

Westlake College

2012/2013 Catalog

Effective December 1, 2012 through December 31,2013



Main Campus : 1930 Wilshire Blvd. #300 Los Angeles, CA 90057
Satellite Campus : 1841 S.San Gabriel Blvd, #F2 San Gabriel, CA 91776

1-888-7456-888

Web Site : www.westlakecollege.com

E-Mail : westlakecollege@gmail.com

As a Prospective Student

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

Question

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

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400 W. Sacramento, CA 95833
Tel (916)431-6959, Fax (916)263-1897

Toll Free (888) 370-7589

Web Site : www.bppe.ca.gov E-mail : bppe@dca.ca.gov.

Complaint

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (Toll Free 888.370.7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov)

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Mission

“TO EDUCATE STUDENTS for CAREER SUCCESS”

- We make every decision to support the career and personal development of our learners. Our curriculum, teaching and services demonstrate that we value the diverse profiles of our learners.

Vision

- Transforming lives and communities through learning.

Strategic Directions

Meet the needs of internal and external communities by:

- Providing lifelong education and training that produces graduates with the skills necessary to sustain individual career success within a global economy
- Providing employers and communities with the human resources they will require for economic success and contribution to the community
- Taking a leadership position in influencing education and other related public policies, and conducting applied research that will create the new products and services necessary for sustaining the economic health of our external community.

Educational Objectives

The following are the principal educational objectives in support of the College's Mission:

- Providing high quality, innovative, and responsive education and training programs, including comprehensive education that lead toward certificates, diplomas and applied degrees.
- Advancing new approaches to education, including academic centers of excellence

- To provide students with the knowledge, skills and professionalism to become highly qualified practitioners in select fields.
- To enable students to be fully capable of obtaining employment in their select field.
- To prepare students to be capable of passing the licensure and /or certification exams required to become a licenser in California State

Approval Disclosure Statement

Westlake College is a private institution and the College is approved to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Westlake College under section 94802 (b) (1) or (2) of CPPEA, is by operation of law, approved to operate.

Westlake College has affiliations with the following organizations and agencies to train eligible participants; Workforce Investment Board (WIB), Eligible Training Provider List (ETPL), California Department of Public Health.

California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact. Westlake College offers its graduates a certificate and/ or a diploma verifying completion of the program of study.

Brief History

Westlake College was founded in 1989. In the beginning, the initial focus for the school was in the area of providing coursework relating to computer technology, in 2000, Westlake College became a computer based testing center for Thomson Prometric Testing Center, In 2005, Westlake College started to offer Health Care training programs, In 2006, opened a Satellite campus in the County of Los Angeles, In 2010 , Westlake College became a Health Care based testing center for NCCT and NHA. In 2011, Westlake College changed its name from Manhattan College in 2012.

Physical Description

Westlake College has two campuses where all classes are held. Our Main Campus is located at 1930 Wilshire Blvd.#300 Los Angeles, California. This facility is located on the corner of Wilshire and Westlake Street, in the heart of downtown Los Angeles, fully accessible by public transportation (buses and metro).The facility has 5000 square feet. Our Satellite Campus is located at 1841 W. San Gabriel Blvd. #F2. Los Angeles, California. This facility is located on the corner of San Gabriel and Lake Knor Drive, in the heart of downtown San Gabriel. The facility has 2,000 square feet furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The college is conveniently located near public transportation and is easily accessible from the San Bernardino(10) freeways. Ample parking is available on campus. The facility is plenty of parking within the facility, and buses and metro within walking distance.

Business Hours of Operation

Offices at Manhattan College are open from 9:00 AM to 10:00 PM Monday thru Thursday, 9:00 AM to 6:00 PM Friday, 9:00 AM to 2:00PM on Saturdays by a appointment only.

Facilities & Equipment

Westlake College's main campus occupies approximately 5,000 Square feet. Satellite campus occupies 2,000 square feet.

The campus has classrooms appropriately furnished with fully equipped medical and phlebotomy laboratory, a personal training laboratory, medical billing coding skills laboratory and instructional furniture for the type of work performed. Well-equipped, up-to-date computer lab is available.

The campus facility and the equipment it utilizes fully comply with any and all State and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety. Westlake College federal requirements for handicapped accessibility.

Equal Opportunity & Non Discrimination Policy

Westlake College does not discriminate in admissions, advising, education, training, placement,

Employment, or any other activity on the basis of race, color, gender, sexual orientation, age, national origin or heritage, or upon any handicapped or medical condition. All applicants are interviewed and evaluated on the basis of their capability of completing successfully their training in the field of study. Our facilities are handicapped accessible.

The laws and regulations prohibiting the above Discrimination are:

- 1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1 607;
- 2) Equal Pay Act of 1963, 29 CFR Part 800;
- 3) Title IX of the Education Amendments of 1972, 45 CFR Part 86;
- 4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850;
- 5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741;
- 6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250;
- 7) The Americans' with Disabilities Act of 1990.

Bankruptcy Disclosure Notice

Westlake College has no pending petition for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

Admissions Requirements

In order to qualify for admission, all applicants must meet one of the following requirements for consideration as a regular student:

1. Certification of a high school graduate, or
2. Certification of completion of a recognized equivalent (GED)

Placement Services

All applicants who are high school graduates or the equivalent must take and pass a standardized entrance exam. Minimum passing scores for the CPAt and Wonderlic entrance exam are as follows:

| Courses | Minimum Score | |
|--------------------------------|------------------|---------------------------------------|
| | CPAt Examination | Wonderlic Scholastic Level Exam (SLE) |
| Medical Assistant | 120 | 14 |
| 3D Animation | 120 | 14 |
| Computer Graphics | 120 | 14 |
| Medical Office Assistant | 120 | 14 |
| Office Management & Accounting | 130 | 15 |
| Network Engineer | 120 | 14 |
| English as a Second Language | 110 | 13 |
| Vocational Nurse | 150 | 15 |
| Phlebotomy Technician | 120 | 14 |
| Web Design | 120 | 14 |
| Property Management | 120 | 14 |
| Hotel/ Restaurant Management | 120 | 14 |

Final determination for enrollment will be based on evaluation results, motivation, work experience and placement potential, as well as overall aptitude for the chosen occupational field. Each applicant will be assessed on an individual basis.

Language Proficiency

All recruitment, enrollment agreements, disclosures and statements to students are conducted in English, Spanish, Chinese, Korean. If a potential student's primary language is not English, they have the right to obtain a clear explanation of all terms and conditions and all cancellation and refund policies in their own primary language at their own expense.

Westlake College does not offer bilingual instruction nor provides interpreters for those that do not understand English. All classes are given in English and students need to be proficient in English in order to understand their coursework.

English Proficiency Test

The Aptitude Test will be administered under the following criteria :

- There is no time limitation.
- No dictionary or calculator of any kind may be used.
- Only one answer per question will be graded.
- Mobil phone use is not allowed.
- No interpreter or person who is not actively taking the test is allowed in the testing area.
- Passing is a score of 50 or higher out of a total of 50 questions.
- Any score below 50 is considered failure and will not be eligible to enroll.

Visa

Westlake College does not admit students from other countries.

Articulation Agreements

Westlake College does not currently have articulation agreements with other institutions.

Challenge Exam

At the sole discretion of the school director, Westlake College may accept academic credits previously earned at another educational facility if a student demonstrates in-depth knowledge of the particular subject matter and passes a "challenge exam" on that subject. In order to be considered for course credit, a C grade or higher must be obtained on the "challenge exam." *THE LICENSED VOCATIONAL NURSE PROGRAM ACCEPTS UP TO 180 HOURS OF PREVIOUSLY EARNED CREDITS.* Students must produce official transcripts from the institute issuing the previously earned credits.

Grades earned on the "challenge exam" will be retained as part of the student's record and will be reflected in the student's grade point average.

Transfer out / Notice Concerning Transferability of Credits and Credentials Earned at our School

Students who have previous education and wish to transfer credits from another institution must have official transcripts sent directly to the Westlake College. In addition, a copy of the school's catalog, detailed syllabi and course descriptions will help in the evaluation process. The transfer credits for the Westlake College must come from a school in candidate or accreditation status with the Accreditation Commission for Westlake College that is determined to be equivalent to the Westlake College in its training.

The Westlake College will determine to what extent credit can be given students transferring into the school must complete at least seventy five percentage (75%) of the program at the Westlake College. Transfer credits will be determined at the time of enrollment.

Experiential Credit

Westlake College does not award credit based on experiential learning.

Standards

Westlake College has a policy for delineating and applying reasonable standards to measure whether students are maintaining satisfactory progress in their educational programs. The institutional policy, which applies to all students, includes the following requirements.

