of the course is to prepare students for the duties and roles often assigned to a clinical medical assistant in a wide variety of medical facilities. The topics covered in this course are organized into three main categories: (1) the fundamentals of clinical medical assisting (chap 1-11), (2) clinical duties related to medical specialties (chap 12-23), and (3) fundamentals of laboratory procedures (chap 24-30). The student will also be instructed in how to assist a doctor with exams and basic procedures in the clinic and will learn to assist physicians with minor in-office surgical procedures and as well as sterilizing and caring for medical/surgical instruments.

**MA104 Procedures for Medical Office**

In this module, students will be introduced to the administrative duties of a medical assistant. Students will be encouraged and equipped to develop the attitudes, knowledge, discipline and skills that will be needed for employment in a medical clinic. Upon completion of the course, students should be able to carry out all administrative duties required for entry-level positions in medical assisting. One key focus will be patient record management. Other front-office management skills will also be emphasized: scheduling appointments, collecting patient information, and handling insurance claims, for example. Another important goal of the class is to gain an understanding of human relations, especially as it relates to working with patients. Topics such as dealing with difficult and problem patients, dealing with terminally ill patients, dealing with patients in traumatic situations will be discussed. Students will also learn about the importance of being sensitive to cultural issues when dealing with patients.

### **MA105 Medical Insurance**

This module is an introduction to health insurance. The class will provide a big picture perspective of the health care industry as well as a look at the details that are the daily concerns of medical assistants. The students will master the medical terminology related to health insurance. They will also learn about the fundamentals of managed care, different types of health care plans, and the structure of insurance claims. They will be introduced to medical billing and coding. Legal and ethical issues will be discussed in regards to healthcare. Recent and ongoing developments in the health care system will be discussed. Today's health care system will be analyzed from both a consumer and practice perspective. Practical advice concerning advising patients who are facing concerns about healthcare issues will be discussed.

### **MA106 Medical Billing and Coding**

This module focuses on the use of medical reference books, including ICD-10-CM, CPT and HCPCS. Students will become familiar with the use of the Physicians' Desk Reference (PDR) and the medical dictionary to aid in medical billing. A variety of commonly used forms are introduced. Students also discuss managed care, cost containment programs, Medicare, Medicaid/Medi-Cal, Worker's compensation, and fraud guidelines.

### **COM101 Word Processing Item 20**

This course is aimed at training the students so they can become proficient with some of the most common features of Microsoft Word typically used in an office setting. Besides acquiring basic skills necessary to create, format, modify, and print letters, documents, and reports; students will also learn to produce boilerplates, integrate mailing lists, and form letters.

**COM102 Electronic Spreadsheet Item 20**

This course is aimed at training the students so they can become proficient with some of the most common features of Microsoft Excel typically used in an office setting. The student will learn how to format and enhance spreadsheets, use appropriate functions, interpret/analyze data, design templates, and using charts, diagrams, and graphics to add visual impact and improve the presentation of worksheets. Student will gain proficiency through hands on assignments in working with Microsoft Excel.

**MA107 Electronic Health Record**

Students in this module are introduced to medical records management. Students will be provided with the practical experience of putting administrative skills (learned previously) into practice in a simulated medical setting using electronic health care records (HER) which allow the student to learn proper HER management practices. Spring Charts EHR software will be utilized as a tool by students to help them perform the following tasks: gathering patient information, scheduling appointments, recording examination info, processing lab tests, and selecting codes. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system.

**MA108 Employment Planning**

In this module, the students will learn gain the job hunting skills necessary to secure employment after completing the medical assistant program. They will learn how to use the tools of job searching, including the internet and social media, newspapers and career centers to search for job opportunities after completion of the course. They will learn to create proficient resumes and learn about job searching techniques. The students will also practice interviewing skills. They will learn about the most common mistakes of job seeking process as well as helpful tips in getting the job the student desires.

**MA109 Externship**

Upon successful completion of all classroom training, Medical Assisting students participate in a 300-hour externship. The externship enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site and under general supervision of college staff. Externs are evaluated by supervisory personnel and the evaluations are placed in the student's permanent record. As the externship offers students exposure to the realities of their chosen profession and valuable actual work experience, students must complete their externship training to fulfill graduation requirements.

