United School of America

701 E. Ball Road, Suite 100, Anaheim, CA 92805
Office: (714) 765-5900 Fax: (714) 776-3028

Catalog of Courses
April 1, 2012 to December 31, 2013

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3 School Location

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Office: (714) 765-5900 Fax: (714) 776-3028

4 BPPE Approval

United School of America is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE). United School of America is a sole proprietorship owned in full by Moises Casteneda.

Accreditation:
This institution is not accredited by any agency.

5 Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, (888) 370-7589 Fax (916) 263-1897

6 Review Documents

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.

7 Complaints

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

8 Address of Instructional Location

United School of America
701 E. Ball Road, Suite 100, Anaheim, CA 92805

9 Programs

Title	**Floral and Bridal Design**
Length of Program	500 Hours
Frequency of Lessons	M-F 5 hrs per day
Objective	The student will learn to decorate an album for weddings, fifteen year's celebration. The student will also learn the decoration of pillows and frames for pictures. During this program the student will develop skills through a fundamental floral arrangement for weddings and for special seasons. The student will be prepare on how to create a resume, fill out applications, attend interview, write thank you letters, and use correct telephone techniques.
Occupational Goal	Successful graduates of this program will be attained the skills, Knowledge and experience for entry-level employment as floral and bridal arrangement designer. Designs and Fashions live, cut, dried, and artificial floral and foliage Arrangements for the event, such as holidays, anniversaries, weddings, balls, and funerals
Citation of Texts	The Art of Floral Design by Norah T. Hunter Creative Wedding Floral You Can Make by Terry Rye
Mode of Instruction	Direct Classroom Instruction
Internship/Externship	None Required
Sequential Outline of Subject Matter	

FBD	101	Techniques
FBD	102	Introduction to Floral Design
FBD	103	Flowers and Flowers Season Identification
FBD	104	Artificial & Natural Flowers
FBD	105	Album and Pillows Decoration
FBD	106	Bridal Basket & Balloon Decoration
FBD	107	Seasonal & Funeral Decoration
FBD	108	Bridal Accessories/Arrangement
CD	109	Career Development

Title	**Diversified Photography& Graphic Design**
Length of Program	500 Hours
Frequency of Lessons	M-F 5 hrs per day
Objective	The student will learn how to use a 35mm camera, by taking pictures using black and white and color film by using different apertures and shutter speeds. The student will also learn special photographic techniques, such as double exposures and inter-negatives. The student will develop strategies in or out the studio by learning different lighting techniques using different backgrounds. They will learn how to mix black and white chemicals and how to develop B/M film. They will also learn how to develop color film and how to mix color chemicals. They will learn how to restore pictures and retouching, as well as special affects. The student will be introduced to up to date software including Adobe Photoshop 5.0. The will learn to prepare a resume, fill out applications, attend interview, write thank you letters, and use correct telephone techniques.
Occupational Goal	The program objective of the course is to provide the students with skills, knowledge and experience to secure entry-level employment as either photographer/Lab Technicians, and/or Digital Imaging Technicians. Those graduated will be able to perform the job duties of a studio Photographer, as well as developing and printing film, both manually. They may also perform laboratory technician duties, such as: Photo Duplication and Enlargements, Special Effects with Camera, Manual Retouching, and manipulation of images onto film with the use of the computer
Citation of Texts	Adobe Photoshop 7, CS, CS2, CS3, CS4 Adobe Elements 9, 10, 11 Adobe Illustrator, Web Design
Mode of Instruction	Direct Classroom Instruction
Internship/Externship	None Required

Sequential Outline of Subject Matter

DP	101	Theory and 35mm/Digital Camera Operations
DP	102	Natural and Studio Light Techniques
DP	103	Digital Photography
DP	104	Color Digital Image Editing
DP	105	Basic Computer Operations and Functions
DP	106	Scanning Images/Image Resolution
DP	107	Digital Imaging in Graphics Arts Programs
DP	108	Output Devices Information Storage Media
CD	109	Career Development