Regardless of delivery method, each of these requirements must be strictly observed:

1. Westlake College has written standards of satisfactory academic progress for all students published in appropriate institutional literature, and (b) these standards are consistently applied to all students within categories of students and academic programs as established by an institution, regardless of financial aid status. Standards are applied to all students equally.

2.Satisfactory academic progress policy provides quantitative and qualitative standards, grade point average of 2.0 or better and completion of work projects, which can be measure against a norm. If a student misses an examination or hours from the program, the hours and examinations have to be compensated. This is based on the director's discretion after consulting with the teachers.

3.Maximum Time Frame

Time for graduation not to exceed 150% of the normal program length, in which the educational objective must be successfully completed. The maximum time frame is to be divided into increments, during which a minimum percentage of work is to be completed. The increment is not to be more than one half of a program, whichever is shorter.

4.The effect on the student for not completing a program within the specified time frame is academic probation. The student has to meet with program director to arrange the means for successful completion of unsatisfactory section of the course. The student may have to retake exams, do projects, additional homework or repeat course.

5. Satisfactory Progress of Incomplete Grades, Repeated Courses

The effect on satisfactory progress of course withdrawals, incomplete grades, repeated courses, non-credit courses would be a passing grade in the school transcript. The incomplete and failed grades would be from the transcript and would be replaced by new grade.

6. Specified Conditions for Reinstatement if the Application of Satisfactory Academic Progress Has Resulted in Termination.

To be reinstated the student should have a meeting with the director of the program. During the meeting decisions will be outlined for making up unsatisfactory by academic progress. The student may have to repeat the unsatisfactory modules or take examinations for unsatisfactory section of course.

7. Standards of Satisfactory Academic Progress/ Unsatisfactory Progress/ Appeal process

Students are closely monitored by teachers and must maintain an overall Satisfactory Progress(70%,3.0 grade point average or better completion) at all times. If unsatisfactory work is done or improvement is needed, the student is notified by the instructor and/or the Academic Advisor and given required actions to facilitate improvement. Satisfactory progress leads to graduation from the institution and receiving of a diploma. If the student progress is unsatisfactory the student is given a warning. Second warning results in probation. The student has the right to appeal this decision. To director will respond to the letter within 3 days. He will decide to remove or uphold the probation. If the student does not improve her grades within 2 modules of probation, she will be terminated.

Orientation

Attending orientation is *mandatory*. All students are required to attend an orientation prior to their program start-date. The orientation will provide information on college regulations, policies, available support services, and individual program guidelines. At the orientation, students are required to ensure that all enrollment documents have been completed and submitted prior to their start-date.

Housing

Westlake College does not maintain any resident housing. The College assumes no responsibility for student housing.

Financial Aid Policies and Practices

All tuition and fees are payable during registration. However, student loans are available. For more details concerning student loans, see the full time financial officers who are available to assist you in obtaining the financial assistance required to meet your educational needs. Students who are qualify with good standing credit may apply for a student loan. Student loans allow students who are unable to pay in one lump sum to pay in convenient monthly installments. Students who wish to apply for a student loan are required to fill out a loan application that is available at the administrative office during normal business hours. Students are required to pay the amount of the loan plus any interest. Students may contact a financial officer to discuss the time lines to apply for a student loan. Student with loan applications that are approved by Westlake College must sign a Payment Schedule Agreement that specifies the dates that the student is expected to repay the loan. Failure to make any payments listed on the Payment Schedule Agreement to Westlake College on the due dates, without any arrangement, is considered sufficient ground for barring the student from the further attending classes of taking examinations, until the terms for settlement have been arranged with the Financial Ofiecer. Students who

are delinquent on any of the payments may not register for the following quarter and will not receive their diploma or certificate until all financial obligations are settled with the administrative office. Currently, Westlake College is not participate in federal and state financial aid program.

Financial Obligations

All students must keep financial obligations current each month.

Payments are due on the 1st or 15th of each month as per contract.

Payments are delinquent after the 5th or 20th of each month as per contract. Any student not making Their monthly payment by the 5th or the 20th of the month will not be able to clock in until the payment is current. Any exceptions must be authorized by the director of this school. Missed payment could be cause for withdrawal from school.

All students must be current on regular and overtime tuition payments. If not current on the day of graduation or withdraw, the student will not be processed. The school provides transcript and transfer services for eligible students at a cost not to exceed \$500.00 unless file has been archived. If the transcripts have been archived, there will be a \$500.00 fee prior to retrieval. No transcript will be released unless financial obligations are completed.

Loans

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student defaults on a federal or state loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- 2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Title IV

Westlake College does not participate in federal and state financial aid program.

Distance Educational Program

Westlake College does not participate in Distance Educational Program.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economics losses suffered by a student who is California resident or was enrolled in a residency program and was attending certain schools regulated by the Bureau for Private Postsecondary Education BPPE.

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

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

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

1. You are not a California resident,, or not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.

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

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

Questions regarding STRF may be directed to:

State of California Department of Consumer Affairs
Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400. W. Sacramento, CA 95833
 Tel (916)431-6959, Fax (916)263-1897
 Toll Free (888) 370-7589
 Web Site : www.bppe.ca.gov E-mail : bppe@dca.ca.gov.

CHARGES / COURSE DESCRIPTION

This agreement for _____ Weeks of individualized instruction and seminar participation in partial fulfillment of the requirements of the following

Program: _____

A total of _____ clock hours are required to complete that program.

Start Date : _____ **Completion Date:** _____

The terms of this Enrollment Agreement, including the rate of tuition will remain in force after the end date, if the student remains enrolled beyond the end date of the contract, and if no subsequent is entered into.

| | |
|--|-----------|
| -Tuition for this Enrollment period | \$ _____ |
| -Registration Fee (non-refundable) | \$ 300.00 |
| -Equipment | \$ _____ |
| -Lab Supplies | \$ _____ |
| -Text Books | \$ _____ |
| -Uniforms | \$ _____ |
| -Tutoring | \$ _____ |
| -STRF fee \$2.50 (non-refundable) | \$ _____ |
| (CA required for each \$1000 of tuition. Waive if student already charged in 2010) | |

TOTAL DUE FOR THE ENTIRE PROGRAM _____ \$ _____

(You are responsible for this amount. if you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.)

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ _____

TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT \$ _____

➤ **DUE BY THE FIRST DAY OF CLASS OR SET UP MONTHLY PAYMENT PLAN**

Method of payment

- _____ Payment in full,
- _____ Monthly payments will be paid on the _____ day of each month.
- _____ Other (Sponsoring Agency _____)

REFUND POLICY

Due refunds of automatically initiated by Westlake College when any of the following categories take place :

- Cancellation – “**STUDENT’S RIGHT TO CANCEL**”
- Withdrawal
- Drop

- **STUDENT’S RIGHT TO CANCEL**

Student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the **seventh day** after enrollment, which is later.

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

Cancellation shall occur when a student gives a written notice of cancellation by mail, hand-delivered or emailed. If the student has received any books, uniforms, equipment or other materials, these items must be returned to the school within 10 days following the date of notice of cancellation. If the student fails to return any books, uniforms, equipment or other materials in good condition within 10 day period, the school may deduct its cost from any refund that may be due to the student. Once the student has paid for and received any of the above, they become her/his property and the school has no further obligation in that regard. If the student cancels the agreement, Westlake College will refund within 45 days from the date of the notice of cancellation received any money that the student paid minus registration fee, and any deduction for any books, uniforms, equipment and other materials not returned in good condition.

To cancel this contract, mail or deliver a signed and dated copy of the Cancellation Notice, or another written notice, or send a e-mail to:

Westlake College
Attn: Student Administrator
1930 Wilshire Blvd.#300
Los Angeles, CA 90057

or

E-mail address: westlakecollege@gmail.com

- **Withdrawal :**

The student has the right to withdraw from the program at any time and is entitled to receive a refund of the tuition fee for the incomplete portion of the program. If the student withdraws or is dismissed from the program before the period allowed for cancellation, which is 7 business days following the first day of class attended, the school will refund all money paid minus registration fee of \$300. If a student withdraws after the cancellation period, then the student is obligated to pay only for the portion of the program completed until the last date of attendance. The last day of attendance is considered to be the very last day when the student was physically present at school, and therefore marked “P” or “T” in the

corresponding attendance roster. If the student has paid more than the amount that he/she owed for the attended program, then the refund will be made within 45 days of withdrawal. If the amount that the student is obliged to pay to the school is more than the amount that he/she has already paid, then the student will need to make payment arrangements to pay the balance.

