

ANNUAL REPORT COMPLETION CHECK SHEET

Include a copy of this check sheet with the:

- Compiled Financial Statement, as required pursuant to CCR 74115 (**tax returns and/or bank statements will not be accepted**) - **Paper copy only**.
- Accreditation agency formal disciplinary action - Paper copy
- Performance Fact Sheet for years 2010 and 2011, as required pursuant to CCR, section 74112, along with the following statements within the - This must be submitted on Flash Drive or CD.
 - Supporting documents made available through the Performance Fact Sheet:
 - The list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates.
 - The list of the objective sources of information used to substantiate the salary disclosure.
- 2011 School Catalog as required pursuant to CEC, section 94909, if a link was not provided on Page 1 of the report – This must be submitted on Flash Drive or CD.
 - Submitted link online

Name of Institution Westech College

Institution Code 1918361

Address of Institution 3491 E. Concours

City/State/Zip Code Ontario, CA 91764

Name of Person Competing the Annual Report and Contact Telephone Number (please print or type)

Thuha Pacis 760-951-5050 Thuha Pacis

Date Documents Submitted to the Bureau for Private Postsecondary Education 8/29/2012

The institution submits the annual report, including all financial statements and documents submitted on flash drive or CD under penalty of perjury.

Mail the required Documents, CD and/or flash drive along with this sheet to:

The Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0810

Or

2535 Capitol Oaks Dr., Suite 400
Sacramento, CA 95833

Please Keep a Copy for Your Records



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

Medical Assisting Program (Day-30 Weeks, Evening-45 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	283	283	173	61%
2011	170	170	107	63%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	283	173	135	56	41%	0	56
2011	170	107	75	32	43%	0	32

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Medical Assisting program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	135	56	10	2	1	0	0	0	43
2011	75	32	6	0	0	0	0	0	26

Current State Salary Information from California Employment Development Department - \$18,720.00*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.
Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

Medical Billing and Coder Program (Day-20 Weeks, Evening-30 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	41	41	32	78%
2011	40	40	28	70%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	41	32	26	8	31%	0	8
2011	40	28	19	10	53%	0	10

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Medical Billing and Coder program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	26	8	4	1	0	0	0	0	3
2011	19	10	2	3	0	0	0	0	5

Current State Salary Information from California Employment Development Department - \$18,720.00*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

Health Insurance Claims Examiner/Medical Biller & Coder Program (Day-30 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	82	82	58	71%
2011	49	49	25	51%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	82	58	52	15	29%	0	15
2011	49	25	18	3	17%	0	3

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Health Insurance Claims Examiner/Medical Biller & Coder program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000	\$20,001	\$25,001	\$30,001	\$35,001	\$40,001	
			-	-	-	-	-	-	
2010	52	15	5	3	2	0	0	0	5
2011	18	3	2	1	0	0	0	0	0
Current State Median Salary Information from California Employment Development Department - \$18,720.00*									

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.
Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

Computerized Office Administration Program (Day-27 Weeks, Evening-40 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	41	41	29	71%
2011	38	38	21	55%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	41	29	24	8	33%	0	8
2011	38	21	14	9	64%	0	9

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Computerized Office Administration program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	24	8	0	1	1	1	0	0	5
2011	14	9	4	0	1	0	0	0	4

Current State Salary Information from California Employment Development Department - \$23,865.00*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Victorville Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.
Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

Medical Billing and Coder Program (Day-20 Weeks, Evening-30 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	15	15	10	67%
2011	There were no new student enrollments in 2011			

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	15	10	9	2	22%	0	2
2011	There were no grads that completed the program within 100% of the published program length.						

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Medical Billing and Coder program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	9	2	0	0	0	0	0	0	2
2011	N/A	N/A	0	0	0	0	0	0	0

Current State Salary Information from California Employment Development Department - \$18,720.00*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

Medical Assisting Program (Day-30 Weeks, Evening-45 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	49	49	21	43%
2011	22	22	14	64%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	49	21	19	3	16%	0	3
2011	22	14	13	2	15%	0	2

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Medical Assisting program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	19	3	0	0	0	0	0	0	3
2011	13	2	0	0	0	0	0	0	2

Current State Salary Information from California Employment Development Department - \$18,720.00*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

Health Insurance Claims Examiner/Medical Biller & Coder Program (Day-30 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	14	14	12	86%
2011	20	20	14	70%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	14	12	12	3	25%	0	3
2011	20	14	13	2	15%	0	2

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Health Insurance Claims Examiner/Medical Biller & Coder program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000	\$20,001	\$25,001	\$30,001	\$35,001	\$40,001	
			- \$20,000	- \$25,000	- \$30,000	- \$35,000	- \$40,000	- \$45,000	
2010	19	3	0	0	0	0	0	0	3
2011	13	2	0	0	0	0	0	0	2
Current State Median Salary Information from California Employment Development Department - \$18,720.00*									

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

Computerized Office Administration Program (Day-27 Weeks, Evening-40 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	19	19	10	53%
2011	22	22	15	68%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	19	10	9	2	22%	0	2
2011	22	15	15	7	47%	1	6

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Computerized Office Administration program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	9	2	0	0	0	0	0	0	2
2011	15	7	0	0	0	0	0	0	7

Current State Salary Information from California Employment Development Department - \$23,865.00*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.
Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

Computer Aided Drafting Program (Day-30 Weeks, Evening-40 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	10	10	9	90%
2011	7	7	4	57%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	10	9	9	2	22%	0	2
2011	7	4	4	1	25%	0	1

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Computerized Aided Drafting program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	9	2	0	0	0	0	0	0	2
2011	4	1	0	0	0	0	0	0	1

Current State Salary Information from California Employment Development Department - \$22,880*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Ontario Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

Medical Billing and Coder Program (Day-20 Weeks, Evening-30 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	33	33	28	85%
2011	23	23	19	83%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	33	28	28	4	14%	0	4
2011	23	19	17	5	29%	0	5

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Medical Billing and Coder program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	28	4	0	0	0	0	0	0	4
2011	17	5	0	0	0	0	0	0	5

Current State Salary Information from California Employment Development Department - \$18,720.00*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

Medical Assisting Program (Day-30 Weeks, Evening-45 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	285	285	196	69%
2011	170	170	106	62%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	285	196	176	41	23%	0	41
2011	170	106	86	36	42%	0	36

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Medical Assisting program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	176	41	2	2	0	0	0	0	37
2011	86	36	2	1	0	0	0	0	33

Current State Salary Information from California Employment Development Department - \$18,720.00*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.
Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

Health Insurance Claims Examiner/Medical Biller & Coder Program (Day-30 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	76	76	57	75%
2011	32	32	16	50%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	76	57	56	9	16%	0	9
2011	32	16	13	8	62%	0	8

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Health Insurance Claims Examiner/Medical Biller & Coder program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	56	9	2	0	0	0	0	0	7
2011	13	8	0	0	0	0	0	0	8

Current State Median Salary Information from California Employment Development Department - \$18,720.00*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.
Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

Computerized Office Administration Program (Day-27 Weeks, Evening-40 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	25	25	17	68%
2011	27	27	12	44%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	25	17	13	4	31%	0	4
2011	27	12	9	8	89%	0	8

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Computerized Office Administration program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000	\$20,001	\$25,001	\$30,001	\$35,001	\$40,001	
			- \$20,000	- \$25,000	- \$30,000	- \$35,000	- \$40,000	- \$45,000	
2010	13	4	0	0	0	0	0	0	4
2011	9	8	0	1	0	0	0	0	7

Current State Salary Information from California Employment Development Department - \$23,865.00*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

Computer Aided Drafting Program (Day-30 Weeks, Evening-40 Weeks)

Students Completing Within Published Program Length-On Time Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2010	32	32	17	53%
2011	35	35	21	60%

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

³ “Graduates” is the number of students who completed the program within 100% of the published program length.

⁴ “Completion Rate” is the number of graduates divided by the Number of Students Available for Graduation.

Placement Rate

Calendar Year	Number of Students Who Began the Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed in the Field ⁴	Placement Rate Employed in the Field ⁵	Graduates Employed in the Field an average of less than 32 hours	Graduates Employed in the Field at least 32 hours per week
2010	32	17	16	3	19%	0	3
2011	35	21	19	12	63%	0	12

¹“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

³ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Examination Passage Rates-License is not required for employment for the Computerized Aided Drafting program.

Salary and Wage Information

Calendar Year	Graduates Available for Employment ¹	Graduates Employed in the Field ²	Annual Salary and Wage Reported for Graduates Employed in the Field						Students Not Reporting Salary ³
			\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	
2010	16	3	0	0	0	0	0	0	2
2011	19	12	0	0	2	0	0	0	10

Current State Salary Information from California Employment Development Department - \$22,880*

¹ “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

² “Graduates employed in the field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

³ Salary is as reported by the graduate. Not all graduates reported salary.



SCHOOL PERFORMANCE FACT SHEET-Moreno Valley Campus

Calendar Years 2010 and 2011

*Source: EDD/LMID Occupational Employment Statistics Survey at www.labormarketinfo.edd.ca.gov. Wages do not reflect self-employment. Students can access a listing of employment opportunities in their field and information on objective sources supporting the salaries disclosed, by visiting the Career Services Department on campus.

This fact sheet will be filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798 or calling 1-888-370-7589 or www.bppe.ca.gov

I, the undersigned, reviewed this Fact Sheet prior to enrollment. I have discussed the information with my Admissions Advisor and understand the information provided herein.

Student Name (print): _____

Date _____

Student Signature: _____

College Representative Signature: _____



2012 - 2013

CATALOG

PUBLISHED JULY 2012

TABLE OF CONTENTS

MESSAGE FROM THE PRESIDENT, MISSION STATEMENT, OBJECTIVE 1

PHILOSOPHY, HISTORY, CATALOG STATEMENT..... 2

APPROVAL DISCLOSURE STATEMENT, ACCREDITATION, APPROVALS3

PROFESSIONAL MEMBERSHIPS.....3

FACILITIES 4

CHANGES.....5

DIRECTORS ,ADMINISTRATION,FACULTY.....6-9

NONDISCRIMINATION STATEMENT, ADMISSIONS10

EXPERIENTIAL TRAINING CREDIT POLICY10

ENGLISH PROFICIENCY, TRANSFER OR ARTICULATION AGREEMENTS.....10

2012- 2013-SCHEDULE12

HOLIDAYS, GRADUATION CEREMONIES, REQUIRED FEDERALDISCLOSURE.....12-13

TUITION, FEES, AND COSTS.....14 -16

DISCLAIMER FOR TRANSFER OF CREDITS.....17

FUNDING PROGRAMS17-19

CLOCK-HOUR DEFINITION, ATTENDANCE POLICIES20

ACADEMIC POLICIES23

GRADUATION REQUIREMENTS.....27

TERMINATION, STUDENT RIGHTS POLICY.....27

STUDENT CONDUCT POLICY31

STUDENT RECORDS AND THE RIGHT TO PRIVACY33

RETENTION OF STUDENT RECORDS 34

STUDENT SERVICES ON CAMPUS.....34

STUDENT CAREER SERVICES.....36

GRIEVANCE POLICY37

CAMPUS SECURITY AND SAFETY POLICIES38

SEXUAL ASSAULT OR HARASSMENT POLICY, LICENSURE38

PROSPECTIVE JOB TITLES.....39

PROGRAM INFORMATION42

ADDENDUM TO CATALOG65

All information in the contents of this School Catalog is current and correct, and is certified as true by:

*Barry Maleki, Ed. D.
President*

A MESSAGE FROM THE PRESIDENT

While a school embodies many tangible things — classrooms, library, laboratories, instructors and students, the school's enduring character and distinctiveness are not tangible at all, they are a state of mind. Westech College is a place of learners, those who seek and exchange knowledge. We believe in contributing to human progress and happiness.

A warm welcome awaits you when you come to Westech College.

Barry Maleki, Ed. D.

MISSION STATEMENT

Our mission is to provide an educational link between a workplace that is constantly responding to new demands and a workforce that must constantly address new professional requirements. As the methodology of dealing with fundamental tasks becomes more technologically sophisticated, we continuously analyze such development in order to provide training that will prepare our graduates to perform successfully in the modern workplace.

OBJECTIVES

In order to accomplish our training mission, Westech College has set the following objectives:

1. To offer programs of study that cover the evolving technical and production skills employed in the various fields of business and industry.
2. To facilitate professionally seasoned instructors; to maintain a faculty that is able to impart to learners the principles, attitude and knowledge required of a technical professional.
3. To prepare graduates to hone their skills in technology, logical thinking, decision-making and communication.
4. To graduate individuals who are able to successfully enter the workforce, while bringing specific training and learning experiences.

PHILOSOPHY

From the beginning, Westech's philosophy was to have flexible curriculum that is designed to incorporate the most current and widely used technology in the workplace. The faculty continuously updates their programs and designs new ways to improve computer, laboratory and classroom instruction. Continual research and development have become not only a hallmark of Westech College but also an integral part of its training process.

Despite the apparent emphasis on technology, Westech College does not operate its instructional programs exclusively on the basis of hardware, software and workplace methodologies; rather, the instructional programs at the college begin and end with people. The central learning process at the College has always been, and will continue to be, its people, the students and their instructors.

HISTORY

After a yearlong process of study and research, and after having settled on eastern Los Angeles County as a highly favorable location, Westech College, a California corporation, opened its campus in Pomona in January 1988. The school was approved by the California Council for Private Postsecondary and Vocational Education (now the Bureau for Private Postsecondary Education). In 1991, Westech College was granted accreditation from the Accrediting Commission of Career Schools and Colleges Technology (now ACCSC). In January 2004 Westech College relocated the campus from Pomona, California to Ontario, California. In September 2005 the College opened a satellite location in Victorville, California. This location became a branch campus in January 2008. Westech College opened a satellite location in Moreno Valley, California in January 2008. This location became a branch campus in December 2009. Westech College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education.