Title	**Computer Repair Technician (A+ Prep)**
Length of Program	500 Hours
Frequency of Lessons	M-F 5 hrs per day
Objective	The student will learn to determine what tools and equipment will be required to be a Computer Repair Technician. They will start with the basic keyboarding techniques, key stroking skills, keyboard memorization accuracy and speed. The student will learn the function of Windows XP. They will learn to install and configure hardware components, computer peripheral, as well as obtained the knowledge of their functions and interconnections among peripherals. Also the comprehensive look at various systems and software tools for aiding in diagnostics and troubleshooting procedures. The will learn to prepare a resume, fill out applications, attend interview, write thank you letters, and use correct telephone techniques.
Occupational Goal	The program objective of the course is to provide the student with the entire necessary classroom, practical and laboratory training to meet the minimum requirements to begin employment at a professional level. The Student will be prepared in the principals of Computer Repair, the use of Operating Systems and Technical aspects of the Personal Computer peripheral equipment.
Citation of Texts	Upgrading and preparing DCS by Scott Mueller's (eleventh edition) Web Support Microsoft Corp.
Mode of Instruction	Direct Classroom Instruction
Internship/Externship	None Required

Sequential Outline of Subject Matter

CRT	101	Introduction to Computers
CRT	102	Typing I & II
CRT	103	Windows XP, vista, 7, 8, linux, MAC OS Installation
CRT	104	Troubleshooting Windows xp, vista, 7, 8, linux , Mac OS
CRT	105	Diagnostics and Troubleshooting
CRT	106	Hardware Configuration & Installation
CRT	107	Computer Assembly
CRT	108	System Maintenance
CRT	109	Communications Networking Basics
CRT	110	A+ Prep
CD	111	Career Development

Title	**Medical Assistant Front Office**
Length of Program	500 Hours
Frequency of Lessons	M-F 5hrs per day
Objective	The student will learn about keyboarding disposition and finger assignment and also improve speed and technique. During this program the student will learn the safety procedures and different types of tools manipulation. They will learn how to start Ms. Word processing, and how to set-up a page layout, text and edition, selection of fonts, styles and sizes. The will also learn how to create and format worksheets by entering text, values formulas. During this program the student will learn how to use Medisoft software for insurance claim printing, electronic claim submission, accounts receivable tracking and practice management reporting in healthcare practices and billing services. The student will also learn how to use the ICD-9 and CPT for coding diagnoses and procedures. The Medical Office program will train the student in the knowledge skills and techniques needed to function to function in the medical or front desk office or medical clinic.The will learn to prepare a resume, fill out applications, attend interview, write thank you letters, and use correct telephone techniques.
Occupational Goal	The program prepares the Student for entry-level position as a Medical Assistant Front Office in the Administrative and Medical Office settings. The emphasis of the program is placed on medical ethics, Terminology, Business Procedures, Human Relations, Secretarial and business skills for medical front office.
Citation of Texts	Medical Assistant Terminology Version 7.0
Mode of Instruction	Direct Classroom Instruction
Internship/Externship	None Required

Sequential Outline of Subject Matter

MAFO	101	Medical Law & Ethics
MAFO	102	Terminology
MAFO	103	Human Relations
MAFO	104	Secretarial Skills
MAFO	105	Health Insurance
MAFO	106	Business Procedures
MAFO	107	Management Skills
CD	110	Career Development

Title	**Computer Clerical Office Business Skills**
Length of Program	500 Hours
Frequency of Lessons	M-F 5hrs per day
Objective	The student will learn to type by starting basis Keys stroking skills, and the instruction to the basic functions of popular software applications. They will learn the different operations associate with a standard calculator and the use of office machines and equipment. They will learn about designing and laying out their presentation with Power Point. The student will learn the development of setting up basic data using Microsoft Access, set up form, reports, queries and tables. The will learn to prepare a resume, fill out applications, attend interview, write thank you letters, and use correct telephone techniques.
Occupational Goal	The program objective of the course Computer Clerical Office Business Skills is to provide the student with the entire necessary classroom, practical and training to meet the minimum requirements to begin employment at a professional level. The office applications taught reflect those that are used in the majority of business for Word Processing, Databases, Presentations and Accounting.
Citation of Texts	Learning Microsoft Office 2007, 2010
Mode of Instruction	Direct Classroom Instruction
Internship/Externship	None Required