## **Massage Therapy Program (810 hours)**

### **Educational Objective      Item 20**

This program is designed to prepare the graduate for a job as a massage therapist. Graduates will be expected to give therapeutic massage and bodywork treatments. The techniques are based in anatomy and physiology so that graduates will be able to perform massage therapy safely and with the most satisfactory outcomes.

In

Our goal is to provide the highest quality of education and training so that we may meet the following objectives:

- To instruct, enhance and assist the student in learning all components of the Massage Therapy Curriculum.
- To gain a comprehensive understanding of the workings and interrelationships of all systems of the body through anatomy, physiology, pathology and biomechanics.
- To help the student understand and recognize the indications and contraindications of massage therapy, as well as understand and be able to communicate the benefits it can provide.
- To develop and apply knowledge of the prevention and spread of disease, as well as maintaining sanitary working environments and good personal hygiene.
- To teach students to be proficient and excel in the practical application of massage therapy techniques and client relationships.
- To teach the necessary skills to plan, develop and operate a successful business within the Laws and Rules of the State of California and other governing authorities.

### **Career Opportunities**

A graduate of the Massage Therapy Program may launch his/her own business; find employment as a massage therapist (SOC Code 31-9011) and physical therapy aide (SOC Code 31-2012) or assistant (SOC Code 31-2011) in a hospital, chiropractic office, public or private health club/resort, or fitness centers, health clubs, salons and spas, rehabilitation clinics, multi-specialty medical groups, wellness facilities; or may be employed in the educational field as an instructor (SOC Code 25-1194) in a non-degree granting institution.

### **Admission Requirements      Item 17**

Any person 16 years old or older, or has a high school diploma, or has passed the GED or high school proficiency test is eligible to enter the program. If a student has not graduated from high school and does

not have a GED, or has not passed the California High School Proficiency Test, but is 16 years old or older, a determination of that student's ability to benefit from participation in the program will be required to pass an ability to benefit test (See information below).

Applicants for admission to the Massage Therapy program must provide the following information:

1. A completed admission application.
2. Documentation of the highest level of educational attainment.
3. Pay the non-refundable registration fee: \$100.00

### **Test of Ability and Capacity to Benefit from Instruction**

#### **Ability to Benefit**                      **Item 17**

Students who do not have a high school diploma or a recognized equivalent may still be admitted if they are at least 16 years old and pass the Wonderlic Basic Skills Test. The Wonderlic Basic Skills Test (WBST) is an ability to benefit test approved by the US Department of Education that is used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from our program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Ability-to-benefit students must achieve a passing score on both skill assessments in a single testing session to pass the test and be eligible for admission. The student will be required to have the test administered by a third party and the results delivered to us prior to admission as a student at American West.

#### **Graduation Requirements:**

- Pass all modules, course, and terms
- Satisfy all financial obligations
- Complete the programs
- Pass the program's final tests

### **PROGRAM DESCRIPTION Item 20**                      **Completion of Program credits, hours Item** **20 Continued on page 21**

#### **Courses Required for Massage Therapy Certificate:**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Hours</b>
ANP-201	Anatomy & Physiology I	5	50
ANP-202	Anatomy & Physiology II	5	50
KIN-401	Kinesiology	5	50
PAT-301	Pathology	5	50
BPE-101	Business and Professional Ethics	6	60
CNM-101	Contraindications of Massage	2	20
HLH-101	Health & Hygiene	2	20
MSE-350	Massage Essentials	2	20
DTM-351	Deep Tissue Massage	2	20
TPB-352	Theory and Principles of Body Work	2	20
TMS-353	Therapeutic Massage	2	20
SHI-710	Shiatsu	5	50
SMG-712	Sports Massage	5	50
RFX-714	Reflexology	5	50
ACP-716	Acupressure	5	50
HMC-715	Hydrotherapy & Hydro Massage	4	40
SPM718	Specialty Massage	5	50
HSM101	History of Massage	4	40
INT-551	Internship	10	100

**Total: 81 units 810 hours**

The student who is meeting the 500 hours of instruction required by the California Massage Therapy Council (CAMTC) can apply for certification.