CATALOG STATEMENT

The statements and terms set forth in this catalog are to be considered as part of a student's Enrollment Agreement. In the event there is a conflict of terminology or meaning, the statement and terms in this catalog shall supersede all other documents and / or verbal agreements.

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 mailing address: P.O. Box 980818, West Sacramento, CA 95798-0808; physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Phone: (916) 431-6956 or (888) 370-7589 (toll free); Fax: (916) 263-1897; Website: www.bppe.ca.gov; E-Mail: bppe@dca.ca.gov.

As a prospective student, you are encouraged to review this catalog (website: www.westech.edu) prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

APPROVAL DISCLOSURE STATEMENT

Bureau for Private Postsecondary Education approval means that this institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval is subject to continual review and the institution must reapply for approval every three years.

ACCREDITATION

Westech College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is located at 2101 Wilson Blvd, Suite 302 Arlington, VA 22201, Phone: 703-247-4212. ACCSC is recognized by the United States Department of Education as a private, non-profit, independent accrediting agency. www.accsc.org

APPROVALS

- Veterans Administration - Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code
- State Department of Rehabilitation
- Workforce Investment Act (WIA)

PROFESSIONAL MEMBERSHIPS

- Alliance for Employment Training Panel
- American Vocational Association
- Western Council of Construction Consumers (WCC)
- American Institute of Architecture (AIA)
- California Association of Private Postsecondary Schools
- Southern California Rehabilitation Exchange
- Ontario Chamber of Commerce
- Computing Technology Industry Association (Comp TIA)
- Victorville Chamber of Commerce
- APSCU (Association of Private Colleges and Universities)
- Moreno Valley Chamber of Commerce

FACILITIES

Ontario Main Campus: 3491 Concours Ontario, CA 91764
Phone: (909) 980-4474 Facsimile: (909) 484-6068

The Ontario campus is housed in a two-story structure with approximately 11,000 square feet. There are seven (7) classrooms, administrative offices, storage areas, a resource center and a student lounge. Four (4) classrooms are equipped with computers, printers and associated equipment. A drafting classroom is equipped with computers and printers. Classrooms used for lecture have white boards, tables and chairs. TV-video and projectors are available for use in the classrooms. Internet access is provided in the classrooms and in the Resource Center.

Building access for persons with disabilities is facilitated by a ground level front entrance, with elevator service to the second floor. Handicapped parking spaces are reserved close to the main entrance. Special programs for disabled person are not available, although the school evaluates all special requests and accommodates students whenever resources permit.

Victorville Branch Location: 14554 7th St Victorville, CA 92395
Phone (760)951-5050 Facsimile: (760) 951-1128

The Victorville Branch location is housed in two one-story structures with approximately 13,000 square feet. There are seven (7) lecture rooms, two (2) clinical labs, one (1) computer lab, two (2) student lounges, administrative offices, and a Resource Center. Two (2) of the classrooms are equipped with computers, printers and associated equipment. An inventory of laptop computers are available on an as needed basis in all classrooms. The Medical Labs are equipped with a sink, locked cabinets and all associated equipment. Classrooms used for lecture have white boards, tables and chairs. TV-video and projectors are available for use in classrooms. Internet access is provided in all classrooms and in the Resource Center.

A ground-level front entrance facilitates building access for persons with disabilities. Handicapped parking spaces are reserved close to the main entrance of both buildings. Special programs for disabled persons are not available, although the school evaluates all special requests and accommodates students whenever resources permit.

Moreno Valley Branch Location: 22515 Alessandro Boulevard, Moreno Valley, CA 92553
Phone: (951) 653-8300 Facsimile (951) 653-2782

The Moreno Valley Branch location is housed in a one story structure with approximately 11,800 square feet. There are seven (7) lecture rooms, one (1) Computer Lab, one (1) Clinical Lab, administrative offices, a student lounge, and a Resource Center. Two of the classrooms are equipped with computers, printers and associated equipment. An inventory of laptop computers are available on an as needed basis in all classrooms. The Medical Lab is equipped with a sink, locked cabinets and all associated equipment. Classrooms used for lecture have white boards,

tables, and chairs. TV-video and projectors are available for use in classrooms. Internet access is provided in all classrooms and in the Resource Center.

A ground-level front entrance facilitates building access for persons with disabilities. Handicapped parking spaces are reserved close to the main entrance. Special programs for disabled persons are not available, although the school evaluates all special requests and accommodates students whenever resources permit.

Student Capacity

The maximum number of students in any lecture class is twenty (20) and the maximum number of students in any laboratory class is thirty (30).

California Statute requires that a student, who successfully completes a program of study, be awarded an appropriate diploma verifying the fact.

Approved Programs

Programs	Clock-Hours	Award
Computerized Aided Drafting	900	Diploma
Computerized Aided Drafting	805	Diploma
Health Insurance Claims Examiner	900	Diploma
Medical Assisting	900	Diploma
Computerized Office Administration	800	Diploma
Certified Phlebotomy	120	Diploma

CHANGES

The school reserves the right to make changes to policies, procedures, instructional staff, equipment, curriculum, tuition, fees, and class schedules. Statements in this catalog may be superseded by catalog addendums provided in the catalog or as a notification to current students. Any changes to tuition and fees will have no effect on signed Enrollment Agreements.

Directors

Barry	Maleki	Ed. D. President/Executive Director, Director of Education Ontario University of Southern California
Mary	Zad	Campus Director , Ontario B.A. Economics California State University, Long Beach, CA
Linda	Holden	Director of Operations, Ontario, Victorville & Moreno Valley B.A Southern Illinois University, Carbondale, Ill M.A. Central Michigan University, Mt. Pleasant, MI
Dora	Perez	Campus Director, Moreno Valley B.S Southern Illinois University, Carbondale, ILL
Thuha	Pacis	Campus Director, Victorville B.S Aerospace Engineering, Cal Polytechnic University, Pomona, CA University of Georgia, Gatlin Education, Gatlin Georgia
Corie	Rivera	Director of Education, Victorville B.A. Roosevelt University, Chicago, Il M.A. Roosevelt University, Chicago, Il
Aaron	Walker	Director of Education, Moreno Valley
Jennifer	Tucker	Assistant Director, Career Services, Moreno Valley
Lori	Saldana	Director of Financial Aid B.S, University of Phoenix, Costa Mesa, CA
Joe	Padilla	Director of Admissions, Moreno Valley

Administration Ontario

Bobbi	Marshall	Business Office Manager, Ontario Cerritos College, Cerritos, CA
Cathy	Vavosa	Registrar, Ontario
Geraldine	Bulin	Admissions, Ontario
Dale	Hyuck	Default Prevention, Ontario
Brooke	Allert	Student Services / Learning Resource Center Coordinator, Ontario B.A. Cal State, San Bernardino, CA
Norma	Cortez	Financial Aid Representative, Ontario B.S, University of Southern Illinois, Carbondale, Ill
Jennifer	Cazares	Financial Aid Representative, Ontario
Michelle	Ventura	Career Services Representative, Ontario B.S Business Administration, Cal Poly, Pomona, CA AA Liberal Arts, Mt. SAC, Walnut, CA
Tara	Spiteri	ETP Education Coordinator and Special Projects Cal State Fullerton, Fullerton, CA
Valerie	Tortoledo	Administrative Assistant, Ontario
Brook	Hixson	Administrative Assistant, Ontario

FACULTY ONTARIO

Cecilia	Borboa	Medical Assistant Instructor, Ontario
Joaquin	Loustaunau	Computerized Office Administration Instructor, Ontario
Loretta	Pinkowski	Health Insurance Claims Examiner / Medical Biller Coder Instructor, Ontario

Administration Victorville

Sara	Bickley	Registrar, Victorville
Sharon	Corona	Financial Aid Representative, Victorville
Danielle	Dezonia	Administrative Assistant, Victorville
Sharon	Graves	Career Services, Victorville
Patricia	Banuet	Career Services, Victorville
Sherree	King	Extern Coordinator Victorville
Jennifer	Garrett	Student Services Coordinator, Victorville
Erica	Perez	Career Services, Victorville
Clive	Valentine	Campus Security, Victorville

FACULTY VICTORVILLE

James	Hodkinson	Medical Assistant Instructor, Victorville
Debbie	Mendoza	Medical Assistant Instructor, Victorville
Teresa	Westerberg	Computerized Office Administration Instructor, Victorville
Sonia	Whaley	Medical Biller Coder Instructor, Victorville
Christine	Guerrero	Health Insurance Claims Examiner, Victorville
Henry	Garcia	Computerized Office Administration Instructor, Victorville
Lucila	Prescott	Medical Assistant Instructor, Victorville
Melody	Redfearn	Medical Assistant Instructor, Victorville

Administration Moreno Valley

Yeny	Chayeb	Administrative Assistant, Moreno Valley
Mattie	Thompson	Administrative Assistant, Moreno Valley
Cindy	French	Financial Aid Representative, Moreno Valley
Vanessa	Mercado	Career Services Representative
Michelle	Warner	Career Services Representative B.A Columbia Southern University, Orange Beach, MS B.A University of Phoenix, Phoenix, AZ
Natalia	Perez	Registrar, Moreno Valley
Barbara	Swift	Extern Coordinator, Moreno Valley

FACULTY MORENO VALLEY

Nancy	Metzinger	Computerized Office Administration Instructor, Moreno Valley
Gloria	Robles	Medical Assistant Instructor, Moreno Valley
Sherri	Baron	Medical Assistant Instructor, Moreno Valley
Nestor	Terrill	Computer Aided Drafting Instructor, Moreno Valley
Desiree	Nunez	Medical Assistant Instructor, Moreno Valley
Joaquin	Loustaunau	Computerized Office Administration Instructor, Moreno Valley
Isabel	Beltran	Medical Assistant Instructor, Moreno Valley

NON DISCRIMINATION POLICY

Westech College strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, gender orientation/identity, age, national origin, ancestry, physical or mental disability, veteran status, marital or registered domestic partner status, medical condition, sexual orientation, as well as any other category protected by federal, state or local laws.

ADMISSIONS

ADMISSIONS PROCEDURES FOR ALL WESTECH CAMPUSES

To apply for admission, applicants should contact an admissions representative at Westech College in Ontario to schedule an appointment for a personal interview. During the appointment applicants will complete an application for enrollment and receive a copy of the school's catalog and an admissions packet.

The College requires all students to see the Financial Aid Officer to make their financial arrangements.

Admission Standards

The minimum prerequisites for enrollment in all programs of study are as follows:

1. Completion of admissions procedures; and
2. All applicants must possess a high school diploma, a California High School Proficiency Exam (CHSPE) certificate, or a General Educational Development (GED) certificate.
3. Sign an Enrollment Agreement (If younger than eighteen years of age, parent/guardian must sign). A copy of the enrollment agreement will be given to the student.

EXPERIENTIAL TRAINING CREDIT POLICY

In the case of students enrolled under Vocational Rehabilitation, VA, WIA or other state programs, a student may already be skilled in a given subject area due to previous experience or training. To prevent the student from having to complete a subject in which skills have already been acquired, the school has created a experiential training credit policy.

Arrangements for Experiential Training Credit must be made prior to the actual start of the given program.

ENGLISH PROFICIENCY - VISAS

Westech will admit qualified students from other countries who meet Westech’s Admission Standards. Westech does not provide visa services or vouch for student status.

All classes are taught, and all class related materials are provided, in English only. No instruction will occur in a language other than English. The level of English language proficiency required of a student is satisfied by the student meeting Westech’s Admission requirements by: (1) possessing a California High school diploma, or a California High School Proficiency Exam (CHSPE) certificate, or a General Educational Development (GED) certificate; or (2) in lieu of a high school diploma, CHSPE or GED, meeting the requirements under the Ability-to-Benefit

TRANSFER OR ARTICULATIONS AGREEMENTS

Westech College has no transfer or articulation agreements with any college or university that provides for the transfer of credits earned in any of the programs of instruction at Westech College.