Sequential Outline of Subject Matter

CCOBS	101	Computer Introduction
CCOBS	102	Microsoft Word 2007, 2010
CCOBS	103	Microsoft Excel 2007, 2010
CCOBS	104	Microsoft Windows Vista, Windows 7, 8
CCOBS	105	Office Procedures/ 10 Key Operations
CCOBS	106	Microsoft Power Point 2007, 2010
CCOBS	107	Microsoft Access/ Outlook 2007, 2010
CD	110	Career Development

Title	**Medical Billing and Insurance Coding**
Length of Program	560 hrs
Frequency of Lessons	5 hrs every day, 25hrs for week, for 23 weeks Monday throw Friday
Objective	In this program the student will learn about managed health care, legal and regulatory issues, coding systems, reimbursement methods, coding for medical necessity, and common health insurance plans.
Occupational Goal	Work as Medical Billing and coding
Citation of Texts	**Understanding Health Insurance, medical assisting, MEd iSOFT**
Mode of Instruction	Direct instruction
Internship/Externship	none

Sequential Outline of Subject Matter	
MB 110	Insurance Billing
MB 120	Insurance Coding Principles
MB 130	Medical Law & Ethics
MB 140	Documentation & Records
MB 150	Medical Billing & Collections
MB 160	Insurance Practices
MB 170	Medical Office Procedures

Title	**A+ certification training**
Length of Program	125 hrs
Frequency of Lessons	5 hrs every day, 25hrs for week, for 5 weeks Monday throw Friday
Objective	The Student will be prepared in the principals of A+ Essentials, and A+ practical application exam
Occupational Goal	Work as A+ certified, Hardware and software technician
Citation of Texts	Sybex Comptia A+ certification
Mode of Instruction	Direct instruction
Internship/Externship	None

Sequential Outline of Subject Matter

AT 101	Personal Computer System Components Storage Devices, Power Supplies, and Adapters
AT 102	Understanding Laptops and Portable Devices Installing and Configuring Printers
AT 103	Installing and Configuring Operating Systems Troubleshooting Theory and Preventive Maintenance
AT 104	Understanding Networking Installing, Configuring, and Troubleshooting Laptops
AT 105	Resolving Printer Problems Operating System Utilities and Troubleshooting Issues

Title	**Video Editing**
Length of Program	675 hrs
Frequency of Lessons	Monday throw Friday 5 hours every day for 27 weeks
Objective	Students will learn how to capture, edit and output digital video, and how to sync video with audio. In addition to technical skill, the importance of concept, aesthetics, and knowledge of contemporary uses for digital video will be emphasized through a variety of short projects
Occupational Goal	The educational program is designed to prepare students for employment as Editor, Video Editor, Videographer, News Video Editor, News Videotape Editor, (ONET 27-4032.00)
Citation of Texts	Adobe premiere pro cs4
Mode of Instruction	Direct instruction
Internship/Externship	None

Sequential Outline of Subject Matter	
VEP 101	INTRODUCTION, HARDWARE INSTALLATION
VEP 102	EXPLORING THE INTERFACE
VEP 103	IMPORTING, LOGGING & CAPTURING MEDIA
VEP 104	THE EDITING TOOLS
VEP 105	WORKING WITH AUDIO
VEP 106	CREATING TITLES
VEP 107	GRAPHICS & ANIMATION
VEP 108	Output Devices Information Storage Media
VEP 109	EXPORTING YOUR PROJECT

Title	Security Guard
Length of Program	40 Hours
Frequency of Lessons	M-F 8am to 5pm
Objective	This program prepares the student to become a licensed security guard. A security guard must complete 40 hours of required training and an 8-hour refresher course every 12 months after completing the 40-hour course. As part of that training, a security guard must complete an 8-hour Power to Arrest training course prior to being placed on post. In addition, 16 hours of training is required within the first month and an additional 16 hours within the first six months.
Occupational Goal	Licensure is a goal of this program. The California Department of Consumer Affairs (DCA) Bureau of Security & Investigative Services (BSIS) issues this specialized license
Citation of Texts	All manuals are provided by the Bureau of Security and Investigative Services. The training shall utilize the Department of Consumer Affairs' Power to Arrest Training Manual
Mode of Instruction	Direct Classroom Instruction
Internship/Externship	None Required