Please note that American West College has not applied for CAMTC approval yet. Students completing the program at American West College will not be able to get their massage therapy certification.

**Course Descriptions                      Item 20**

**ANP-201: Anatomy & Physiology I**

**Description:** This module uses the systems approach to provide a basic overview of the organization and the introduction of the different systems of the human body. Combined with the basic overview of the chemistry, cell structure, membranes, tissues and muscular systems is the use of proper terminology and spelling of anatomical structures. Students will also learn word structure related to medical terminology. This module includes a thorough examination of muscles, bones, nerves, and the functioning of the body's systems. The subject matter in this module will include instruction in muscle origin insertion, action, and innervations. This material will provide students with the foundation of information and skill needed to determine where and when massage is most beneficial.

**Number of Credits: 5**

**Total hours: 50**

**Prerequisites: None**

**ANP-202: Anatomy & Physiology II**

**Description:** A continuation of Anatomy & Physiology I. Class time includes lecture and hands-on palpation to enable the student to fully integrate the material. Emphasis is placed upon studying and analyzing the human structure and its effect on body functions.

**Number of Credits: 5**

**Total hours: 50**

**Prerequisites:** Anatomy & Physiology I

**KIN-401: Kinesiology Item 20**

**Description:** The Kinesiology classes focus on skeletal-muscular movement. In this class, students learn to identify the origins and insertions of skeletal muscles of the upper and lower body and the postural expressions they produce. Students learn the physiology and neurology of muscle tissue and neuromuscular techniques to palpate the muscles and relieve chronic tension in both the upper and lower body.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** None

**PAT-301: Pathology**

**Description:** In this class we learn to understand how diseases develop in the body and how to prevent this from happening. Class content focuses on disorders and diseases commonly encountered by massage therapists and body workers. We will cover many of the major diseases that are considered to be contraindications for bodywork. This class will also go into the body mind connection of disease to help you better understand the psychological factors to disease and healing. Standard precautions and the need to ensure client and therapist safety and well being are also covered.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Anatomy & Physiology I & II

**BPE-101: Business and Professional Ethics**

**Description:** This module will cover topics associated with the ethical considerations of the massage profession. Information regarding national and state certification and/or licensing requirements will be provided and their importance discussed as it pertains to the desired outcomes of the program. Ethical and professional standards for massage therapists are discussed and situational dilemmas are presented. In addition, since we prepare students for a broad range of employment opportunities, information on business procedures,

accounting, insurance reimbursement, and various marketing strategies are presented. The class will also go into basic ideas on how to organize your business for greatest efficiency and cost effectiveness.

**Number of Credits:** 6

**Total hours:** 60

**Prerequisites:** None

**CNM-101: Contraindications of Massage                      Item 20**

**Description:** This course will further your knowledge of common contraindications, medical precautions and endangerment sites relating to massage. It will also present information on proper intake forms, formulation of treatment plans, professionalism and informed consent. You will learn when massage is appropriate and when massage is not appropriate for your clients with common medical conditions. You will also be presented with information on headaches and when you need to refer your client to another health care professional.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

**HLH- 101: Health & Hygiene**

**Description:** Hygiene is one of the most important factors when it comes to performing massage therapy. This class will cover different types of cleanses for each of the organs and systems in the body so that you can not only prevent disease but can actually help to heal diseases that are already present. Many of the diseases plaguing our world today originate due to one or more of our organs being toxic.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

**MSE- 350: Massage Essentials**

**Description:** The Massage Essentials course is a unique program training you in the fundamental, principles of massage therapy as a whole. In this class you will learn all of the basic traditional bodywork techniques that are used in a practice. Training will be provided in the underlying techniques. Students conduct research case studies to explore which style of work clients prefer. We then correlate these preferences to body-mind-spirit issues. The class includes both theory and hands-on application.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