2012 SCHEDULE

2012 Day Classes

900 Hour Course		800 Hour Course	
<i>START</i>	<i>END</i>	<i>START</i>	<i>END</i>
1/24/12	8/28/12	1/24/12	8/3/12
2/16/12	9/21/12	2/16/12	8/28/12
3/13/12	10/16/12	3/13/12	9/21/12
4/5/12	11/08/12	4/5/12	10/16/12
4/30/12	12/6/12	4/30/12	11/8/12
5/23/12	1/10/13	5/23/12	12/6/12
6/18/12	2/6/13	6/18/12	1/10/13
7/12/12	3/4/13	7/12/12	2/6/13
8/6/12	3/27/13	8/6/12	3/4/13
8/29/12	4/19/13	8/29/12	3/27/13
9/24/12	5/14/13	9/24/12	4/19/13
10/17/12	6/7/13	10/17/12	5/14/13
11/12/12	7/2/13	11/12/12	6/7/13
12/10/12	7/26/13	12/10/12	7/2/13

2012 Evening Classes

900 Hour Course		600 Hour Course	
<i>START</i>	<i>END</i>	<i>START</i>	<i>END</i>
1/25/12	12/14/12	1/25/12	8/27/12
3/1/12	1/30/13	3/1/12	10/2/12
4/5/12	3/8/13	4/5/12	11/6/12
5/10/12	4/12/13	5/10/12	12/14/12
6/18/12	5/17/13	6/18/12	1/30/13

7/24/12	6/24/13
8/28/12	7/30/13
10/3/12	9/4/13
11/7/12	10/9/13
12/17/12	11/13/13
CAD 805 Hour Course	
<i>START</i>	<i>END</i>
1/25/12	11/6/12
3/1/12	12/14/12
4/5/12	1/30/13
5/10/12	3/8/13
6/18/12	4/12/13
7/24/12	5/17/13
8/28/12	6/24/13
10/3/12	7/30/13
11/7/12	9/4/13
12/17/12	10/9/13

7/24/12	3/8/13
8/28/12	4/12/13
10/3/12	5/17/13
11/7/12	6/24/13
12/17/12	7/30/13
COA 800 Hour Course	
<i>START</i>	<i>END</i>
1/25/12	11/06/12
3/1/12	12/14/12
4/5/12	1/30/13
5/10/12	3/8/13
6/18/12	4/12/13
7/24/12	5/17/13
8/28/12	6/24/13
10/3/12	7/30/13
11/7/12	9/4/13
12/17/12	10/9/13

2012 PHLEBOTOMY SCHEDULE:

ONTARIO

START DATE	END DATE
1/23/2012	2/27/2012
3/5/2012	4/6/2012
4/23/2012	5/25/2012
6/11/2012	7/16/2012
7/30/2012	8/31/2012
9/17/2012	10/19/2012
11/5/2012	12/11/2012

MORENO VALLEY

START DATE	END DATE
5/14/2012	6/18/12
6/25/2012	8/6/12
8/20/2012	9/24/12
10/8/2012	11/9/12
11/26/12	1/9/13

VICTORVILLE

START DATE	END DATE
5/21/12	6/25/12
7/9/12	8/10/12
8/27/12	10/1/12
10/15/12	11/16/12
12/3/12	1/16/13

HOLIDAYS

	2012	2013
Martin Luther King	Jan 16	Jan 21
President's Day	Feb 20	Feb 18
Memorial Day	May 28	May 27
Independence Day	July 4	July 4
Labor Day	Sep 3	Sep 2
Thanksgiving	Nov 22-23	Nov 28-29

Winter Break

Dec 24-Jan 1

Dec 22-Jan 1

GRADUATION CEREMONIES

	2011*	2012*
Spring	June	May 17
Fall	October	November 15

*The above dates are tentative. Graduation dates specify at each campus.

REQUIRED FEDERAL DISCLOSURE

This document is intended to provide information about Westech College programs, pursuant to the Code of Federal Regulations related to programs that prepare students for gainful employment. Westech College has three campus locations: Ontario, Victorville and Moreno Valley, and is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and approved to operate in California by the Bureau for Private Postsecondary Education (BPPE).

DEFINITIONS

Within normal time Completion Rate (defined in 34CFR 668.6 (c)). This number is based on the students who graduated during the award year, and did so within “normal time.” Normal time is based on the published length of the program in the catalog. This rate is not reflective of the overall completion rate of the program.

Placement Rate is based on the calculation required by ACCSC accreditation. Placement rates is defined as the number of graduates who complete within 150% of the program length during the reporting period who were available for employment and found a job in their field of training, divided by the total number of graduates available for employment.

Median Loan Debt is the median debt incurred through Title IV HEA loans and other private sources by students who complete the program.

TUITION, FEES AND COSTS

The following Tables set forth the total charges for each of the periods of attendance for the respective programs and an estimate of the schedule of the total charges for each of the programs. The estimate of the total charges for each of the programs of study is also the maximum that could be charged under the circumstances such as leaves of absence, repeated classes, termination and reinstatement with regard to the respective programs.

It is important that you keep copies of the Enrollment Agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school.

Certified Phlebotomy C.I.P. #51-1009		5:40 pm – 10:00 pm M-F – 5 weeks		
<u>Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration</u>	<u>STRF</u>	<u>Books & Supplies</u>	<u>Final Period Total</u>
\$1258.00	\$75	\$4.00	\$263.00	\$1,600.00
<u>Estimated Certified Phlebotomy Program Total Charges</u>				<u>\$1,600.00</u>
<u>***This program does not qualify for Federal Financial Aid</u>				

<u>PROGRAM</u>		<u>TIME/WEEKS/HOURS</u>		
Computer Aided Drafting C.I.P. # 15.1302		8:30 am 2:30 pm (Days) M-F – 30 weeks - 900 Hours		
<u>First Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration</u>	<u>STRF</u>	<u>Books & Supplies</u>	<u>First Period Total</u>
\$7178.00	\$75	\$37.00	\$486.00	\$7776.00
<u>Final Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration</u>	<u>STRF</u>	<u>Book & Supplies</u>	<u>Final Period Total</u>
\$7179.00	\$0	\$0	\$0	\$7179.00
<u>Estimated Computerized Drafting Program Total Charges</u>				<u>\$14,955.00</u>
<u>Median Loan Debt*</u>				\$5,500.00

<u>PROGRAM</u>		<u>TIME/WEEKS/HOURS</u>		
Computerized Drafting C.I.P. # 15.1302		6:00 pm – 10:00 pm (Nights) M-F – 40 weeks - 805 Hours		
<u>First Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration</u>	<u>STRF</u>	<u>Books & Supplies</u>	<u>First Period Total</u>
\$6,391.25	\$75	\$33.00	\$486.00	6985.00
<u>Final Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration</u>	<u>STRF</u>	<u>Books & Supplies</u>	<u>Final Period Total</u>
\$6391.25	\$0	\$0	\$0	\$6391.00
<u>Estimated Computerized Drafting Program Total Charges</u>				<u>\$13,376.00</u>
<u>Median Loan Debt*</u>				\$5,500.00

<u>PROGRAM</u>		<u>TIME/WEEKS/HOURS</u>		
Health Insurance Claim Examiner C.I.P. # 51.0713		8:30 am – 2:30 pm (Days) M-F – 30 weeks - 900 Hours		
<u>First Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration</u>	<u>STRF</u>	<u>Books & Supplies</u>	<u>First Period Total</u>
\$7069.00	\$75	\$37.00	\$704.45	\$7,885.45
<u>Final Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration Fee</u>	<u>STRF</u>	<u>Books & Supplies</u>	<u>Final Period Total</u>
\$7068.00	\$0	\$0	\$0	\$7069.00
<u>Estimated Health Insurance Claim Examiner Program Total Charges</u>				<u>\$14,954.45</u>
<u>Median Loan Debt*</u>				\$6,000.00

<u>PROGRAM</u>		<u>TIME/WEEKS/HOURS</u>		
Medical Assisting C.I.P. # 51.0801		8:30 am – 2:30 pm (Days) M-F – 30 weeks or 6:00 pm – 10:00 pm (Nights) M-F – 45 weeks - 900 Hours		
<u>First Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration</u>	<u>STRF</u>	<u>Books & Supplies</u>	<u>First Period Total</u>
\$7131.00	\$75	\$37.00	\$579.72	\$7822.22
<u>Final Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration</u>	<u>STRF</u>	<u>Books & Supplies</u>	<u>Final Period Total</u>
\$7132.50	\$0	\$0	\$0	\$7132.50
<u>Estimated Medical Assisting Program Total Charges</u>				<u>\$14,954.72</u>
<u>Median Loan Debt*</u>				\$7,000.00

<u>PROGRAM</u>		<u>TIME/WEEKS/HOURS</u>		
Computerized Office Administration C.I.P. #52.0201		8:30 am – 2:30 pm (Days) M-F – 27 weeks or 6:00 pm – 10:00 pm (Nights) M-F – 40 weeks 800 Hours		
<u>First Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration</u>	<u>STRF</u>	<u>Books & Supplies</u>	<u>First Period Total</u>
\$6012.00	\$75	\$33.00	\$1157.70	\$7277.70
<u>Final Payment Period or Period of Attendance</u>				
<u>Tuition</u>	<u>Registration</u>	<u>STRF</u>	<u>Books & Supplies</u>	<u>Final Period Total</u>
\$6013.00	\$0	\$0	\$0	\$6,013.00
<u>Estimated Computer Office Administration Program Total Charges</u>				<u>\$13,290.70</u>
<u>Median Loan Debt*</u>				\$6,000.00

All tuition and fees shall have been paid prior to first day of attendance in a program of study unless other arrangements have been made with the College. Additional charges may apply if a student transfers from one to program to another.

If a 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

The Accrediting Commission of Career Schools and Colleges (ACCSC) is a resource for information regarding the availability of comparable program information related to tuition and program length. ACCSC may be contacted at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, Phone: (703) 247-4212.

Westech College does not have a pending petition in bankruptcy, has not operated as a debtor in possession, has not filed a petition in bankruptcy within the preceding five years (or at any other time), and has not had a petition in bankruptcy filed against it within the preceding five years (or at any other time) that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Section 1101 et seq.)

TRANSFER OF CREDITS

Decisions concerning the acceptance of credits are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits earned at Westech College to any other institution. Students considering continuing their education at or transferring to other institutions must not assume that credits earned at this school will be accepted by the receiving institution.

Awarding credit for prior course work will be determined solely by the Director of Education of Westech College.

An institution's accreditation does not guarantee that credits earned at that institution would be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.

The student may wish to contact the institution he/she plans to attend after graduating from Westech College to discuss transferability of credit.

TRANSCRIPTS

Students will receive an unofficial transcript/grade report at the end of each course during the program.

Official transcripts may be requested following completion of the program by contacting the Registrar of the College.

FUNDING PROGRAMS

Westech College works with the following funding programs which students may qualify for. For complete information on available financial aid programs, specific loans, grants and eligibility requirements, contact the Financial Aid Department during regular business hours.

If a 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, and if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid.

Rehabilitation Funding

Westech College regularly accepts rehabilitation students who are seeking re-entry into the workforce and who are eligible for retraining and funding by a private insurance carrier. Other private entities as well as public agencies may be willing to provide tuition assistance for individuals who meet particular requirements.

Financial Aid

All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. Westech participates in several types of Title IV programs, most of which are based on financial need.

Students seeking financial assistance must first complete the free application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The Financial Aid office will use this information to determine student's eligibility and will assist them in deciding what resources are available to them. The Financial Aid office may request additional documentation to support the students request for Financial Aid.

Federal and State grants and loans will be disbursed to the student's account to cover direct educational costs. Disbursements in excess of the direct costs will be refunded to the student (or parents in the case of a Plus loan).

Federal Financial Aid Information

To be eligible for financial aid, the applicant must:

1. Demonstrate proof of financial need.
2. Be a U.S. citizen or eligible non-citizen.
3. Be enrolled in an eligible program.
4. If male, be registered with selective service.
5. Be making satisfactory academic progress toward graduation.
6. Be a high school graduate or its equivalent
7. Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution.
8. And have completed U.S. Selective Service requirements, if applicable.

Financial Aid Programs

The following are brief descriptions of the Federal financial aid programs available at Westech College under the Title IV program.

Federal Pell Grants

Eligibility for Pell Grant is based primarily on student/parental income, assets, the number of family members and the number of family members attending college. Students interested in this type of financial assistance should apply if they are attending school at least half time. A Federal Pell Grant is an award that does not have to be repaid. Funds are awarded to students with “exceptional need.”

Federal Supplemental Educational Opportunity Grant (FSEOG)

An FSEOG is an award that does not have to be repaid. These funds are allocated to Westech College by the federal government and available funds are limited. Funds are awarded to students with “exceptional need.”

Direct Subsidized Loan

This loan is a low interest loan made by the U.S. Department of Education to students. The federal government pays the interest on the loan during school attendance, for a six-month grace period following school attendance, and during any periods of deferment. Eligibility for a Direct Subsidized Loan is based on “financial need.”

Direct Unsubsidized Loan

This loan is a low interest loan made by the U.S. Department of Education to students. The student pays all the interest on the loan. A student does not have to demonstrate “need” in order to obtain this loan.

Direct Plus Loan

This loan is a low interest loan made by the U.S. Department of Education to parents of a “dependent” student. The loan application is subject to the U.S. Department of Education’s approval of the borrower’s credit report.

Veterans Educational Benefits

Westech College is approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans Educational Benefits should contact the Financial Aid Department. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory progress to continue receiving educational benefits.

Veterans are required to provide copies of transcripts for all prior postsecondary educational courses successfully completed so that they may be reviewed for potential transfer of credits. When a veteran is determined to have completed courses that may qualify for transfer credit, an official transcript will be requested unless already provided.

Decisions regarding transfer credit are made at the campus to which the student is applying by the Director of Education. The Director will review transcripts from previous institutions to determine what credit, if any, will be given. If approved, the student will be notified of the credit given. The Veterans Administration will also be notified of the credit to veteran students.

Federal Work-Study Program

This program allows eligible students to work part-time to meet a portion of their educational expenses. The federal government allocates these funds to Westech College and available funds are limited. Application for a work-study position will be accepted once the student has started school and will be awarded based on availability.

Private Pay (payment directly to the College)

Students may make payments directly to the College for their program. The tuition must be paid in full prior to completion of the program. Westech College does not charge interest on installment payments.

CLOCK-HOUR DEFINITION

Each clock hour consists of 50 minutes. Day students receive two (2) 10-minute breaks and one (1) 40-minute break; class hours are 8:30 a.m. to 2:30 p.m. Evening students receive one (1) 40-minute meal break; hours are 6:00 p.m. to 10:00 p.m.

ATTENDANCE POLICIES

Attendance is valued and expected, especially by employers who require their employees to be dependable. Employees are expected to arrive for work at the appointed time and remain on task at their assignments until the allowed time for departure. Punctuality in the business world is a very important component of overall dependability.

Regular attendance and punctuality is required and will help students in school to develop the good habits necessary for successful careers. Each student is responsible for monitoring his or her attendance record using reports and records available from the school. Students must sign in each day at the reception desk.