Sequential Outline of Subject Matter

I. POWER TO ARREST:
A. Overview and Origin of Authority to Detain and Arrest 2 Hour Minimum
1. Overview and Origin of Authority to Detain and Arrest
2. Definition of a Detention
3. Definition of an Arrest
4. What is a Private Citizen's Arrest
5. Use of Force
a. Legal
b. Employer Policy
6. Search and Seizure
a. 4th Amendment of the U.S. Constitution
b. Acting as a Law Enforcement Agent
c. Discovering Contraband
7. Definition of Private/Public Property
a. Jurisdiction
b. Trespass
B. Terrorism Awareness, Weapons of Mass Destruction Training for Security Professionals 2 Hour Minimum
Introduction and Overview of the Training
The Role of a Security Officer
The Nature of Terrorism
Weapons of Mass Destruction
Coordinating and Sharing of Critical Information
Sections II through VI 12 Hour Minimum
II. ROLES AND RESPONSIBILITIES
1. Definition of Proprietary
a. Employed by Company
b. Distinctive Uniform
c. Unarmed
d. Interact with Public

2. General
a. Private Citizen
b. Authority Originates from Company
c. Service Oriented
d. Employer Specific Policy

III. PUBLIC AND EMPLOYER EXPECTATIONS
Ethics
Professionalism
Job Conduct
Cultural Awareness
Sexual Harassment

IV. LIABILITY ISSUES
1. Overview of Civil Law, Criminal Law and Torts
a. Personal
b. Employer
2. Bureau of Security and Investigative Services Laws and Regulations
3. Explanation of a Duty to Care
a. Reasonable Expectation for a "Safe Environment"
b. Employer Specific
4. Explanation of Negligence
5. Examples of Common Liabilities
6. Accurate Reporting/Documentation

V. COMMUNICATION/CONFLICT MANAGEMENT
1. Interpersonal Communications Skills
a. Approach
b. Body Language
c. Listening
d. Empathy.

2. Situational Awareness
a. Environment
b. Positioning
c. Subjects

3. Managing Disputes
4. Diffusing/De-escalation of Situations
5. Reacting to Violent Incidents
a. Types
b. Law Enforcement Notification

VI. EMERGENCY PROCEDURES

Emergencies Related to Acts of Nature
Emergencies Related to Acts of Persons
Overview of Public Expectation during an Emergency
Explanation of Emergency Plans

Explanation of Emergency Evacuation Plans

I. Total hours 16 Hour Minimum

(e). CONTINUED EDUCATION 2 Hour Minimum
OBJECTIVE: To provide additional or remedial instruction in proprietary private security subject matter. The annual continuing education requirement in Business and Professions Code Section 7574.5 shall be two hours. The annual training shall be provided by the employer. The employer may administer the training in-house or it may be administered by an independent training entity. The annual training may be a repeat of a previous course if the employer's evaluation shows that the employee is deficient in skills or capabilities. Training may consist of any security related course. For each course completed, the training entity or company providing the training shall issue a Certificate of Completion to the individual completing the course(s) in compliance with the requirements stated in Title 16, California Code of Regulations, Section education requirement in Business and Professions Code Section 7574.5 shall be two hours. The annual training shall be provided by the employer. The employer may administer the training in-house or it may be administered by an independent training entity. The annual training may be a repeat of a previous course if the employer's evaluation shows that the employee is deficient in skills or capabilities. Training may consist of any security related course. For each course completed, the training entity or company providing the training shall issue a Certificate of Completion to the individual completing the course(s) in compliance with the requirements stated in Title 16, California Code of Regulations, Section 645(b).