**DTM-351: Deep Tissue Massage                      Item 20**

**Description:** This hands-on class introduces deep tissue massage and trigger point muscle therapy. Focus is be on reviewing terminology, muscle origins and insertions, trigger point pain patterns, muscle actions and record keeping. Students will have an expanded ability to focus on the musculature that is the source of pain and be able to release the muscles being affected by trigger points.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** Massage Essentials

**TPB-352: Theory and Principles of Body Work**

**Description:** The theory, assessment and treatment techniques for Asian Bodyworks are taught. These include learning about Zang-fu (internal organ) signs and the Acupressure Point assessment and treatment. Our treatment techniques include balancing the Five Elements with Acupressure Points to treat specific conditions. The class will be exposed to a wide variety of bodywork approaches, including Swedish massage, Oriental massage theories, energetic techniques, and integrated massage approaches. You will learn about the philosophy and effects of these-and many other approaches Also included in this training is the use of Energy Building so that students can learn to build up the stamina and power to interact with clients in all spiritual, emotional and physiological levels.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** None

**TMS-353: Therapeutic Massage Item 20**

**Description:** The massage portion of our program includes techniques in Swedish Massage and Myofacial Therapy. These massage techniques are employed to relax the muscles and increase blood flow throughout the body. It helps bring nutrition to the cells, as well as remove waste and toxins which have accumulated in the body. We will teach you in prompting deep relaxation techniques, to facilitate flexibility, proper muscle tone and spinal alignment. In addition to hands-on techniques, professional conduct and draping will be practiced as well.

**Number of Credits:** 2

**Total hours:** 20

**Prerequisites:** Theory and Principles of Body Work; Massage Essentials

**SHI-710: Shiatsu**

**Description:** This hands-on class deepens the level of student competency in Shiatsu. Shiatsu is an ancient form of Japanese Bodywork which focuses on working with the energy of the body. Our class works with specific meridian pathways to support a client's overall health by balancing, enhancing and restoring the natural flow of Qi. The practitioner uses gentle acupressure and passive stretches to increase blood flow and to relax muscle tension.

**Number of Credits:** 5

**Total hours:** 50

**Prerequisites:** Theory and Principles of Body Work; Massage Essentials

**SMG-712: Sports Massage**

**Description:** This hands-on class presents techniques that can be applied with various athletes and injury cases. The class instructs in a specific massage technique that uses a system of smooth movements such as gliding, compressing, and stretching. Pre-event and post-event massage techniques as well as maintenance/remedial massage techniques will

be covered. Muscle identification and joint movement will also be reviewed Sports massage focuses mainly on the manipulation, management, and rehabilitation of soft tissues. Athletic and common client injuries will be discussed and students will learn protocols to address such injuries.

**Number of Credits: 5**

**Total hours: 50**

**Prerequisites:** Kinesiology; Anatomy & Physiology I & II

### **RFX-714 Reflexology                      Item 20**

The class is about improving the functions of organs, connective tissues, bone structure, body systems, and energy pathways. Reflexology is a form of alternative medicine that is based on the massaging, squeezing or pushing precise areas of the feet and the palms. The intention of the massaging is to indirectly benefit other portions of the body and to improve overall health. We will learn how to improve blood circulation and induce relaxation, reduce pain and bring about an improvement in overall health to clients. The instructions in class integrates this system with Polarity Therapy, making this class a more dynamic and effective modality.

**Number of Credits: 5**

**Total hours: 50**

**Prerequisites:** None

### **ACP-716 Acupressure**

Students learn the ancient Chinese art of acupressure. Utilizing the same meridian pathways and pressure points as acupuncture, the student learns to use fingers to apply pressure to relieve pain and help clients feel better and become healthier. Class focuses on the theory as well as the application of theory in laboratory experiences.

**Number of Credits: 5**

**Total hours: 50**

**Prerequisites:** CMT-354: Assessment of Chinese Medical Theory

**HMG-715: Hydrotherapy & Hydro Massage**      **Item 20 continued on page 42**

The student will be introduced to ways to use water and heat as an adjunct to the process of massage therapy. The class will provide both theory of hydrotherapy and hydro massage and practical application through laboratory experiences. Students will become familiar with the use of moist heat, compresses, ice, hydro collar packs, whirlpool, sauna and steam baths.