Satisfactory attendance is established either when the student is present in the assigned classroom for the scheduled amount of time or when the student makes up absences by attending additional classroom hours under instruction. Students maintain satisfactory attendance by complying with the guidelines described below:

Satisfactory Attendance

To maintain satisfactory attendance, students must not be absent more than 10% of the scheduled hours during a class, or they will be assigned either an “F” grade for class failure or an “I” grade for incomplete hours or work.

1. Students who are issued an “F” grade are required to repeat the class in its entirety and meet other standards of satisfactory academic progress, as applicable.
2. Students who are issued an “I” may make up clock hours and academic work for a passing final grade. **For this purpose if a student does not want to receive an F for the mod missing hours the make up clock hours and academic work must be accomplished during the present mod or by the last day of the present mod.** The student is responsible for scheduling make-up clock hours with both the instructors involved and the Director of Education. A final grade of “F” will be issued if the makeup clock hours and academic work are not completed within the period authorized.
3. Students who arrive after the designated time for the start of a class session (including from break or lunch) will be marked tardy. Any three (4) tardies will equal one (1) absence.
4. Students who do not sit in class for at least 60% of the class day, will be counted absent.
5. Students with two (2) or more absences in a class session, who have not made up missed hours must repeat the class.

Tardiness will be defined and enforced to include 1) signing in after 8:30 a.m. or 6:00 p.m.; 2) leaving for break or lunch before the appointed time; and/or 3) leaving before 2:30p.m., 4:00p.m. or 10:00p.m. (whichever is applicable to the class). Students should make every effort

to schedule appointments for personal business before or after school hours. Attendance must be maximized to enable students to get the most from their respective programs.

Students who are absent for eight (8) school days during any module will automatically fail that module.

Students who are absent **10** consecutive school days will be dropped from the program.

Undesirable performance may be penalized as follows; 0.1% of the final class grade will be subtracted for each absence (regardless whether the absence was excused or unexcused) and .05% of the final class grade will be deducted for each tardy as registered by the instructor. All students are expected to make a serious commitment to the attendance policy by:

1. Arriving on time daily
2. Remaining in the classroom until completion of the session
3. Attending all scheduled classes
4. Calling the school immediately, if a tardy is going to occur
5. Calling the school immediately, if a class session must be missed

Perfect Attendance

As in any good job situation, desirable behavior or performance will be recognized and rewarded. When students achieve perfect attendance (no absence or tardy) in any class, they will receive an award certificate.

Leave of Absence (LOA) Policy

A leave of absence (LOA) refers to circumstances in which the student is not in academic attendance for a period in which academic attendance is required by the program of study.

A *Leave of Absence* period may not exceed a total of 180 days during a twelve (12) month time frame. A student may be granted more than one leave of absence in the event of unforeseen, extreme circumstances, such as medical situations affecting the student, an immediate family member in accordance with the Family Medical Leave Act of 1993, military service requirements or jury duty provided the combined leave of absence does not exceed 180 days within the 12- month time frame. Appropriate documentation must be provided for the leave of absence.

Students must request a Leave of Absence to the Director of Education in advance of the Leave of Absence period.

A student not returning on the scheduled return date will be considered a withdrawal subject to the College's refund policy in accordance with applicable published requirements. A Leave of Absence will not be granted by Director of Education without the consent, as applicable, by the appropriate counselor for Vocational Rehabilitation, WIA or Veteran's Administration students. The student will be liable for any earned portion of the tuition.

ACADEMIC POLICIES

Grading

Westech uses the following grading system for all Programs:

Rating	Percent Score	Letter Grade	Grade Point Average
Excellent	100-90	A	4.0
Good	89-80	B	3.0
Average	79-70	C	2.0
Below Average	69-60	D	1.0
Fail	59-00	F	0.0
Incomplete		I	0.0
Repeat		R	0.0
Withdrawal		W	0.0

Passing grades are A, B, C. All grades will appear on transcripts and will be used to calculate the grade point average.

Grades will be assigned to students who take an authorized Leave of Absence using the criteria described above. Students, returning from their Leave of Absence within their authorized period, may make-up hours and academic work during their next full-length Class period.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by the institution.

The elements of satisfactory progress are as follows:

Satisfactory progress is evaluated at the end of each class of the program. Students falling below a 2.0 GPA at the conclusion of any class are issued a student academic probation letter. This informs the student that they must improve their cumulative GPA to a 2.0 by the conclusion of the end of the probationary period as explained in the probation letter.

The student is required to make quantitative progress toward program completion. Students maintaining an average grade of 70% (G.P.A of 2.0) or better meet the quantitative measure of Satisfactory Academic Progress. The student must also meet attendance policy and thereby maintaining an overall attendance rate of 90%.

The student's academic average is reviewed to determine qualitative progress. The minimum required is 70% at the conclusion of each evaluation period. Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0 in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Grade Reports

Students will receive a **GRADE REPORT** after the completion of each course.

Grade Appeals

In cases where a student believes that a grade has been assigned incorrectly, it is expected that the student will seek to resolve any concerns informally by speaking directly with the course instructor before beginning a formal appeal process. The formal appeals process should not be undertaken lightly, nor should it be undertaken merely because a student is unhappy with the grade received in a course.

A student who has questions regarding his/her course grade must speak with the instructor within two weeks from the date grades are posted. If, after speaking with the instructor in a good-faith effort to resolve a grade dispute, a student still believes that his/her course grade was assigned in a way that is arbitrary, prejudicial or in error, the student may make a formal grade appeal no later than two weeks after speaking with the instructor.

Student must fill out a **GRADE APPEAL FORM** and submit it to the Director of Education.

Probation

If a student fails to meet the cumulative 90% attendance or 70% grade average for any evaluation period, he or she will be placed on **ACADEMIC-ATTENDANCE PROBATION** for the next evaluation period. The student is eligible for financial aid while on probation. Failure to achieve a 90% attendance or a 70% grade average, or both, at the end of the probationary evaluation period will result with an administrative withdrawal of the student.

Students will be notified in writing when they are placed on **ACADEMIC-ATTENDANCE PROBATION** and the steps necessary to be removed from probationary status will be given. Students will also receive attendance or academic counseling from the Campus Director / DOE, as appropriate, when they are placed on probation. The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

Academic Difficulty

Academic support is required for students on academic probation. Students must meet with their instructor or a designated academic advisor to discuss the factors interfering with their academic progress, determine an appropriate course selection before registering for the next term or module, and develop an individual plan/contract for academic success. The student must meet the terms of the probation plan including a 2.0 GPA to maintain good standing. A copy of the **ACADEMIC DIFFICULTY ANALYSIS FORM** will be provided to the Registrar and placed in the student's academic file for follow-up.

Appeal Process

The academic appeal process is as follows:

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.
2. The Director of Education in consultation with the instructor will review all requests, and a determination will be made to either maintain or change the extant record.
3. The student may meet with the Director of Education and anyone else he or she may designate to review the conclusions.

A student placed on academic probation or deemed as failing to make Satisfactory Academic Progress may review the determination and may appeal the determination through the Campus Director whose judgment in this matter shall be final, conclusive, and binding.

Time Frame

The program must be completed within 150 percent of the normal duration of the program as follows:

<u>Program</u>	<u>Standard</u>	<u>Maximum</u>
Computer Aided Drafting (900)	30 weeks	45 weeks
Computerized Drafting (805)	40 weeks	60 weeks
Health Insurance Claims Examiner/ Medical Biller & Coder (900)	30 weeks	45 weeks
Medical Assisting (900)	30 weeks	45 weeks
Medical Assisting (900) - Evening	45 weeks	67.5 weeks
Medical Biller & Coder (600) - Evening	30 weeks	45 weeks
Medical Biller & Coder (600)	20 weeks	30 weeks
Computerized Office Administration (800)	27 weeks	40.5 weeks
Computerized Office Administration(800) - Evening	40 weeks	60 weeks
Computerized Drafting – VR	18 weeks	27 weeks
Medical Biller & Coder – VR	12 weeks	18 weeks
Medical Assistant – VR	17 weeks	25.5 weeks
Certified Phlebotomy	12 weeks	18 weeks

These time frames may be adjusted on a prorated basis in the event that a student changes from one program of study or attendance schedule, e.g., part-time to full-time.

Course Outline/Syllabus

Students are given a syllabus on the first day of class which contains: (1) a short, descriptive title of the educational program, (2) a statement of educational objectives; (3) length of the educational program, (4) complete citations of textbooks and other required written materials (5) outline of subject matter or a list of skills to be learned. (6) instructional mode or methods.

Incomplete Work and Remediation

At the discretion of the Director of Education and subject to space availability, students will be given an opportunity to repeat or make up missing work. Such performance will be given full credit with respect to the evaluation of the student's maintenance of satisfactory academic progress and properly accomplished through school instructors. No additional fees are charged to students for repeats or make-up work. Remedial programs and classes are not offered.

Incomplete

A grade of "I" (Incomplete) will be given to a student if any of the following conditions occur:

1. Has not completed all course work, or
2. Has not met the class attendance requirements, or
3. Does not take the required exams

All Incompletes must be made up during the next schedule class or it is changed to an "F" and the entire class must be repeated.

Repeating a Class

If a class was dropped or if the final grade was an "F", the class must be repeated. A class may only be repeated once and that repeat must be accomplished within the maximum time frame allowed to complete the entire program of study, extended by any Leave of Absence". Requests to repeat a class must be made to the Director of Education. A student may repeat the same mod twice. If the same mod is failed for a second time the student must be dropped from the program.

Repeat Exams

A missed or failed exam may be taken or retaken only under the following circumstances:

1. The student had maintained a passing grade at the time the exam was given;

In the case of a missed exam, the student must take the test on the day of return. The student's test grade will drop by one grade;

2. In the case of a failed exam, the two exam scores would be averaged and the final exam grade will be recorded no higher than a "C".

2. Students who have exhausted Westech's appeal process may then make further appeal to the Accrediting Commission of Career Schools and Colleges of Technology at 2101 Wilson Blvd., Suite 302, Arlington, Virginia 22201. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education.

GRADUATION REQUIREMENTS

A student who demonstrates satisfactory progress, having at least an overall 2.0 grade point average, achieves a passing grade in each class and has satisfied the required attendance policy (90%), will be eligible to receive a Certificate. The student must accumulate the necessary amount of clock hours required to complete the program of study. Students also must fulfill all their financial obligations to the College including the return of all borrowed books and materials. Upon completing all requirements in their program of study the student receives a diploma.

TERMINATION

A student is subject to termination for violating any of the following:

1. Failure to maintain satisfactory progress or Failure to comply with the school's attendance policy or Failure to comply with the school's student conduct policy or Failure to meet all financial obligations to the school or violation of any of the conditions as set forth and agreed to in the Enrollment Agreement.

Policies dictate that a terminated student have any unearned tuition returned to the proper agencies, as applicable. The student's obligation is binding for repayment of the used portion of the student loan and tuition due, if any, to the college. Further, once terminated, the student may have difficulty obtaining reinstatement by the college and/or the funding agencies.

STUDENT RIGHTS POLICY

Cancellation, Withdrawal and Refund Rights

A student has the right to cancel the 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 (the "Cancellation Period"). The student shall be refunded funds collected within ten (10) days after receipt of such notice. A student who has been denied admission to the College for any reason also shall receive a full refund of all funds paid within ten (10) days.

In order to cancel, the student shall give Westech College written notice of cancellation. The notice of cancellation need not take any particular form and, however expressed, will be effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Said notice of cancellation may be given by personal delivery or by mail at the following address: Westech College, Main Campus, 3491 E. Concoors, Ontario, CA 91764, Attention: Admissions Representative; Westech College, Victorville Branch, 14594 7th Street, Victorville, CA 92395, Attention: Admissions Representative; or Westech College, Moreno Valley Campus, 22515 Alessandro Blvd., Moreno Valley, CA 92553, Attention: Admissions Representative. Notice of Cancellation given by personal delivery shall be deemed received on the date delivered. Notice of Cancellation given by mail shall be deemed delivered on the date deposited in the mail, properly addressed with proper postage paid.

A student may withdraw after the Cancellation Period. A withdrawal may be effectuated by the student's written notice to the Westech College or by the student's conduct including, but not limited to, a student's lack of attendance (as set forth below). Notice of withdrawal shall be given in the same manner and by the same means as set forth above for notice of cancellation. Before withdrawal from a course, the student is encouraged to discuss the possibility of withdrawal with the Director of Education and to make use of available advisory services.

If a student withdraws or is expelled after the Cancellation Period described above, all tuition and fees shall be refunded on a prorated basis, less the non-refundable registration fee, which shall not exceed \$75.00 and non-refundable STRF fee.

When returning books, they must be in the same condition as when they were purchased. This means/includes NO: visible damage, writing or marks, highlighting, no opened software. Books in shrink-wrap must still be in original wrapping. This policy is strictly enforced and must be signed off by either the Campus Director or Director of Education.

Refunds due that are the result of withdrawal will be made within forty-five (45) days from the withdrawal date of determination for grant recipients and loans. Within ten (10) days of any refund, a student will receive a Notice of Refund stating the amount of the refund and to whom refund was made.

For students who have been receiving Federal Title IV financial aid or other tuition assistance, any tuition refunds will be made first to the Title IV lender, or other tuition lender, up to the amount of its actual disbursement; any additional refunds will be applied to any other Title IV funding source accounts or to any other sponsoring source also up to the amount of its actual disbursement. Any other refunds due will be made to the student or his/her sponsor.

The refund for non-tuition education expenses, if any, will be made to the appropriate agency account or individual.

If you withdraw after the Cancellation Period, any refund due to you or liability for tuition you may owe to the school is determined by the refund policy in the school catalog and on the Enrollment Agreement.