Title	Baton Training
Length of Program	8 Hours
Frequency of Lessons	M-F 8am to 5pm
Objective	The baton training course is designed to give baton permit applicants/students the minimum level of proficiency to carry and use a baton while on duty as private security guards. Individuals who are required to obtain a baton permit must be instructed in the format described in Section 7585.9(a) of the Business and Professions Code. The Baton Training Manual provides that format, and this school therefore follows said format.
Occupational Goal	The goal of this program is to provide opportunities for those who wish to work as a Security Guard with the additional authority to carry and use a baton. The course of training in the carrying and usage of the baton, the satisfactory completion of which shall be required of applicants who wish to obtain a baton permit, shall be in the format prescribed by the Department of Consumer Affairs as delineated in the bureau's "Baton Training Manual." Baton Training by itself does not lead to licensure.
Citation of Texts	All manuals are provided by the Bureau of Security and Investigative Services. The manual is the Baton Training Manual Student Text
Mode of Instruction	Direct Classroom Instruction
Internship/Externship	None Required

Sequential Outline of Subject Matter

BATON TRAINING OUTLINE--Recommended Instruction Sequence

I. MORAL AND LEGAL ASPECTS

A. Guard Responsibilities

B. Employer Responsibilities

C. Criminal Liability

D. Civil Liability

E. Vicarious Liability

II. USE OF FORCE

A. The Continuum of Force

B. Reasonable/Rational Force

C. Force Against Insulting Words

D. Force Against Trespassing

E. Force Against Assault with Hands and Fists

F. Deadly Force

G Force in Defense of Another and Property

H. Avoidance of Deadly Force – De-escalation of Force.. Escalation and De-escalation of Force

III. BATON FAMILIARIZATION AND USES

A. Description of Straight Expandable/Straight Baton

B. Description of Side Handle/Side Handle Expandable Baton

IV. FIRST AID FOR BATON INJURIES

A. Definition of First Aid

V. FUNDAMENTALS OF BATON HANDLING

A. Stances and Grip, Target Areas

C. Defensive Techniques, Control Techniques

E. Arrest and Control Techniques

VI. CALIFORNIA PENAL CODE SECTIONS

10 Professions – Requirements for Eligibility for Licensure

Licensure is a goal of the Security Guard program. The California Department of Consumer Affairs (DCA) Bureau of Security & Investigative Services (BSIS) issues this specialized license.

None of the other educational services offered lead to occupations that require licensure.

11 Faculty

Name:	**Qualifications:**
Jose Alvarado	Universal Career Institute, Computer Electronic Technician University National Autonomy of Mexico, (systems engineering)
Juliana Tlaseca	Cypress College, Casa Real Learning Center (computerized business skills)

Administrative Staff

School Director	Moises Casteneda
Placement Representative	Jessica Lara
Admissions Representative	Brenda Lara
Student Coordinator	Janet Camacho

12 Admissions Policies (General)

The general criteria for admission are:

1. Student must achieve a qualifying score on the school's entrance test.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
4. This institution will utilize a Wonderlic Scholastic level exam (SLE) to test students for ability to benefit if the individual applicant is not a high school graduate or has not attained a GED. Passing scores for each of the programs offered are as follows:

Program Name	Minimum Qualifying Wonderlic Score
Medical Assisting Front Office	*14*
Diversified Photography & Graphic Design	*16*
Computer Repair Tech (A+ Prep)	*17*
Computer Clerical Office Business Skills	*16*
Floral & Bridal Design	*16*
Security Guard	*12*
Baton Training	*12*
A+ Certification Training	*19*
Medical Billing and Insurance Coding	*15*
Video Editing	*20*

This institution has not entered into an articulation or transfer agreement with any other college or university.

The Admission Process:

- Student takes a tour of the campus.
- The student is asked to show proof of age and document attainment of a high school diploma or its equivalent.
- The applicant receives a copy of the current school catalog.
- The applicant is advised, orally and in writing, regarding the institution's refund and cancellation policies.
- The applicant is asked to sign for receipt of the current school catalog.
- The applicant receives and initials and signs a current School Performance Fact Sheet.
- The applicant is asked to execute an enrollment agreement, in English.
- If the applicant has been recruited in another language, tested in another language, or interviewed in another language, the student receives a copy of the enrollment agreement and catalog in that other language.

13 Student's Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

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.