Withdrawal is the date the student gives a notice of withdrawal to the school or the date the school dismisses the student.

- **Drop:**

In the event, a student does not obtain approved leave of absence (LOA) and is not attending the required school classes for 21 consecutive calendar days excluding the school approved scheduled breaks or holidays, he/she will be considered as dropped. A status change and refund calculation will be performed. The last days of attendance is considered to be the very last day when the student was physically present at school, and therefore marked “P” or “T” in the corresponding attendance roster.

Drop Date would be 21 days after the last day of the student class attendance.

- **Refund Calculations according to California State Regulations (BPPE):**

Westlake College will provide a pro rata refund of non federal student financial aid program moneys paid for institutional charge to students who have completed 60 percent or less of the period of attendance. The pro rata refund will be based upon the number of hours attended at school. Manhattan College will refund 100 percent of the amount paid for institutional charges, less a \$300 registration fee, if notice of cancellation is made within 5 business days following the first day of class attended.

- **Hypothetical Refund Example:** Assume that a student, upon enrollment is a 400 hours course, pays the full tuition of \$2000, \$300 for non-refundable registration and \$150 for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based upon the above calculations. If the student returns equipment in good condition within thirty (30) days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

Attendance Policy

- ***Attendance is mandatory and will be taken at every class.***
- It is the responsibility of the student to contact the school if he/she will be absent.
- Tardiness is defined as any time a student is not at his/her seat and ready to study as scheduled. Students are expected to start and end school on schedule.
- The school monitors attendance on a daily basis to ensure that a minimum of 70 % attendance percentage is achieved by the end of each module or term. Modules or terms missed must be repeated in full and the student will be placed on probation for the whole duration of the term or module. Probation policies described in this catalog apply.
- If more than 3 unexcused class sessions are missed, the student is subject to school intervention and possible attendance warning and probation that could lead to dismissal.

- Each instructor will check the attendance of students enrolled in their class on a daily basis. This information is recorded on the student's grade and attendance sheet.
- The Director of Education and/ or the School Registrar or designee or the Director of Nursing in the case of Vocational Nursing students will meet with the student regarding reasons for poor academics, attendance, or conduct. Documentation of the meeting results will be placed in the students or the instructor. The instructor does not assume responsibility for this.
- The school requires documentation after 3 consecutive absences and the student is required to make up all the missed class time.

Excused Absences

Westlake College will excuse absences only to those students who have unusual or unforeseen problems. Vacations are not considered legitimate grounds for absences. All students must maintain a minimum cumulative grade point average if their absences are to be excused.

Tardiness

The college places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she *ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS*. A tardy student will be marked daily as being tardy. **Any combination of three (3) documented unexcused tardiness will be considered as one (1) absence.**

Leaving Early

The College places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she *LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS*. The instructor should be notified prior to being dismissed early from class. *A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early (unexcused) departures will be considered as one (1) absence.*

Make-Up Time / Work Accountability

Make-up time/work must be scheduled with the instructor to assure proper credit. Students are required to make up time/work for proper credit towards graduation. Make-up classroom time must be completed on the school premises. Make-up assignments and/or examinations will be given for those who need to make up for academic grade/ semester credit hours. All make-up hours must be accounted for and listed on a missed day make-up sheet that is signed by the instructor. *LICENSE VOCATIONAL NURSE MAKE-UP POLICY WILL BE DETERMINED ACCORDING TO REGULATIONS REQUIRED BY THE BVNPT.*

Leave of Absence Policy

If a "Leave of Absence" is necessary, a student must submit to the Student Services Department a signed and dated written request that stipulates the reason for the absence and the expected return date. This does not automatically reflect the college's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). *Only one (1) Leave of Absence will be granted for a*

student_during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the College.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition. Students requesting Leave of Absences must understand that a revised course completion date will be established upon their return, which will delay their graduation date. Remember, A LEAVE OF ABSENCE DELAYS YOUR OPPORTUNITY TO BEGIN YOUR NEW CAREER.

At no time can the college back-date a leave of absence. Therefore, it is important that you obtain approval for a leave of absence prior to any absent days.

Westlake College reserves the right to suspend or dismiss any student who violates the Academic Satisfactory Progress Standards, Policies on Attendance, Student Regulations, Controlled Substances, and the Code of Conduct.

Student Services

Westlake College strives to support the students' educational pursuits by providing various resources.

- Open, free laboratory and library time during regular campus hours, subjects to space availability.
- Each student's progress is monitored during his or her program of study. Assessment of progress will be discussed if any academic or attendance issues arise. If necessary, students will be advised of any recommended modifications and/or adjustments.
- Career planning services are available to the students during their educational process.
Manhattan

College encourages its students to take advantage of these services during the program of their study.

- Practice examinations related to the student's program of study.
- Real time Certification Exams by NCCT and NHA.
- DSL access to the Internet during regular campus hours.
- Training in Interview Skills.
- Assistance in the preparations of resumes.
- Job Placement Assistance upon the students' completion of the coursework.

Library & Learning Resource

Westlake College has an extensive library of pertinent texts and collections, which are continually updated and expanded.

Westlake College maintains library facilities to address requirements of the educational program provided at the school. In addition, two and four year colleges in the area have library resources appropriated for educational courses in the degree program. These libraries provide access to our

students and have library staff capable of accessing on-line resources and can assist with electronic retrieval.

Our resource center has a wide collection of books, journals, and discs of audio and video

On topics related to the educational programs we offer. It also offers Internet connection and a comprehensive virtual library with thousands of virtual resources available for students' projects and instructors use. It is in charge of a librarian whose main responsibility is to assist students and instructors in their research needs. It is open from 10:00 AM to 10:00 PM Mon-Thu, 10:00 AM to 5:00 PM Friday.

Availability of library resources operates on a first- come first – serve basis, with a maximum time frame of 2 hours when there are students waiting.

Definition of Clock Hour to Credit Hour Conversion

A clock hour is defined as “A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes for a student break.” This formula complies with the Federal 34 CFR.

One Quarter Credit Hour = 15 classroom / lecture hours; or

20 independent study; or

30 lab/shop hours; or

20 independent study; or

45 externship/internship hours

Tutoring

Westlake College provides tutoring based on the individual needs of the student and the instructor's schedule. Students with a module grade lower than 70% or C automatically becomes eligible for tutoring pending a review of their attendance status. If this should occur, the student is required to make an appointment with their instructor or the Education Director to arrange for a tutoring session(s). Tutoring is available at no additional charge to the student.

Academic Advising

All Westlake College students are provided with a faculty advisor, who is regularly available for one-on-one consultations. Students are strongly encouraged to take advantage of this opportunity to be individually guided by an expert in their field of study.

Class & Laboratory Scheduling

Classes are available at various times to accommodate most students' schedule:

- Morning Classes 9:00 AM to 1:00 PM Monday thru Friday
- Afternoon Classes 2:00 PM to 6:00 PM Monday thru Friday
- Evening Classes 6:00 PM to 10:00 PM Monday thru Thursday
- Weekend Classes 9:00 AM to 2:00 PM Saturday and Sunday

If a holiday falls on regularly scheduled class day, that class time and course work must be made up during the current module. For a complete list of the schedule holidays, please see the Holiday Calendar.

Placement Services

Westlake College provides employment assistance to all its graduates. The Career Center provides career development workshops to assist students in resume writing, interview techniques and job search skills.

Employment assistance includes:

- Career development
- Direct job referrals matching Manhattan College graduates with entry-level job openings in trained field
- Internships/Externships Program
- Volunteer Program
- Follow-up and assistance if necessary after hire

NOTE : Westlake College does not guarantee employment..

Externship Policies

Students must attend the externship site designated by Westlake College.

The externship portion of a program may be up to 40 hours per week. If a student is attending a part time schedule (less than 40 hours per week), he or she should plan on attending a full time (40 hours per week) externship.

Students are assigned to non-compensated externship positions during the final phase of program study. This experience provides adult learners with the opportunity to continue their education under the supervision of clinical or office professionals. The student is expected to perform in an ethical, professional manner and to assist the professional in all externship matter requested. Transportation to and from the externship site will be at the student's expense.

In case of an absence, the student is required to notify both the designated supervisor at the externship site and the college staff member. Days and times of externship duties may not be changed without the written permission of the college.

Externship site personnel, based on the standards set by the college, will evaluate the student's performance. An instructor or clinical coordinator will be assigned to visit sites on a regular basis to meet with students and verify that the objectives of externship as written in Westlake College's curriculum are being met. Students must satisfactorily complete the externship assignment and all applicable coursework related to the externship and submit an approved verification of time completed in order to graduate.