**Number of Credits: 4**

**Total hours: 40**

**Prerequisites: None**

**SPM-718: Specialty Massage**

**Description:** Students will learn about specialty massage techniques including chair massage and lymph massage in this class. More than half of class time will be used to focus on giving students hands-on experience after the theoretical grounds have been covered in lectures.

**Number of Credits: 5**

**Total hours: 50**

**Prerequisites: None**

**HSM-101: History of Massage**

**Description:** This course will explain why massage is known as one of the earliest remedial practices for the relief of pain and discomfort, and why massage is a natural and instinctive remedy for some illnesses and injuries. Upon completion of the course, students will be able to name three historic Greeks who professed the benefits of exercise and massage, explain how developments in the 19<sup>th</sup> century influenced modern massage therapy, and why massage practitioners should understand massage history.

**Number of Credits: 4**

**Total hours: 40**

**Prerequisites: None**

**INT-551: Internship**

**Description:** This class lets students practice their skills, and techniques necessary to be

an effective and professional practitioner. Emphasis will be placed on the review of each student’s private client work, with the refinement of skills attained in integration.

**Number of Credits:** 10

**Total hours:** 100

**Prerequisites:** Completion of all units

<b>TUITION AND FEES Item 23</b>		
	<b>Massage Therapy</b>	<b>Medical Assistant</b>
Tuition	<b>\$6,500.00</b>	<b>\$10,000.00</b>
Registration Fee	<b>\$100.00</b>	<b>\$100.00</b>
Equipment and Instruments	<b>\$250.00</b>	<b>\$1,000.00</b>
Books	<b>\$610.00</b>	<b>250.00</b>
STRF Fee (When applicable, see information below)	<b>\$3.43</b>	<b>\$5.55</b>
Total Tuition and Fees	<b>\$7,460.00</b>	<b>\$11,350.00</b>
The Estimated Charges For the Current Period of Attendance	<b>1st 16 weeks--\$5,000 2<sup>nd</sup>6.5 weeks--\$2,460</b>	<b>1st 16 weeks--\$8,000 2<sup>nd</sup>4.5 weeks--\$3,350</b>

**About the STRF (Student Tuition Recovery Fund): Item 24**

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

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

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a

California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Ste, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. **Item 24**

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Effective February 8, 2021, the Student Tuition Recovery Fund (STRF fee for each program is fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)

Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education**

**1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834**

**Or by mail:**

**P.O. Box 980818, West Sacramento, CA 95798-0818**

**P (916) 754-8900 or (888) 370-7589 F (916) 263-1897**

**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

**Equipment, Tools Item 11****Equipment List for Massage Therapy:**

Item	Description	Leased	Owned	Quantity
Computer	Each classroom is equipped with a PC		Yes	5
Monitor	Each Classroom is equipped with a large monitor or projection equipment		Yes	5
Keyboard	Each Classroom equipped with PC		Yes	5
Mouse	Each Classroom equipped with PC, software and accessories		Yes	5
Printer	A variety of Printers		Yes	2
Copier	Canon Image Runner Copier		Yes	2
Projector	Projection and Presentation Software		Yes	1
Television	Westinghouse Large Flat Screen TV		Yes	1
Massage Table	Ironman Astoria Massage Table w/ Warming Pad		Yes	2
Heat	Fabrication Enterprises Prossage Heat		Yes	5
Gel	Fabrication Enterprises Bio Freeze Gel		Yes	5
Massage Tool	Acuforce 3.0 Massage Tool Weighted Physical Therapy		Yes	2
Physical Therapy Tool	Acuforce Massage Star XL Weighted Physical Therapy Tool		Yes	2
Massage Chair	StrongLite Ergo-Pro Massage Chair		Yes	2
Anatomical Charts	Trigger Points, Reflexology, Anatomical, etc.		Yes	5