How to Cancel

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The 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 institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid

the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement 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 95798-0818. www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

14 Academic Probation and Dismissal Policies

If you fail to meet the cumulative 85% attendance or 70% grade average for any evaluation period, or both, you ill be placed on probation for the next evaluation period. Your failure to achieve an 85% attendance or a 70% grade average, or both, at the end of the probationary evaluation period will result in your being administratively withdrawn.

You will be notified in writing if you are placed on probation. You will be informed, in writing, of the steps necessary to be removed from probationary status. You will also receive attendance or academic counseling, from the School Director, as appropriate, at the time you are placed on probation. This institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

15 Attendance Policy – All Programs

You are expected to attend school regularly. This institution's policy requires the following minimums for graduation: 85% cumulative attendance in the classroom.

You are expected to call the office when you will not be in attendance, so the instructor may be advised. Attendance is tracked in every class period by the instructor, to the nearest quarter hour. If you miss more than 10 minutes of any class period, you will be marked absent for the whole hour. Each day your instructor will submit attendance records to an administrator who will track each student's attendance. The cumulative attendance information is contained on the module progress report given to all students every four weeks. If you do not agree with any of the attendance data, you must submit a written appeal to the School Director within one week of the progress report distribution. At the end of each tracking period of four weeks the attendance data for that time span becomes permanent and can no longer be challenged.

You are also expected to be in class on time. If you arrive late for class your instructor will record you as tardy. If you leave before the instructor dismisses class, the instructor will record an early departure. If you are tardy or have an early departure three times or more in any four week reporting period, you will be placed on attendance probation for the remainder of that attendance reporting period. You will also be required to meet with the School Director for counseling regarding tardy arrivals and early departures.

If you do not have cumulative attendance of at least 85% at the end of any four week reporting period, you will be placed on Attendance Probation for the next module. You must meet with the School Director and abide by the terms outlined in the Attendance Probation notice. At the end of the module on Attendance Probation, you must be making progress toward meeting the 90% cumulative attendance requirement, and have met all of the terms of the Attendance Probation. Failure to do so may result in termination from school.

After no more than two modules on attendance probation, you must again meet the 85% cumulative attendance requirement, or you will be dismissed from school.

Make-up hours must be prearranged with the instructor, and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities on campus will count as make-up hours. Such activities may include completing class exercises, viewing class tapes, or other course-related assignments.

A student who is absent for eight consecutive class days or fourteen consecutive calendar days without an approved leave of absence will be terminated.

Any student dismissed for attendance related reasons—consecutive absences, failure to maintain the 90% cumulative attendance, excessive tardiness or early departures, failure to meet the terms of attendance probation, or failure to return from a leave of absence—may restart classes in the next module only with the School Director's written authorization.

Make Up Work:

A student can make up no more than 10% of the instructional hours of the program. Such make up work must be completed in a timely fashion, as directed by the instructor of the program.

16 Leaves of Absence

This institution does not grant leaves of absence.

17 Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	*Total Hours*	Registration Fee	Total Program Tuition	Estimated Cost of Materials & Equip	STRF	Total Charges
Medical Assisting Front Office	*500*	100	4795	900	12.50	5,807.50
Diversified Photography & Graphic Design	*500*	100	4795	900	12.50	5,807.50
Computer Repair Tech (A+ Prep)	*500*	100	4550	900	12.50	5,562.50
Computer Clerical Office Business Skills	*500*	100	4550	900	12.50	5,562.50
Floral & Bridal Design	*500*	100	4495	900	12.50	5,507.50
Security Guard	*40**	100	2700	1200	7.50	4,007.50
Baton Training	*8**	100	1400	500	5.00	2,005
A+ Certification Training	*125*	100	2000	400	5.00	2,505
Medical Billing and Insurance Coding	*560*	100	6350	850	15.00	7,315
Video Editing	*700*	100	5995	1200	15.00	7,310

18 Policies and Procedures Regarding Financial Aid (Title IV)

The school does not provide either State or Federal financial aid.

19 Loan Repayment

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.

20 Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

21 Placement Services

United School of America offers Job Placement Assistance to all qualified graduates. Job Placement Assistance is defined as guiding and training students with personal resume development, advising students on effective self-marketing methods, and job references. United School of America does not guarantee employment nor does it guarantee a specific wage.