Program failure may result if the student receives unsatisfactory evaluations by the externship supervisor, fail to complete all coursework pertaining to the externship assignment, or demonstrates unprofessional or unethical behavior during the assignment. Externship re-assignments will be evaluated on an individual basis and may require additional charges.

Important Note: clinical and externship sites assigned by the college are final and non-negotiable. Students are expected to attend their clinical or externship assignment regardless of travel distance to the site or the site's hours of operation. If a student refuses a clinical or externship site

assignment, he/she may be terminated from the program as unable to meet the required objectives and expected progress of the program.

Student Records

As required by the Assembly bill 48 of California Bureau for Private Postsecondary Education (BPPE), Westlake College maintains all students' academic and financial aid files at the primary administrative location for a minimum period of five years. Westlake College is required by law to maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. The records of transcripts with courses, units, grades and copies of degrees or diplomas are maintained permanently. Student File contains all the information for the student including admissions qualifications, personal information, Enrollment Agreements, Attendance Records, Grade Reports, Financial Aid Records, and other information for the individual student.

According to Family Education Rights and Privacy Act (FERPA), Westlake College has established a policy for the release of student's record. Students or the parents of student, if the student is a dependent, have the right to review their education records. A written request must be submitted to Westlake College's Registrar. A student's educational records are not disclosed to other parties without prior written consent from the student, with the exceptions of exempted parties which are under FERPA regulations. For more information, please see the Registrar or Financial Aid departments.

Student records are kept on campus in fireproof cabinets up to five years after graduation. After five years, records are moved to an off-campus storage facility. Any students or graduates requiring access to their records should contact the Registrar's Office.

Withdrawal from Course

To withdraw from the college, a student must notify the Student Services Department in writing. The student is encouraged to meet with the Business Office to complete the withdrawal process. After the process has been completed, a grade of "W" will be awarded for the module(s) from which the student has withdrawn. The time completed in the module(s) given a grade of "W" will be counted as hours attempted toward the completion of a student's required courses.

Probation/Dismissal Policy

Westlake College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the College's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

A student who fails to maintain good academic standing for a quarter will be placed on probation. A student on probation is expected to show the necessary improvement in academic performance by the end of the following quarter in order to continue his/her studies at the Westlake College. Probation status may adversely affect financial assistance eligibility.

Students who fail to achieve and maintain a cumulative C grade point average will be placed on academic probation for a period of one quarter. If a student maintains a C grade point average and/or achieves a cumulative C grade point average, probation will be lifted. However, if the student fails to maintain a C grade point average, he/she may be dismissed from the program (unless extenuating circumstances are established).

Students who fail to maintain a minimum of 70% attendance rate shall be, at a minimum, placed on “Attendance Probation” (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of 70% of the scheduled class hours, but in no event shall exceed one evaluation period (unless extenuating circumstances are established). The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and/or exams (if space is available) in order to be removed from probation.

Because of the nature and scope of our training, Westlake College does not differentiate between an excused and non-excused absence when computing the maximum number of allowable absences. **Unsatisfactory attendance occurs when a student misses more than 30% of the total class hours.**

Unsatisfactory attendance may lead to probation status until the student raises his/her attendance and/or academic grade point average to 70%. This would include any make-up hours and/or make up assignments and examinations.

Students who do not meet the minimum requirements for satisfactory academic progress shall be placed on probation until the next evaluation point, which may be at 25%, 50%, 75% or 100% of the program length. At the next evaluation, if the student satisfies the minimum requirements, he/she shall be removed from probation; otherwise, he/she shall remain on probation or terminated depending on the criteria in the above table.

Grievance Polices Procedures & Student Rights

Students wishing to express a concern should adhere, in order, to the following procedures:

- Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
- If the concern cannot be resolved through the instructor, present the concern in writing to the applicable program director.
- Schedule an appointment to discuss the concern with the Program Director or Director of Education, as appropriate.
- Meetings will be scheduled with all pertinent parties before a resolution is reached.
- Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the Director of Education’s office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties’ names in the complaint.
- Further unresolved concerns may be processed in accordance with the procedures for processing complaints of Unlawful Discrimination and Other Grievances, either in writing or by personal appearance. Contact the college’s Compliance Coordinator to pursue this formal grievance procedure.
- If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report to

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400 W. Sacramento, CA 95833

Tel (916)431-6959, Fax (916)263-1897

Toll Free (888) 370-7589

Web Site : www.bppe.ca.gov E-mail : bppe@dca.ca.gov.

Student Conduct

- Students shall at all times, when on Westlake College premises, conduct themselves in an orderly and considerate manner toward the staff and other students and visitors to Westlake College.
- The student shall arrive to class on time on a regular basis and remain present for the duration of instruction.
- A professional attitude is expected from all students at all times.
- Students are expected to dress in a manner that would be acceptable in a professional environment.

Code of Conduct Infractions

The following activities are absolutely forbidden at Westlake College:

- Possession, distribution and/or being under the influence of any drugs or alcohol.
- Possession of a weapon of any kind on the school premises.
- Fighting, abusive behavior, discrimination and/or sexual harassment.
- Behavior that could cause a safety hazard to another person or the facility.
- Stealing.
- Defacing or destroying school property.
- Any other stated violation or infraction of the Student Code of Conduct as deemed by the School Director.

Violation of any these policies is just cause for dismissal, suspension or other disciplinary action.

Procedure for Re-Enrollment

Any student who wishes to re-enroll in the same or another program should first submit a letter to the School Director, specifying the reasons for initial withdrawal and those for re-enrolling. All re-enrolling students must sign a new enrollment agreement at the current tuition rate.

The registration fee must be paid prior to an applicant's re-enrollment, unless other approved arrangements have been made. All outstanding balances due to program cancellations/terminations must be paid in full prior to re-enrollment, unless approved arrangements are made with the School Director.

Returning students may receive a partial or full credit for any prior Westlake College training, which will be determined by the School Director on a case-by-case basis. Payments to Manhattan College will be credited to the applicable program; the remaining credit balances will be transferred to the new program. Westlake College at its sole discretion will determine a student's re-enrollment. Changes

from one program to another are not considered re-enrollment. Students must sign either an enrollment contract or an addendum.

Course Evaluation

At the completion of each course, students will be asked to complete an evaluation form regarding the recently completed class. The student will be asked to evaluate the specific course, instructor, course materials, and the overall program.

Student Appeal Process

Students whose training is suspended because of unsatisfactory academic progress may appeal the decision to the School Director in writing. Students must submit such written appeals to the school within three business days of being notified of dismissal. All appeals will be responded to within ten business days of receipt by the school.

The School Director may waive interim satisfactory academic progress standards for mitigating circumstances outside the control of the student. The circumstance(s) must be documented, and it must be demonstrated by the student that it had an adverse impact on the student's satisfactory academic progress in the program. No waivers for graduation requirements will be provided.

Liability Disclaimer

Westlake College is not liable or responsible for the loss of, or damage to any personal property while the student is on campus or attending an academically-related activity, or for any personal injury which may occur while the student is attending Westlake College. This policy includes events taking place in school parking lots.

Local Counseling Centers

The following facilities are located in the immediate area of Westlake College and offer counseling services for students, faculty, staff and employees:

Family Crisis Center
3375 S. Hoover St., Suite K
Los Angeles, CA 90017
(213) 771-5050

Rape Crisis Out Reach
2617 Creole St. LA
24 Hour Line 1-888-255-7273

Graduation Requirements

Students must meet the following requirements in order to receive diplomas in their chosen fields of study from Westlake College:

- Complete the total minimum number of hours required by the course of study.
- Achieve a minimum grade point average of a passing grade of C (70%) on a scale of 100% at the completion of their schedules program.
- Pass all verification tests of the selected programs of study at a minimum of 70%.
- Have a minimum GPA of 2.0 or better upon graduation.
- Satisfactorily complete any pending probationary requirements or responsibilities.
- Meet all financial obligations incurred with Westlake College

- Participate in Career Development / Job Placement workshops prior to their completion date.
- Undergo an exit interview with the Employment Placement Assistance Office.
- Complete courses of study in the scheduled time frame for chosen fields. Students must complete all required courses within one and a half times (1.5) the stated length of the program of studies.

Students who have taken an authorized 'leave of absence,' or take longer to complete their programs than anticipated, must still adhere to the Westlake College Guidelines.

Upon successful completion, a Diploma will be issued to the student.