Special Circumstances

In the case of prolonged illness or accident, death in the family or other circumstances that might make it impractical for a student to complete a program of study, the college shall make a settlement that is reasonable and fair to all parties.

Withdrawals and the Return of Title IV Funds as per Federal Regulations

Federal Student Aid (“FSA”) is awarded to a student with the assumption that the student will complete the program for which the Title IV funds are awarded. When the student withdraws, drops out of school or does not return from an approved LOA, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of FSA funds the students have earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

When a recipient of FSA ceases to be enrolled prior to the end of a payment period or period of enrollment, the school is required to determine the earned and un-earned Title IV aid. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned.

The following rules apply when Westech College completes a Return Calculation:

1. Determine the withdrawal date.
2. The amount of Title IV aid earned by the student is determined by dividing the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the payment period. If this percentage is greater than 60%, then the student has earned 100% of Title IV for the payment period.

Example: The student was scheduled to have completed 450 credit hours on his first payment period. But he withdrew and was scheduled to complete 360 on the withdrawal date. $360 \text{ divided by } 450 = 80\%$.

The percentage is greater than 60%, therefore the student has earned 100% of Title IV funds for the first payment period

3. If the earned percentage is less than or equal to 60%, then the student's earned Title IV aid is equal to the earned percentage times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period. The refund amount is calculated by subtracting the earned percentage times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period from the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.
4. The school has 45 days from the date determined that the student withdrew to return all un-earned funds for which it is responsible.
5. Order of return of Title IV funds:
 - Unsubsidized Federal Stafford loan
 - Subsidized Federal Stafford loan
 - Federal Plus Loan
 - Federal Pell Grant
 - Federal Supplemental Education Opportunity Grants
6. Federal Work-Study funds are not included in the calculation of earned Title IV funds when a student withdraws. Student is no longer eligible to participate in Federal Work –Study program if he/she withdrew from school.

Refund Policy

The refund of the unused portion of tuition fees and other charges, if a student withdraws at any time prior to completion of the Programs or otherwise fails to complete the period of enrollment, is as follows:

1. Deduct a registration fee of \$75.00 from total course charges.
2. Divide this figure by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee specified in paragraph (1).
5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment as stated in the catalog and/or Enrollment Agreement.

3. The student has failed to attend the program of study for ten consecutive (10) scheduled days. To determine the amount of the refund the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be made, the student shall be deemed to have withdrawn at the end of the ten consecutive (10) scheduled days of non-attendance.
4. The student failed to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

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

Re-Entering After Withdrawal

Westech College is committed to each student's career goals. If you have to withdraw from school, you may apply to re-enter by contacting the Director of Education or the Director of Admissions.

STUDENT CONDUCT POLICY

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of the school's student conduct policy include, but are not limited to the following:

- Destruction or damage to school property.
- Use of any illegal drugs or alcohol while on school property or attending school while under the influence of illegal drugs or alcohol.
- Cheating on a school examination.
- Engaging in any unlawful activity on school property.
- Exhibiting violence, insubordination, or inappropriate language toward any school staff or another student (English is the universal language spoken on campus).
- Inappropriate and /or un-assigned Internet use.
- No cell phone usage or headphones in the classroom.
Any disruptive behavior that affects the learning environment.

Violation of any conduct policy may/will result in a student being withdrawn from the program.

Student Grooming and Dress Code

Grooming and proper attire is important in obtaining a new job and appearance is a contributing factor to the future success in a job. To serve student interest, Westech College observes and enforces grooming and proper dress code.

Business Classes

Tank tops, t-shirts with logos, shorts, thongs or baseball caps are not appropriate items to be worn at Westech College. Westech's polo shirt, a button shirt, collared shirt with slacks or casual pants (no baggy or droopy pants, blue jeans or t-shirts) and shoes (no tennis shoes, flip-flops, sandals or open-toed shoes) are acceptable. Every Wednesday is dress for success day. Business attire is mandatory. If you choose to disregard the dress code, you are out of compliance, and you will be sent home for the day and will receive an absence.

Medical Program

Light make-up only

Short fingernails, well manicured; natural or neutral colors ¼" long or shorter

Jewelry: Earrings, 1 Stud per ear lobe (no plugs), 1 ring only, no bracelets and no necklaces. Absolutely no facial piercings or tongue piercings.

Medical Program

Light make-up only

Short fingernails, well manicured; natural or neutral colors ¼" long or shorter

Jewelry: Earrings, 1 Stud per ear lobe (no plugs), 1 ring only, no bracelets and no necklaces. Absolutely no facial piercings or tongue piercings.

Hair: Must be pulled back neatly and not touching the nape of the neck and in the styles and colors in the medical and professional community (NO red, purple, green, pink, etc. hair colors)

Shoes: Must wear white leather tennis shoes

Noticeable Tattoos must be covered

During the colder season, only solid white or black shirts can be worn underneath uniform

Outer jacket may consist of an all white button up or zippered non-hooded sweatshirt or sweater or lab jacket (worn in the classroom).

Uniforms must be cleaned and neat at all times.

No baseball caps, hats, headbands, flowers, scarves and bandana's allowed.

Drug Use Policy

Westech fully supports the Drug-free School and Communities Act passed by the United States Congress. In cooperation with other agencies and organizations, Westech provides a program of education on the dangers of substance use and abuse. This program uses pamphlets, books, and posters that describe and depict the effects drugs have on physical and mental health. Advising is provided when deemed necessary as well as when requested. Westech makes available to students informative materials on state, federal and local sanctions against drug use. Additionally, Westech provides information on outside counseling, treatment and rehabilitation programs in the community. Students with knowledge of illegal drugs on campus must immediately report the incident to the Director of Education.

Probation/Termination for Cause Policy

In addition to academic probation, at the discretion of the Director of Education, a student may be terminated or placed on probation for cause, based on violation of Westech College's policies. Thereafter, a student placed on probationary status will have four (4) weeks to make improvement to be fully reinstated. A failure to make the necessary improvement may result in either suspension or termination. Students who are **absent 10 consecutive school days** will be **dropped** from the program.

Cell Phones

No cell phones are to be used in the classroom. If a cell phone rings it will go on the instructor's desk or you will be asked to leave the class for the remainder of the day without credit for attendance. Cell phones may be picked up after class from the instructor.

Eating/Drinking in Classroom

No eating (no gum or candy) or drinking is allowed in the classroom at any time. Bottled water with a lid is allowed in class rooms and not allowed on desk with computers.

Meal Time/Breaks

All students are required to take breaks. Students are not allowed in the classrooms during breaks or at lunchtime.

Academic Deficiency

When cumulative grade point average has fallen below Satisfactory Academic Progress, the student may be placed on probation or termination (see academic policy).

STUDENT RECORDS AND THE RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act enables all students to review their academic records including grades, attendance and counseling reports. Students records are confidential and only such agencies or individuals authorized by law are allowed access without written permission from the student. While California law requires the school to maintain these records for no less than 5 years, the college may maintain these records indefinitely. The college also maintains all student records in accordance with the provisions of the Family Education Rights and Privacy Act of 1974, Public Law 983380, as amended. The custodian of student records shall be the Executive Director. A student or graduate may request a review of his or her record by submitting such request in writing to the Executive Director. Record reviews will be scheduled during regular attendance hours and under appropriate supervision. Students may not inspect the financial records that have been made available to the College by their parents.

RETENTION OF STUDENT RECORDS

The College maintains a file for each student who enrolls whether or not the student completes the educational program. The file contains all the information for the student including admissions qualifications, personal information, Enrollment Agreement, dates of attendance, grade reports, transcripts, diploma awarded, financial aid records, and other information for the individual student. The records are kept in secure file cabinets. The education department adds records, such as grade reports and advising reports, to the same file folder as student's progress through their course. These are paper records maintained on site. All student records are located within the Financial Aid Department. The file cabinets are locked and are fire retardant for safekeeping.

The appropriate diploma and final transcript are provided to each student when the graduation requirements are completed. Graduates can request additional transcripts from the Director of Education

STUDENT SERVICES ON CAMPUS

The College provides a wide range of student services, from personal and academic, advising to tutorial programs, and academic and physical conveniences.

Students at branch campuses may access student services as follows:

1. Meet with the Director / Director of Education at the branch facility during their regularly scheduled hours or by appointment
2. Meet with Student Services at the branch facility during regularly scheduled hours or by appointment.
3. Meet with Career Services at the branch facility during regularly scheduled hours or by appointment.

4. Meet with Financial Aid at the branch facility during regular scheduled hours or by appointment.
5. Meet with Admissions during regularly scheduled hours or by appointment at the branch or main campus.
6. Utilize tutoring
7. Utilize Resource Center Hours are posted in the lobby and lunch room of each campus.

Advising

The school provides academic advising to all students to ensure satisfactory progress through the course. Special attention is given to those students that need additional assistance (e.g. academic advising; supervision and monitoring of attendance and leaves of absence). Academic tutoring is available to students that need further assistance. For assistance contact the Director and/or the Director of Education.

Advising on non-academic problems is provided as needed on a case-by-case basis. Students are encouraged to take advantage of this service that includes coping skills (e.g., life, career development, budget, and personal financial planning skills). For information contact the Student Services Department.

Student Housing

Westech College does not provide dormitory facilities or any other form of housing. The school has no responsibility to find or assist a student in finding housing. Housing costs in California can be higher than in much of the rest of the nation, and therefore, students should expect that rental rates may be higher in the areas surrounding Westech College's campuses than in many locations outside of California. The rental range for housing may vary significantly depending upon the type of housing and its location. The school makes no representations regarding rental rates. At the time of publication of this Catalog, the website apartmenthunterz.com indicated that rent for small apartments in the Ontario area started at approximately \$700 per month, that rent for small apartments in the Moreno Valley area started at approximately \$600 per month, and that rent for small apartments in the Victorville area started at approximately \$550 per month. The school has not independently verified these rental rates. Accordingly, students should independently search relevant sources (e.g., the internet, newspapers and rental publications, etc.) for applicable rental rates.

Textbook Acquisition

Textbooks are provided as a part of the material's package included in each course of study.

Library Services

A library and computer lab is maintained on the branch campuses. A library's offer a collection of current references, catalogs, journals, books, and trade publications relating to the program of study.

Maintained in the school's that have a library are a variety of technical reference sources along with appropriate journals and books related to programs of study. Publications containing articles, tips and job announcements are also available. Computers with internet access are located in either the computer lab or resource center.

Student Lounge

On all Campus's there is a lounge available for students to relax, converse and eat during breaks and at lunchtime.

For convenience there is beverage and snack machines, refrigerator, and microwave oven at all of the campuses.

Child Care

The school does not provide childcare; however, referrals to local facilities are available in the Career Services Department.

Transportation

The school does not provide transportation. Public transportation is located near each campus location. For information, contact the Student Services Department.

STUDENT CAREER SERVICES

Placement

The Career Services Department will assist graduates with their job search. Contacts are maintained with local and national companies and interviews will be coordinated for graduates upon an employer's request. In the student's last module in school, the Career Services Department will begin assisting students in their job search providing a career development seminar and resume writing assistance. Although the school provides placement assistance, the school does not guarantee employment or any specific level of compensation.

Non-Discrimination Statement

Westech College does not discriminate against students during the placement process, regardless of gender, race, sex, religion, nationality, or any handicap. Each graduate is referred to prospective employers based on his/her previous job experience, current knowledge, and geographic proximity.

Westech College may refer more than one graduate to each job interview based on employer requests. It is at the employer's discretion to make the final selection for a new hire.

Student Employment

Students who require part-time work may be assisted by the Career Services Department in finding employment. Only students who have satisfactorily completed two (2) weeks or more of training may apply. The school does not guarantee part-time employment or any specific level of compensation.

GRIEVANCE POLICY

Students are encouraged to first report their complaint to his/her instructor or other staff member directly involved. In the event the results are unsatisfactory, the issue should be placed immediately before the Campus Director. Upon receiving a complaint either verbally or in writing, the On-Site Director will undertake a thorough investigation.

If the complaint has been lodged verbally and it has not been resolved either within a reasonable length of time or before the student felt compelled to lodge it again, the student will be advised to submit the matter in writing to the Director of Operations, the school's designated administrator for handling complaints.

If the complaint has been lodged in writing, the Director of Operations will issue an outcome within 10 days from the date of the notice. The complainant will be provided a written response, including a summary of the investigation.

A student's voluntary participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's other rights or remedies. Any document signed by the student that purports to limit or waive any rights and remedies shall be void. Anyone involved in the complaint procedure shall receive copies of all documentation involving the issue.

If a student does not feel that the school has adequately addressed a complaint or concern the student may consider contacting the Accrediting Commission (ACCSC). All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the school for a response. The commission will keep the complainants informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the On-Site

CAMPUS SECURITY AND SAFETY POLICIES

As part of the Higher Education Act as (amended) all postsecondary schools must have a crime statistics report available for public inspection and given to each enrolled student. Since opening in 1988, the crime rate at Westech College has been zero.

However should those circumstances change and should any on-campus criminal events occur such as murder, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary or motor vehicle theft, the data will be collected and become a part of the statistical record. Should liquor or drug abuse violations or criminal weapons possession occur this information will also be added.

Westech College takes particular pride in providing a safe environment for all students, faculty, and staff. The Director of Education and/or On-Site Directors are the site security officers. Should an event occur requiring security assistance, the Campus Security Officer will notify the proper authorities and take any action necessary to safeguard all students, faculty and staff at the College. Maps of the campus that identify emergency exits are posted in each room.

SEXUAL ASSAULT OR HARASSMENT POLICY

The College takes pride in creating a safe environment for all students, faculty, and staff and does not tolerate sexual assault or harassment. If an incident should occur the College would ensure that any students, faculty, and/or staff who have been victimized on campus would receive appropriate follow-up and information. The Executive Director and the Director of Education are the administrators designated to investigate and document these assaults or infractions.