22 STRF Disclosure

STRF Fee (Non refundable, $2.50 per $1,000 of tuition)

§ 76215. Student Tuition Recovery Fund Disclosures.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 are 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."

5 CCR §76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

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

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

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

23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

25-1 Beginning and End Dates

April 1, 2012 through December 31, 2013

25-2 Mission, All Programs, & Training Outcomes

A Brief History of the Institution:

United School of America was founded by Krishna Surapaneni in the year 2000.
It began delivery of its instructional programs from its first location at United School of America, in the city of Anaheim. The first courses offered included: Floral & Bridal Design, Diversified Photography, Computer Repair Technician, Medical Assistance and Computer Clerical Office Business Skills. The school was purchased by the present owner in May 5th of 2006. During this time the school has maintained its original mission of providing high quality and reasonably priced vocational training programs in the city of Anaheim.

Mission and Objectives:

Our mission is to provide an educational career program, which prepare students to succeed in a variety of professions. Students are provided with the opportunity to develop essential knowledge and skills; self discipline, self confidence, a professional attitude, and the ability to meet employer expectations. The objective of our programs is to assist students in preparation for employment through their acquisition of specialized knowledge and skills.

25-3 Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

25-4 Language Proficiency

The following apply to students for whom English is not their primary language:
For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on the paper-test, 163 on the computer test and 61 on the Internet-based test (iBT) on a TOEFL. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

25-5 Language of Instruction

Instructions will be given in no language other than English.

25-6 Financial Aid

The school does not provide either State or Federal financial aid.

25-7 Experiential Credit

Transfer of Credit Policy:

This institution does not accept credits earned at other institutions. However, this institution will allow a student in the Office Skills program to test out if the applicant has attained, through self-study or study at another institution, the requisite skills to use the software (Microsoft Office Programs) with capabilities equal to those required at this institution.

25-8 Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.
In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of receipt of the dismissal notice. The appeal should be addressed to the School Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the institution’s receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director’s letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student’s academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. For example, a program scheduled for 20 weeks in length, must be completed within 35 calendar weeks. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

Transfer and Readmitted Students:
Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 100 hours, and therefore must complete 400 hours at this school, (400/25 hours per week = 16 weeks), the maximum time frame is 16 weeks x 150% or 24 weeks.

Satisfactory Academic Progress Policy:
The lengths of this institution's programs are each 500 clock hours.
Academic progress is evaluated every four weeks throughout the program.
You are required to make quantitative progress toward program completion. To be making satisfactory academic progress, a you must attend at least 85% of the scheduled class hours on a cumulative basis during each evaluation period.

Your academic average is reviewed to determine your qualitative progress. The minimum required is 70% at the conclusion of each evaluation period. Incomplete grades are not given, so you must repeat any classes in which you do not meet the minimum qualitative score of 70%. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

If you withdraw from the program you will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated if you reapply and are readmitted to this institution.

Graduation Requirements (Minimum Standards)
For all programs except Guard and Baton training: To graduate and receive a certificate of completion you must achieve at least a cumulative score of 70% on all graded coursework and meet the minimum attendance requirement of 85% of the total clock hours.
Guard and Baton training students must achieve a score of 100% on all written tests.

Certificate upon Graduation:
Upon graduation each student will receive a Certificate of Completion.

25-9 Description of the Facilities & Type of Equipment Used for Instruction

The school is located on the first and second floor of a business office suite located in a commercial zone. The structure is of concrete tilt up design. Administrative offices, a waiting room, and two classrooms are present on the first floor. A suite of classrooms exists on the second floor. The facility (first floor) is ADA compliant.