**Equipment List for Medical Assistant: Item 11**

Description	Leased	Owned	Quantity
Examination tables		Yes	4
Exam lights		Yes	4
EKG machines		Yes	1
Scales		Yes	1
Hemoglobin machines		Yes	1
Locked cabinetry		Yes	1
Autoclave		Yes	1
Syringes		Yes	5
Biohazard Sharps Containers		Yes	2
Exam gowns		Yes	5 boxes
Cotton balls and swabs		Yes	2 boxes
Suturing materials		Yes	2
Masks and gloves for staff		Yes	2 boxes
Sterilizing solution		Yes	5
Glucometer		Yes	2
Otosopes		Yes	5
Tongue depressors		Yes	5
Penlights		Yes	5
Sphygmomanometers		Yes	2

Ear scopes	<b>Item 11</b>	<b>Yes</b>	<b>1</b>
Tuning forks		<b>Yes</b>	<b>2</b>
Scalpels		<b>Yes</b>	<b>1</b>
Forceps		<b>Yes</b>	<b>2</b>
Hemostats		<b>Yes</b>	<b>2</b>
Needle holders		<b>Yes</b>	<b>3</b>
Computers /Software		<b>Yes</b>	<b>5</b>
File Cabinets/files		<b>Yes</b>	<b>2</b>
Copy Machine/ Printer		<b>Yes</b>	<b>2</b>
Phone		<b>Yes</b>	<b>1</b>

### **Textbooks for Massage Therapy Program**

<b>Name of Book</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>	<b>Cost</b>
<i>Theory &amp; Practice of Therapeutic Massage , 5<sup>th</sup> Edition</i>	Mark F.Beck	Milady	9781435485242	82.37
<i>Trail Guide to the Body &amp; Trail Guide to the Body, 4<sup>th</sup> Edition,</i>	Andrew Biel	Books of Discovery	9780982663400	49.98
<i>Fundamentals of Anatomy and Physiology, 3<sup>d</sup> Edition</i>	Donald C. Rizzo	Cengage	9781435438712	69.82
<i>The Balanced Body: A Guide to Deep Tissue and Neuromuscular Therapy with CDROM, 3rd edition</i>	Donald Scheumann	Lippincott Williams & Wilkins	9780781763080	63.62
<i>A Massage Therapist's Guide to Pathology, 5<sup>th</sup></i>	Ruth Werner	Lippincott Williams & Wilkins	9781608319107	52.75
<i>Stedman's Medical Dictionary for the Health Professions and Nursing, 7<sup>th</sup> Edition</i>	Stedman	Lippincott Williams & Wilkins	9781608316922	36.89

<i>Medical Conditions and Massage Therapy: A Decision Tree Approach</i> (LWW Massage Therapy and Bodywork Educational Series)	Tracy Walton	Lippincott Williams & Wilkins	9780781769228	59.24
<i>Massage: A Career at Your Fingertips</i>	Martin Ashley JD LMT	Enterprise Publishing	9780964466258	25.95
<i>Kinesiology: The Mechanics and Pathomechanics of Human Movement</i>	Carol A Oatis, PT, PhD	Lippincott Williams & Wilkins	9780781774222	85.15
<i>Basic Clinical Massage Therapy: Integrating Anatomy and Treatment Second Edition</i> (LWW Massage Therapy and Bodywork Educational Series)	Clay, James H. and David M. Pounds	Lippincott Williams & Wilkins	9780781756778	58.11
<i>Traditional Chinese Medicine: An Authoritative and Comprehensive Guide</i>	Henry Lu	Basic Health Publications	9781591201328	19.95

### **Textbooks for Medical Assistant Program**

<b>Name of Book</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN</b>	<b>Cost</b>
<i>Medical Terminology for Health Professions, 7th Edition</i>	Ann Ehrlich, Carol Schroeder	Delmar Cengage	9781111543273	110.95
<i>Lippincott Williams &amp; Wilkins' Clinical Medical Assisting, 4th Edition</i>	Judy Koronenberger	LWW	9781451115758	94.99
<i>Study Guide for Lippincott Williams &amp; Wilkins' Clinical Medical Assisting, 4th Edition</i>	Judy Koronenberger	LWW	9781451115765	39.99
<i>Lippincott Williams &amp; Wilkins' Administrative Medical Assisting, 3rd Edition</i>	Laura Durham	LWW	9781451115796	93.99
<i>Study Guide for Lippincott Williams &amp; Wilkins' Administrative Medical Assisting, 3rd Edition</i>	Laura Durham	LWW	9781451115802	39.99