Any questions, comments, or concerns about this policy or any other related matter should be directed to one or both of the designees. The legal authority for these matters is the California Education Code 94385 (a), (d).

LICENSURE

None of the programs currently offered by Westech College requires licensure in California to lawfully engage in the career field related to that program.

PROSPECTIVE JOB TITLES

The following are some of the entry level jobs which graduates may immediately and/or eventually be qualified for:

CAD Program

Civil

Engineering Drafting

- Junior Drafter
- Layout Drafter
- CAD Drafter
- CAD Operator
- Engineering Aide/Assistant

Mechanical

Engineering Drafting

- Junior Drafter
- Layout Drafter
- CAD Drafter
- CAD Operator
- CAD Technician
- Engineering Aide/Assistant

Architectural

Engineering Drafting

- Junior Drafter
- Layout Drafter
- CAD Drafter
- CAD Operator
- Architectural Aide/Assistant

Medical Assisting Program

- Back Office Assistant
- Front Office Assistant
- Medical Billing or Coding Professional
- Clinical Assistant
- Lab Assistant
- Medical Customer Service
- Intake Counselor

Medical Biller and Coder Program

- Medical Biller
- Medical Records Clerk
- Medical File Clerk
- Medical Coder
- Medical Eligibility Clerk
- Medical Eligibility Technician
- Mail Room/Claims Sorter
- Positions under Medical Biller and Code
- **Certified Phlebotomy** Certified Phlebotomist

Claims Examiner Program

- Eligibility Service Representative
- Customer Service Representative
- Provider Relations Representative
- Payor Relations Representative
- Pricing/Coding Clerk
- Data Entry Operator
- Encounters/Capitated Claims etc.
- Membership Services Representative
- Medical Claims Pre-Screener

Computerized Office Administration Program

- General Office Clerk
- Receptionist
- Administrative Assistant
- Filing Clerk
- Data Entry Operator
- Word Processing Operato

COMPUTER AIDED DRAFTING (CAD)

Federal Directory of Occupational Titles (Dot) Numbers 001.261.002.261+

Prerequisites: Successful completion of admissions process

Course Length: 30 weeks (days)

Weekly Schedule: 6 hours per day, 5 days per week, 8:30 A.M.-2:30 P.M.

Clock Hours: 900

Mission Statement:

Our mission for the Computer Aided Drafting (CAD) program is to provide an educational link between a workplace that is constantly responding to new demands and a workforce that must constantly address new professional requirements. As the methodology of dealing with fundamental tasks becomes more technologically sophisticated, we continuously analyze such development in order to provide training that will prepare our graduates to perform successfully in the modern workplace.

Educational Objective: The objective of this program of study is to prepare the graduate for entry-level employment in the field of Computer Aided Drafting (CAD). Prospective job titles include drafter, junior drafter, layout drafter, engineering aide, engineering assistant, CAD operator, and CAD technician.

Program Description: The course emphasizes computer technology as currently used in the industry. Students begin by learning the basics of AutoCAD. They are taught the fundamentals of drafting and sketching, and how to incorporate these principles and procedures. They will be introduced to fundamental principles and concepts of math related to CAD drafting. Graduates will be able to productively use computer hardware and CAD software to accomplish workplace tasks in drafting.

Required Classes:

AutoCAD Basic (with technical math as needed)	100 Hrs.
AutoCAD Level 1 (with technical math as needed)	100 Hrs
AutoCAD Level 2 (with technical math as needed)	100 Hrs
AutoCAD 3D Three Dimensional Design and Modeling Level 1	100 Hrs
AutoCAD 3D Three Dimensional Design and Modeling Level 2	100 Hrs
AutoCAD Customizing	100 Hrs
Architectural-Civil-Mechanical	300 Hrs.
TOTAL	900 Hrs.

CLASS DESCRIPTIONS

BASIC AUTOCAD (with technical math as needed)

In this class students will be introduced to and trained in drawing techniques and fundamentals of drafting. The course will begin with an introduction to AutoCAD features and teach the following concepts: AutoCAD interface, Describe and use the basic terms, Drawings and Templates, Creating and Editing entities, Using Layers, making Prints, Drawing Basic Shapes, Using Object Snap and AutoTrack, and Multiview Drawings.

No Prerequisite

TECHNICAL MATH

In this class a student will be introduced to the fundamental principles and concepts of common math used in drafting and CAD. This may include algebra and geometry.

AUTOCAD LEVEL 1

In this class students will continue to be trained in drawing techniques and fundamentals of drafting. The course will teach the following concepts: Placing Text on drawings, Working with Tables, Drawing Display Options, Layouts, Plotting and Printing, Basic Editing Commands, Automatic Editing, and Introduction to Polylines and Multilines. Drawing and Editing, Polylines and Splines, Obtaining Information about the Drawing.

TECHNICAL MATH

In this class a student will be introduced to the fundamental principles and concepts of common math used in drafting and CAD. This may include algebra and geometry.

AUTOCAD LEVEL 2

In this class students will continue to be trained in drawing techniques and fundamentals of drafting. The course will teach the following concepts: Drawing and Editing, Polylines and Splines, Obtaining Information about the Drawing, Basic Dimensioning Practices, Editing Dimensions, dimensioning with Tolerances, Geometric Dimensioning and Tolerancing, Drawing Section Views and Graphic Patterns. Creating Symbols for Multiple Use, Dynamic Blocks, Assigning Attributes and Generating a Bill of Materials, External Reference Drawings, Sheet Sets, Isometric Drawing and Advanced Topics.

TECHNICAL MATH

In this class a student will be introduced to the fundamental principals and concepts of common math used in drafting and CAD. This may include algebra and geometry.

No Prerequisite.

AUTOCAD LEVEL 3 Level 1 Three Dimensional Design and Modeling

In this class students will continue to be trained in drawing techniques and fundamentals of drafting. The course will teach the following concepts: Prerequisite: : Introduction to Three-Dimensional Modeling, Creating Primitives and Composites, Viewing and Displaying Three –Dimensional Models, Understanding three-Dimensional Coordinates and User Coordinate Systems, Using Model Space Viewports, Text and Dimensions in 3D.
AutoCAD Level 2

TECHNICAL MATH

In this class a student will be introduced to the fundamental principles and concepts of common math used in drafting and CAD. This may include algebra and geometry.

AUTOCAD 3D Level 2– Three Dimensional Design and Modeling

In this class students will continue to be trained in drawing techniques and fundamentals of drafting. The course will teach the following concepts: Solid Model Extrusions and Revolutions, Sweeps and Lofts, Creating and Working with Solid Model Details, Sub object Editing, solid Model Editing, and solid Model Display and Analysis.
Upon completion of the twelve chapters the student will complete a Three Dimensional model to scale of part for manufacturing or building for construction.

TECHNICAL MATH

In this class a student will be introduced to the fundamental principles and concepts of common math used in drafting and CAD. This may include algebra and geometry.

AUTOCAD – CUSTOMIZING AUTOCAD (with technical math as needed)

In this class students will continue to be trained in drawing techniques and fundamentals of drafting. The course will teach the following concepts: Customizing the AutoCAD Environment, Creating Custom Toolbars, Pull-down Menus, and Shortcut Keys, Customizing Shortcut Menus and double-Click Actions, Tool Palette Customization, User Profiles and Workspaces, Introduction to Auto LISP, Beyond Auto LISP Basics, Introduction to Dialog Control Language (DCL), and Introduction to Visual Basic for Applications (VBA).

TECHNICAL MATH

In this class a student will be introduced to the fundamental principles and concepts of common math used in drafting and CAD. This may include algebra and geometry.

ARCHITECTURAL-CIVIL-MECHANICAL

Students will have the option of selecting one of the following areas in drafting.

CAD/BIM-ARCHITECTURAL (REVIT Architecture)

The CAD-Architectural is a continuation of the Computer Aided Drafting program. The students will learn architectural drafting by working with the popular REVIT Architecture software. Students will learn how 3D modeling Architecture using BIM (Building Information Modeling) to transition without interruption between different phases in design process by reusing information from each stage to the next. Students will learn how to refine the building project and add more detailed information to the projects. Students will be prepared for an entry-level employment as CAD/REVIT BIM technician in the architectural field.

CAD-CIVIL (CIVIL 3D)

The CAD-Civil is a continuation of the Computer Aided Drafting program. Students will learn civil drafting by working with the popular Autodesk CIVIL 3D software. Students will learn the basic functionality of CIVIL 3D including terrain, horizontal and vertical alignment, profiles, and cross-sections. Students will be prepared for an entry-level employment as a Cad technician in the civil engineering field.

CAD-MECHANICAL (Solid Works or Inventor)

The CAD-Mechanical is a continuation of the Computer Aided Drafting program. Students will learn mechanical drafting by working with the popular Solid Works and AutoCAD Inventor software. Students will learn working with parts, creating profiles, equation in dimension, assemblies, creating part drawings, and views. Students will be prepared for an entry –level employment as a CAD technician in the mechanical or manufacturing field. (Students who excel have an opportunity to learn SolidWorks)

COMPUTERIZED DRAFTING

Federal Directory of Occupational Titles (DOT) Number 001.261.002.261+

Prerequisites: Successful completion of admissions process

Course Length: 40 weeks (evenings)

Weekly Schedule: 4 hours per day, 5 days per week, 6:00 P.M.-10:00 P.M.

Clock Hours: 805

Mission Statement:

Our mission for the Computerized Drafting program is to provide an educational link between a workplace that is constantly responding to new demands and a workforce that must constantly address new professional requirements. As the methodology of dealing with fundamental tasks becomes more technologically sophisticated, we continuously analyze such development in order to provide training that will prepare our graduates to perform successfully in the modern workplace.

Educational Objectives: The objective of this program of study is to prepare the graduate for entry-level employment in the field of Computer Aided Drafting (CAD). Prospective job titles include drafter, junior drafter, layout drafter, engineering aide, engineering assistant, CAD operator, and CAD technician.

Program Description: The course emphasizes computer technology as currently used in the industry. Students begin by learning the basics of AutoCAD. They are taught the fundamentals of drafting and sketching, and how to incorporate these principles and procedures. They will be introduced to fundamental principles and concepts of math related to CAD drafting. Graduates will be able to productively use computer hardware and CAD software to accomplish workplace tasks in drafting.

Required Classes:

AutoCAD Basic (with technical math as needed)	100 Hrs.
AutoCAD Level 1 (with technical math as needed)	100 Hrs
AutoCAD Level 2 (with technical math as needed)	100 Hrs
AutoCAD 3D Three Dimensional Design and Modeling Level 1	100 Hrs
AutoCAD 3D Three-Dimensional Design and Modeling- Level 2	
AutoCAD Customizing	105 Hrs
Architectural-Civil-Mechanical	300 Hrs.
TOTAL	805 Hrs.

CLASS DESCRIPTIONS

BASIC AUTOCAD

In this class students will be introduced to and trained in drawing techniques and fundamentals of drafting. The course will begin with an introduction to AutoCAD features and teach the following concepts: AutoCAD interface, Describe and use the basic terms, Drawings and Templates, Creating and Editing entities, Using Layers, making Prints, Drawing Basic Shapes, Using Object Snap and AutoTrack, and Multiview Drawings.

TECHNICAL MATH

In this class a student will be introduced to the fundamental principals and concepts of common math used in drafting and CAD. This may include algebra and geometry.

AUTOCAD LEVEL 1

In this class students will continue to be trained in drawing techniques and fundamentals of drafting. The course will teach the following concepts: Placing Text on drawings, Working with Tables, Drawing Display Options, Layouts, Plotting and Printing, Basic Editing Commands, Automatic Editing, and Introduction to Polylines and Multilines. Drawing and Editing, Polylines and Splines, Obtaining Information about the Drawing.

TECHNICAL MATH

In this class a student will be introduced to the fundamental principals and concepts of common math used in drafting and CAD. This may include algebra and geometry.

AUTOCAD LEVEL 2

In this class students will continue to be trained in drawing techniques and fundamentals of drafting. The course will teach the following concepts: Drawing and Editing, Polylines and Splines, Obtaining Information about the Drawing, Basic Dimensioning Practices, Editing Dimensions, dimensioning with Tolerances, Geometric Dimensioning and Tolerancing, Drawing Section Views and Graphic Patterns. Creating Symbols for Multiple Use, Dynamic Blocks, Assigning Attributes and Generating a Bill of Materials, External Reference Drawings, Sheet Sets, Isometric Drawing and Advanced Topics.

TECHNICAL MATH

In this class a student will be introduced to the fundamental principals and concepts of common math used in drafting and CAD. This may include algebra and geometry.

AUTOCAD 3D Level 1–

In this class students will continue to be trained in drawing techniques and fundamentals of drafting. The course will teach the following concepts: Introduction to Three-Dimensional Modeling, Creating Primitives and Composites, Viewing and Displaying Three – Dimensional Models, Understanding three-Dimensional Coordinates and User Coordinate Systems, Using Model Space Viewports, Text and Dimensions in 3D.

TECHNICAL MATH

In this class a student will be introduced to the fundamental principals and concepts of common math used in drafting and CAD. This may include algebra and geometry.

AUTOCAD 3D THREE DIMENSIONAL DESIGN AND MODELING Level 2 AUTOCAD CUSTOMIZING

Students will have the option of selecting one of the following areas in drafting.