Instructional Equipment:

<u>Floral & Bridal Arrangement Design</u>
Monitor 15"
Hard Drive 30Gb
CPU 800Ghz Pentium compatible
Memory 256Mb
Printer/Fax/Scanner/Copier Sharp AR-280DM
Video Projector CTX Ez Pro
Software MS Win 2000, Terminology Media Soft

Diversified Photography & Graphic Design
Monitor 15”
Hard Drive 30Gb
CPU 800Ghz Pentium compatible
Memory 256Mb
Printer/Fax/Scanner/Copier Sharp AR-280DM
Video Projector CTX Ez Pro
Software MS Win Me, Adobe Photoshop 7.0

Computer Repair Technician (A+ PREP)
Monitor 15”
Hard Drive 30Gb
CPU 800Ghz Pentium compatible
Memory 256Mb
Printer/Fax/Scanner/Copier Sharp AR-280DM
Video Projector CTX Ez Pro
Software MS Win 2000, Mavis

Medical Assistant Front Office
Monitor 15”
Hard Drive 30Gb
CPU 800Ghz Pentium compatible
Memory 256Mb
Printer/Fax/Scanner/Copier Sharp AR-280DM
Video Projector CTX Ez Pro
Software MS Win 2000/Office XP, Medisoft, Mavis

Computer Clerical Office Business Skills
Monitor 15”
Hard Drive 30Gb
CPU 800Ghz Pentium compatible
Memory 256Mb
Printer/Fax/Scanner/Copier Sharp AR-280DM
Video Projector CTX Ez Pro
Software MS Win 2000, MS Office XP, Mavis

Medical Coding and Insurance Coding
Monitor 15”
Hard Drive 30Gb
CPU 800Ghz Pentium compatible
Memory 256Mb
Printer/Fax/Scanner/Copier Sharp AR-280DM
Video Projector CTX Ez Pro
Software MS Win 2000, MS Office XP, Mavis

Video Editing
Video Cameras tape, mini dv, 5mm, hd, , VCR, DVD players,
USB video Converter, computer,

A+ Certification Training
Monitor15”
Hard Drive30Gb
CPU 800Ghz Pentium compatible
Memory 256Mb
Printer/Fax/Scanner/Copier Sharp AR-280DM
Video Projector CTX Ez Pro
Software MS Win 2000, Mavis

Security Guard
No special equipment required.

Baton Training
Authorized straight baton
Straight baton holder
Duty belt
Handcuffs with key
Duty body armor (to better approximate working on the job)

25-10 Library Resources

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for completion of these programs.

25-12 Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student’s local community but does not offer personal counseling assistance.
These services include:

- Local public transportation routes and schedules
- Local medical / dental services
- Referrals to a personal counseling service can be provided. Note: Personal counseling is not available through United School of America, but an appropriate outside counseling facility will be recommended
- Assistance in locating a nearby childcare service provider

25-13 Student Housing

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing.

25-14 Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The

Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principles by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

25-15 Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of $25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Privacy Act

It is this institution’s intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student’s financial, academic and other school records. We will not release such information to any individual without having first received the student’s written request to do so, or unless otherwise required by law.

Student Conduct

The following behaviors are cause for disciplinary action, including immediate dismissal, at the sole discretion of the school director.

- Academic dishonesty, giving false information to United School of America
- Disorderly, lewd, indecent, obscene or offensive behavior
- Obstruction or disruption of educational or business activities of this institution
- Theft or damage to property of United School of America, students or personnel
- Failure to promptly and fully comply with directions from United School of America staff
- Possession or use of flammable materials, firearms, knives or any other items or substances that could be deemed weapons or weapon like
- Unauthorized entry into or use of United School of America property, facilities
- Smoking, eating, or drinking in areas where these activities are not allowed
- Verbal, physical, mental, emotional, sexual or any other type of harassment of any person on the premises
- Under the influence or in possession of any non-prescribed or non-prescription drugs or alcohol at any school activity or function

Academic Calendar:

New Year Day	January	1
Martin Luther King Jr.	January	21
President's Day	February	18
Good Friday	March	21
Memorial Day	May	26
Independence Day	July	4
Labor Day	September	1
Columbus Day	October	13
Veterans Day	November	11
Thanksgiving	November	27-28
Christmas	December	25-26

Start & End Dates

United School of America has open enrollment on a weekly basis. Most Classes begin every Monday, unless it falls on a holiday as specified above. However, Students and Counselors must check with the school for the starting dates of any classes.

Nondiscrimination Policy

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

Academic Freedom

United School of America is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

United School of America encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Equal Opportunity:

United School of American complies with the Equal Opportunity Act and is an Equal Opportunity Employer. This institution does not discriminate on the basis of sex, race, ethnic origin or religion.

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