<i>Understanding Health Insurance: A Guide to Billing and Reimbursement (with Cengage EncoderPro.com Demo Printed Access Card)</i>	Michelle A Green	Cengage	9781285737522	169.95
<i>Workbook to Accompany Understanding health Insurance: A Guide to Billing and Reimbursement, 11<sup>th</sup> Edition</i>	Michelle A Green	Cengage	9781133283751	59.95
<i>Electronic Health Records 3<sup>rd</sup> edition</i>	Byron R. Hamilton	McGraw Hill	9780073402147	121.75
<i>Microsoft® Word 2016 - Illustrated Introductory, 1st Edition</i>	Jennifer Duffy	Cengage Learning	978-1285093123	74.95
<i>Step by Step: Microsoft Excel 2016</i>	Curtis D. Frye	Microsoft Press	9780735681019	29.99

## **ADMINISTRATION AND FACULTY MEMBERS Item 26**

### **Chief Executive Officer / Chief Academic Officer**

**Yong Pyo Hong** has over 40 years of experience as an administrator, teacher and advisor for many colleges and universities. Received his Doctor of Missiology program from Asbury Theological Seminary and Doctor of Missiology and postdoc program Ph. D in ICS from Fuller Theological Seminary.

### **Chief Academic Officer**

**Jason Shin** has over 30 years of experience as an administrator and teacher several colleges and universities, including South Baylor University.

### **Chief Operating Officer**

**Carlos Salinas** earned a BA in Laws and Languages, Bachelor of Business Administration and Master of Business Administration from National University and Life University. Licensed as a Life Insurance Agent, Tax Preparer, taught accounting courses at BPPE Approved Universities and worked for private accounting firms.

### **Admission/Placement/Student Advisor**

**Fannie Washington** has a BS Degree Political Science from California University, Dominguez Hills. Many years of experience in the admission and placement departments at BPPE approved colleges and verification of exempt schools.

**Massage Therapy Instructor**

**Chang Yeal Yoo** is a graduate of Samra Oriental Medical University with a master's degree of Science in Oriental Medicine. He started teaching in 1997 at his alma mater and has also worked as Massage Therapy instructor at University of Western California since 2011. Mr. Yoo owned two clinics – UMI Acupuncture & Herb Clinic located in the city of Glendale, CA and the Jang Sung Acupuncture Clinic. During the 1980s Mr. Yoo served as a medic in the military at locations throughout South Korea and the United States, including Ft. Irwin in California. He is a Certified Massage Therapist licensed by the California Massage Therapy Council (CAMTC). He is also licensed to practice acupuncture by the State of California.

**Kyung S. Lee** is a graduate of Kyung San Oriental Medical University with a master's degree of Oriental Medicine. Mrs. Lee owned two clinics – Olympic Acupuncture & Herb Clinic located in the city of Los Angeles, CA. She is a Certified Massage Therapist licensed by the California Massage Therapy Council (CAMTC). She is also licensed to practice acupuncture by the State of California.

**Medical Assistant Instructor and General Education Instructors      Item 26**

**Bhupinder Kaur Singh** is an experienced medical assistant and California state- licensed phlebotomist. She started working as a medical assistant in 2001 for the American Red Cross, and began working as a phlebotomist in 2007 for the Talbert Medical Center. She is also an experienced medical assistance and phlebotomy instructor, having taught at Mission Career College and Angeles College. Miss Singh is also certified in Clinical Medical Assistant by National Health Career Association (NHA), CPR and Basic Life Support.

**Gilbert L. Quintanar** is a graduate of Western New Mexico University, Ed.D. He also has also 20 years college/university experience, including biology instructor, having taught at CAL State Polytech University Pomona and Argosy University, Orange, CA. He is an instructor in the Medical Assistance program as well as in the Massage Therapy.

**Mike A. Roriguez** is a computer program including Adobe Photoshop, In-design, Website Creation, and MS OMS instructor and program coordinator. He is a graduate of LA TT College. He served for ASU, SB CA.