PROFESSION

State and National Board Examinations

State and national licensing and/or certification and registration examinations or processes are the student responsibility. Westlake College will provide students with information regarding test dates, locations, and fees whenever possible. Students should be aware that all test fees, unless stated on the enrollment agreement, are in addition to the tuition paid to the college. Students who choose to participate in state and national licensing and/or certification examinations or processes are responsible for paying the sponsoring organizations.

Licensure/Certification Requirements

Graduates who wish to become :

- **Vocational Nurses** : Approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Passage of the NCLEX-RN exam is required for Licensure as a Vocational Nurse and for Employment in California.

- Certified Medical Assistants** : Although not required to work as a Medical Assistant in California, you may seek to become a CMA. To do so, you must follow the guidelines through The National Center for Competency Testing (NCCT) or the American Association of Medical Assistants (AAMA)

- Certified Phlebotomist** : Although not required, the opportunity for certification is available to all phlebotomists. Some employers may prefer to hire only certified phlebotomists and is required to earn an accredited Certification. You must follow the guidelines through The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Or National Phlebotomy Association (NPA)

- Certified Network +** : Although not required, you may seek to become a Network+ Technician. The Network+ Certification is an internationally recognized Validation of the technical knowledge required of foundation-level IT network practitioners. Network+ Certification is created by a compTIA. Visit comptia.org (www.comptia.org)

-Certified Property Manager : Although not required, you may seek to become a CPM (Certified Property Manager). The Certified Property Manager designation is awarded by the Institute of Real Estate Management (IREM).

Programs Preparing Graduates for a Field Requiring Licensure

Under California law, Westlake College must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Advisor and Program Director. If you choose to pursue training **DESPITE** the fact that you may not be able to achieve licensure, you must indicate that and sign a release to that effect.

Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

Vocational Nurses

1. Be at least 17 years old.
2. Be a graduate from an Accredited High School or Acceptable Equivalent (furnish proof).
3. Successful completion of a California Accredited Vocational Nursing Program contact your program director for application forms and instructions.
4. Complete and sign the "Application for Vocational Nurse Licensure" and the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints.

Note : A License will not be issued until the board receives the background information from DOJ

6. In order to be licensed in the State of California you must submit an application fee of \$75.00 with the required forms to the Board of Vocational Nurse and Psychiatric Technician (BVNPT). One of these forms is called a "Record of Conviction". If you have any questions regarding this form you will need to speak with a Board Representative.
7. You will need to be fingerprinted for the Department of Justice and FBI to process the Fingerprint card, which costs \$76.00. This process will take place during the last week of the program.
8. You will also receive an application to the National Council of the State Boards of Nursing to take the National Council Licensure Examination for the Vocational Nurse (NCLEX-PN). The fee to register by mail is \$200.00. Once you have submitted this form you will receive an Authorization to Test and the information to take an exam.
9. Once you have successfully completed the NCLEX-PN. You will need to submit an application for licensure to the Board of Vocational Nursing with an initial license fee of \$150.00

10. for further information on becoming registered you may go to the Board of Vocational Nursing and Psychiatric Technicians. Website at <http://www.bvnpt.ca.gov/> Graduates must satisfy all requirements for certification at the time of Application.

Certified Phlebotomist

1. Be a graduate from an Accredited High School or acceptable equivalent (furnish proof)
2. Certified graduates have successfully completed both the the Phlebotomy Program and certification exam.
3. Programs that offer certification have been approved or accredited nationally Or by the state.
4. One organization responsible for accrediting Phlebotomy programs is the national Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Another organization is the National Phlebotomy Association (NPA).
5. when selecting a phlebotomy program, look for one that is accredited and offers certification.
6. Graduates must satisfy all requirements for certification at the time of Application.

Certified Property Manager

Before you can even apply as a CPM candidate, there are several work and educational Requirements that you will have to meet.

1. You will need to have at least 3 years of property management experience.
2. The number and size of rental properties that you have managed must also meet Their minimum portfolio requirements.
3. You have to hold a real estate license or show that you do not require one.
4. You will have to be affiliated with the National Association of Realtors (NAR)
5. You will have to uphold and follow the IREM Code of Professional Ethics.

Grading Standards

- **Basis for Grade Evaluation**

| Criteria | Percentage Contribution |
|-----------------|-------------------------|
| Final | 30 |
| Midterm | 20 |
| Quizzes | 30 |
| Professionalism | 10 |
| Participation | 10 |

- **Grade Evaluation**

| Percentage | Meaning | Grade | GPA |
|------------|----------------|-------|-----|
| 90 - 100 | Excellent | A | 4 |
| 80 - 89 | Good | B | 3 |
| 70 - 79 | Average | C | 2 |
| 60 - 69 | Below Average | D | 1 |
| 59 - Below | Unsatisfactory | F | |
| | Incomplete | | |
| | Withdrawn | W | |

Students are preparing for professional careers while they are studying at Westlake College. It is school policy that while in attendance students must be well-groomed and should look and act as though they were working in a professional environment. Appearance is vitally important in the technical and business world. All students in medical programs will be expected to be dressed in the appropriate uniforms, Cleaned and wrinkle free.

Emergency Procedures

An emergency should be reported to the office as soon as it is reasonably possible.

In case of a fire, all students are to evacuate the building immediately. If an earthquake should occur, it may be wise to take shelter under a desk or in a doorway until all movement has ceased and it appears to be safe to exit the building.

Each student is to complete a Confidential Questionnaire indicating a name and telephone number to contact in the event of illness or injury. Any student with a chronic, health related condition should so note on that form. All information received is maintained in the strictest confidence.

Freedom of Speech

Westlake College firmly believes in an individual's right to expression, so long as such expressions do not infringe upon or suppress the rights of other individuals. Article I, Section 2(a) of the California Constitution states that every person may freely speak, write, and publish his or her sentiment on all subjects. Communications involving hate violence, sexual or racial discrimination, and "fight words" are not protected by the law. Westlake College shall uphold and enforce these rights; should any person's actions violate the rights of another individual, such persons shall be subject to disciplinary action and/or termination.

Drug-Free Policy

Westlake College is committed to a drug-free environment for all students and employees, and reminds all that there are severe health risks associated with alcohol and drug use. No student or employee of may use, possess, sell or distribute alcohol or other illegal controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored event, except drugs prescribed by a physician. Any person exhibiting behavior, conduct or personal/physical characteristics indicative of having used or consumed alcohol or other substances shall be also prohibited from entering school grounds or school-sponsored events.

To the extent allowed by local, state and federal laws; Westlake College will impose disciplinary action against employees and students found to be in violation of this policy. Disciplinary action may include termination.

Various public and private organizations that provide professional counseling regarding drug addiction and rehabilitation are listed below:

Los Angeles County

| | |
|-------------------------------------|---------------|
| Alcoholics Anonymous | (626)914-1861 |
| Women's & Children's Crisis Hotline | (562)945-3939 |
| Suicide Hotline (24 hours) | (800)255-6111 |

Tarzana Treatment Centers Medical Detoxification
18646 Oxnard St.
Tarzana, CA 91356
(800) 996-1051

Holiday Calendar

- New Year's Day
- Veterans Day
- Martin Luther King's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day

STAFF

| | |
|---------------------------|--|
| Connie H Kim | School President and Executive Director. She also serves Westlake College As Chief Executive Officer and Chief Operating Officer. She founded Westlake College in 1998. She is graduated of California University of Fullerton, Bachelor in Accounting. She has performed supervising and Controlling Westlake College since the school established. |
| Robert Levy. Ph. D | Associated Director and Chief Academic Officer. Dr. Levy supervises faculty members of Westlake College. He also performs maintenance & development of institutional curriculum and syllabus. Dr. Levy earned his Ph. D in Philosophy and U.S. History at University of California Los Angeles. Dr. Levy has been with Westlake College since 1999. |
| Paul Kim | Student Advisor |
| PeLing Hu | Administrator |
| Peter Dae Bang | Technical Support Engineer |

Faculty

| | |
|-------------------------|--|
| Yong Yi | Networking & Web Designe Instructor. He is graduated of California University of Los Angeles. Yong Yi has been with Westlake College since 1999. |
| Yong Jin Jang, | Office Management & Accounting Instructor. He is graduated of Texas State University. Yong Jang has been with Westlake College since 1999. |
| Hsiao Tan Chen | Register Nurse, Medical Director, Phlebotomy Instructor, Medical Assistant Instructor |
| Veronica Lee | Vocational Nursing Program Instructor |
| Armando Gonzalez | Phlebotomy Instructor |
| Jeny Argame | Chief Nurse Officer, Medical Assistant & Medical Office Assistant Instructor |

| | |
|--------------------------|---|
| Jose Enrique | Phlebotomy Instructor |
| Michael H Byun | Medical Office Assistant Instructor |
| Kevin Kim | Computer Graphics Instructor |
| Lawrence Fletcher | Computer Animation Instructor |
| Hassan Abdullah | English As a Second Language Instructor. Hassan has been with Westlake College since 1999. |
| Jason Lee | Property Management Instructor He is graduated of California University of Los Angeles. |
| Chris Chung | Hotel/Restaurant Management Instructor She is graduated of Nevada University of Las Vegas. |

Faculty Qualification

Westlake College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as a talent for teaching their expertise.