AUTOCAD 3D Level 2 Continue– Three Dimensional Design and Modeling

In this class students will continue to be trained in drawing techniques and fundamentals of drafting. The course will teach the following concepts: Introduction to Three-Dimensional Modeling, Creating Primitives and Composites, Viewing and Displaying Three – Dimensional Models, Understanding three-Dimensional Coordinates and User Coordinate Systems, Using Model Space Viewports, Text and Dimensions in 3D, Solid Model Extrusions and Revolutions, Sweeps and Lofts, Creating and Working with Solid Model Details, Subobject Editing, solid Model Editing, and solid Model Display and Analysis.

Upon completion of the twelve chapters the student will complete a Three Dimensional model to scale of part for manufacturing or building for construction.

TECHNICAL MATH

In this class a student will be introduced to the fundamental principals and concepts of common math used in drafting and CAD. This may include algebra and geometry.

AUTOCAD – CUSTOMIZING AUTOCAD (with technical math as needed)

In this class students will continue to be trained in drawing techniques and fundamentals of drafting. The course will teach the following concepts: Customizing the AutoCAD Environment, Creating Custom Toolbars, Pull-down Menus, and Shortcut Keys, Customizing Shortcut Menus and double-Click Actions, Tool Palette Customization, User Profiles and Workspaces, Introduction to AutoLISP, Beyond AutoLISP Basics, Introduction to Dialog Control Language (DCL), and Introduction to Visual Basic for Applications (VBA).

TECHNICAL MATH

In this class a student will be introduced to the fundamental principals and concepts of common math used in drafting and CAD. This may include algebra and geometry.

ARCHITECTURAL-CIVIL-MECHANICAL

Students will have the option of selecting one of the following areas in drafting.

CAD/BIM-ARCHITECTURAL (REVIT Architecture)

The CAD-Architectural is a continuation of the Computer Aided Drafting program.

The students will learn architectural drafting by working with the popular REVIT Architecture software. Students will learn how 3D modeling Architecture using BIM (Building Information Modeling) to transition without interruption between different phases in design process by reusing information from each stage to the next. Students will learn how to refine the building project and add more detailed information to the projects. Students will be prepared for an entry-level employment as CAD/REVIT BIM technician in the architectural field.

CAD-CIVIL (CIVIL 3D)

The CAD-Civil is a continuation of the Computer Aided Drafting program. Students will learn civil drafting by working with the popular Autodesk CIVIL 3D software. Students will learn the basic functionality of CIVIL 3D including terrain, horizontal and vertical alignment, profiles, and cross-sections. Students will be prepared for an entry-level employment as a Cad technician in the civil engineering field.

CAD-MECHANICAL (Solid Works or Inventor)

The CAD-Mechanical is a continuation of the Computer Aided Drafting program. Students will learn mechanical drafting by working with the popular Solid Works and AutoCAD Inventor software. Students will learn working with parts, creating profiles, equation in dimension, assemblies, creating part drawings, and views. Students will be prepared for an entry –level employment as a CAD technician in the mechanical or manufacturing field. (Students who excel have an opportunity to learn AutoCAD Inventor)

**HEALTH INSURANCE CLAIMS EXAMINER/MEDICAL BILLER AND
CODER (HICE/MB & CODER)**

Federal Dictionary of Occupational Titles (DOT) Number 214.362-018 and -022

Prerequisite: Successful completion of admission process

Course Length: 30 weeks

Weekly Schedule: 6 hours per day, 5 days per week, 8:30 A.M.-2:30 P.M.

Clock Hours: 900

Mission Statement:

Our mission for the Health Insurance Claims Examiner/Medical Biller and Coder (HICE/MB & Coder) program is to provide an educational link between a workplace that is constantly responding to new demands and a workforce that must constantly address new professional requirements. As the methodology of dealing with fundamental tasks becomes more technologically sophisticated, we continuously analyze such development in order to provide training that will prepare our graduates to perform successfully in the modern workplace.

Educational Objectives: The objective of this course of study is to either enhance existing office method skills of successful graduates or to prepare them for entry into the workforce at an entry-level position in the health insurance claim examiner or medical biller and coder field.

Program Description: The program emphasizes acquisition of a wide range of skills that may be required in an occupational area that is in a constant process of change. Graduates will be able to employ widely used computer hardware and software programs in order to accomplish workplace tasks associated with medical insurance and allied health industries.

Required Classes:

Medical Office Administration	100 Hrs.
Medical Terminology, and Anatomy and Physiology	100 Hrs.
Medical Billing Forms Theory and Insurance Terminology	100 Hrs.
Medical Billing Forms-Practical Application	100 Hrs.
Health Claims Examining-Theory	100 Hrs.
Health Claims Examiner/Practical Application /Medi-Soft	100 Hrs.
Microsoft Office 2007	100 Hrs.
EHR (Electronic Health Records)	100 Hrs.
Dental Claims Examining-Theory	100 Hrs.
TOTAL	900 Hrs.

CLASS DESCRIPTIONS

MEDICAL OFFICE ADMINISTRATION

The student will gain an understanding of the importance of legal issues, the usage of basic reference books, the medical billing process, and how to complete the CMS 1500. The student will also learn principles and eligibility guidelines for billing Medicare, Medicaid, TRICARE, CHAMPVA, Worker's Compensation, and Coordination of Benefit guidelines.

MEDICAL TERMINOLOGY & ANATOMY AND PHYSIOLOGY

The student gains a working knowledge of basic medical and insurance terminology. The student learns the meaning and pronunciation of medical terms, including root words, and the combining forms using suffixes and prefixes. A thorough presentation of terms and abbreviations used with the different body systems includes the cardiovascular, musculoskeletal, integumentary, genitourinary, nervous, respiratory, digestive, and endocrine systems. Students will also learn the medical abbreviations associated with medical service providers.

MEDICAL BILLING 1-THEORY

This course provides students with knowledge of the location and function of the human body systems. This course covers insurance Terminology including commonly used terms and abbreviations. Students are introduced to the use and proper completion of the CMS 1500, UB-04, and other forms. Students are introduced in the proper use of ICD-9, HCPCS and CPT codebooks.

MEDICAL BILLING 2-PRACTICAL APPLICATION

The student will learn to use the ICD-9, HCPCS and CPT for coding diagnoses and procedures, as well as familiarize themselves with different types of medical reports (triage, diagnostic, operative reports and medical histories) and how to use these reports to bill for services rendered. Students will also learn the use and the proper completion of the UB-04 hospital billing form.

HEALTH CLAIMS EXAMINER/THEORY

In this course the students will gain practical knowledge of an on-line medical billing or claims processing system and will actually be involved in processing or billing claims on these systems. All the rules they would be expected to obey on the job will be demonstrated by the student, including proper grooming and attire, showing up on time, dealing with co-

workers (other students) and supervisors (teachers), processing or billing claims quickly and accurately, and proper use of reference materials.

HEALTH CLAIMS EXAMINING-PRACTICAL APPLICATION/MEDISOFT

In this course the students will understand the insurance industry and the responsibilities of departments with insurance companies and the claims examiners. Students will also learn to interpret insurance contracts, the legal ramifications of specific actions, how to calculate UCR, and how to process health claims.

Prerequisite: Medical Billing Forms. In this course the students will gain practical knowledge of an on-line medical billing or claims processing system and will actually be involved in processing or billing claims on these systems. All the rules they would be expected to obey on the job will be demonstrated by the student, including proper grooming and attire, showing up on time, dealing with co-workers (other students) and supervisors (teachers), processing or billing claims quickly and accurately, and proper use of reference materials. Students will learn to process health claims, including proper use of reference materials. Students will learn to process health claims, including DXL, multiple and assistant surgery anesthesia, hospital and COB, and others. In addition, students will learn common lab tests, which are usually ordered for certain diagnoses.

DENTAL CLAIMS EXAMINING-THEORY AND PRACTICAL APPLICATION

In this course students will learn dental claims processing, the structures of teeth and mouth, dental benefit structures, and temporomandibular joint dysfunction, as well as other surgeries and procedures of the mouth. In this course the student will be trained for and receive their CPR certification.

MICROSOFT OFFICE 2007

Students build on their keyboarding and word processing skills by using such programs as Microsoft Word and Microsoft Excel, as well as developing the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Students check vital signs and differentiate between normal values for pediatric and adult patients.

(ELECTRONIC HEALTH RECORDS

A knowledge of the use of Electronic Health Records (EHR) which replaces all manual charts in a physician's office. The student will learn how to gather information from demographics, medical history, progress notes, medications, and insurance data.

MEDICAL BILLER AND CODER

Federal Dictionary of Occupational Titles (DOT) Number 214.362-022

Prerequisite: Successful completion of admissions process

Course Length: 30 weeks (evenings)
20 weeks (days)

Weekly Schedule: 4 hours per day, 5 days per week, 6:00 P.M.-10:00 P.M. (evenings)
6 hours per day, 5 days per week, 8:30 A.M – 2:30 P.M. (days)

Clock Hours: 600

Mission Statement:

Our mission for the Medical Biller and Coder program is to provide an educational link between a workplace that is constantly responding to new demands and a workforce that must constantly address new professional requirements. As the methodology of dealing with fundamental tasks becomes more technologically sophisticated, we continuously analyze such development in order to provide training that will prepare our graduates to perform successfully in the modern workplace.

Educational Objectives: The objective of this course of study is to either enhance existing office method skills of successful graduates or to prepare them for entry into the workforce at an entry-level position in the medical biller and coder field.

Program Description: The program emphasizes acquisition of a wide range of skills that may be required in an occupational area that is in a constant process of change. Graduates will be able to employ widely used computer hardware and software programs in order to accomplish workplace tasks associated with medical insurance and allied health industries.

Required Classes:

Medical Office Administration	100 Hrs.
Medical Terminology, and Anatomy and Physiology	100 Hrs.
Medical Billing Forms-Practical	100 Hrs.
Medical Billing Forms-Application/Medisoft	100 Hrs.
Dental Claims Examining	100 Hrs.
Microsoft Office 2007 & EHR (Electronic Health Records)	100 Hrs.
TOTAL	600 Hrs.

CLASS DESCRIPTIONS

MEDICAL OFFICE ADMINISTRATION

The student will gain an understanding of the importance of legal issues, the usage of basic reference books, the medical billing process, and how to complete the CMS 1500. The student will also learn principles and eligibility guidelines for billing Medicare, Medicaid, TRICARE, CHAMPVA, and Worker's Compensation, Coordination of Benefit guidelines.

MEDICAL TERMINOLOGY & ANATOMY AND PHYSIOLOGY

The student gains a working knowledge of basic medical and insurance terminology. The student learns the meaning and pronunciation of medical terms, including root words, and the combining forms using suffixes and prefixes. A thorough presentation of terms and abbreviations used with the different body systems includes the cardiovascular, musculoskeletal, integumentary, genitourinary, nervous, respiratory, digestive, and endocrine systems. Students will also learn the medical abbreviations associated with medical service providers.

MEDICAL BILLING FORMS-PRACTICAL APPLICATION

The student will learn to use the ICD-9, HCPCS and CPT for coding diagnoses and procedures, as well as familiarize themselves with different types of medical reports (triage, diagnostic, operative reports and medical histories) and how to use these reports to bill for services rendered. Students will also learn the use and the proper completion of the UB-04 hospital billing form.

MEDICAL BILLER-MEDISOFT

In this course the students will gain practical knowledge of an on-line medical billing or claims processing system and will actually be involved in processing or billing claims on these systems. All the rules they would be expected to obey on the job will be demonstrated by the student, including proper grooming and attire, showing up on time, dealing with co-workers (other students) and supervisors (teachers), processing or billing claims quickly and accurately, and proper use of reference materials.

WORD PROCESSING AND GENERAL OFFICE PROCEDURES & EHR (ELECTRONIC HEALTH RECORDS)

This course provides a foundation for using commonly used computer applications software for word processing and general office functions. Using a word processing program, students learn to create documents, select formatting commands, and prepare basic documents. Using applications software designed for medical offices, students learn basic computer functions including billing calculations, records handling, form letters, and general correspondence. Students apply skills learned to prepare personal resumes. A knowledge of

the use of Electronic Health Records (EHR) which replaces all manual charts in a physician's office. The student will learn how to gather information from demographics, medical history, progress notes, medications, and insurance data.

DENTAL CLAIMS EXAMINING-THEORY AND PRACTICAL APPLICATION

In this course students will learn dental claims processing, the structures of teeth and mouth, dental benefit structures, and temporomandibular joint dysfunction, as well as other surgeries and procedures of the mouth. In this course the student will be trained for and receive their CPR certification.

MEDICAL ASSISTING

Federal Directory of Occupational Titles (DOT) Numbers 079-362.010

Prerequisite: Successful completion of Admissions process

Course Length: 30 weeks (days)-45 weeks (evenings)

Weekly Schedule: 6 hours per day, 5 days per week, 8:30 A.M.-2:30 P.M. (days)
4 hours per day, 5 days per week, 6:00 P.M.-10:00 P.M. (evenings)

Clock Hours: 900

Mission Statement:

Our mission for the Medical Assisting program is to provide an educational link between a workplace that is constantly responding to new demands and a workforce that must constantly address new professional requirements. As the methodology of dealing with fundamental tasks becomes more technologically sophisticated, we continuously analyze such development in order to provide training that will prepare our graduates to perform successfully in the modern workplace.

Educational Objectives: The objective of this course of study is to either enhance existing method skills of successful graduates or to prepare them for entry into the workforce.

Program Description: The program emphasizes skills required by professional medical facilities that are in constant demand by the industry. Students will apply skills in areas of Front Office, Administrative, Back-Office, Clinical, and Management. Graduates will be able to employ a variety of skills in any of the medical specialties as well as employing widely used computer hardware and software programs necessary in the allied healthcare field.