Westlake College instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence.

They teach for more than 10 years. This provides them with opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students. Instructors are changed based on Westlake College's needs and availability.

ACADEMIC PROGRAMS

Westlake College offers the following diploma programs:

- NETWORKING ENGINEER (720 Clock Hours)
- 3-D ANIMATION (720 Clock Hours)
- COMPUTER GRAPHICS (720 Clock Hours)
- OFFICE MANAGEMENT AND ACCOUNTING (360 Clock Hours)
- MEDICAL OFFICE ASSISTANT (720 Clock Hours)
- MEDICAL ASSISTANT (600 Colck Hours)
- ENGLISH AS A SECOND LANGUAGE (400 Clock Hours)
- VOCATIONAL NURSE (1,560 clock Hours)
- PHLEBOTOMY TECHNICIAN (115 Clock Hours)
- WEB DESIGNER (600 Clock Hours)
- PROPERTY MANAGEMENT (480 Clock Hours)
- HOTEL/ RESTAURANT MANAGEMENT (480 Clock Hours)

Tuition & Fees

| No. | Courses | Hours | Tuition | Reg. Fee | Books and Supplie | Total |
|-----|--------------------------------|-------|----------|----------|-------------------|----------|
| 1 | 3D Animation | 720 | \$5,475 | \$300 | \$950 | \$6,725 |
| 2 | Computer Graphics | 300 | \$1,975 | \$300 | \$700 | \$2,975 |
| 3 | Network Engineer | 620 | \$3,500 | \$300 | \$600 | \$4,400 |
| 4 | Web Design | 600 | \$3,450 | \$300 | \$600 | \$4,350 |
| 5 | Medical Assistant | 600 | \$4,975 | \$300 | \$370 | \$5,645 |
| 6 | Medical Office Assistant | 600 | \$4,975 | \$300 | \$600 | \$5,875 |
| 7 | Office Management & Accounting | 360 | \$3,500 | \$300 | \$500 | \$4,300 |
| 8 | English as a Second Language | 400 | \$2,500 | \$300 | \$300 | \$3,100 |
| 9 | Vocational Nurse | 1,560 | \$15,000 | \$300 | \$450 | \$22,550 |
| 10 | Phlebotomy Technician | 80 | \$ 899 | \$300 | \$200 | \$1,399 |
| 11 | Property Management | 480 | \$2,350 | \$300 | \$200 | \$2,850 |
| 12 | Hotel/ Restaurant Management | 480 | \$2,350 | \$300 | \$200 | \$2,850 |

Network Engineer

003.167-010

Course Period: 18 Weeks / 36 Weeks / 620 Clock Hours

Primary Objective & Instruction

Network Engineer is designed for all students interested in pursuing a career in networking. Basic computer knowledge is preferred but not required. This track provides the knowledge and skills necessary to support Microsoft Windows 2000-based networks. The courses covers the job-related tasks a support professional must perform when using new or modified features in the Windows 2000 operating system. The Networking Engineer Program prepares individuals as network managers using the new Microsoft Windows 2000 hardware and software. This is one of the highest networking certifications offered by Microsoft. The position of network manager demands excellent analytical and communication skills, and requires flexible hours. 7 exams are required for MCSE Certification under Windows 2000.

Course Module

| Module No | Module Description | Lecture Hrs | Lab Hrs | Semester Credit Hours |
|-----------------|---|-------------|---------|-----------------------|
| NEM 101 | Supporting a Microsoft Windows Network Infrastructure | 35 | 35 | 5.00 |
| NEM 102 | Microsoft SQL Server Administration | 35 | 35 | 5.00 |
| NEM 103 | Implementing a Database on Microsoft SQL Server | 35 | 35 | 5.00 |
| NEM 104 | Linux Networking and Security Administration | 35 | 35 | 5.00 |
| NEM 105 | Microsoft ISA Server | 35 | 35 | 5.00 |
| NEM 106 | Designing a Microsoft Windows 2000 Networking Services Infrastructure | 35 | 35 | 5.00 |
| NEM 107 | Networking hardware components | 35 | 35 | 5.00 |
| NEM -EXT 108 | Externship | 130 | | 9.00 |
| Total | | 620 | | 39 |

3-D Animation

141.061-010

Course Period: 18 Weeks / 36 Weeks / 720 Clock Hours

Primary Objective & Instruction

In this course, students develop an awareness of a variety of 3D Computer Animation Techniques, the Concepts of Scene Building, and the Applications of Different Materials to 3D Models for Enhanced Realism in Computer Animation and Rendering. Topics include Software Setup, Creating a Scene and Animation from simple 2-D and 3-D Objects, Manipulating Objects in 3-D Space, Lighting, Color, Shading, Mapping and Materials, Animation, Key Framing, Rendering, and Output to DVD. Completion of the 3-D Animation program is acknowledged by the awarding of a diploma.

Course Module

| Module No | Module Description | Lecture Hrs | Lab Hrs | Semester Credit Hours |
|--------------|--|-------------|---------|-----------------------|
| CA301 | System Operations / Module | 40 | 40 | 2.66 |
| CA302 | Design Graphics / Dynamiting | 40 | 40 | 2.66 |
| CA303 | Animation / Complex Movement | 40 | 40 | 2.66 |
| CA304 | Kinematics and Skeleton Basic / Complex Movement | 40 | 40 | 2.66 |
| CA305 | Texturing / Lighting | 40 | 40 | 2.66 |
| CA306 | Mapping / Rendering Solutions | 40 | 40 | 2.66 |
| CA-EXT 307 | Externship | 240 | | 8.00 |
| Total | | 720 | | 24 |

Computer Graphics

141.061-010

Course Period: 18 Weeks / 36 Weeks / 720 Clock Hours

Primary objective & Instruction

This course is designed to prepare students for entry-level positions in computer graphics design and desktop publishing. Students in the popular Computer Graphics program obtain a thorough understanding of, and competency with, the industry's leading software. The "tools of the trade" include photo-editing, illustration, desktop-publishing, and presentation software. Practical skills integral to this program include creating newspaper and magazine layouts, creating fliers, logo and package design, and scanning, editing and implementing photographs. Completion of the computer Graphics program is acknowledged by the awarding of a diploma.

Course Module

| Module No | Module Description | Lecture Hrs | Lab Hrs | Semester Credit Hours |
|------------|--|-------------|---------|-----------------------|
| CG401 | Photoshop Menu, Selection and Composition | 15 | 15 | 2.00 |
| CG402 | Photoshop Layer, History, Image and Color Adjust | 15 | 15 | 2.00 |
| CG403 | Photoshop Paint, Brush and Pattern | 15 | 15 | 2.00 |
| CG404 | Photoshop Layer Effect and Mask | 15 | 15 | 2.00 |
| CG405 | Photoshop Path, Type and Filters | 15 | 15 | 2.00 |
| CG406 | Illustrator Menu, Structure and Selection | 8 | 8 | 1.00 |
| CG407 | Illustrator Path, Pen Tool, and Shapes | 8 | 8 | 1.00 |
| CG408 | Illustrator Painting, Gradient | 8 | 8 | 1.00 |
| CG409 | Illustrator Tracing an Image and Lock | 8 | 8 | 1.00 |
| CG410 | Illustrator Symmetrical Drawing and Type | 8 | 8 | 1.00 |
| CG411 | Digital Imaging | 15 | 15 | 2.00 |
| CG412 | Digital Publishing | 15 | 15 | 2.00 |
| CG413 | Portfolio | 20 | 20 | 3.00 |
| CG-EXT 414 | Externship | 30 | | 2.00 |
| Total | | 360 | | 24 |

Office Management & Accounting

239.567-010

Course Period: 9 Weeks / 16 Weeks / 360 Clock Hours

Primary Objective & Instruction

The Office Management & Accounting curriculum is designed to prepare students for entry level microcomputer support roles in business accounting and financial services industries. Emphasis is placed on the use of microcomputers to increase productivity in financial and clerical applications, as well as using software such as spreadsheets, accounting packages and database management systems. Completion of the Office Management & Accounting program is acknowledged by the awarding of a diploma.

The course stresses the application of office skills to electronic data processing. The student who graduates from the Office Management and Accounting course will possess the following skills:

Course Module

| Module No | Module Description | Lecture Hrs | Lab Hrs | Semester Credit Hours |
|--------------|--|-------------|---------|-----------------------|
| AC1 | Accounting Principles I | 20 | | 0.67 |
| ACA 1 | Introduction to Computerized Accounting QuickBooks | 30 | 30 | 2.00 |
| CD1 | Career Development | 10 | 10 | 0.67 |
| DE1 | Spreadsheet Management | 15 | 15 | 1.00 |
| DP1 | Business Communications | 10 | 10 | 0.67 |
| GN2A | Introduction to Microcomputer Concepts | 20 | 20 | 1.33 |
| GN3 | Introduction to Keyboarding | 10 | 10 | 0.67 |
| GN5 | Practical Business Math | 10 | | 0.33 |
| WP1 | Word Processing I | 15 | 15 | 1.00 |
| WP2 | Word Processing II | 15 | 15 | 1.00 |
| OC- EXT 3 | Externship | 80 | | 2.67 |
| Total | | 360 | | 12.70 |

Medical Office Assistant

239.567-010

Course Period: 18 Weeks / 32 Weeks / 540 Clock Hours

Primary Objective and Instruction:

The Medical Office Assistant program is diversely structured. This program is designed to prepare students to work in a medical environment with emphasis in the clerical field. The program provides competency based training and hands-on experience in.

This program is designed to provide students with the knowledge and skills necessary to work successfully as a medical biller in a medical office, clinic, HMO, other health care setting, insurance company, or independent billing company.

The training program is divided into learning units called modules. Students must complete the introduction to Health Care module prior to beginning the core modules and continue their rotation until all modules have been completed. Each core module stands alone and is not dependent upon previous training. Upon successful completion classroom training, students participate in a 140 hour externship. Completion of the Medical Office Assistant program is acknowledged by the awarding of a diploma.

Course Module

| Module No | Module Description | Lecture Hrs | Lab Hrs | Semester Credit Hours |
|--------------|--|-------------|---------|-----------------------|
| OS 100 | Basic Keyboarding & Typewriting Application/Business Math/Electronic Calculator | 20 | 20 | 2.67 |
| OS 240 | Word Processing Concepts | 20 | 20 | 2.67 |
| MS 330 | Medical Office Procedures/Medical Terminology | 40 | 40 | 3.33 |
| MS 333 | Medical Insurance Forms | 40 | 40 | 3.33 |
| MS 334 | Medical Transcription | 40 | 40 | 3.33 |
| MS 335 | Medical Billing and Accounting Systems | 40 | 40 | 3.33 |
| MS- EXT 336 | Externship | 140 | | 5.33 |
| Total | | 540 | | 24 |

Medical Assistant

079.362-010

Course Period: 19 Weeks / 30 Weeks / 600 Clock Hours

Primary Objective and Instruction

The Medical Assistant course, which includes three weeks of externship, prepares graduates for entry level positions as both clinical and administrative assistants to doctors in clinics or medical offices, health organizations, hospitals or other care settings. Graduates attain a thorough knowledge of anatomy, physiology, laboratory skills, administrative and clinical duties, medical management, billing procedures, typing and related computer skills. Upon successful completion of training, graduates will receive a Medical Assistant diploma as well as Phlebotomy, EKG certificates, and a CPR/First Aid card. The training program is divided into learning units called modules. Students must complete the introduction to Health Care module prior to beginning the core modules and continue their rotation until all modules have been completed. Each core module stands alone and is not dependent upon previous training. Upon successful completion classroom training, students participate in a 120 hours externship. Completion of the program is acknowledged by the awarding of a diploma.

Course Module

| Module No | Module Description | Lecture Hrs | Lab Hrs | Semester Credit Hours |
|------------------|---|--------------------|----------------|------------------------------|
| MAFB I | Record Management | 30 | 30 | 2.00 |
| MAFB II | Introduction to Computer Application | 45 | 45 | 3.00 |
| MAFB III | Clinical Procedures Anatomy | 25 | 25 | 1.00 |
| MAFB IV | Medical Office / Front Desk Management | 30 | 30 | 2.00 |
| MAFB V | Exam Room Procedures I EKG, Phlebotomy | 40 | 40 | 3.00 |
| MAFB VI | Exam Room Procedures II, CPR Laboratory | 30 | 30 | 2.00 |
| MAFB VII | Exam Room Procedures III Basic Pharmacology | 30 | 30 | 2.00 |
| MAFB VIII | Externship | 160 | | 6.00 |
| Total | | 600 | | 20 |

English as a Second Language

Course Period: 10 Weeks / 20 Weeks / 400 Clock Hours

Primary Objective:

This program offers students a dynamic, communicative approach to the English language from beginning to advanced levels. In this program, students will practice the English language through reading, writing, and listening exercises that are all totally integrated with conversational drills. The program emphasizes reading comprehension, vocabulary, and grammar at each level. Upon completion, students will be able to communicate the English language actively and meaningfully. Completion of the English as a Second Language program is acknowledged by the awarding of a diploma.

Course Module

| Module No. | Module Description | Hrs | Wks |
|--------------|--------------------------|------------|-----------|
| ESL0A | Pre- Beginners English | 80 | 4 |
| ESL1A | English Level 1A | 80 | 4 |
| ESL1B | English Level 1B | 80 | 4 |
| ESL2A | Intermediate English 11A | 80 | 4 |
| ESL2B | Intermediate English 11B | 80 | 4 |
| Total | | 400 | 20 |

Vocational Nurse

079.374-014

Course Period: 60 Weeks Morning Session / 1,560 Clock Hours

Primary Objectives and Instruction

The Vocational Nurse program provides students with theory, laboratory, and clinical experiences that will serve as preparation for an entry-level position as a vocational nurse. Upon successful completion of this program, the student will be able to: (1) demonstrate competence in direct patient-care activities in hospitals and community-based healthcare agencies; (2) demonstrate ethical and caring behaviors while providing nursing care; (3) take the NCLEX-PN examination in this state; and (4) secure employment as a vocational nurse upon obtaining their licenses. Nursing theory guides clinical practice. The program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Vocational Nurses. Completion of the Vocational Nurse program is acknowledged by the awarding of a diploma.

Vocational Nurse Program Outline

| Courses | | Lecture Lecture Hours | Lab Laboratory Hours | Clinical Clinical Hours | Clock Clock Hours | Semester Quarter Hours |
|----------------------------------|----------------------------|-----------------------------|----------------------------|-------------------------------|-------------------------|------------------------------|
| Vocational Nurse Module 1 | | | | | | |
| VN – 1 | Fundamentals of Nursing | 120 | 192 | 48 | 360 | 15.5 |
| VN – 2 | Anatomy & Physiology 1 | 5 | 0 | 0 | 5 | 0.3 |
| VN – 3 | Pharmacology 1 | 25 | 0 | 0 | 25 | 1.7 |
| Vocational Nurse Module 2 | | | | | | |
| VN – 4 | Medical Surgical Nursing 1 | 92 | 0 | 240 | 332 | 11.4 |
| VN – 5 | Anatomy and Physiology 2 | 20 | 0 | 0 | 20 | 1.3 |
| VN – 6 | Pharmacology 2 | 38 | 0 | 0 | 38 | 2.5 |
| Vocational Nurse Module 3 | | | | | | |
| VN – 7 | Medical Surgical Nursing 2 | 85 | 0 | 240 | 325 | 11.0 |
| VN – 8 | Anatomy and Physiology 3 | 20 | 0 | 0 | 20 | 1.3 |
| VN – 9 | Pharmacology 3 | 45 | 0 | 0 | 45 | 3.0 |
| Vocational Nurse Module 4 | | | | | | |
| VN – 10 | Family | 20 | 0 | 32 | 52 | 2.0 |
| VN – 11 | Pediatrics | 20 | 0 | 32 | 52 | 2.0 |
| VN – 12 | Leadership/Supervision | 40 | 0 | 64 | 104 | 4.1 |
| VN – 13 | Mental Health / AIDS | 25 | 0 | 46 | 71 | 2.7 |
| VN – 14 | Anatomy & Physiology 4 | 10 | 0 | 5 | 15 | 0.8 |
| VN – 15 | Pharmacology 4 | 5 | 0 | 13 | 18 | 0.6 |
| VN – 16 | Preparation for Practice | 30 | 0 | 48 | 78 | 3.1 |
| Totals | | 600 | 192 | 768 | 1560 | 63.3 |

Phlebotomy Technician

079.362-010

Course Period: 2 Weeks / 80 Clock Hours

Primary Objective & Instruction

Students will learn basic techniques for blood specimen collection. The course covers units on the anatomy and physiology of the circulatory system, medical terminology, specimen processing, laboratory safety, infection control, quality control, and professional skills. Students who wish to become certified as phlebotomy technicians must also complete the board examination of the Department of Health Services of the State of California. Completion of the Phlebotomy Technician program is acknowledged by the awarding of a diploma.