Required Classes:

Medical Office Administration	100 Hrs.
Pharmacology/Meds	100 Hrs.
Laboratory Procedures	100 Hrs.
Preparation of Examination & Procedures	100 Hrs.
Insurance Billing and Computers in the Medical Office (CIMO)/Medisoft	100 Hrs.
Microsoft Office 2007	100 Hrs.
EHR (Electronic Health Records)	100 Hrs.
Bookkeeping	100 Hrs.
First Aide, CPR, & Surgical Prep	100 Hrs.
TOTAL	900 Hrs.

CLASS DESCRIPTIONS:

MEDICAL OFFICE ADMINISTRATION

The Medical Office Administration (MOA) module emphasizes on the types of medical practices, legal and ethical issues in the medical practice, HIPAA, communication with patient, families, and co-workers, how to maintain patient records, and managing the office medical records. Students learn about telephone techniques, scheduling appointments, and maintaining the physician's schedule. This module also emphasizes on patient reception, using and maintaining office equipment, using computers in the office, managing correspondence and mail as well as managing office supplies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration.

PHARMACOLOGY

The Pharmacology module emphasizes on the principals of pharmacology and asepsis, drug administration, infection control technique, HIV, hepatitis, and other bloodborne pathogens. Students will learn the Anatomy & Physiology of the organization of the body and the integumentary system, as well as essential medical terminology. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. This module also emphasizes on the use of the Physician's Desk Reference (PDR) and introduces the purpose of drug calculations in the medical office.

LABORATORY PROCEDURES

The Laboratory and Back Office Procedures module emphasizes on laboratory equipment and safety, introduction of microbiology, collecting, processing and testing urine and blood specimens, nutrition and special diets and exercises. Students learn Anatomy & Physiology of the lymphatic & immune, and urinary system, as well as essential medical terminology. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration, throat & urine specimen collection, urinalysis, HCG testing and capillary blood testing and laboratory procedures, how to use the microscope, take capillary blood tests, venous blood tests, collect body fluid specimens and bacterial smears and cultures. The students will also learn about nutrition, exercise, and weight control, habit-forming substances, stress and time management as well as related therapies.

PREPARATION OF EXAMINATION & PROCEDURES

The Preparation of Examinations and Procedures module emphasizes on preparation, examination, and treatment areas, assisting with general physical examinations, assisting with exams in basic specialties, assisting with highly specialized exams, obtaining vital signs & measurements, electrocardiography (ECG), and pulmonary function testing, x-rays and diagnostic radiology. The student will have knowledge of diagnostic tests and procedures, cardiology procedures, and diagnostic and radiological examinations. Students learn Anatomy & Physiology of the endocrine and reproductive systems as well as special senses and essential medical terminology. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. The student will learn to prepare patients for a variety of examinations, positioning and draping, assisting with special examinations as well as assisting with procedures of the eye and ear.

INSURANCE BILLING AND COMPUTERS IN THE MEDICAL OFFICE (CIMO)/MEDISOFT

The Insurance Billing and Computers in the Medical Office (CIMO)/Medisoft module emphasizes on Health Insurance billing procedures, medical coding, patient billing & collections, and computers in the medical office (CIMO). Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Student learn about health care coverage, fundamentals of managed care, health care plans, and preparing medical claims for medical billing, using the latest reference books such as the ICD-9, CPT, HCPCS, and other books necessary for medical billing.

FIRST AID, CPR & SURGICAL PREP

The First Aid, Surgical Preparation, and CPR module emphasizes on assisting with minor surgery, assisting with cold and heat therapy, amputation, emergency preparedness and first aid. Students learn Anatomy and Physiology of the skeletal, muscular, cardiovascular, and respiratory system, as well as learn essential medical terminology. A Cardiopulmonary Resuscitation (CPR) course is taught which enable students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students are taught proper bandaging techniques, surgical techniques in gloving, scrubbing, surgical instrument preparation & transferring, autoclaving, and proper use of mobility devices. A Cardiopulmonary Resuscitation (CPR) course is taught so the student will be American Heart Association CPR Certified which enable students to respond to cardiac emergencies.

BOOKKEEPING

The bookkeeping module emphasizes on accounting in the medical office, interviewing the patient and taking history and documenting information. Students learn the Anatomy & Physiology of the digestive and nervous systems as well as learn essential medical terminology. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration as well as manual bookkeeping and bank reconciliation.

MICROSOFT OFFICE 2007

Students build on their keyboarding and word processing skills by using such programs as Microsoft Word and Microsoft Excel, as well as developing the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration.

EHR (ELECTRONIC HEALTH RECORDS)

Students will learn how to use Electronic Health Records (EHR) which replaces all manual charts in a physician's office. The student will learn how to gather information from demographics, medical history, progress notes, medications, and insurance data. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration.

COMPUTERIZED OFFICE ADMINISTRATION (COA)

Federal Directory of Occupational Titles (DOT) Numbers 203.362-010

Prerequisite: Successful completion of Admissions process

Course Length: 27 weeks (days)
40 weeks (evenings)

Weekly Schedule: 6 hours per day, 5 days per week, 8:30 A.M.-2:30 P.M. (days)
4 hours per day, 5 days per week, 6:00 P.M.-10:00 P.M. (evenings)

Clock Hours: 800

Mission Statement:

Our mission for the Computerized Office Administration (COA) program is to provide an educational link between a workplace that is constantly responding to new demands and a workforce that must constantly address new professional requirements. As the methodology of dealing with fundamental tasks becomes more technologically sophisticated, we continuously analyze such development in order to provide training that will prepare our graduates to perform successfully in the modern workplace.

Educational Objectives: The objective of this course of study is to prepare students for computerized office administration entry-level positions. Upon completion of this course, students will be able to understand and utilize office equipment and materials in a professional manner. Graduates of this program will be able to utilize computer hardware and software including products Microsoft Word, Excel, Outlook, Access and PowerPoint, Peachtree and QuickBooks to perform standard business functions, and keyboard with the speed and accuracy required in most modern office environments. Graduates will understand and utilize spreadsheets and the software programs used to produce them, and utilize the Internet to obtain information and to send and receive e-mail. Graduates will also be able to prepare basic business correspondence using proper English spelling, grammar and punctuation as well as perform basic office accounting functions using calculators and computer software programs.

Program Description: The program is designed to provide students with the skills and knowledge necessary to provide qualified assistance to the business world. Students are prepared for careers in the modern office environment to include positions such as data entry clerks, office assistants, clerical workers, administrative assistants, and personal assistants. Students who complete the Computerized Office Administration program will engage in a comprehensive study of office skills, and an understanding of business communications.

Required Classes:

Word Processing/Internet	100 Hrs.
Basic Accounting	100 Hrs.
QuickBooks	100 Hrs.
Peachtree	100 Hrs.
Excel	100 Hrs.
General Office Procedures/Customer Service	100 Hrs.
Business Communications	100 Hrs.
Data Base/Access/PowerPoint	100 Hrs.
TOTAL	800 Hrs.

CLASS DESCRIPTIONS

WORD PROCESSING/INTERNET

This course provides students with the fundamental skills of word processing. Students will focus on up-to-date Microsoft Word software applications. Students will learn selected formatting commands and file management commands. The use of graphics and tables will be included. Students will gain proficiency by preparing a sample set of documents. In the advanced section, students will learn to create complex documents merged with various software applications. Students will learn to use the Internet, including sending and receiving email. Using text, graphics, tables, charts and the Internet, students will be able to generate most documents needed for use in an office.

BASIC ACCOUNTING

In this class students will learn basic fundamental skills of manual accounting and payroll. Emphasis is placed on the General Ledger, Accounts Payable, Accounts Receivable, Bank Reconciliation and Taxes.

QUICKBOOKS

Students will learn to utilize QuickBooks computer software for accounting functions. This course will be used as an introduction to creating General Ledger, Accounts Payable, Accounts Receivable and Invoicing. This course stresses how the principles of accounting theories are used in electronic accounting programs and includes textbook exercises using pre-made data to show samples of options and transactions within each module. Additional exercises replicating manual accounting practices will be done to show the order and interrelationships of electronic accounting procedures.

PEACHTREE

Students will learn to utilize Peachtree for Windows electronic accounting package or comparable software for General Ledgers, Accounts Payable, Accounts Receivable and Invoicing. This course stresses how principles of accounting theories are used in electronic accounting programs. Textbook exercises replicating manual accounting practices will be done to show the order and interrelationships of electronic accounting procedures.

EXCEL

This course provides introductory skills for creating and modifying spreadsheets using Microsoft Excel software. Students will design spreadsheets using the necessary menu commands, toolbars, functions and troubleshooting techniques. Special features are introduced, including graphing, database use and the use of more than one spreadsheet design in preparing business applications, including budgeting, bank reconciliation, check registers, lines of credit and loan amortization.

GENERAL OFFICE PROCEDURES

The emphasis of this course is on developing an understanding of the computer-related skills required for office administrative tasks. Students learn practical interaction with disks, files, troubleshooting, installation and set-up of software applications. Assignments will provide the student with a working knowledge of the Microsoft Office software suite. Students will learn general office skills and the use of various office machines, including set-up. Students will learn appropriate telephone etiquette and skills, including how to answer multiple telephone lines and route calls. This course also includes mail handling procedures: processing, sorting, distribution and use of a postage meter.

BUSINESS COMMUNICATION/CUSTOMER SERVICE

The emphasis of this course is on developing an understanding of Business Ethics. Customer service, verbal, written and oral communication skills. Learning how to lead a team or be a part of a team, etiquette skills along with business correspondence, the writing process, how to prepare reports, proposals, presentations.

DATABASE MANAGEMENT/ACCESS/POWERPOINT

Students will learn how to set-up and maintain a database utilizing Microsoft Access, including an introduction to database queries and reporting tools. They will also learn the use of Microsoft PowerPoint slide presentations software to create professional presentations.

CERTIFIED PHLEBOTOMY

* **Program not required to be accredited through ACCSC**

Federal Directory of Occupational Titles (DOT) Numbers: 079.364-022
CIP Numbers: 51.1009

Pre-requisite: Successful completion of the Admissions process. High school diploma or GED required.

Course Length: 5 weeks

Weekly Schedule: Theory 4 hours 15 minutes per day, 5 days per week, 5:45 pm – 10:00pm Monday – Friday. Externship: 8 hours per day, 5 days per week or 50 venipunctures and 10 capillary draws minimum 40 hours, 7:00 am-3:30 pm Monday –Friday or 8 am – 5 pm Monday-Friday.

Clock Hours: 120

Mission Statement:

Our mission for the Phlebotomy program is to provide an educational link between a workplace that is constantly responding to new demands and a workforce that must constantly address new professional requirements. As the methodology of dealing with fundamental tasks becomes more technologically sophisticated, we continuously analyze such development in order to provide training that will prepare our graduates to perform successfully in the modern workplace.

Educational Objectives: The objective of this course of study is to provide the necessary education and tools needed enhance and prepare each student for successful completion of the Phlebotomy program. After completion of the classroom segment, the student is assigned to a Clinical Externship at a local laboratory consisting of at least 40 hours, and is then able to take the national certification exam. This course is required for certification in the State of California as a Certified Phlebotomist.

Program Description: The program emphasizes on theoretical foundation and hands-on training in venipuncture and skin puncture procedures. Lectures include basic anatomy and physiology with emphasis on the circulatory system, introduction to specimen collection, risk factors and complications, quality assurance in specimen collection as well as professional behavior and responsibilities in patient care settings. Phlebotomists must be accurate, work effectively under pressure, and communicate well. Additionally, it is important for the phlebotomist to create a feeling of trust and confidence while drawing specimens from the patient in a skillful and safe manner. The phlebotomist set high standards for themselves and are deeply committed to quality health care

Required Classes:

Basic Phlebotomy	40 hours
Advanced Phlebotomy	40 hours
Externship	40 hours

Class Descriptions:

Basic Phlebotomy

Basic phlebotomy module emphasizes on introduction into phlebotomy and the required skills to become a phlebotomist. Safety and infection control will be taught. Students learn about basic anatomy and medical terminology. Venipunctures will be done using a syringe and butterfly needle. Quizzes every week and exams every fifth day will test the knowledge that the student has learned.

Advanced Phlebotomy

Advanced Phlebotomy module emphasizes on the advance safety and knowledge that a phlebotomist must have. Pediatric and geriatric techniques for venipuncture will be taught. Avoiding preanalytical errors and quality assurance will be learned by the students. Students will learn about lab test done and non-blood lab testing. Patient complications and conditions will be discussed. Quizzes every three days and exams every fifth day will test the knowledge that the student has learned.

Externship

Externship emphasizes the required 50 venipuncture and 10 capillary draws that must be done. The student will use the theory skills to do venipuncture and lab draws correctly. A required minimum of 40 hours must be done and the student must perform 50 venipunctures and 10 capillary draws during the externship.

Inside Back Cover:

ADDENDUM TO CATALOG 2012- 2013

Effective August 28, 2012

Page 22

Deleted:

Students who are issued an “I” may make up clock hours and academic work for a passing final grade. For this purpose, the makeup clock hours and academic work must be accomplished during the next class period, not to exceed 7 days. The student is responsible for scheduling make-up clock hours with both the instructors involved and the Director of Education. A final grade of “F” will be issued if the make up clock hours and academic work are not completed within the period authorized.

Replace with:

Attendance is the key component to being successful now and in the workplace. Missed education puts you at a disadvantage in your overall educational experience.

1. Students who are issued an “I” may make up clock hours and academic work for a passing final grade. For this purpose if a student does not want to receive an F for the mod missing hours the makeup clock hours and academic work must be accomplished during the present mod or by the last day of the present mod. The student is responsible for scheduling make-up clock hours with both the instructors involved and the Director of Education. A final grade of “F” will be issued if the makeup clock hours and academic work are not completed within the period authorized.

The Westech Catalog “shall be updated annually” and that “annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