Course Module

| Module No | Module Description | Lecture Hrs | Lab Hrs | Semester Credit Hours |
|------------------|---|--------------------|----------------|------------------------------|
| PT-01 | Intro, History, Terminology | 4 | 0 | 0.27 |
| PT-02 | Professionalism, Communication, Liability, Terminology | 2 | 0 | 0.13 |
| PT-05 | Anatomy/ Physiology, Medical Lab Terminology | 4 | 0 | 0.27 |
| PT-06 | Anatomy/ Physiology-Body System, Terminology | 4 | 0 | 0.27 |
| PT-08 | Lab, Chem., Clinical, Specimen Transport-processing, Terminology | 4 | 4 | 0.27 |
| PT-09 | Requisitioning, Med-lab Terminology | 4 | 0 | 0.27 |
| PT-11 | Infection Control, Equip. Safety Collection, Equip. Reagents, Interfering Chem. Substance | 4 | 0 | 0.27 |
| PT-12 | Collection Procedures, Physiologic Complications Special Procedures | 4 | 0 | 0.27 |
| PT-13 | Physiologic, Collection, AIDS, Practice on a simulated arm | 5 | 5 | 0.67 |
| PT-14 | Clinical Externship | 0 | 40 | 2.67 |
| Total | | 80 | | 5.36 |

Web Design

141.061-018

Course Period: 15 Weeks / 30 Weeks / 600 Clock Hours

Primary Objectives & Instruction

Students explore internet sites including those of corporations, retail operations, governmental agencies and educational institutions. They learn to design and build web pages using a web design software package. Completion of the Web Design program is acknowledged by the awarding of a diploma.

Course Module

| Module No | Module Description | Lecture Hrs | Lab Hrs | Semester Credit Hours |
|------------------|---|--------------------|----------------|------------------------------|
| WD01 | Course Overview, Web Standards, CMS Systems | 15 | 15 | 1.00 |
| WD02 | HTML, XHTML, and CSS Formatting | 15 | 15 | 1.00 |
| WD03 | CSS Positioning and Visual Design | 15 | 15 | 1.00 |
| WD04 | CSS and Visual Design | 15 | 15 | 1.00 |
| WD05 | Information Architecture I | 30 | 30 | 1.00 |
| WD06 | Information Architecture II | 30 | 30 | 2.00 |
| WD07 | Accessibility and Usability | 30 | 30 | 2.00 |
| WD08 | DOM, JavaScript, and HTML Forms | 30 | 30 | 2.00 |
| WD09 | DHTML | 30 | 30 | 2.00 |
| WD10 | Server-Side Authentication and SSI | 15 | 15 | 1.00 |
| WD11 | CGI and PHP | 15 | 15 | 1.00 |
| WD111 | Portfolio | 120 | | 4.00 |
| Total | | 600 | | 20 |

Property Management

186.167-046

Course Period: 12 Weeks / 24 Weeks / 480 Clock Hours

Primary Objectives & Instruction

This course is an introductory overview to property management principles. It covers the basics of property management, the benefits to consumers and clients, key elements of leases, residential and commercial property management, trust funds, and fair housing in property management. The course is not designed to train full-time property managers, but rather to provide property management skills for real estate salespersons and brokers. Completion of the Property Management program is acknowledged by the awarding of a diploma.

Course Module

| Module No. | Module Description | Lecture Hours | Lab Hours | Semester Credit Hours |
|-------------------|--------------------------------------|----------------------|------------------|------------------------------|
| PM-01 | A Professional Property Management | 10 | 10 | 0.6 |
| PM-02 | Marketing Management | 20 | 20 | 1.4 |
| PM-03 | Lease and Lease Agreement | 20 | 20 | 1.4 |
| PM-04 | Tenants | 20 | 20 | 1.4 |
| PM-05 | Maintenance and Construction | 40 | 40 | 2.6 |
| PM-06 | Reports and Insurance | 30 | 30 | 2.0 |
| PM-07 | Federal and State Laws | 40 | 40 | 2.6 |
| PM-08 | Residential Properties | 30 | 30 | 2.0 |
| PM-09 | Life Safety and Environmental Issues | 30 | 30 | 2.0 |
| Total | | 480 | | 16 |

Hotel/ Restaurant Management

238.367-038

Course Period: 12 Weeks / 24 Weeks / 480 Clock Hours

Primary Objectives & Instruction

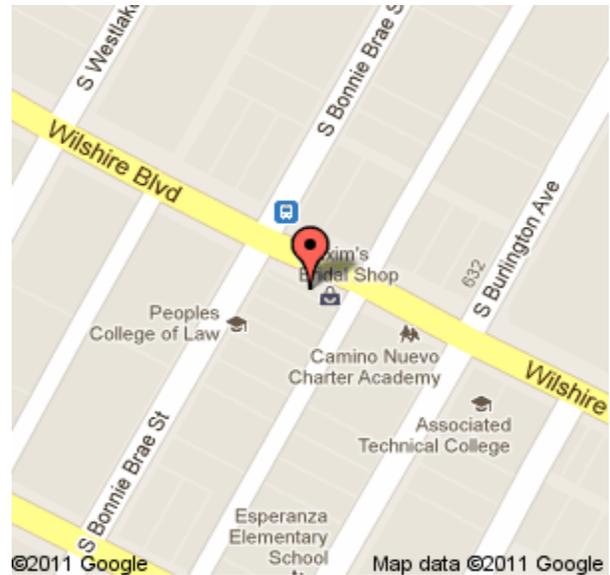
The course covers a wide array of activities in today's lodging industry. Topics include the comparing of manual, machine-assisted, and computer-based methods of management, the traditional and contemporary hotel industries, the structure of hotel management, conventional methods of individual and group reservations, forecasting and overbooking, managing guest service, the setting of room rates, the guest arrival process, billing and guest folios, cash transactions, credit and city ledgers, night audits, and property management system interfaces. Completion of the Hotel/Restaurant Management program is acknowledged by the awarding of a diploma.

Course Module

| Module No. | Module Description | Lecture Hours | Lab Hours | Semester Credit Hours |
|-------------------|--|----------------------|------------------|------------------------------|
| HRM01 | Introduction to Hospitality Industry | 10 | 10 | 0.6 |
| HRM02 | Human Resources Management | 20 | 20 | 1.4 |
| HRM03 | Hospitality Legal Issues | 20 | 20 | 1.4 |
| HRM04 | Hospitality Marketing and Sales and financial Management | 20 | 20 | 1.4 |
| HRM05 | Hospitality Administration/Management, General | 40 | 40 | 2.6 |
| HRM06 | Beverage Management | 30 | 30 | 2.0 |
| HRM07 | Purchasing for Hospitality Operations | 40 | 40 | 2.6 |
| HRM08 | Principles of Food Preparation | 30 | 30 | 2.0 |
| HRM09 | Principles of Food and Beverage Control | 30 | 30 | 2.0 |
| Total | | 480 | | 16 |

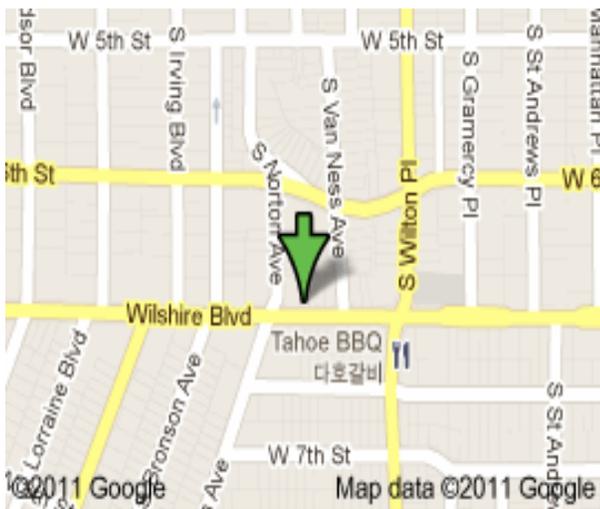
Main Campus Map

1930 Wilshire Blvd .#300 Los Angeles, CA 90057



Satellite Campus

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